

Sir Ganga Ram Hospital

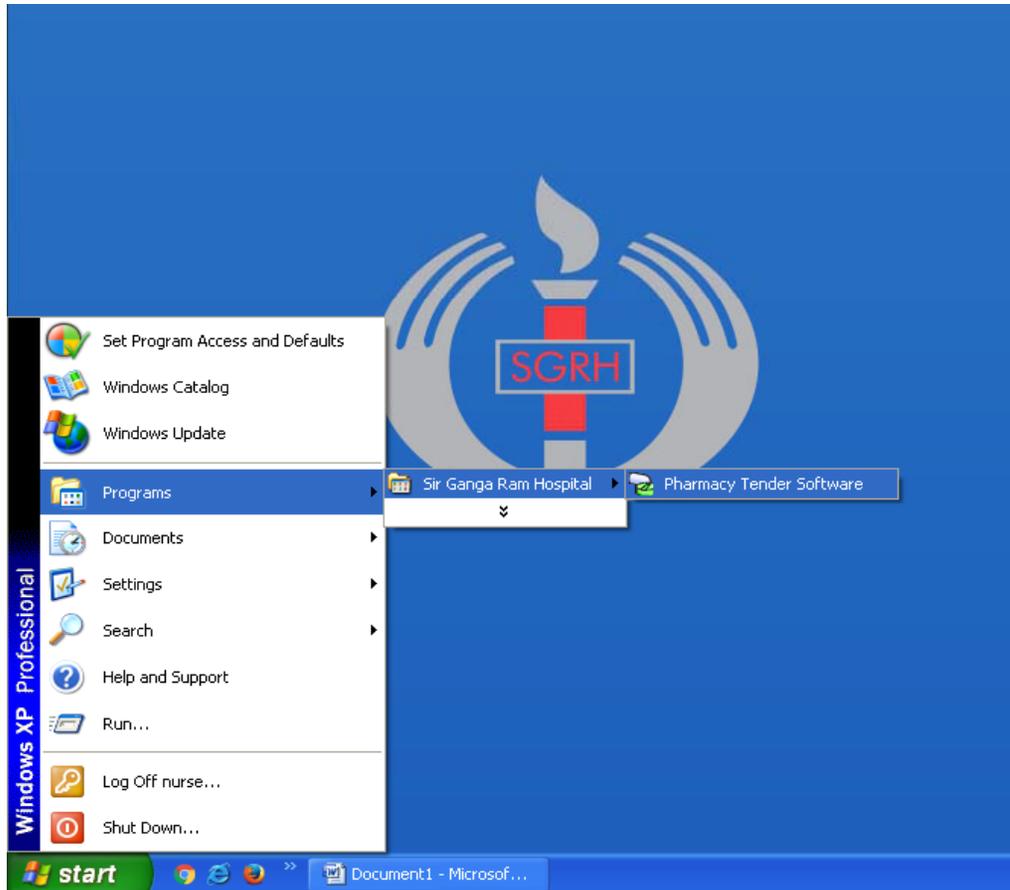


➔ **Pharmacy Tender Software**

USER MANUAL

👉 **NOTE:** Price bid created in any other application like word, excel etc. will NOT be accepted. Use the Pharmacy Tender Software given by Sir Ganga Ram Hospital for Quoting and Submitting Price Bid.

Pharmacy Tender Software (User Manual)



Run the program by clicking
Start Menu →
All Programs →
Sir Ganga Ram Hospital →
Pharmacy Tender Software

Pharmacy Tender Software (User Manual)



Main Menu

Sir Ganga Ram Hospital, Pharmacy Tender (2018 - 2020) Submission Software

SIR GANGA RAM HOSPITAL
RAJINDER NAGAR, NEW DELHI - 110060

Pharmacy Tender (2018 - 2020)

- The generics/brands in the list provided with Tender Software are based on the current procurement of the SGRH. The companies/vendors can quote substitutes with their brand, generic, drug form and strength details.
- Companies/vendors can quote new brands that does not exist in the provided list
- In case, an item being quoted comes in different Drug Forms and Strengths quote it for all variants separately along with their cost price and MRP.
- For each item specify its brand name, generic name, manufacturer, HSN code, packing, drug form, drug strength, cost price, discount, MRP and tax details

Company/Vendor Details	Enter your company details
Enter Quotation	Click this button to enter your quotation
View/Edit/Print/Export Quoted Items	Click to view, edit, print, export what you have entered for submission to SGRH
Master Tables	Click to view, search or add new generics, drug forms, strength, packing and brands
Exit	To exit pharmacy tender software click here

Pharmacy Tender (2018 - 2020) Helpline Numbers: 011-42252833, 011-42252828
Pharmacy Tender (2018 - 2020) Software Helpline Numbers: 011-42251987, 011-42251990

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Enter your company details

Enter quotations

View, edit, print or export quoted items

View or add - new generics, drug forms, strengths, packing and brands

Closes tender software

Pharmacy Tender Software (User Manual)



Vendor Details

Vendor/Company Details

Company/Vendor Details

• Company/Vendor Name	A Pharma
• Address	12345, Rajinder Nagar
• City	New Delhi
• State	Delhi
• PIN Code	110060
• Contact Person	Aman Kumar
• Phone Number	10101010
• Mobile Number	9810101010
• Email Address	aman.kumar@apharma.com
• GST Number	123456789
• GST Registration State	Delhi
• Remarks	

Fill the above form and click 'Save & Close' button to update vendor details
All **•** marked fields are mandatory

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In this form fill your company details. **On one computer only one company/vendor can enter quotation.**

Fields marked with **•** are mandatory for this form.

After completing the form click on Save & Close button

In case you do not want to save changes click Close without Save button

Pharmacy Tender Software (User Manual)



Brand Master

Brands

Close Filter Show All

Brand Name
Format → Brand Name Drug Strength Drug Form
e.g. 1: Azicid 500 mg Tablet
e.g. 2: Glimmer-1MF (Glimepiride 1 mg + Metformin 500 mg) Tablet

Manufacturer
e.g. 1: Cipla
e.g. 2: Morepen

Generic
Format → Generic Name 1 + Generic Name 2
e.g. 1: Azithromycin
e.g. 2: Glimepiride + Metformin

Save

BRAND NAME	MANUFACTURER	GENERIC	ADDED BY VE...
10 D 500 1 FFS Plastic Bottle (Dextrose 10%) - SKKL	SKKL	Dextrose 10%	
20M FFS Plastic Bottle 20% Mannitol 100 ml		Mannitol 20%	
25 D 100 ml FFS Plastic Bottle (Dextrose 25%) - SKKL	SKKL	Dextrose 25%	
3M 10% 10 ml Skin Prep (Povidone Iodine)	3 M	Povidone Iodine	
3M 10% 50 ml Skin Prep (Povidone Iodine)	3 M	Povidone Iodine	
3M 500 ml Skin Prep (Chlorhexidine Gluconate 2% w/v + Iso...	3 M	Chlorhexidine	
3M Avagard 500 ml Surgical Hand Antiseptic (Chlorhexidine ...	3 M	Chlorhexidine	
3M Avagard 7.5% 500 ml Scrub (Povidone Iodine)	3 M	Povidone Iodine	
3M Avagard CHG 100 ml Handrub (Chlorhexidine Gluconate ...	3 M	Chlorhexidine	
3M Avagard CHG 4% 500ml Scrub (Chlorhexidine Gluconate)	3 M	Chlorhexidine	
3M Avagard CHG 500 ml Handrub (Chlorhexidine Gluconate ...	3 M	Chlorhexidine	
3M Avagard Handrub 500 ml (2-Propanol 45% w/w, 1-Propan...	3 M	Chlorhexidine	
3NS 3% 20 ml Glass Bottle (Normal Saline Hypertonic)	SKKL	Sodium Chloride	
4 QUIN Eye Ointment 5gm (Moxifloxacin)		Moxifloxacin	
4-QUIN Eye Drops 5 ml (Moxifloxacin)		Moxifloxacin	
5 D Dextrose 5% - SKKL	SKKL	Dextrose 5%	
5 Flucel 200 mg injection (5-Fluorouracil)	Celon Laboratories	5-Fluorouracil	
5 Flucel 500 mg (5-fluorouracil)	Celon Laboratories	5-Fluorouracil	
5D 5% 500 ml FSS Plastic Bottle (Dextrose)	SKKL	Dextrose 5%	
5D 500 ml Inibag in Closed Infusion (Dextrose 5%)	Claris Otsuka Pvt Ltd	Dextrose 5%	
5D Dextrose 50% (Dextrose) - Shree Krishna	SKKL	Dextrose 50%	
6-MP 50 mg tablet (Mercaptopurine)	Cadilla Healthcare	Mercaptopurine	
6-TG Tablet 40 mg (Thioguanine)	Naprod Life Sciences	Thioguanine	
8x Shampoo (Ciclopirox + Zinc Pyrithione)	Cipla	Ciclopirox + Zinc Pyrithione	
9PM EYE DROPS 50 mg/ml (Latanoprost)	Cipla	Latanoprost	
A TO Z 100 ml Syrup (Multivitamins)	Aikem Laboratories	Multivitamins	

1. To add a new Brand, type the Brand name, manufacturer, select Generic and finally press Save button
 2. In the brand name enter drug strength and drug form also as specified in the format and examples
 3. In case your Generic is not available in the drop down, close this window and add it using master tables option
 4. To edit a Brand you added, double click on it, make the correction and press Save button (You cannot edit brands provided by SGRH)
 5. To find a Brand in Tender database enter few characters of Brand name in the Brand Name textbox and press Filter button
 6. To view all Brands available in the Tender database, click on show all button

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Click to view list of all brands

In case the brand you want to quote is not available in our list, enter brand in the textbox and click save button to add. Kindly specify Drug Strength and Drug Form also in Brand Name box as specified in the examples.

To apply a filter and see only selected brands, enter a few characters in any (or all) of these fields and click filter to view matching brands

In case a brand is added by vendor, it can be modified by double clicking on it. You cannot edit description of brands provided by SGRH.

Click close button to return to Master Table Menu

Pharmacy Tender Software (User Manual)



Enter Quotation

To quote an item you need to fill data in following 3 screens:

- Screen 1 of 3 – Choose Brand you want to quote on this screen
- Screen 2 of 3 – Specify Cost and MRP of item you are quoting on this screen
- Screen 3 of 3 – Enter other details of item you are quoting on this screen

Screen 1 of 3

Screen 2 of 3

COST SUMMARY	
Cost of _____ before Discount	
Discount Amount	
Cost of _____ after Discount without Tax	
Cost Tax Amount	
Cost of _____ after Discount with Tax	
Cost of Capsule / Tablet before Discount	
Discount Amount	
Cost of Capsule / Tablet after Discount without Tax	
Cost Tax Amount	
Cost of Capsule / Tablet after Discount with Tax	

MRP SUMMARY	
MRP of _____ with Tax	
MRP of _____ without Tax	
MRP of Capsule / Tablet with Tax	
MRP Tax Amount	
MRP of Capsule / Tablet without Tax	

Screen 3 of 3

COST SUMMARY	
Cost of Ship of 10 before Discount	5
Discount Amount	0.5
Cost of Ship of 10 after Discount without Tax	4.5
Cost Tax Amount (5% 12%)	0.54
Cost of Ship of 10 after Discount with Tax	5.04
Cost of Capsule / Tablet before Discount	9.5
Discount Amount	0.95
Cost of Capsule / Tablet after Discount without Tax	8.55
Cost Tax Amount (5% 12%)	0.94
Cost of Capsule / Tablet after Discount with Tax	9.49

MRP SUMMARY	
MRP of Ship of 10 with Tax	20
MRP of Ship of 10 without Tax	17.907
MRP of Capsule / Tablet with Tax	21.621
MRP of Capsule / Tablet without Tax	19.367
MRP Tax Amount (5% 12%)	2.254
MRP of Capsule / Tablet without Tax	1.767

Pharmacy Tender Software (User Manual)



Enter Quotation (Screen 1 of 3)

- To quote a drug either select generic name and select brand or
- Directly choose brand name

Click to close without Save

Click to clear generic and brand list

After selecting brand, click next to continue

Enter few characters in the generic textbox and click filter to view related generics

Click to view list of all generics

Enter few characters in the brand textbox and click filter to view related brands

Click to view list of all brands

In case the brand you require is not available in the list click to add brand button.

STEP 1: Either enter a generic name ...

Search using Generic

GENERIC NAME	ADDED BY
--------------	----------

... or enter a brand name

Search using Brand crocin

BRAND NAME	MANUFACTURER	GENERIC	ADDED BY
CROCCIN 650 mg pain relief tablet (Paracetamol)		Paracetamol	
Crocin Advance 500mg (Paracetamol)		Paracetamol	

STEP 2: Select a brand above and click on Next button

Brand Name CROCCIN 650 mg pain relief tablet (Paracetamol)

Generic Paracetamol

Drug Form Capsule / Tablet Strength 650 mg Purchase UOM Capsule/Tablet

Manufacturer Category Central Nervous System Subcategory Analgesics & Antipyretics

1. To find a generic enter few characters in the Generic Name textbox and press Filter button. To view all generics, click on show all button.
2. To see all brands related to a generic click on generic name in the list box
3. To find a brand enter few characters in the Brand Name textbox and press Filter button. To view all brands, click on show all button
4. Once you selected the brand you wanted to quote Click on Next button. If brand you want to quote is not available add it using 'Add Brand' button
5. If quoted item is approved, purchase order will be made with the description you have selected/entered.

Pharmacy Tender Software (User Manual)



Enter Quotation (Screen 2 of 3)

- Specify Manufacturer, Drug packing, Form, Strength, Cost and MRP of item you are quoting

Click back button for screen 1 of 3

Enter manufacturer of the item

Click to clear this screen

After specifying the Manufacturer, HSN Code, Drug packing, Drug form, Drug strength, Cost of item and MRP of item, click next to continue

Enter Quotation - Specify Cost & MRP of the Item...

Specify Cost & MRP of the Item... Screen 2 of 3

Back Clear Next

Brand: CROCIN 650 mg pain relief tablet [Paracetamol]
 Generic: Paracetamol
 Manufacturer: GSK HSN Code: 3004

DRUG AVAILABLE IN PACKING	
Drug Packing	Strip of 10
Drug Form	Capsule / Tablet
Drug Strength	650 mg
Capsule / Tablet in Strip of 10	10

COST SUMMARY	
Cost of Strip of 10 before Discount	5
Discount Amount	0.5
Cost of Strip of 10 after Discount without Tax	4.5
Cost Tax Amount (GST 12%)	0.54
Cost of Strip of 10 after Discount with Tax	5.04

Cost of Capsule / Tablet before Discount	0.5
Discount Amount	0.05
Cost of Capsule / Tablet after Discount without Tax	0.45
Cost Tax Amount (GST 12%)	0.054
Cost of Capsule / Tablet after Discount with Tax	0.504

MRP SUMMARY	
MRP of Strip of 10 with Tax	20
MRP Tax Amount (GST 12%)	2.1429
MRP of Strip of 10 without Tax	17.8571

MRP of Capsule / Tablet with Tax	2
MRP Tax Amount (GST 12%)	0.2143
MRP of Capsule / Tablet without Tax	1.7857

COST OF ITEM

Cost of Strip of 10 before Discount **without Tax**: 5
 Discount %: 10 %
 Tax %: GST 12%

MRP OF ITEM

MRP of Strip of 10 **with Tax**: 20
 Tax %: GST 12%

1. Complete the above form. All the columns are mandatory.
 2. You may use the cost calculator and MRP calculator if needed.
 3. Verify the cost summary and MRP summary after entering details.
 4. If quoted item is approved, purchase order will be made with the description, cost and MRP you have selected/entered.
 5. Click next to continue

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Pharmacy Tender Software (User Manual)



Enter Quotation (Screen 3 of 3)

- Specify free of cost offer and Remarks of item you are quoting and double check quotation details

Click back button
for screen 2 of 3

Enter Quotation - Review and Save...

Review and Save... Screen 3 of 3

Back Clear

Brand: CROCIN 650 mg pain relief tablet (Paracetamol)
Generic: Paracetamol
Manufacturer: GSK HSN Code: 3004
Drug Packing: Strip of 10
Drug Form: Capsule / Tablet
Drug Strength: 650 mg

COST SUMMARY	
Cost of Strip of 10 before Discount	5
Discount Amount	0.5
Cost of Strip of 10 after Discount without Tax	4.5
Cost Tax Amount (GST 12%)	0.54
Cost of Strip of 10 after Discount with Tax	5.04

Cost of Capsule / Tablet before Discount	0.5
Discount Amount	0.06
Cost of Capsule / Tablet after Discount without Tax	0.45
Cost Tax Amount (GST 12%)	0.054
Cost of Capsule / Tablet after Discount with Tax	0.504

MRP SUMMARY	
MRP of Strip of 10 with Tax	20
MRP Tax Amount (GST 12%)	2.1429
MRP of Strip of 10 without Tax	17.8571

MRP of Capsule / Tablet with Tax	2
MRP Tax Amount (GST 12%)	0.2143
MRP of Capsule / Tablet without Tax	1.7857

Free of cost offer/ Scheme

Remarks

1. Enter the free of cost offer and remarks if needed.
2. Check your quote carefully, if quoted item is approved, PO will be made with the description, cost and MRP you have selected/entered.
3. To save the item click on save button

Save

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Click to clear this
screen

When you are sure
that the information
you have entered is
correct, click on save
button for submitting
the item.

Pharmacy Tender Software (User Manual)



View, Edit, Print or Export all Quoted Items

SNO	BRAND	MANUFACT...	GENERIC	PACKING	FORM	RATIO	STRENGTH	COST BE...	DISC...	VAT	MRP W/O...
1	CROCIIN 650 mg pain r...	GSK	Paracetamol	Strip of 10	Capsule / T...	10	650 mg	5	10	6	17.8571

1. To modify a quoted item select it in the list and click on Edit button
2. To print quoted items click on Print button. In case you face problem in printing quotation, click on Export (Html) button and print HTML file.
3. Do not copy HTML file in CD. Refer Data Submission Manual for Copying Pharmacy Tender Database in CD for Submission to Sir Ganga Ram Hospital.
4. To delete an item select it in the list and click on Delete button. Record once deleted cannot be retrieved. Do not delete any item after printing final Price Bid.

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Click to Export all quoted items as a web page. Use this option **ONLY** if you are not able to print using print button

Click to Print all quoted item for submission to SGRH

Click to delete selected item. Record once deleted cannot be retrieved. **Do not delete any item after printing/exporting final Price Bid**

Click to edit selected item. **Do not edit any item after printing/exporting final Price Bid**

Click close button to return to Main Menu

Pharmacy Tender Software (User Manual)



Master Tables for Tender Software

Master Tables for Tender Software

Master Tables for Tender Software

Enter Password to change Master Data

<input type="button" value="Generic Master"/>	Allows to view / search / add Generics
<input type="button" value="Drug Form Master"/>	Allows to view / search / add Drug Forms
<input type="button" value="Strength Master"/>	Allows to view / search / add Drug Strength Master
<input type="button" value="Drug Packing (Unit of Measurement)"/>	Allows to view / search / add Drug Packing
<input type="button" value="Brand Master"/>	Allows to view / search / add Brands
<input type="button" value="Close"/>	Return to Previous Screen

1. You can add data in above code tables in case required information is not available in our tables

2. In case you want to add new generic, drug form, strength or drug packing, please contact tender helpline numbers.

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Generic Master, Drug Form Master, Strength Master and Drug Packing Master are locked. You cannot add or modify these details. **In case you want to add any of them please contact tender helpline numbers.**

In case a brand that you want to quote does not exist in our list, click brand master to add.

Pharmacy Tender Software (User Manual)



Generic Master

Generics

Close

Generics

Filter Show All

Generic Name

Format → Generic Name 1 + Generic Name 2
e.g. 1: Azithromycin
e.g. 2: Glimepiride + Metformin

Save

CODE	GENERIC NAME	ADDED BY VENDOR
1	17 Beta Estradiol	
2	5-Amino Salicylic Acid	
3	5-Fluorouracil	
4	Abacavir	
5	Abatacept	
6	Abciximab	
7	Abiraterone Acetate	
8	Acamprosate	
9	Acarbose	
10	Acarbose + Metformin	
11	Acebrophylline + Acetylcysteine	
12	Acebrophylline + Terbutaline + Guaiphenesin	
13	Acebrophylline	
14	Aceclofenac	
15	Aceclofenac + Drotaverine	
16	Aceclofenac + Paracetamol	
17	Aceclofenac + Paracetamol + Chloroxazone	
18	Aceclofenac + Paracetamol + Rabeprazole	
19	Aceclofenac + Paracetamol + Serratiopeptidase	
20	Aceclofenac + Paracetamol + Tizanidine	
21	Aceclofenac + Paracetamol + Tramadol	
22	Aceclofenac + Rabeprazole	
23	Aceclofenac + Thiocolchicoside	
24	Acenocoumarol	
25	Acetazolamide	
26	Acetyl L-Carnitine	
27	Acetylcysteine + Povidoxamine	

1. To find a generic enter few characters of generic name in the Generic Name textbox and press Filter button
2. To view all generics again, click on show all button
3. To add a new generic to the table type the generic name in the Generic Name textbox and press Save button
4. To edit newly added generic double click on it, make the correction in the Generic Name textbox and press Save

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This is a restricted screen. In case you want to add a new Generic, please contact tender helpline numbers.

Click to view list of all generics

In case the generic you want to quote is not available in our list, enter generic name in the textbox and click save button to add new generic

To apply a filter and see only selected generics, enter a few characters in the textbox and click filter to view matching generics

In case a generic has been added by you, you can modify it by double clicking on it. Make the changes and click Save button to update.

Click close button to return to Master Table Menu

Pharmacy Tender Software (User Manual)



Drug Form Master

Drug Forms

Close Drug Forms Filter Show All Save

Drug Form

CODE	DRUG FORM	ADDED BY	VENDOR
21	Bar		
1	Capsule / Tablet		
2	Capsule / Tablet Delayed Release		
22	Cartridge		
23	Dressing		
3	Drops		
4	Enema		
5	Food Supplement		
6	Infusion		
7	Inhalent		
8	Injection		
9	Kit		
10	Liquid		
11	Lozenges		
12	Mouthwash		
13	Nasal Spray		
14	Ointment / Gel / Cream		
15	Powder		
16	Spray		
17	Suppositories		
24	Surgical		
25	Suspension		
18	Syrup		
19	Transdermal		
20	Vaginal		

1. To find a Drug Form enter few characters of Drug Form name in the Drug Form Name textbox and press Filter button
2. To view all Drug Forms again, click on show all button
3. To add a new Drug Form to the table type the Drug Form name in the Drug Form Name textbox and press Save
4. To edit newly added Drug Form double click on it, make the correction in the Drug Form Name textbox and press Save

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This is a restricted screen. In case you want to add a new Drug Form, please contact tender helpline numbers.

Click to view list of all drug forms

In case the drug form you want to quote is not available in our list, enter drug form in the textbox and click save button to add

To apply a filter and see only selected drug forms, enter a few characters in the textbox and click filter to view matching drug forms

In case a drug form is added by vendor, it can be modified by double clicking on it

Click close button to return to Master Table Menu

Pharmacy Tender Software (User Manual)



Drug Strength Master

Strengths

Close Filter Show All Save

Strength Name

CODE	STRENGTH	ADDED BY	VENDOR
1	- Not applicable -		
2	0.0005%		
3	0.004%		
4	0.005%		
5	0.005% + 2%		
6	0.01 mg		
7	0.01%		
8	0.0125%		
9	0.02%		
10	0.025 + 1 % + 0.1%		
11	0.025 + 1 % + 0.5%		
12	0.025 mg		
13	0.025%		
14	0.025% + 1%		
15	0.03%		
16	0.037 mg		
17	0.04%		
18	0.04% + 1%		
19	0.05 mg		
20	0.05%		
21	0.05% + 6.00%		
22	0.06%		
23	0.075%		
24	0.08%		
25	0.1 mg		
26	0.1%		
27	0.12%		
28	0.125 mg		
29	0.15 gm		
30	0.15 mn + 0.03 mn		

1. To find a Strength enter few characters of Strength name in the Strength name textbox and press Filter button
2. To view all Strengths again, click on show all button
3. To add a new Strength to the table type the Strength name in the Strength name textbox and press Save button
4. To edit newly added Strength double click on it, make the correction in the Strength name textbox and press Save

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This is a restricted screen. In case you want to add a new Drug Strength, please contact tender helpline numbers.

Click to view list of all drug strengths

In case the drug strength you want to quote is not available in our list, enter drug strength in the textbox and click save button to add

To apply a filter and see only selected drug strength, enter a few characters in the textbox and click filter to view matching drug strengths

In case a drug strength is added by vendor, it can be modified by double clicking on it

Click close button to return to Master Table Menu

Pharmacy Tender Software (User Manual)



Drug Packing Master

Drug Packing (Unit of Measurement)

Drug Packings (UOM)

Close Filter Show All

Drug Packing [] of [] Save

CODE	DESCRIPTION	PACKING	RATIO	ADDED BY VENDOR
BOTTLE	Bottle	Bottle	1	
BOTTLE0	Bottle of 10 Cap/Tab	Bottle	10	
BOTTLE00	Bottle of 100 Cap/Tab	Bottle	100	
BOTTLE20	Bottle of 120 Cap/Tab	Bottle	120	
BOTTLE5	Bottle of 15 Cap/Tab	Bottle	15	
BOTTLE8	Bottle of 28 Cap/Tab	Bottle	28	
BOTTLE0	Bottle of 30 Cap/Tab	Bottle	30	
BOTTLE0	Bottle of 5 Cap/Tab	Bottle	5	
BOTTLE0	Bottle of 60 Cap/Tab	Bottle	60	
CAPTAB	Capsule/Tablet	Capsule/Tablet	1	
INJ	Injection	Injection	1	
JAR	Jar	Jar	1	
KIT	Kit	Kit	1	
LTR	Litre	Litre	1	
PCS	Piece	Piece	1	
SACHET	Sachet	Sachet	1	
STRIP1	Strip of 1	Strip	1	
STRIP10	Strip of 10	Strip	10	
STRIP100	Strip of 100	Strip	100	
STRIP14	Strip of 14	Strip	14	
STRIP15	Strip of 15	Strip	15	
STRIP16	Strip of 16	Strip	16	
STRIP2	Strip of 2	Strip	2	
STRIP20	Strip of 20	Strip	20	
STRIP28	Strip of 28	Strip	28	
STRIP3	Strip of 3	Strip	3	
STRIP30	Strip of 30	Strip	30	
STRIP4	Strip of 4	Strip	4	
STRIP5	Strip of 5	Strip	5	
STRIP50	Strip of 50	Strip	50	

1. To find a Drug Packing enter few characters of Drug Packing name in the Drug Packing Name textbox and press Filter button
 2. To view all Drug Packings again, click on show all button
 3. To add a new Drug Packing to the table type the Drug Packing name in the Drug Packing Name textbox and press Save button
 4. To edit newly added Drug Packing double click on it, make the correction in the Drug Packing Name textbox and press Save button

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This is a restricted screen. In case you want to add a new Drug Packing, please contact tender helpline numbers.

Click to view list of all drug packing

In case the drug packing you want to quote is not available in our list, enter drug packing in the textbox and click save button to add

To apply a filter and see only selected drug packing, enter a few characters in the textbox and click filter to view matching drug packing

In case a drug packing is added by vendor, it can be modified by double clicking on it

Click close button to return to Master Table Menu

Pharmacy Tender Software (User Manual)



Helpline Numbers

In case you face any problem using the Pharmacy Tender Software provided by Sir Ganga Ram Hospital, Ring any of these helpline numbers Monday – Saturday during working hours (10am to 4pm).

- **011 - 42251987**
- **011 - 42251990**