

# TEHSIL HEAD QUARTER HOSPITAL CHICHAWATNI

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## Bidding Documents

Tender No: THQCCW/PROC/05/08/2017

**Note:** Please read the terms & conditions carefully. Any offer not received as per terms & conditions of tender enquiry is liable to be ignored.

### TENDER ENQUIRY FOR THE LOCAL PURCHASE OF MEDICINES & DISPOSABLE SURGICALS ITEMS

Financial Year	: 2017-18
Tender Price / Bid Document Price (Non-Refundable):	: Rs.500/-
IPL Number	: 9234,10413
Tender Closing Date	: Dated: 07-09-2017 at 12:00 PM
Tender Opening Date & Time	: Dated: 07-09-2017 at 12:30 PM

## **INVITATION FOR BIDS**

The Medical Superintendent THQ HOSPITAL CHICHAWATNI invites sealed bids from interested firms/agencies of repute with financially sound background involved in running institutional Pharmacy business/Chain of Pharmacies/Distributors/ Medical stores, having a valid Retail drug sale license for supply of drugs/medicines/surgical Disposables and pathology laboratory items for contract of Local Purchase of medicines and pathology laboratory items for the year 2017-2018

<b>Sr.#</b>	<b>Detail</b>	<b>Bid Security</b>	<b>Bid Closing Date &amp; Time</b>	<b>Bid Opening Date &amp; Time</b>	<b>Tender Fee</b>
1	Local Purchase of Medicines & Disposable/ surgical items.	Rs.150,000	07-09-2017 at 12:00 PM	07-09-2017 at 12:30 PM	Rs. 500/-

Separate Bids will be given for following Medicines/items on basis of Maximum Discount from retail price.

- Multinational companies
  - National Companies Medicines
  - Disposable Surgical Items
- 1) Bidding shall be conducted through Single Stage-Two Envelope procedures specified in the Punjab Procurement Rules (PPRA 2014), and is open to all eligible bidders as defined in the bidding document.
  - 2) Interested eligible bidders may obtain bidding documents and further information from the office of the undersigned.
  - 3) Bidding documents are also available on Punjab Procurement Regulatory Authority website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk))
  - 4) Bidding Documents must be accompanied by a Bid Security as mentioned above in the form of CDR, Pay Order, Demand Draft, from any Scheduled Bank of Pakistan.
  - 5) Bids will be opened in the presence of bidders' representatives at 12:30 P.M. in the Office of The Medical Superintendent THQ HOSPITAL CHICHAWATNI on the closing date.
  - 6) The bidders are requested to give their best and final prices as no negotiations are expected,
  - 7) Taxes will be deducted as per applicable government rules. NTN/Sales Tax registration certificate must be provided. For obtaining any further information or clarifications, please contact at the following.

**Medical Superintendent**  
**TEHSIL HEAD QUARTER HOSPITAL CHICHAWATNI**

**Contact: +92 40 5482173**

## CHECK LIST

The provision of this checklist is essential prerequisite along with submission of tenders.

The firm must fill & sign this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

**Note: Attach this check list on front page of the Technical Bid.**

Sr. No.	Item Name	Yes / No	Page #
1.	Original receipt for purchase of tender		
2.	Rs.150,000 /- bid security in shape of CDR (Purchase of Medicines/Disposable surgical items)		
3.	Copy of <b>CNIC</b> (National ID Card)		
4.	Technical proposal/ specifications/ annexure filled as provided along with tender documents duly signed & stamped by the firm		
5.	Acceptance of terms & conditions/ tender documents duly signed and stamped by the firm.		
6.	Valid Drug Sales License/Drug Distribution Licenses.		
7.	Renewal of Category-A/B.		
8.	Sale Tax/ Income Tax registration certificate.		
9.	Last year Sale Tax/ Income Tax paid certificate.		
10.	Bank statement of the firm for last one year.		
11.	Affidavit of Rs. 100/- stating that the firm is not black listed as per tender enquiry and firm never faced any penalties, Offences under section 27 or any violation of any rule in Drug act-1976 or DRAP Act-2012.		
12.	Experience certificate of firm in any public hospital/ institution / organization.		
13.	Copy of Award letters / Supply orders for the Supply of medicines, surgical disposables to any Govt./Teaching Hospitals.		
14.	Satisfactory Performance Certificate of the firm		
15.	Certificate for free replacement on firm's letter pad		
16.	Price reasonability certificate on firm's letter pad		
17.	Warranty certificate according to clause 23(1)(i) of Drug Act 1976.		

Sr. No.	Item Name	Yes / No	Page #
18.	Any other document in favor of bid.		

1. The Medical Superintendent THQ HOSPITAL CHICHAWATNI invites sealed bids from interested firms/agencies of repute with financially sound background involved in running institutional Pharmacy business/Chain of Pharmacies/Distributors/Medical stores, having a valid Retail drug sale license for supply of drugs/medicines/surgical Disposables for contract of Local , Day to day purchase and as on indent basis, for the year 2017-2018. Medicines of those Pharmaceuticals will be Preferred which has been pre-Qualified by P&S Health Govt. of Punjab for the purchase of bulk supply for financial year 2016-2017(In case of any dispute regarding the brand selection).

2. Source of Funds is District Government (Special Drawing account).

3. Interested eligible bidders may get the Bidding Documents at the address mentioned below on submission of written application. Bidding Documents shall be issued only during office hours.

4. Bidding will be conducted through Single Stage – Two Envelopes bidding procedure as per Rule 38 (2a) of Punjab PPRA-2014.

5. Bids must be delivered to the Meeting Hall of THQ HOSPITAL CHICHAWATNI at or before 12:00 hours. Bid Security shall be Rs.150,000 for medicines & disposables in the shape of irrevocable Bank Guarantee or CDR.

6. Late bids will be rejected. Bids will be opened in the presence of the bidder's representatives to attend at THQ HOSPITAL CHICHAWATNI at 12:30 pm.

7. The Bidders are requested to give their best and final prices as no negotiations on the prices are allowed.

## Instructions to Bidders

### 8. Eligible Bidders.

8.1 This Invitation for Bids is open to all original manufacturers/their authorized sole agents/suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods more specifically described in the Schedule of Requirement (Section-III.)

8.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in bidding.

8.3 The Agent/ Supplier/ Importer must possess valid authorization from the Manufacturer and shall have to submit a copy of Memorandum of Association/ Partnership deed registered with the Registrar of Companies. However, in case of Manufacturer, they should have a documentary proof as prescribed in the Bid Form Section V to the effect that they are the original Manufacturer of the required specifications of Goods.

8.4 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

### 9. Corruption and Fraud.

9.1 The Government of Punjab defines Corrupt and Fraudulent Practices as “*the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the*

*supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) Designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”*

**9.2** Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.

### **10. Eligible Goods and Services.**

**10.1** All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

### **11. Cost of Bidding.**

**11.1** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **The Bidding Procedure**

### **13. Applicable Bidding Procedure.**

**13.1** The bidding procedure is governed by Rule 38 “Procedures of Open Competitive Bidding” sub-rule “Single stage – Two Envelope procedure”. Bidders are advised also to refer to the Bid Data Sheet above to confirm the Bidding procedure applicable in the present bidding process.

**13.2** The bidding procedure prescribed in the Bid Data Sheet above is explained in the table below.

#### **13.3 Single Stage: Two Envelope Procedure**

- i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Procuring Agency without being opened;
- v) The Procuring Agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements;
- vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii) the financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;
- viii) After the evaluation and approval of the technical proposal the Procuring Agency shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective Bidders; and
- x) The bid found to be the lowest evaluated bid shall be accepted.

## **The Bidding Documents**

### **14. Contents of the Bidding Documents**

**14.1** The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

Essential Documents, by the bidders.

- i. Price Reasonability certificate.
- ii. Copy of supply orders.
- iii. Stock availability certificate.
- iv. Bank statements.
- v. Company profile.
- vi. Performance certificate.
- vii. Authorization certificates for sale of drugs.

(a) Instructions to Bidders (ITB).

(b) Schedule of Requirement.

(c) Technical Specifications.

(d) Evaluation Criteria.

(e) Bid Forms.

i) Letter of Intention.

ii) Affidavit.

iii) Technical Forms

iv) Financial Forms

(f) General Conditions of the Contract

(g) Special Conditions of Contract,

The successful bidders will be served with one time supply order of complete quantity for the F.Y 2017-18 but he will provide the supply to the hospital store in three intervals. No separate supply order will be issued for the said purpose.

**14.2** The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

## **Preparation of Bids**

### **15. Language of Bids.**

**15.1** All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages.

### **16. Bid Price.**

**16.1** The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods, it proposes to supply under the Contract.

**16.2** Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/ yellow marker.

**16.3** The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.

**16.4** The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties.

**16.5** The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

**16.6** Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.

**16.7** While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

### **17. Samples.**

**17.1** The Bidder shall provide samples of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III. However, samples of cold chain (perishable) goods will be called later at the time of technical evaluation of bids.

### **18. Bid Security.**

**18.1** The Bidder shall furnish Bid Security in the shape of Bank Guarantee or CDR. **Bid Security less than Rs.150,000/-for purchase of local medicines and disposables, shall not be acceptable.**

**18.2** The successful Bidder's bid security shall be discharged upon signing of contract and furnishing the performance security.

**18.3** The bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity;

or

(b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any).

### **19. Performance Guarantee.**

**19.1** The Performance Guarantee will be 2% of the contact amount. The performance security shall be deposited in the shape of Deposit at Call / Bank Guarantee.

### **20. Bid Validity.**

**20.1** Bids shall remain valid for the period of one hundred and twenty days after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

**20.2** Bidders who,-

(a) Agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

### **21. Format and Signing of Bids.**

**21.1** The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

**21.2** The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the web, he will require to get the original payment receipt of the prescribed fee from the Procuring Agency well before the date of submission of bid.

**21.3** The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid form.

**21.4** Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

## **Submission of Bids**

### **22. Sealing and Marking of Bids.**

**22.1** The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/ bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.

**22.2** The inner and outer envelopes shall:

- (a) Be addressed to the Procuring Agency at the address given in the Invitation for Bids; and  
 (b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” the time and the date specified in the Bid Data Sheet for opening of Bids.

**23. Deadline for Submission of Bids**

**23.1** Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. Bids received later than the time and date specified in the Bid Data Sheet will stand summarily rejected.

**24. Contacting the Procuring Agency.**

**24.1** No Bidder shall contact the Procuring Agency on any matter relating to its bid from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be so in writing.

**24.2** Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

**25. Procuring Agency’s Right to vary quantities at the time of Award.**

**25.1** The Procuring Agency reserves the right at the time of award of contract to increase or decrease, the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**26. Delivery Period:**

1. Store Supply should be made within 10 days.
2. However 05 days grace period may be granted upon written request to the procuring agency.
3. If the firm fails to supply the store even after grace period LD will be charge after 15 days of issuance of supply order.
4. If the firm fails to supply the stores, within 45 days the contract/supply order will be treated as cancelled.
5. In case of emergency and ordinary daily used medicines, supply shall be made immediately, Otherwise order should be considered cancelled if not delivered within 24 Hours.

Mode of Penalty	100% Quantity as per Purchase Order	Total Delivery Period
Without penalty	10 days	10 days
With penalty @ 0.067% per day after 10 days of Purchase Order	05 days	15 days
For daily use ordinary and Emergency Medicines	Immediate Supply as per demand	Within 24 hours

Medical Superintendent,  
 THQ HOSPITAL CHICHAWATNI



## AWARD OF CONTRACT

26. **Acceptance of Bid and Award criteria**  
The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.
27. **Procuring Agency's right to vary quantities at time of Award.**  
The Procuring Agency reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions keeping in view the availability of budget / urgency of item.
28. **Limitations on Negotiations.**
- 28.1 Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder: provided that the extent of the negotiation permissible shall be subject to the regulations issued by the PPRA.
- 28.2 Where response to a tender inquiry will be poor or a single offer will be received or rate received will otherwise consider to be on the higher side the following certificate shall be demanded from the bidder to ensure the reasonableness of the quoted price  
**“Certified that the prices quoted to this Department against the items mentioned at sr. No. \_\_\_\_\_ are not more than the prices charges from any Purchase Organization in the country and in case discrepancy the bidder hereby undertakes to refund the price charged in excess”.**
29. **Notification of Award.**
- a. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter that its bid has been accepted. Institution may ask the successful bidder to furnish a proformance guaranty which will be 10% of total bid value before issuance of supply order, after which bid security shall be released to the bidder.
- b. **Signing of Contract.**  
In this regard procuring agency may send the bidder the contract form incorporating all agreements between the parties. Within one week of receipt of contract form the successful bidder and the procuring agency shall sign the contract in accordance with the legal requirements in vogue.
30. **Schedule of Requirement.**
- a. The supplies shall be delivered within 10 days w.e.f. the next date after the date of issue of Purchase Order.
- b. In case of late delivery of goods beyond the periods specified in the schedule of requirements, the penalty @ 2% per month, 0.067% per day of the cost of purchase order or a part thereof, if supply is made late upon the supplier.

Following documents should be attached with the bill.

- Invoice/Bill with warranty of concerned batches.
- Delivery Challan in triplicate copies
- Supplier Supply order copy.
- National Tax Number.
- Any other specific documents concerned to that drug/medicines.

31. **Inspections and Tests.**

The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency

32. **Physical Examination/ Inspection of Goods.**

The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.

33. **Delivery and Documents.**

The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods along-with the details of documents to be furnished by the Supplier.

34. **SHELF LIFE.**

The supplier shall pay a penalty equal to 1% of the total value of the medicines per percentage point of the shortfall in the prescribed shelf life **which is 85% for the locally manufactured 75% for the imported medicines**. No drug shall be accepted having expiry date of original shelf life less than 80% of locally manufactured and 70% of imported medicines. Provided the shelf life upto 70% shall be accepted without penalty and 60% with penalty in case of vaccines and other bio-technical products.

35. **REPLACEMENT OF UNCONSUMED / EXPIRED / SUBSTANDARD / BANNED / ADULTERATED / SPURIOUS DRUGS.**

- a. The Bidder shall submit an affidavit on legal stamp paper of Rs. 100/- with the following wording: (i) Their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization (ii) Replacement of unconsumed / expired / sub-standard-spurious drugs / stocks free of cost (iii) The quoted prices are not higher than the prices quoted in any institution of Pakistan. On account of submission of false statement the bidder shall be disqualified forth with and subsequently black listed.
- b. *The supplier shall certify on a original certificate that the prices quoted to this institution against the items mentioned at Tender Enquiry No. Tender No: THQCCW/PROC/05/08/2017. Are not fore than the Trade Prices as per MRP (maximum Retail Price) fixed by the Federal Government under Drugs Act, 1976/DRAP Act, 2012.*
- c. All supplies will comply with the provision of Drugs Act, 1976/DRAP Act, 2012 and rules framed there under.

Expired / banned / adulterated supply of drugs / medicines will be governed by to drug act 1976, suppliers / manufacturers will also furnish warranty certificate on form 2A at

the time of delivery. That the firms will replace un-consumed /expired / substandard/banned/adulterated drugs/medicines without any further charges. The replacement will be made as per following instructions.

- a) Expired medicines / drugs should be destroyed by the inspection team constituted by the Medical Superintendent Rahim Yar Khan in the presence of representative of the firm concerned.
- b) Replacement of expired / substandard / adulterated / unconsumed medicines and surgical disposable items would be made either with the same medicines of drugs in its quantity or if the same medicines / drugs are not needed the other medicines from PVMS list/formulary would be accepted at the same amount of that medicine / drug.
- c) Regarding the price to be charged for such replacement, if the firm has concluded the contract with this hospital for the said drug, it would replace such medicines on the same price on which rate contract has been finalized. In case the replacement is to be made by the firm with non-tender items, price should be determined on the basis of MRP minus 15% (as discount) or the its price fixed by the firm whichever is less.
- d) In case drugs/medicines required to be replaced are no longer being acceptable medicine, the firm would refund the amount due.

### **37 INCIDENTAL SERVICES.**

- 37.1 The bidder shall supply drugs/medicines as far as possible as per tender requirement in special packing with Logo of the Government of the Punjab.
- 37.2 All tablets shall be supplied in aluminum strip / blister pack. Expiry date must be printed on each aluminum strip/blister.
- 37.3 The syrups should be supplied in glass/pet bottles with sealed caps and according to marked specifications on the label.
- 37.4 There should be proper reference no & date of hospital supply order on the invoice/bill and the copy of supply order should be attached with the invoice.
- 37.5 The Hospital Purchase Committee may modify the terms and conditions if necessary / required at any time during the financial year 2017-18 .

### **38 EXORBITANT RATES.**

- 38.1 The bidders will certify that the price quoted against the tender are not more than the price charged from any other purchase organization in the country and in case of any discrepancy the tenderer will be bound to refund the price charge in excess.
- 38.2 The rates quoted by the bidder should be special discount rates for Govt. Institution which is less than trade price.

### **39 RISK PURCHASE.**

If the first lowest contractor failed to supply the product in prescribed time of delivery, risk purchase will be made and the extra amount will be deducted from first lowest C.D.R./Bills lying in this institution.

#### 40 **WARRANTY.**

- 40.1 The supplier shall warrant that all goods supplied under purchase order shall have no defect arising from materials of workmanship or from any act of omission of the supplier that may develop under normal use of the supplied goods under the condition prevailing at final destination. The Medicine warranty should be under the rules of Drug Act 1976.
- 40.2 The Medical Superintendent, THQ HOSPITAL CHICHAWATNI, shall notify the supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the supplier shall replace the defective, near to expiry medicines without cost.

#### 41 **Mode of Payment.**

Payment mechanism will be as per rule 43 of PPR, 2009, however, 100% payment may be made on production of Stock/Inspection Certificate and receipt certificate from consignee after recovery of government dues including professional taxes, part supply and part payment may be allowed.

### **Terms and Conditions for the Purchase of MEDICINE LOCAL PURCHASE** **“DAY TO DAY”** **THQ HOSPITAL CHICHAWATNI**

As detailed in the enclosed list of items subject to following terms and conditions;

1. The firm must be registered with Income Tax Department.
2. The firm will have to abide by rules and regulations, and directions of the Government issued from time to time.
3. The prices quoted should not be excess than the market or the rates quoted in any other District/ Institution, otherwise the firm should have to refund excessive amount and a penalty.
4. The tender will be accepted according to documents as mentioned in PPRA Rules.
5. All the procurement procedures will be done strictly in accordance with the PPRA Rules, 2014 (Amended 2016). Single stage/two envelopes bidding procedure shall be applied. The Envelops shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and in legible letters. Envelops shall then be sealed in an outer envelope. The Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders. The inner envelopes shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.
6. The envelope must also clearly show the Bid title and bidder’s name and address. Failure to

comply with this requirement may result in rejection of the bid and the committee decision in this regard shall be final. Bids submitted after the prescribed time shall not be entertained.

7. Only technical proposal will be opened by the tender opening committee. The financial proposal will be opened by tender opening committee of responsive/ technically successful bidders later on the declared time, place & date. Financial proposal of the non-responsive/ technically unsuccessful bidders will be returned as such to them on that date without opening their financial offers as per PPRA Rules 2014.
8. All the pages of technical & financial bids should be marked as page. No.
9. Substandard, broken seal & substituted bids will not be acceptable.
10. The supplier will be responsible to defuse of the supplied medicine and delivered to hospital at free of cost.
11. The undersigned has authorized to accept or reject any one or all tenders and authorized to reduce or increase the quantity at any time.
12. The warranty certificate about the standard quality of medicine according to Drug rules should be submitted with the supply.
13. The tender should be submitted according to PPRA rule 2014.
14. The bidder shall have its registered pharmacy facility within the reach of hospital (Maximum within 2 Km radius).
15. The purchase committee has reserved the rights to reject any or all the tenders which cannot be challenged at any court of law or office.
16. The Tendered should be required to submit their quotations on their Firm/ Company letter pads.
17. No offer of firm/ individual shall be considered if.
  - a) Tender form not purchased from this office.
  - b) Received without CDR as part of financial bid.
  - c) Received later the date and time given for tender.
  - d) The tender is unsigned and not in two envelopes.
  - e) The offer is ambiguous/ tempered.
  - f) Offer form a firm which is black listed, remained guilty of misconduct or involved in unnecessary litigation with any Government office.
  - g) The offer is received by telegram/ fax or E-mail.
18. All the items should be delivered at THQ Hospital Chichawatni on free delivery basis as

mentioned in purchase order.

19. The offers will remain valid for 2017-2018.
20. Firm is bound to accept all the terms and conditions mentioned in the advertisement & tender documents. In case of failure purchaser has the right to cancel/ reject the tender & will not be challenged in any court or office.
21. The M.S THQ Hospital Chichawatni has full rights to cancel all the tenders or single tender/ or wave off all terms and conditions without assigning any reason and it cannot be challenged in court or in any higher office.
22. Any other amendments from PPRA or other conditions which could not mentioned here will applicable.
23. The following documents must be attached with the tender:
  - a) CDR/ Cheque/ Amounting to Rs. 150,000/- in the name of M.S THQ Hospital Chichawatni .
  - b) Bid form dully filled and signed on each page with stamp.
  - c) Copy of Retail Drug Sale Lenience (Form 9) issued by the Health Department.
  - d) Attested copy of Income Tax registration.
  - e) Copy of Computerized ID card.
  - f) Price schedule duly filled/ signed and stamped.
  - g) Original receipt for the purchase of tender from THQ Hospital Chichawatni
24. No bidder shall be allowed to alter or modify his bid after the bid has been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
25. There shall be no negotiations with the bidder.
26. The authority may reject all bids or proposals at any time prior to the award of contract without assigning any reason.
27. Multinational companies are preferred on local and china companies.
28. The firm will have to supply the medicine in the stipulated period. So the firm should keep the stock.
29. The bidder shall deliver the medicine strictly according to delivery terms.
30. The shelf life of medicine should be 85% at least and in case of imported medicines 75% at least at the time of delivery.
31. In case misbranded, spurious drugs/cut rate /franchised items/disposable items or the drugs are expired without use, the firm will be bound to free replacement on its own

expenses.

32. Partial or piecemeal supply will not be accepted.
33. All prices quoted by the bidder shall be considered as inclusive of all prevailing Government taxes/ duties etc. and payable by the bidder during the currency of contract period.
34. The supplier/bidder shall have the retail drug sale license and not the whole sale license.
35. The supply order period will be 10-days. In case of late delivery of medicine beyond the periods specified in the supply order penalty @ 2% per month (0.067% per day) of the cost of late delivered supply shall be imposed upon the supplier and deducted from his bills.
36. All deductions of taxes will be made according to Government rules.
37. The bidder must submit their bids of best final prices to avoid un-necessary negotiation/ time on the prices.
38. Only those medicines may be quoted which are available in private/ open market easily.
39. The medicines should be packed in the manner as instructed by the Government in its rules and notification issued time to time.
40. On all the medicines Batch No. Date of manufacturing, Date of Expiry, must be printed on each bottle, Capsule, Tablet, Vials, Syrup and surgical disposable items or any others and also on invoice bill.
41. National company means the company that's brand available in every District of Punjab on its normal retailer price (15%) in every District in Punjab.
42. The price of medicines/surgical disposable item shall in no way be more than the market prices (retail price) and the discount offered by the bidders to the hospital will be based on its maximum retail price.
43. The supplier shall be solely responsible for provision and stocking of quality medicines at all times strictly in accordance with the provision of the drug act 1976 and drug sales rules 2007/DRAP Act 2012 and will be responsible for the quality/quantity of drugs supplied by him/her.
44. The supplier shall ensure availability of wide range of medicines including those contained in hospital Formulary. No alternate shall be acceptable. In case of default, the Hospital administration may take appropriate action including fine to be decided by hospital administration.
45. For the calculation of maximum retail price of those items where price is not printed on the product, the retail price will be finalized after survey by the committee.
46. Facility of the supplies must be available round the clock.

47. Any consignment of medicine/disposables items not acceptable in term of quality to the end user, doctor may refuse partial/full quantity and contractor shall replace the same immediately.
48. The bidder with the highest discount, if not conflict in any other law, rules, regulations or policy of the Government of Punjab, shall be awarded the procurement award.
49. Successful bidder is bound to supply the full ordered quantities of all the desired brands except those, which are actually not available in the market.
50. The supplier will be responsible for free replacement of stocks if found not of the same specifications as required on the demand from day to day basis. In case of non-supply the same will be purchased from the local market and the amount will be deducted from the bills of contractor pending in the purchase department.
51. Unregistered/substandard/spurious/misbranded expired drug will be forfeited by the hospital authorities and legal action will be taken against the Contractor. The contractor shall be responsible for providing standard quality medicines/ disposable/items.

Accepted All Terms & Conditions.

SIGN & STAMP OF FIRM.

MEDICAL SUPERINTENDENT,  
THQ HOSPITAL CHICHAWATNI



# **BID COVER SHEET**

Bid Ref. No. -----

Date-----

Name of the Supplier/Firm Contractor: -----  
-----

Address:-----  
-----

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Bid Security.

Bid Security attached with Financial Bid YES NO

Bid for:

: All Items mentioned in the Schedule of Requirements.

: Selected Items from the Schedule of Requirements5.

List of Selected Items: (In case the Bidder has opted to bid for Selected Items, please type the Serial No6. and the name of the Items selected for Bidding. Use additional Sheets if Required)

As per list of Purchase requisition provided by the procuring agency with Bidding documents

Signed:

Dated:

Official Stamp:

Attachment: Original receipt for the purchase of the bidding documents.

Note: Please read carefully these bidding documents and sign & stamp the bid form attached.

**Bid Evaluation Criteria of the Health Department for the Procurement of  
Local/Day to day purchase of Medicines, Disposables surgical items  
THQ HOSPITAL CHICHAWATNI**

**Technical Evaluation**

**1. COMPULSORY/MANDATORY PARAMETERS**

<b>Parameters</b>	<b>Documents required</b>
Drug Distribution / Drug Sale License	Valid Drug Distribution / Drug Sale License issued by competent authority for manufacturers/. Valid sale License for importers
Registration Certificate	Renewal of Category-A/B Registration
Undertaking Regarding Non Declaration of Spurious/Adulterated batch by DTLs of the Punjab and firm never faced any penalties, Offences under section 27 or any violation of any rule in Drug act-1976 and DRAP Act-2012 within last one year	Certificate.
Location of Pharmacy/Distribution Set up/Medical store	Must be within the area of 02 KM in the vicinity of Hospital.

**2. Knock down Criteria**

<b>Sr.No.</b>	<b>Parameters</b>	<b>Marks</b>	
<b>1</b>	<b>Technical Staff</b>	<b>10</b>	
	<b>B-Category / Pharmacy technician</b>		<b>08</b>
	<b>Pharmacist</b>		<b>10</b>
<b>2</b>	<b>Experience in market</b>	<b>10</b>	
	<b>One year or more</b>		<b>05</b>
	<b>More than one and Less than 05 years</b>		<b>07</b>
	<b>More than 05 years</b>		<b>10</b>
<b>3</b>	<b>Business Volume</b>	<b>10 (List of Inventory/Bank statement last 03 month)</b>	
	<b>Up to 01 millions per month</b>		<b>05</b>
	<b>More than 01 Millions and Less than 05 Million /Month</b>		<b>07</b>
	<b>More than 05 Millions/Month</b>		<b>10</b>

**\*Responsive Marks = 18**

**TENDER FORM FOR THE PURCHASE OF MEDICINE LOCAL PURCHASE "DAY TO DAY" FOR  
THQ HOSPITAL CHICHAWATNI DISTRICT SAHIWAL.**

**(FRAMEWORK CONTRACT)**  
**FOR THE FINANCIAL YEAR 2017-2018**  
**(CHECK LIST)**

**TECHNICAL PROPOSAL**

1	Index & accurate page marking certificate by the bidder.	Yes.		No.	
2	Tender Signed & Stamp.	Yes.		No.	
3	Original Tender Purchase Receipt.	Yes.		No.	
4	Attested copy of C.N.I.C (Proprietor).	Yes.		No.	
5	Attested copy of Income Tax/Sales Tax Registration Certificate.	Yes.		No.	
6	Attested copy of Valid Retail Drugs Sale License.	Yes.		No.	
7	Technical Staff (Qualified Person) has Degree Holder B. Pharm/ Pharm-D.	Yes.		No.	
8	Technical Staff (Qualified Person) has Category – B.	Yes.		No.	
9	Affidavit on Judicial Paper Rs. 100/ Undertaking Certificate.	Yes.		No.	
10	Bank Statement.	Yes.		No.	

**FINANCIAL PROPOSAL**

1	Financial Proposal (Price Schedule) on letter pad of the firm	Yes.		No.	
2	Bid Security.	Yes.		No.	

Signature: \_\_\_\_\_

Stamp (Firm): \_\_\_\_\_

Date: \_\_\_\_\_

Member

Member

Member

Chairman



**THQ HOSPITAL CHICHAWATNI**

**P&S Healthcare Department  
Government of Punjab**

**BID FORM 1**  
**Letter of Intention**

Bid Ref No.

Date of the Opening of Bids

Name of the Contract : { Add name e.g Supply of Dugs and Medicines etc }

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents, including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]



**THQ HOSPITAL CHICHAWATNI**

**P&S Healthcare Department  
Government of Punjab**

## **BID FORM 2**

### **AFFIDAVIT**

I/We, the undersigned solemnly state that:

We have read the contents of the Bidding Document and have fully understood it.

The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.

The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed



**THQ HOSPITAL CHICHAWATNI**

**P&S Healthcare Department  
Government of Punjab**

**BID FORM 3(A)**

Name of the Firm  
Bid Reference No:

Date of opening of Bid.

Documentary Evidence: Eligibility of the Bidders and Goods

Required Documentation (To Be Filled by the Procuring Agency)	Checklist (To be initialed by the Bidder against each document)	Relevant Page Number in the Bid (To be filled by the Bidder)	Supporting Documents (To be filled by the Bidder with name of the documents that are submitted to meet the requirement)
Column:1	Column:2	Column:3	Column:4
Valid Manufacturing License			
Valid Registration(s) of quoted items			
Valid Sale License			
Valid Import License (where applicable)			
Letter of Manufacturer's Authorization(where applicable)			
Partnership Deed (where applicable)			
NTN/GST Certificate			
Letter of Intention			
Affidavit for not being blacklisted			
One year experience evidence			
Original Receipt of purchase of Bidding Documents			



**THQ HOSPITAL CHICHAWATNI**

**P&S Healthcare Department  
Government of Punjab**

## **BID FORM 3(B)**

### **MANUFACTURER'S AUTHORISATION**

To: [Name &Address of the Procuring Agency]

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/ Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. [Reference of the Invitation to Bid] for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----

Designation: -----

Official Stamp: -----



**THQ HOSPITAL CHICHAWATNI**

**P&S Healthcare Department  
Government of Punjab**

## **BID FORM 4**

### **PERFORMANCE GUARANTEE**

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 2% of the total contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 2018

Signature and Seal of the Guarantors/ Bank

Address

Date





THQ HOSPITAL CHICHAWATNI

P&S Healthcare Department  
Government of Punjab

**QUOTATION FOR THE PURCHASE OF LOCAL MEDICINES, DISPOSABLES AND  
SURGICAL ITEMS**

For THQ HOSPITAL CHICHAWATNI Financial Year 2017-18

**FINANCIAL EVALUATION**

**Note:**

1. The bidder is to furnish the rates in financial bid including all taxes.
2. All the Items are subjected to the approval of stores/stocks by the End-user concerned.

ID #	Name of Items	Discount on Retail Price (MRP) (%)
1	Medicines manufactured by National Manufacturing units.	
2	Medicines manufactured by Multi-National Manufacturing units/Imported.	
3	Surgical Disposable items	