

**SHEIKH ZAYED MEDICAL COLLEGE / HOSPITAL,
RAHIM YAR KHAN.**



INVITATION FOR BIDS

BIDDING DOCUMENTS

TENDER NO. _____

MEDICAL SUPERINTENDENT SHEIKH ZAYED HOSPITAL, RAHIM YAR KHAN.

SUBJECT:- **REGARDING THE BULK PURCHASE OF MEDICINES /
SURGICAL DISPOSABLE ITEMS & OTHERS**

INTRODUCTION

Medical Superintendent Sheikh Zayed Hospital, Rahim Yar Khan invites sealed bids from eligible bidders for the supply / purchase of Medicines / Surgical Disposable Items & others described in the schedule of requirement as annexure “A” there of.

1. INSTRUCTION TO BIDDERS:-

- 1.1. Only the bids of bonafied buyers of tender documents will be entertained. The bidder shall bear all cost associated with the preparation and delivery of its bids and Medical Superintendent will in no case be responsible or liable for those costs.
- 1.2. In case of any doubt as to the meaning of any portion of the specification of other terms and conditions, bidder may seek clarification of the same in writing but later than one week prior to dead line for submission of bid prescribed by the Medical Superintendent.
- 1.3. Bidders are required to submit their bid that will bear words “CONFIDENTIAL” and Tender No. _____ for the purchase of Medicines / Surgical Disposable Items & others.
- 1.4. The Medical Superintendent does not take any responsibility for collecting the bids from any agency. The request for extension of closing date and time shall not be entertained.
- 1.5. The bid shall comprise “A SINGLE PACKAGE” containing two separate envelopes. Each envelop shall contain separately the financial proposal and the technical proposal the envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion. It must be indicated in the offers that the quotations fully conform to the technical specifications and term and condition of the tender.
- 1.6. The Medical Superintendent reserves the right to accept or reject any or all bids at any time prior to award of purchase order without assigning any reason there off by incurring any liability to the affected bidder or bidders or any obligation there under.
- 1.7. Unsolicited advice / clarification and personal approaches by the bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.

2. BID PRICES.

- 2.1. The bidder shall prepare and submit its bids along with original purchase receipt. The bid shall be typed or computerized and shall be signed by the bidders 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, except for un-amended printed literature. Any alteration / correction must be initialed. Serial number of the quoted item may be marked with red or yellow marker (Attached Annexure “A”).
- 2.2. Prices must be quoted in Pakistani currency inclusive of “GST” other taxes and duties indicating unit price. GST, invoice must be provided with the bills where applicable. For surgical disposable items rates should be quoted on FOR and C.I.& F basis.
- 2.3. Prices must be quoted including all charges like handling, loading, transportation and unloading. While tendering your quotation, the present 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.

- 2.4. Quoted price shall be valid up to 30-06-2012, which can be extended for further period of three months as per rules if necessary.
- 2.5. Brands with manufacturers of each product must be mentioned with correct specifications which are asked, rates should be quoted as per accounting unit. Due to any ambiguous in accounting unit, rates will be considered such of old record contract rates.
- 2.6. Any quotation not confirming to clause 2.1 to 2.5 shall be rejected without any right to appeal.
3. **FINALIZATION OF RATES:-** The meeting for finalization of rates will be held with the Purchase Committee nominated by the Principal, Sheikh Zayed Medical College/Hospital, Rahim Yar Khan which would have the sole authority / discretion to finalize the rates offered by the bidders.
4. **EVALUATION CRITERIA:-** For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous drugs testing laboratory, test/analysis report, inspection of plant/factory/premises, previous experience, financial soundness and such other detail as the procuring agency, at its discretion, may consider appropriate shall be taken in to consideration. Technical proposal must comprises necessary documents mentioned in PPRA under the term evaluation criteria.
5. **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.
6. **REPLACEMENT OF UNCONSUMED / EXPIRED / SUBSTANDARD / BANNED / ADULTERATED DRUGS.**
- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 Regarding the price to be charged for such replacement, if the firm has concluded the rate 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.
- 6.5 In case drugs/medicines required to be replaced are no longer being acceptable medicine, the firm would refund the amount due.
7. **INCIDENTAL SERVICES**
- 7.1 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.
- 7.2 The locally manufactured and locally packed drugs /medicines would be supplied strictly in accordance with the green colour packing to be prescribed according to Drug Manual and the following words / insignia should be printed in bold letters in English / Urdu in indelible **red colour ink on the label of each ampoule/vial /bottle/strip/blister/foil/sachets/tubes etc. addition of the outer packing.**

“SZH, R.Y.Khan. PROPERTY”
NOT FOR SALE

- In case of items supplied by the foreign manufacturer the conditions of green colour pack /printing may be relaxed in writing with the approval of competent authority.
- 7.3 All tablets shall be supplied in aluminum strip / blister pack. Expiry date must be printed on each aluminum strip/blister.
- 7.4 The syrups should be supplied in glass/pet bottles with sealed caps and according to mark specifications on the label.
8. 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.
9. The Hospital Purchase Committee may modify the terms and conditions if necessary / required at any time during the financial year 2011-12.
10. **TESTING FOR QUALITY AT DRUG TESTING LABORATORIES.**
- I. All the medicines purchased would be submitted to the drug testing laboratory Punjab for quality assurance.
 - II. Testing of all the samples of drugs shall be at the expenses of contracting firm.
 - III. If the facility for the test / analysis is not available with laboratories, the batch release certificate and test analysis report of quality control / quality assurance department of the manufacturer shall be relied upon.
 - IV. The payment would be made subject to the clearance report from drug testing laboratory, Punjab.
 - V. DTL samples according to batch Nos.
 - VI. Supply of following products should be according to revise specifications as approved vide Govt. of Pakistan Ministry of Health, Islamabad letter No. F-6-6/2005-Reg-II (South) dated 13th Sep 2006.
 - i. Absorbent Cotton Wool
 - ii. Cotton Bandages
 - iii. Surgical Gauze Cloth
 - iv. Surgical Swabs
 - v. Tulle

11 **EXORBITANT RATES.**

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. (Ref-para 38 of Purchase Manual)

12 **SEALING AND MARKING OF BIDES**

- . The bids shall be submitted in a sealed envelop marked as under:-

OFFICE OF THE MEDICAL SUPERINTENDENT
SHEIKH ZAYED HOSPITAL, RAHIM YAR KHAN.

- 11.2 The envelop shall also bear the word “confidential” and following identification:

Tender No. _____

BID FOR THE PURCHASE OF MEDICINE/SURGICAL & OTHERS
DON'T OPEN BEFORE _____

- 12.3 If the envelop is not marked, as instructed above, the Medical Superintendent will assume no responsibility for the misplacement or premature opening of the bid.

13 **RISK PURCHASE:-**

If the first lowest contractor failed to supply the product in prescribed time of delivery, risk purchase will be made under the provision of para-51 of Purchase

Manual. The extra amount will be deducted from first lowest C.D.R./Bills lying this institution.

14 DEAD LINE FOR SUBMISSION OF BIDS:-

14.1 All bids must be delivered / dropped in the tender box in the office of the Medical Superintendent on or before the prescribed dead line of _____ at the Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan.

14.2 Bid must not be submitted by telex or telegram / tele/fax/direct to the Medical Superintendent.

15 LATE BIDS.

Any bid received by Medical Superintendent after the prescribed dead line for submission of bid will be rejected and returned un-opened to the bidder.

16 BID OPENING.

The tender opening committee will open the bids in the presence of bidder's representative who may choose to attend at _____ the following location.

**COMMITTEE ROOM
SHEIKH ZAYED HOSPITAL, RAHIM YAR KHAN.**

After opening the bid the Purchase Committee Shiekh Zayed Hospital, Rahim Yar Khan will determine whether each bid substantially responsive to the requirement of the bidding document.

16.1 For the purpose of this clause, a substantially responsive bid is one which confirms to all the terms and condition of the bidding without the material deviation. A material deviation is one which being inconsistent with the bidding documents effects in any substantial way. The scope, quality or prescribed delivery schedule or which limits in any substantial way, the Medical Superintendent's right or the bidders obligation under the contract.

16.2 A bid determined to be non-responsive will be rejected by the Purchase Committee, Sheikh Zayed Hospital, Rahim Yar Khan and shall not subsequently be made responsive by the bidder by correction of the non-conformity.

16.3 The Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan, Purchase Committee may waive any minor deviation, non-conformity or irregularity in a bid, which dose not constitute a material deviation, provided that the waiver dose not prejudice or affect the relative order of any bidder.

16.4 Typographic/Arithmetical errors found will be correct as follows:-

- i. Where there is a discrepancy between amount in figures and words and the amount in word will govern.
- ii. Where there is a discrepancy between the unit price and the total price derived from the multiplication of the unit price and the quantity of unit price as quoted will govern unless there is an obvious gross arithmetical error in unit price which unit extended at the amount as quoted would govern.
- iii. Where there is a discrepancy in words of any statement/documents. The concerned document must be substituted with even no. & date.

17 DELIVERY SCHEDULE / LIQUIDATED DAMAGES

Delivery of Medicines / Surgical Disposable items & others against this tender on FOR basis is to be completed within **45 days** of receipt of supply order and on CIF basis in completed within **90 days** of opening of L.C. allowing for postal delivery of purchase order.

In case of late delivery of goods beyond the periods specified in the schedule of requirements, **the penalty @ 2% per month** of the cost of purchase order or a part thereof, if supply is made late upon the supplier.

Following documents may be attached with the bills.

- Invoice/Bill with warranty of concerned batch.
- Sale Tax invoice. (If applicable)
- Delivery Challan in triplicate copies
- Supplier Supply order copy.
- National Tax Number.
- Any other specific documents concerned to that drug/medicines.

18 WARRANTY.

18.1 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.

18.2 The Medical Superintendent, Sheik Zayed Hospital, Rahim Yar Khan 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.

19 QUALIFICATION OF SELECTED BIDDER:-

19.1 Manufacturer will be highly appreciated to participate in tender direct without the involvement of distributors.

19.2 All goods and related services to be supplied under the contract shall have their origin in eligible source countries. For this purposes, the term "GOODS" in includes any goods that are the subject of this invitation for bids. The "ORIGIN" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced through manufacturing or processing, or substantial or major assembly of ingredients components.

19.3 The Purchase committee of this hospital will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid qualified can satisfactorily perform the order.

19.4 The determination will take into account the bidder financial, technical and production capabilities, availability of items orders for. The bidder shall provide necessary documents as proof along with bid.

19.5 The manufacture of medicines / surgical items will be pre-qualified and registered with the Health Department, Punjab for supply of drugs / medicines, sutures/ligatures, surgical disposable & other items on free delivery consignee's end basis for the year 2011-12. Copy of Pre-qualification letter should be attached along with tender documents at the time of submitting bids. The importer / sole agents must possess valid authorization from the foreign principal/manufacturer and drugs sale license issued by the competent authority in Pakistan and in case of manufacturer they should have documentary proof of valid drugs manufacturing license.

19.6 The bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices, declared by any Government (Federal/Provincial/District), a local body or a Public Sector Organization. Any affirmative determination will be per-requisite for award of the purchase order of the bidder. A negative determination will be result in rejection of the bidders bid. The bidder should provide an affidavit on legal stamp paper of (Rs. 100/-) for this purpose. The bidder should be debarred from bid on account of submission of false statement.

19.7 The Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan, reserves the right at the time of award of order to increase or decrease the quantity of medicines without any change in price or other terms and condition or may cancel any or all items without assigning any reason thereof.

19.8 The bidder other than manufacturer /importer must have a valid drug sale license / Whole sale and valid authority letter for this year of concerned manufacturer

otherwise will not be eligible for bid. Attested copy of license must be attached with the tender documents.

- 19.9 The bidder must provide a “GOOD PERFORMANCE CERTIFICATE” from the other Govt. institutions.
- 19.10 The bidder should have minimum one year experience in the market. Similarly, it is mandatory that the item to be quoted by the bidder / manufacturer should have availability in the market minimum for the last one year. Documentary proof shall have to be provided in this regard.
- 19.11 Latest price lists of medicines/drugs with quoted firms must be provided.
- 19.12 The rates of surgical disposable items which have been registered by the Ministry of Health, should be strictly in accordance with provision of registration certificate of item with brand.

20 SUBMISSION OF SAMPLES

- 20.1 The bidder must produce along-with technical proposal, samples (free of cost) of quoted products (s) according to the strength and packing of demand of enquiry. No technical proposal / bid shall be considered in absence of samples in sufficient quantity.
- 20.2 The representative samples must be from the most recent stocks, supported by valid warranty as per Drugs Act 1976. Detail of samples provided with brand / manufacturer name and quantity must be attached in writing. (Performa attached for sampling of surgical disposable items)

MEDICAL SUPERINTENDENT
Sheikh Zayed Hospital
Rahim Yar Khan.

Bidder's Signature and Stamp

Name:- _____

Designation:- _____

CNIC No. _____

Address:- _____

Phone Office _____

Fax No. _____

Mobile No. _____

Email Address _____