SHEIKH ZAYED MEDICAL COLLEGE / HOSPITAL
RAHIM YAR KHAN.

INVITATION FOR BIDS

BIDDING DOCUMENTS PROCUREMENT OF MEDICINES / SURGICAL DISPOSABLE ITEMS
FINANCIAL YEAR 2012-13

TENDER NO. ___________

This document contains three parts

Part-1 Advertisement
Part-II Bidding Documents for Medicines / Surgical Disposable Items
Part-III List of Items Specification / Estimated quantity required.
PART-I

INVITATION FOR BIDS (FINANCIAL YEAR 2012-13)

PROCUREMENT OF DRUGS / MEDICINES / SURGICAL DISPOSABLE ITEMS / X-RAY, C.T. SCAN, FILMS MAMMOGRAPHY FILMS, MRI FILMS, FIXER AND DEVELOPERS AND CHEMICALS / LABORATORY KITS, CHEMICALS AND REAGENTS, DENTAL MATERIAL, MEDICAL GASES, ANGIOGRAPHY ITEMS, HOMOEOPATHIC MEDICINES, TIBBI MEDICINES, LOCAL PURCHASE OF MEDICINES / DISPOSABLE ITEMS (CHIT SYSTEM), LOCAL PURCHASE OF MEDICINES / DISPOSABLE ITEMS (ZAKAT FUND), ORTHO IMPLANTS FOR RETAIL PHARMACY.

Management of Sheikh Zayed Medical College/ Hospital Rahim Yar Khan, invites sealed bids / tenders from the manufacturers and importers, sole agents of foreign Principals / sole distributors who are registered with income tax and sales tax authority for the procurement of Medicines / Drugs / Surgical Disposable Items / Laboratory Kits & Chemicals as detailed below for this institution on free delivery to consignee's end basis. Local suppliers / contractors can also participate for the procurement other heads. List of items to be purchased with estimated quantity required will be given with bid documents. Detail of sale and receipt are shown against each item head.

1. Interested eligible bidders may get the bidding documents from Procurement section of this institution on submission of written application along with payment of non-refundable fee of Rs. 500/- (five hundred only), as per schedule given below only during working hours. A copy of the bidding documents/ requirements is also available for information on the website of this institution / PPRA website. www.szmc.edu.pk info@szmc.edu.pk / www.ppra. Punjab.gov.pk

2. Single stage – two envelopes bidding procedure (A) Technical bid (B) Financial bid with clearly written name of bidder and type of bid shall be applied. The bidder shall furnish, a call deposit / earnest money as mentioned in the schedule as a part of its financial proposal / bid in the name of Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan (Refundable) in Pak Rupees, without which the offer shall be ignored.

3. Sealed bids are required to be brought in person by the authorized representative of the interested bidders on proposed dates upto 12:00 Noon and will be opened on the same day at 1:00 PM in the presence of the bidders or their authorized representatives.

4. The bidders are requested to give their lowest and final prices, since, as for as possible; there will be no negotiations on the prices. However, in exceptional circumstances i.e. exorbitant rates than the prevailing market rates, the negotiation in such cases may be considered by the Procuring Agency. The Procuring Agency however, reserves the rights to accept or reject any or all bids without assigning any reason.

Note:- All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, notified on 2nd October, 2009.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Issuance Date of Tender Documents</th>
<th>Date of Receipt / opening of bids 12:00 noon / 01:00pm</th>
<th>Call Deposit</th>
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<tr>
<td>01</td>
<td>Medical Gases</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>100000.00</td>
</tr>
<tr>
<td>02</td>
<td>Local Purchase of Medicines / Surgical Disposable Items</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>100000.00</td>
</tr>
<tr>
<td>03</td>
<td>Local Purchase of Medicines / Surgical Disposable Items (Zakat Fund)</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>100000.00</td>
</tr>
<tr>
<td>04</td>
<td>X-ray films, C.T. Scan films, MRI Films, Chemicals &amp; X-ray Auto Developer &amp; X-Ray Auto Fixer</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>100000.00</td>
</tr>
<tr>
<td>05</td>
<td>Dental Material</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>20000.00</td>
</tr>
<tr>
<td>06</td>
<td>Angiography Items</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>100000.00</td>
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<tr>
<td>07</td>
<td>Homoeopathy Medicine</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>5000.00</td>
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<tr>
<td>08</td>
<td>Tibbi Medicine</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>5000.00</td>
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<tr>
<td>09</td>
<td>Ortho Implants for Retail Pharmacy</td>
<td>04-06-2012 to 18-06-2012</td>
<td>03-07-2012</td>
<td>20000.00</td>
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<tr>
<td>10</td>
<td>Laboratory Kits / Chemicals &amp; Reagents</td>
<td>05-06-2012 to 19-06-2012</td>
<td>04-07-2012</td>
<td>100000.00</td>
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<td>11</td>
<td>Bulk Purchase of Medicines</td>
<td>05-06-2012 to 19-06-2012</td>
<td>04-07-2012</td>
<td>100000.00</td>
</tr>
<tr>
<td>12</td>
<td>Bulk Purchase of Surgical Disposable Items</td>
<td>05-06-2012 to 19-06-2012</td>
<td>04-07-2012</td>
<td>100000.00</td>
</tr>
</tbody>
</table>
The provision of this checklist is essential prerequisite along with submission of tenders.

**Tender Form No. -------**

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Detail</th>
<th>Yes/No</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Original receipt for purchase of tender.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Minimum one year business history from the date of authorization.</td>
<td></td>
<td></td>
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<tr>
<td>03</td>
<td>Acceptance of terms and condition, tender documents duly signed and stamped.</td>
<td></td>
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</tr>
<tr>
<td>04</td>
<td>An affidavit on stamp paper of Rs.20/- submitting following clauses: i) replacement of unconsumed / expired / substandard spurious drugs / stocks free of cost, ii) that the firm is never blacklisted on any grounds whatsoever.</td>
<td></td>
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</tr>
<tr>
<td>05</td>
<td>Price should not be mentioned on technical bid.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Bank statement / Balance sheet</td>
<td></td>
<td></td>
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<tr>
<td>07</td>
<td>National tax number and General Sale Tax number certificate.</td>
<td></td>
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<tr>
<td>08</td>
<td>List of products supplied to Govt. Hospital and private sector.</td>
<td></td>
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</tr>
<tr>
<td>09</td>
<td>The Sole agent / importer shall have to produce letter of authorization from manufacturer (Foreign Principal)</td>
<td></td>
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<tr>
<td>10</td>
<td>Certificate / documentary proof to the effect that the Principal is the original manufacturer of the required goods.</td>
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</tr>
<tr>
<td>11</td>
<td>Service record and payroll of the firm for the specific product.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Call deposit / Bid Security required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sample provided as per Performa attached</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Drug Sales License</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Manufacturing License / Certificate being the original manufacturer of quoted product / item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Batch Capacity of each drug (attached the attested list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Experience Certificate</td>
<td></td>
<td></td>
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<tr>
<td>18</td>
<td>Performance Certificate</td>
<td></td>
<td></td>
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<tr>
<td>19</td>
<td>Price Reasonable Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>The Original price List of the firm indicating the inclusion of the item / product of quoted item (Latest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Professional Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>The bidder is required to provide Technical Proposal with the name of items, tender number and serial number in the exact manner as quoted in the Financial Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>The Registration Certificate of the quoted product / drugs / medicines with Ministry of Health.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Certificate that the quoted prices are at least 5% less than the prices fixed by the Federal Govt. (MRP) and drugs / medicines offered is duly registered tender name and number quoted by tenderers and is in accordance with the tender enquiry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Certificate of Pre-Qualification of Firm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Medical Superintendent Sheikh Zayed Hospital, Rahim Yar Khan invites sealed bids from eligible bidders for the supply / purchase of Medicines / Surgical Disposable Items & others as described in the schedule of requirement.

A. INSTRUCTIONS TO BIDDERS (ITB)

1. General Instructions:
   1.1. 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.

2. Source of Funds.
   2.1. The Government of Punjab has allocated funds to the institutions / hospitals for purchase of medicines / surgical disposable items and other items under the relevant head of Account during the financial year 2012-13 (herein referred to as the “Procuring Agency”).

3. Eligible Bidders.
   3.1. This Invitation for Bids is open to all original Manufacturers/importers / authorized sole agents of foreign principals / sole distributors in Pakistan for supply of goods.
   3.2. The bidder must possess valid authorization from the Foreign Principal / Manufacturer and in case of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.
   3.3. The Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization.

   4.1. 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.
   4.2. 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.
   4.3. Bidders are required to submit their bid that will bear words “CONFIDENTIAL” and Tender No. __________ for the purchase of Medicines / Surgical Disposable Items & others.
   4.4.

5. Amendment of Bidding Documents.
   5.1. At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

6. Qualification and Disqualification of Bidders.
   6.1. The firms which are pre-qualified with Health Department should submit the pre-qualification certificate accordingly, however the Procuring Agency shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily, in accordance with the criteria listed in ITB evaluation criteria.
   6.2. The determination shall take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB evaluation criteria, as well as such other information as the Procuring Agency deems necessary and appropriate.
   6.3. An affirmative determination shall be a pre-requisite for Award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.
   6.4. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier’s capacities may require the Suppliers to
provide information concerning their professional, technical, financial, legal or managerial competence.

6.5. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false and materially inaccurate or incomplete.

6.6. Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be blacklisted.

7. **Corrupt or Fraudulent Practices**

7.1. The Procuring Agency requires that all Bidders/Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Procuring Agency: 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.

**PREPARATION OF BIDS**

8. **Language of Bid**

8.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. **Tender Form and Price Schedule**

9.1. The Bidder shall complete the Tender Form and an appropriate Price Schedule furnished in the bidding documents indicating the goods to be supplied, a brief description of the goods, specifications, taxes, quantity, and prices.

10. **Bid Prices**

10.1. The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract.

10.2. Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker.

10.3. The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straightway be rejected.

10.4. The Bidder is required to offer competitive price. All prices must include relevant 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. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.

10.5. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive Bidder.

10.6. 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 after the bid has been submitted.

11. **Documents Establishing Bidder’s Eligibility and Qualification**

11.1. The Bidder shall furnish, as part of its technical bid, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

11.2. The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under tender form.

11.3. The documentary evidence to be submitted in the Technical Proposal for the purposes of qualification and technical evaluation shall include:

(a) The Supplier/agent shall have to produce letter of authorization from Manufacturer and in case of Manufacturer, documentary proof to the effect that they are the original Manufacturer of the required goods shall be provided.

(b) National Tax Number (NTN) and General Sales Tax Number (if applicable) with documentary proof shall have to be provided by each Bidder in the tender.
(c) The Bidder/Manufacturer shall submit an affidavit on legal stamp paper of Rs. 20/- that 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. On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently black listed.

(d) The Bidder should have minimum one-year experience in the market which will be counted from the date of Authorized Letter of Principal/Local Manufacturer. Similarly it is mandatory that the item to be quoted by the Bidder/Manufacturer should have already been used in different public/private Institution/hospitals. Documentary proof shall have to be provided in this regard.

(e) The Bidder is required to provide with the technical proposal the name of item(s), tender number and serial number in the exact manner as quoted in the financial proposals.

(f) The Bidder must indicate the country of origin of the goods, capacity of production of the firm (in case of manufacturer), its financial status, necessary assurance of quality production, Certificate(s) for conformity with International standards of Quality (original or attested certification) and list of qualified (attested degrees or certification) technical persons along with qualification and trainings (including details of CNIC), payroll details of staff, list of main service, testing and calibration tools and supervisory staff working in the production and quality control departments in the manufacturing plants.

(g) The Bidder (in case of manufacturer) shall provide a list of plant, major machinery and equipment installed in the factory. All necessary equipment must be calibrated and validation certificate to be included in the technical bid.

(h) In case of non-local manufacturers the list of Countries in which the specific product is available and is in use. Information to be duly certified by the appropriate Punjab Chapter of the Chamber of Commerce.

(i) The Bidder shall provide firms balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.

(j) The Bidder shall provide total list of products it supplies in the market. The Bidder shall also supply attested copy of the first invoice for the specific product for which bidding is being undertaken. The Bidder shall also be responsible for providing up to date and authentic contact details of both private and public hospitals to which it has supplied over the last one year. Bidder shall also provide supply order details over last one (01) year with complete and up to date details of its distribution sub-offices or/and representatives.

12. Documents Establishing Goods’ Eligibility and Conformity to Bidding Documents

12.1. The Bidder shall furnish along with technical proposal, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

12.2. The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods offered, with a certificate of origin issued by the Manufacturer.

12.3. Submission of sample (where demanded): If so required by the technical committee, to be recorded in writing, the bidder shall provide a sample or demonstration as the case may be.

13. Bid Security

13.1. 2% bid security of the total bid value Or call deposit of Rs. 100000.00 (which ever is higher) should be deposited in the shape of CDR.


14.1. Bids shall remain valid for a period of Ninety (90) days after 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.

SUBMISSION OF BIDS

15. Format and Signing of Bids.

15.1. The bid shall be typed 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.

Bidding Documents, Sheikh Zayed Hospital Rahim Yar Khan.
15.2. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

15.3. All bidding documents to be duly attested (signed and stamped) by the authorized person of company.

16. Sealing and Marking of Bids

16.1. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope.

16.2. The inner and outer envelopes shall:

  a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

  b) bear the Institution/Hospital name and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the invitation for Bid.

16.3 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.

16.4 If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

17. Deadline for Submission of Bids

17.1 Bids must be submitted by the Bidder and received by the Procuring Agency at the address specified under invitation for bids not later than the time and date specified in the Invitation for Bids.

18. Late Bid

18.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

THE BIDDING PROCEDURE

19. Single stage – two envelopes bidding procedure

19.1 Single stage – two envelopes bidding procedure shall be applied:

(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 un-opened to the respective Bidders; and

(ix) The bid found to be the lowest evaluated bid shall be accepted.

OPENING AND EVALUATION OF BIDS

20. Opening of Bids by the Procuring Agency
20.1 The Procuring Agency shall initially open only the envelopes marked “TECHNICAL PROPOSAL” in the presence of Bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders’ representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the envelope marked as “FINANCIAL PROPOSAL” shall remain unopened and shall be retained in safe custody of the Procuring Agency till completion of the evaluation process.

20.2 The Bidders’ names, item(s) for which they quoted their rate and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced at the opening of technical proposal. No bid shall be rejected at technical proposal/ bid opening, except for late bids, which shall be returned unopened to the Bidder. However, at the opening financial proposals (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite bid Security and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced.

20.3 The Procuring Agency shall prepare minutes of both the technical proposal as well as the financial proposal bid opening

21. CLARIFICATION OF BIDS

21.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

22. Preliminary Examination.

22.1 The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made (at the time of opening the financial proposal), whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

22.2 In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

23. Evaluation and Comparison of Bids.

23.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB evaluation criteria.

23.2 The Procuring Agency’s evaluation of technical proposal/ bid shall be on the basis of previous performances, test reports, inspection of plant/ factory/ premises, previous experience, financial soundness and such other details as already highlighted. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties.

23.3 All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding documents.


24.1 For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, engineering/ technical capabilities, financial soundness and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration. The evaluation factors/ criteria will be employed on technical proposals.

i) After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals. Bidders’ attendance at the opening of financial proposals is optional.

ii) Financial proposals shall be opened publicly in the presence of the bidders’ representatives who choose to attend. The name of the bidders and the technical evaluation report of the bidder shall be read aloud. The financial proposal of the bidders who met the evaluation criteria / check list shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of those Bidders failing to meet the evaluation criteria in the technical evaluation shall be returned unopened). These financial proposals shall be then opened, and the total prices read aloud and recorded.

24.2 Drug Specification Performa. This Performa with the list must be signed and attached with technical evaluation criteria for individual item quoted by the firm.
Drug Specification Performa

(List must be signed and attached with T.E.)

1. Tender No. _____________________
2. Item No. in Tender________________
3. Generic Name in Tender______________
4. Brand Name of offered item____________
5. Manufactured by _________________________
6. Address of the Manufacturer / Sole Agent with Tender No. ________________________________
7. Manufacturing Licence No. ___________ Validity _______________
8. Drug Registration No. ________________ Validity _______________
9. Detailed Specification _________________________
10. Packing Offered _______________________________
11. M.R.P. fixed by F.G. ________________________________
12. T.P. of the Drug_______________________________

Signature ____________________________
Designation __________________________
Stamp ________________________________
24.3. **EVALUATION CRITERIA.** The following documents have to be provided by the firm other than bid form for evaluation by Technical Scrutiny Committee.

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<thead>
<tr>
<th>Sr.</th>
<th>Parameters</th>
<th>Major institutions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bidder’s Past Performance (Last one year)</td>
<td>1. No any institution served</td>
<td>Institutions include government departments and private hospital</td>
</tr>
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<td></td>
<td></td>
<td>2. 1</td>
<td></td>
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<td>3. 2 to 3</td>
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<td>4. 5 to 5</td>
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<td>5. 6 to 7</td>
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<td>6. 8 and above</td>
<td></td>
</tr>
</tbody>
</table>

| 2   | Bidder’s Market experience in quoted items     | 1. 1-3 years                                          | Bidders having less than 1 year experiences are ineligible. Experience will be confirmed from the date of Registration |
|     |                                                | 2. 3-5 years                                          |                                                                          |
|     |                                                | 3. Above 5 years                                      |                                                                          |

| 3   | Manufacturer Credibility & Certification      | 1. Valid GMP certification                            | GMP certificate issued by the concerned Drug Regulatory Authority is required |
|     |                                                | 2. Valid ISO certification                           |                                                                          |
|     |                                                | 3. Any other international reputed certification     |                                                                          |

| 4   | Bidder’s Financial Status                     | 1. Last year Audited Balance Sheet                    | Bank Statements are not required. Bidder can provide more than one Bank certificate. |
|     |                                                | 2. Tax Returns (Last 3 Years)                        |                                                                          |
|     |                                                | 3. Bank Certificate                                  |                                                                          |

| 5   | Manufacturer Technical Staff.                 | 1. Plant Manager                                      | The bidder is required to attach attested copy of the relevant Degree and appointment letter of concerned technical staff. |
|     |                                                | B. Pharm                                             |                                                                          |
|     |                                                | PhD/M.Phil                                            |                                                                          |
|     |                                                | 2. Production Manager                                 |                                                                          |
|     |                                                | B. Pharm                                             |                                                                          |
|     |                                                | PhD/M.Phil                                            |                                                                          |
|     |                                                | 3. Quality Control Manager                           |                                                                          |
|     |                                                | B. Pharm/MSc Chemistry                                |                                                                          |
|     |                                                | 4. Quality Assurance Manager                         |                                                                          |
|     |                                                | B. Pharm/MSc Chemistry                                |                                                                          |

| 6   | Manufacturer production capacity.             | 1. Less than 1%                                       | The bidder is required to attach the certificate.                         |
|     |                                                | 2. 1%                                                 |                                                                          |
|     |                                                | 3. 1.1% - 1.5%                                       |                                                                          |
|     |                                                | 4. 1.6%-2%                                            |                                                                          |

| 7   | Product Sample                                | Samples will be examined per following parameters:    | Product that 100% comply with the advertised specifications will be considered for evaluation. |
|     |                                                | a. Labeling and packing Rules 1986                    |                                                                          |
|     |                                                | b. Outer Packing                                      |                                                                          |
|     |                                                | c. Inner Packing                                      |                                                                          |
|     |                                                | d. Physical appearance                               |                                                                          |
|     |                                                | 1. Excellent                                          |                                                                          |
|     |                                                | 2. Good                                               |                                                                          |
|     |                                                | 3. Satisfactory                                       |                                                                          |
|     |                                                | 4. Unsatisfactory                                     |                                                                          |

| 8   | Approval of sample by technical committee/end user (Head of concerned department) | |

| 9   | Length of Registration of relevant product form Ministry of Health. | |

The financial bids of technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

**25. Contacting the Procuring Agency**

25.1 No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
25.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will result in the rejection of the Bidder’s bid and subsequent black listing. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

26.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

27.1 The Procuring Agency shall announce the results of bid evaluation of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract

**AWARD OF CONTRACT**

28. Acceptance of Bid and Award criteria
28.1 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, within the original or extended period of bid validity.

29. Procuring Agency’s right to vary quantities at time of Award.
29.1 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.

30. Limitations on Negotiations.
30.1 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.

31. Notification of Award.
31.1 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.

32. Schedule of Requirement.
32.1 The supplies shall be delivered within 30 days w.e.f the next date after the date of issue of Purchase Order.

32.2 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 should be attached with the bill.
- 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.

33. Submission of Samples
33.1 The samples shall be submitted as per sample Performa. 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.

33.2 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.

34. Inspections and Tests.
34.1 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

35. Physical Examination/ Inspection of Goods.
35.1 The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.

36. Delivery and Documents.
36.1 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.

37. SHELF LIFE.
37.1 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.

38. **REPLACEMENT OF UNCONSUMED / EXPIRED / SUBSTANDARD / BANNED / ADULTERATED DRUGS.**

38.1 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.

38.2 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.

38.3 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.

38.4 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.

38.5 In case drugs/medicines required to be replaced are no longer being acceptable medicine, the firm would refund the amount due.

39. **INCIDENTAL SERVICES.**

39.1 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.

39.2 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.

39.3 All tablets shall be supplied in aluminum strip / blister pack. Expiry date must be printed on each aluminum strip/blister.

39.4 The syrups should be supplied in glass/pet bottles with sealed caps and according to mark specifications on the label.

39.5 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.

39.6 The Hospital Purchase Committee may modify the terms and conditions if necessary / required at any time during the financial year 2012-13.

40. **TESTING FOR QUALITY AT DRUG TESTING LABORATORIES.**

40.1 All the medicines purchased would be submitted to the drug testing laboratory Punjab for quality assurance.

40.2 Testing of all the samples of drugs shall be at the expenses of contracting firm.

40.3 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.

40.4 The payment would be made subject to the clearance report from drug testing laboratory, Punjab.

40.5 DTL samples according to batch Nos.

40.6 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

41. **EXORBITANT RATES.**

41.1 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.

42. **RISK PURCHASE.**

42.1 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.
43. **WARRANTY.**

43.1 The supplier shall warrant that all goods supplied under purchase order shall have no defect arising from materials of workmanship or form 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.

43.2 The Medical Superintendent, Sheikh 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.

44. **Market Experience.**

44.1 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.

44.2 Latest price lists of medicines/drugs with quoted firms must be provided.

45. The rates of surgical disposable items which have been registered by the Ministry of Health, as drugs should be strictly in accordance with provision of registration certificate of item with brand / samples of registered items with required labeling / certificate of market availability.

46. **Mode of Payment.**

46.1 Payment mechanism will be as per rule 43 of PPR, 2009, however, 100% payment may be made on production of Inspection Certificate and receipt certificate from consignee after recovery of government dues including professional taxes, part supply and part payment may be allowed but the payment may only be made after the receipt of next installment within due time.

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 __________________________