

SHEIKH ZAYED MEDICAL COLLEGE / HOSPITAL RAHIM YAR KHAN.

Ph # 068-9230109-164-165-166 (Ext.115)

Procurement Section (Medicine / Surgical Disposable Items) 068-5870395

Fax # 068-9230162-9230428

Website www.szmc.edu.pk info@szmc.edu.pk E-Mail- directortechncalszhyk@gmail.com



INVITATION FOR BIDS

**BIDDING DOCUMENTS FOR THE PROCUREMENT OF
DRUGS / MEDICINES / SURGICAL DISPOSABLE ITEMS /
FINANCIAL YEAR 2018-19. (RE-TENDER)**

TENDER NO. _____

THIS DOCUMENT CONTAINS FOLLOWING PARTS	
Section-1	Advertisement (Letter of Invitation)
Section-II	Bidding Documents for Drugs / Medicines / Surgical Disposable Items
Section-III	Evaluation Criteria & Bid Forms
Section-IV	Schedule of Requirements and Technical Specifications

SECTION-I

Advertisement (Letter of Invitation)

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

ADVERTISEMENT NOTICE OF RE-TENDER FOR THE BULK PURCHASE OF MEDICINES / SURGICAL DISPOSABLE ITEMS, DENTAL MATERIAL ITEMS, LABORATORY KITS / CHEMICALS / REAGENTS & PRE-QUALIFICATION OF VENDORS FOR THE LOCAL PURCHASE OF MEDICINES & SURGICAL DISPOSABLE ITEMS (CHIT SYSTEM), FINANCIAL YEAR 2018-19.

Management of Sheikh Zayed Medical College/ Hospital Rahim Yar Khan, invites sealed bids / tenders from the eligible bidders i.e. manufacturers / their authorized sole agents / suppliers / distributor and in case of imported goods their authorized agents / importers / suppliers in Pakistan who are registered with income tax and sales tax authority / Drug Regulatory Authority of Pakistan, for the procurement of Medicines, Surgical Disposable Items & Laboratory Kits / Chemicals & Reagents. List of items to be purchased with estimated quantities and estimated prices are given in the bidding documents. Only Local suppliers / contractors can participate for the pre-qualification of vendors for the local purchase of medicines / surgical disposable items (chit system).

Detail of sale and receipt of tenders are shown against each item head.

1. Interested 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. 1000/- (One thousand only), as per schedule given below only during working hours immediately after the publication of this advertisement. 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. The bidder shall furnish a bid security of 2% of estimated cost in the form of call deposit receipt (CDR) 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 up-to 11:00 am and will be opened on the same day at 11:30 am in the presence of the bidders or their authorized representatives. Bids received after 11:00 am will not be entertained.
4. PPRA Rules 2014 along-with all amendments will be followed.
5. For detailed terms and conditions method for the preparation and submission of bids please consult the bidding documents.
6. Samples of each item from fresh batch must be provided at the time of submission of bid in the quantity / specification as mentioned in bidding documents.
7. In case the date of opening or last date of sale is declared as the public holiday by the Government or non working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly, the time and venue shall remain the same.

Sr.	Description	Issuance Date of Tender Documents	Date of Receipt / opening of bids 11:00 am / 11:30am	Call Deposit / Bid Security
1	Medicines (Injectables / Oral Dosage Forms & Misc.)	Immediately after publication of this advertisement	05-01-2019	2% of the estimated cost
2	Surgical Disposable Items (Drug / Non-Drug Items)			2% of the estimated cost
3	Dental Material Items			2% of the estimated cost
4	Laboratory Kits, Chemicals & Reagents			2% of the estimated cost
5	Pre-Qualification of Vendors for the Local Purchase of Medicines / Surgical Disposable Items (Chit System)			Rs. 200000.00

BID DATA SHEET

Description	Detail
Commencement of Sale of Bidding Documents	From the date of advertisement on all working days during office timing.
Last date of sale of Bidding Documents	05-01-2019
Last date and time for the receipt of bids	05-01-2019 up to 11:00 am
Date, time and venue of opening of technical bids	05-01-2019 at 11:30 am in committee room of Sheikh Zayed Hospital, RYK.
Bid Currency	PKR / Foreign in Case of L.C. on free delivery to the consignee's end basis.
Language of bid	Urdu / English
Amount of bid security	2% of total bid value
Performance Guarantee	5% of the contract value in the shape of call deposit
Bid validity period	120 Days
Bidding procedure	Single Stage – Two Envelop Procedure
Address for communication:-	
<p>OFFICE OF THE DIRECTOR TECHNICAL / DRUGS CONTROLLER PROCUREMENT SECTION (MEDICINE) SHEIKH ZAYED HOSPITAL RAHIM YAR KHAN. Ph # 068-5870395 Ph # 068-9230164-115, Fax # 068-9230162</p>	

SECTION-II

Instruction to Bidders

Bidding Documents for the Bulk Purchase of Medicines / Surgical Disposable Items

SUBJECT:- BIDDING DOCUMENTS FOR BULK PURCHASE OF DRUGS/ MEDICINES / SURGICAL DISPOSABLE ITEMS. FINANCIAL YEAR 2018-19. (RE-TENDER)

INTRODUCTION

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

INSTRUCTIONS TO BIDDERS

1. General Instructions:

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.

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 2018-19 (herein referred to as the "Procuring Agency").

3. Eligible Bidders.

- 3.1. This invitation for bids is open to all Manufacturers / their authorized sole agents / suppliers / Sole Distributors / Authorized Distributors / wholesaler and in case of imported goods their authorized / Sole Agents of Foreign Principals / importers and suppliers in Pakistan can participate.
- 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. Cost of Bidding.

- 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 be seen clarification of the same in writing but not 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.

5. Bid Security

- 5.1. The bidder shall furnish separately against each quoted item/ tender enquiry, as part of its financial bid, a Bid Security of 2% of the total bid value (denominated in Pak Rupees) in the shape of deposit at call in the name of the Medical Superintendent. Failure to furnish the prescribed Bid Security shall result in the rejection of bid.

6. Amendment of Bidding Documents.

- 6.1. 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.

7. Qualification and Disqualification of Bidders.

- 7.1. The Procuring Agency shall determine 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be black listed.

8. Corrupt or Fraudulent Practices.

- 8.1. The Procuring Agency requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. 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 pre-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.

9. Bidding for Selective Items.

- 9.1. A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section IV i.e. schedule of requirements & technical specifications. A bidder is also at a liberty to bid for all the goods mentioned in the Section IV i.e. schedule of requirements & technical specifications.

However, Bidders cannot bid for partial quantities of an item mentioned in Section IV, i.e. schedule of requirement & technical specifications. THE BID MUST BE FOR THE WHOLE QUANTITY OF AN ITEM REQUIRED IN THE SECTION IV I.E., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

- 9.2 **BIDES ARE DIRECTED TO PREPARE & SUBMIT ONE BID (FIRM WISE) ENLISTING ALL THE ITEMS /PRODUCTS INTENDED TO E QUOTED AND ATTACHING ALL RELEVANT REQUIRED DOCUMENTS PERTAINING TO EACH QUOTED ITEM / PRODUCT.**
- 9.3 **ONE PERSON SHALL SUBMIT ONE BID AGAINST ONE ITEM AND IF ONE PERSON SUBMITS MORE THAN ONE BID, THE PROCURING AGENCY SHALL REJECT ALL SUCH BIDS.**

10. The Bidding Procedure

10.1. The Governing Rules

The Bidding procedure shall be governed by the Punjab Procurement Rules, 2014 (Amended) of the Government of Punjab.

10.2 Applicable Bidding Procedure.

The bidding procedure is governed by Rule 38 “procedures for section of contractor’s sub-rule 2(a) “Single stage –Two Envelop bidding procedure”. Bidders are advised also to refer to the Bid Data Sheet above to confirm the Bidding procedure applicable in the present bidding process.

- I. The bidding procedure prescribed in the Bid Data Sheet above is explained in the table below.
- II. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- III. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- IV. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- V. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Procuring Agency without being opened;
- VI. 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;
- VII. During the technical evaluation no amendments in the technical proposal shall be permitted;
- VIII. 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.
- IX. 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
- X. The bid found to be the lowest evaluated bid shall be accepted.

PREPARATION OF BIDS

11. Language of Bid

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.

12. Documents comprising the bids.

12.1 The bid shall comprise of the Bid Forms of this bidding document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms.

12.2 The bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

13. Bid Prices

- 13.1. The bidder shall indicate on the appropriate form prescribed in this bidding documents the unit prices and total bid price of the goods, it proposes to supply under the Contract.
- 13.2. Form for Price Schedule is to be filled in very carefully, and should be typed / computerized. Hand written price list should not be considered. 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.
- 13.3. 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.
- 13.4. 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.
- 13.5. 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.
- 13.6. 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.
- 13.7. In case of monopoly items, monopoly certificate must be provided by the firm regarding sole manufacturer / distributor of foreign principal in Pakistan.
- 13.8. In case of purchase on L.C. basis bidder has to provide bill of lading at the time of submission of rates of quoted items and has to assure that he has enough stocks for supply on loan basis till the opening of L.C. so, that smooth running of hospital may not suffer.

14. Documents Establishing Bidder's Eligibility and Qualification

- 14.1. 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.
- 14.2. 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.
- 14.3. 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 strictly as per specimen form attached.

- 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 should have minimum one-year experience in the market / institutions. Similarly it is mandatory that the item to be quoted by the Bidder should have already been used in different public/ private Institution/ hospitals. Documentary proof shall have to be provided in this regard.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. The Bidder shall provide firm's balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.

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.
- 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

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 / according to advertisement schedule.

18. Late Bid

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 last date for the submission of samples will be same as last date of receipt of bids.

OPENING AND EVALUATION OF BIDS**19. Opening of Bids by the Procuring Agency.**

- 19.1 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.
- 19.2 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.
- 19.3 The Procuring Agency shall prepare minutes of both the technical proposal as well as the financial proposal bid opening.

20. CLARIFICATION OF BIDS

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.

21. Preliminary Examination.

21.1 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.

21.2 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.

22. Evaluation and Comparison of Bids.

- 22.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB evaluation criteria.
- 22.2 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.
- 22.3 All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding documents.
- 22.4 **Submission of Samples:** The samples shall be submitted as per sample Proforma and the last date of receipt of technical bid, 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 as per describe in schedule of requirement against each item.
- 22.5 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.
- 22.6 The bidder shall provide samples of quoted items along-with the bid at his own cost and in a quantity prescribed by the procuring agency in section IV.
- 22.7 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.
- 22.8 Latest price lists of medicines/drugs with quoted firms must be provided.
- 22.9 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.

23. Contacting the Procuring Agency.

- 23.1 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.
- 23.2 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.

24. Rejection of Bids.

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.

25. Announcement of Evaluation Report.

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with Rule 35 of the PPR-2014 giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

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 performance guarantee which will be 5% 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 30 days w.e.f. the next date after the date of issue of Purchase Order. 15 days relaxation period may be granted to the firm on request submitted within stipulated time period justifying the genuine grounds.
- 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.
- 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.
- In case of imported products, the bill of lading should be submitted with the bill / invoice.

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 judicial stamp paper that the prices quoted to this institution against the items mentioned at Tender Enquiry No. _____ 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 LABELING AND PACKING.

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 The locally manufactured and locally packed drugs /medicines would be supplied strictly in accordance with the colour & packing to be prescribed by this institution and following words 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.

“Punjab Govt. Property”

Sheikh Zayed Hospital, R.Y.K. Property

Not For Sale

In case of items supplied by the foreign manufacturers the conditions of colour pack is relaxed but the above mentioned stamp is mandatory.

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

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

37.5 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.

37.6 The Hospital Purchase Committee may modify the terms and conditions if necessary / required at any time during the financial year 2016-17.

38 TESTING FOR QUALITY AT DRUG TESTING LABORATORIES.

38.1 All the medicines / drugs purchased would be submitted to the drug testing laboratory, Bahawalpur for quality assurance.

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

38.2 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.

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

38.4 DTL samples according to batch Nos.

39 EXORBITANT RATES.

39.1 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.

39.2 The rates quoted by the bidder should be special discount rates for Govt. Institution which is less than trade price.

40 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.

41 WARRANTY.

41.1 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 & DRAP Act 2012.

41.2 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.

42 Mode of Payment.

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

SECTION-III

Evaluation Criteria & Bid Forms

FORM-1**COMPULSORY PARAMETERS FOR ELIGIBILITY FOR BIDDERS / FIRMS.**

Every bidder must have to fill this form carefully and attach the relevant documents just along-with this form in the same sequence as prescribed in the bid form. This criteria will described the eligibility of bidder failing which bidder will be disqualified and no document will be received later on.

Name of the Firm ----- Name of Tender -----

Date of Opening of Bid -----

Sr. #	Detail	Yes/No	Page #
01	Original receipt for purchase of tender.		
02	Acceptance of terms and condition, tender documents duly signed and stamped.		
03	Valid Manufacturer's Authorization		
04	An affidavit on stamp paper of Rs.100/- 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. Iii) Price Reasonable certificate. (iv) Certificate that prices are not more than trade price.		
05	An affidavit on stamp paper submitting that the price quoted to this institute against the quoted items mentioned in the bid are not more than the prices charged from any Purchase Organization in the country and in case of discrepancy the bidder hereby undertakes to refund the price charged in excess".		
06	Call deposit / Bid Security required (2% of estimated price)		
07	National tax number and General Sale Tax number certificate		
08	Professional Tax		
09	Valid Drug Sales License / Valid Drug Manufacturing License in case of firm itself		
10	Sample provided as per Proforma attached		
11	The Original price List of the firm indicating the inclusion of the item / product of quoted item (Latest)		
12	The bidder is required to provide Financial Proposal with the name of items, tender number and serial number in the exact manner as quoted in the Technical Proposal		
13	Price should not be mentioned on technical bid.		
14	Certificates (FDA/ISO/CE/ GMP Certificate)		
15	Valid Import License where applicable		
16	Sole Agency / Foreign Principal Letter in case of Importer		
17	Letter of Intention (as per specimen proforma attached)		
18	Affidavit (as per specimen proforma attached)		

Note:- Copies of all the documents mentioned above must be attached with this list.

BID COVER SHEET**FORM-02**

Bid Ref. No. -----

Date-----

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

Address:-----

E-mail: _____

Phone: _____

Facsimile: _____

Bid For Selected Items from the Schedule of Requirements.

Bid Enquiry No.	Name of the Tendered Item/ Generic	Brand Name	Manufacturer / Importer (With Name and Country of Origin)	Drug Registration No. (attach certificate)	Specifications of the quoted brands (100% in compliance with schedule of requirement)	Name of API Manufacturer & Country of Origin

Signed:**Dated:****Official Stamp:**

FORM-03**EVALUATION CRITERIA****Compulsory Parameters:-**

- Failure to comply with any compulsory parameter will result in disqualification of bidder.

PARAMETERS	DOCUMENTS REQUIRED	COMPLIANCE STATUS (Yes/No.)
Drug Manufacturing / Sale License	<ul style="list-style-type: none"> ➤ Valid Drug Manufacturing License issued by DRAP for manufacturers. ➤ Valid Drug sale license for importers. 	
Drug Registration Certificate (DRC) where applicable	Valid Drug Registration Certificate issued by DRAP	
Product Experience	Products having less than one year experience shall be ineligible (Experience shall be calculated from the date of registration of the product with the DRAP).	
Good Manufacturing Practices (GMP) Certificate.	Valid Good Manufacturing Practices (GMP) Certificate issued by the Drug Regulatory Authority Pakistan (DRAP) In case of imported product, valid GMP certificate issued by the GMP certificate issued by the regulatory authority of manufacturer's country will be considered.	
Undertaking Regarding Non cancellation / suspension of Drug Registration of quoted product of the bidder by Drug Regulatory Authority of Pakistan within last two years.	Undertaking on Judicial Paper.	
Undertaking Regarding Non Declaration of spurious / adulterated batch by DTLs of the Punjab / any competent Lab of quoted item within last two years.	Undertaking on Judicial Paper.	
Specifications quoted in the technical offer will be verified from samples provided with the bid. Product that comply 100% with the advertised specifications and fulfill the requirement as per Labeling and Packing Rules 1986 shall be considered for evaluation.	Samples of quoted item.	
Batch Capacity of the manufacturer Quoted item / Product (where applicable)	Certificate (s) provided by the manufacturer	

FORM-04
Ordinary Parameters

The bid complying with compulsory parameter shall be evaluated for below mentioned parameters:-

Sr.	Parameters	Detail		Total Marks	Remarks		
1	Past Performance of the Bidder (Last Two Year)	Major institutions (Govt./Semi-Govt.) served		10	The Clime requires documentation (purchase orders, receipt certificates and delivery challans etc) of the institution (s)		
		I	1			2	
		ii	2 to 3			4	
		iii	4 to 5			6	
		Iv	6 to 7			8	
V	8 and above	10					
2	Market Experience of quoted product	I	Market Availability of quoted items in leading chain stores & pharmacies for last 2 year.	7	15	For Parameter (i) market availability in leading chain stores & Pharmacies of quoted item will be calculated from the date of commercial invoice. For Parameter (ii) to (iv) market availability of quoted item relates to availability in open market other than pharmacies & leading chain stores. The firm will attach purchase order of quoted item of any Govt. / Semi-Govt. institution / private institution registered with income tax department.	
		ii	1-2 years	3			
		iii	3-4 years	5			
		Iv	Above 5 years	8			
3	Credibility & Certification of Manufacturer	I	Valid ISO certification	5	10	Valid copies of certificate / letters required.	
		ii	Any other international reputed certification	3			
		iii	Pre-qualification with Govt./Semi-Govt. & Autonomous Institutions	2			
4	Financial Status of Bidders	I	Last year Audited Balance Sheet	3	05	Acknowledgement of Tax Returns must be attached.	
		ii	Tax Returns (Last 3 Years)	2			
5	Manufacturer Technical Staff.	I	Plant Manager	B. Pharm	2	10	The bidder is required to attach attested copy of the relevant degree and appointment letter of concerned incumbent technical staff
				PhD/M.Phill			
		ii	Production Manager	B. Pharm	2		
				PhD/M.Phill			
		iii	Quality Control Manger +Analyst	B. Pharm/MSc Chemistry	2		
Iv	In process quality assurance Inspector	B. Pharm /PhD/M.Phill	2				
V	Quality Assurance Manager	B. Pharm/Msc Chemistry	2				
6	Production capacity of the Manufacturer (where applicable)	Per day production capacity of quoted items against the total advertised quantity		10	Importer to provide production capacity of the principal/ manufacturer. Manufacturer will submit a certificate in this regard.		
		I	Less than 1%			0	
		ii	1%			3	
		iii	1.1% - 1.5%			4	
		Iv	1.6%-2%			5	
		V	At-least 6 number of batches of quoted item produced during last 12 month by the manufacturer			3	
Vi	At-least 10 number of batches of quoted item produced during last 12 month by the manufacturer	5					

7	Batch History for last three years. Where applicable	I	No batch failed during last three year of the quoted item from any statutory lab.	5	5	The firm will provide undertaking in the regard. The purchaser reserves the right to verify the claim.
		Ii	No batch failed during last two years of the quoted item from any statutory lab.	3		
8	Approval of sample by technical committee/end user (Head of concerned department) Remarks of clinician on previous clinical experience.			Nil		
9	Bio Equivalence Study of Quoted Drugs (If required and available)			Nil		

Total Marks: 65

Qualifying marks 65% (42) and above.

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.

Grievances Redreassal Committee

In case of any grievances bidders shall approach within ten days in writing after opening of technical bids for redressed. Late received application will not be entertained.

FORM-05

LETTER OF INTENTION
(To be attached with eligibility Criteria of Bidder)

Bid Ref No.**Date of the Opening of Bids****Name of the Contract****To:****Dear Sir/Madam**

Having examined the bidding documents, including Addenda Nos. -----, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the about-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 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 proformance security/guaranty (if required) 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 contact 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.

Date -----

Signed -----

(In the capacity of {insert: title or position})

Duly authorized to sign this bid for and on behalf of

{insert: name of Bidder}

FORM-06**(BID FORM-IV)****AFFIDAVIT**

I/ We, the undersigned solemnly state that:

- 1) I/ We have read the contents of the Bidding Documents and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 4) 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.
- 5) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 6) That the prices offered are not more than trade price.
- 7) I/We, further undertake that I/We will ready to pay all the charges of samples (one or more depending upon the ordered quantity amounting to Rs. 10 million or more) tested by any international WHO accredited Laboratory, collected by Department's Inspection committee which will accept the results.
- 8) I/We, Further undertake that I/We will ready to pay the standard of testing samples by DTL Punjab.
- 9) I/We, Further undertake to provide the Batch Release Laboratory Test Reports of each batch of the product on its delivery.

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

Signed:

In the capacity of [insert: title or position]

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

FORM-07

MANUFACTURER’S AUTHORIZATION FORM

To (Name of 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 *[reference of the Invitation to Bid]* for the goods manufactured by us. We hereby extend our full guarantee and warranty as per tender terms and conditions for the goods offered for supply by the above firm against this Invitation for Bids for a period of -----.

Signature -----

Designation -----

-

Official Stamp -----

Note: This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid in the bid form of eligibility criteria of bidder.

FORM-08

AFFIDAVIT

I/ We, the undersigned solemnly state that:

- 1) We will be responsible for Replacement of unconsumed / expired / substandard spurious drugs stocks free of cost,
- 2) The firm is never blacklisted on any grounds whatsoever.
- 3) Price Reasonable certificate that the price quoted to this institute against the quoted items mentioned in the bid are not more than the prices charged from any other Govt. Institute in the Punjab during current financial year and in case of discrepancy, we will be responsible to refund the price charged in excess.”
- 4) We further do hereby undertake that the quoted prices are not more than trade price.

FORM-09**PRICE SCHEDULE**

User Note:- This form is to be filled by the Bidder for each individual item and shall submit with Financial Proposal.

Name of the Firm:

Bid. Ref. No.

Date of opening of Bid.

Sr. #	Name of the Item	Unit Price (Inclusive all applicable taxes)	Discounts (if any)	Final Price (Inclusive of all taxes)
TOTAL				

Note:- Valid price lists of quoted items indicated M.R.P. and T.P. must be attached with financial proposal.

Signature: -----

Designation -----

Date -----

Official Stamp -----

49. SECTION-IV INCLUDING SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS IS ATTACHED WITH THIS BIDDING DOCUMENTS.

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 _____