

BIDDING DOCUMENT

**TERMS & CONDITIONS FOR LOCAL PURCHASE OF MEDICINES
DISPOSABLE ITEMS, SUTURE MATERIAL, IMPLANTS & STENTS
ETC, FOR THE YEAR 2020-2021**

SHAIKH ZAYED HOSPITAL, LAHORE

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1.	Tender Enquiry	LOCAL PURCHASE OF MEDICINES, DISPOSABLE ITEMS, SUTURE MATERIAL, IMPLANTS, & STENTS, ETC, FOR THE YEAR 2020-2021
2.	Tender Documents Cost	Rs. 3000/= (Non Refundable)
3.	Place of Issue of the Tender	Accounts Office (SZH. LHR)
4.	Place of Submission of Tender	Administrator's Office (SZH. LHR)
5.	CDR	2% OF THE TENDER COST (ALONG WITH TECHNICAL BID).
6.	Last date & time of tender purchase	14-12-2020 (10:00AM)
7.	Tender opening date & time	14-12-2020 (10:30AM)
8.	Tender opening Venue	Prof. Mehmood Ahmed Auditorium Shaikh Zayed Hospital, Lahore
9.	Validity of Tender	06 (Six Months from the date of opening of the tender)

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**TERMS & CONDITIONS FOR LOCAL PURCHASE OF MEDICINES
DISPOSABLE ITEMS, SUTURE MATERIAL, IMPLANTS, & STENTS
ETC, FOR THE YEAR 2020-2021**

Sealed bids are invited from well reputed interested firms/ agencies who should have:

- a. Sound financial back ground with experience in running institutional pharmacy business.
- b. Pharmacies in Lahore having a valid retail drug sale license for supply of day to day local purchase (LP) of drugs/Medicines/Surgical Disposable/Suture Material, Implants & Stents etc.
- c. Relevant Experience & past performance of minimum one year business history from the date of registration of pharmacy.
- d. The pharmacy must fulfill the conditions given under Rule 19 & 20 of Punjab Drug Rules 2007 framed under Drug Act 1976.
- e. The firm /Pharmacy must have operational computerized inventory System.

11. The bidding firm should




- i. Be well reputed,
- ii. Be financially sound.
- iii. The store owner had ensured the availability of the Pharmacist per shift.
- iv. Shall provide the names and copies of appointment letters along with a copy of registration i.e. category "A" of qualified person (s).
- v. Valid drug sale license should be displayed in the pharmacy premises.
- vi. The Hospital / Procuring agency reserves the right to inspect the premises at any time during business period, if found not fulfilling the stated conduction/prerequisites should call for explanation or warning leading to termination of contract.



THE BIDDING PROCEDURE

Single Stage-Two Envelopes Bidding Procedure shall be applied:

- 1.) The bid shall comprise a single package containing of 2 separate envelopes: one envelope should be marked as **“TECHNICAL PROPOSAL”** and the other **“FINANCIAL PROPOSAL”** in bold and legible letters to avoid confusion.
- 2.) Bidder must quote their offer on the prescribed bid form or the firm Letter Head only.
- 3.) Bidder should quote their firm and final rates / discounts inclusive of all prevailing taxes.
- 4.) Tender should be sent in the name of Administrator Shaikh Zayed Hospital Lahore, along with required documents.
- 5.) Bidder shall submit following along with bids:
 - I. A **call deposit 2 %** of the Tender cost in favour of Administrator Shaikh Zayed Hospital, Lahore with technical bid, (tender without call deposit will not be accepted & Cheques will not be entertained.)
Such call deposit shall be refunded on the submission of 5% Performance Guarantee after issuance of Award Letter.
 - II. **The price responsibility certificate**
 - III. **An affidavit** submitting on the stamp paper of Rs. 1100/- narrating that : firm had
 - i) Not been black listed in any Government Institute
 - ii) Not been sealed for more than a month (30 Days) in the last 2 years
 - iii) Not supplied substandard/misbranded/un-registered/short expiry (less than 6 months) to any public sector hospital before.
 - iv) Assured uninterrupted supply chain to the institutes.
 - v) No litigation with the clients.
 - vi) Any cutting, crossing etc apparent in the offer must be properly signed
 - 6) Any offer not received as per terms and conditions of the bid is liable to be ignored.
- 7) **No offer will be considered** in following cases if bid is :-
 - (a) Received without earnest money from the firm
 - (b) Received after the last date and time of the receipt
 - (c) Unsigned
 - (d) Ambiguous
 - (e) Conditional
 - (f) Received from a firm, which is black listed/ suspended/ removed from the approved list or prosecuted by the Drug Court.

- 8) Tender opening will be held in Prof. Mehmood Ahmad Auditorium in the presence of Bidders & Tender Opening Committee on the date and time as per advertisement.
- 9) All assessments and procuring procedures (i.e) receiving opening & awarding etc shall be governed by Federal PPRA rules 2004 (amended).i.e
 - i) Only the envelope marked "TECHNICAL PROPOSAL" will be opened , initially
 - ii) The envelope marked as "FINANCIAL PROPOSAL" shall be retained sealed in the custody of Procuring Agency.
 - iii) The Procuring Agency shall evaluate the Technical Proposal, without reference to the price and reject any proposal which do not confirm to the specified requirements as mentioned in attached Performa.
 - iv) During the technical evaluation, no amendments in the technical proposal shall be permitted.
 - v) The financial proposal of bids found **technically not approved** shall be returned **un-opened** to the respective bidders.
 - vi) The Financial Proposals of **technically approved bids** shall be opened publicly by Procuring Agency at a time, date & venue that will be communicated to the Technically Approved Bidders in advance.
 - vii) Only the **lowest evaluated bid** (Maximum Discount Offering Firm) shall be accepted, provided it is not conflicting with any rules, regulations & policy of Government of Pakistan.

MAINTENANCE OF SUPPLY CHAIN AFTER APPROVAL OF BID

1. The successful vendor is responsible to maintain adequate stock level of drugs/Surgical Disposables/Suture Material/Stents to cater the periodic needs & emergency/exigency of the hospital under all circumstance.
2. Proper storage and maintenance of cold chain (where required) will be ensured by the bidder.
3. Bidder will be responsible for all costs of transportation of supplies.
4. The successful bidder shall nominate a designated person, preferably a pharmacist/ qualified Pharmacy Technician for the purpose of follow-up queries regarding supply issues & other correspondence.
5. The bidder must provide 24 hours services. Supply of medicines and disposables on urgent indents generated in the wards round the clock and on Sundays, Gazetted Holidays and in case of emergency situation.
6. The supplier shall be solely responsible for provision of stocking of quality medicines at all times strictly in accordance with the provision of Drug Act 1976, Punjab Drug Rules 2007, DRAP Act 2012 & will be responsible for the quality/quantity of drugs by his firm.



7. The Demanded items for ward supplies & for admitted hospital employees will have to be provided in complete quantity, up to 8:00PM on same day.
8. In case of delay or failure in supply of items, the same items will be procured from other source and difference of amount will be deducted from security deposited/bills of the said bidder, also his contract may be cancelled and security will be forfeited after such 3 lapses.
9. The bidder will be bound to supply the demanded brand of medicines. Hospital is not bound to accept any alternate brands.
10. No Substandard/Misbranded/un-registered/Spurious/Short expiry (less than 6 months) will be accepted. The Administrator reserves the right to impose a fine up to the extent of Rs. 5000/= on each attempt along with a letter of explanation.
11. The bidder will also be responsible to supply Medicines/Surgical Disposables, Suture Material, Implants, & Stents, etc to the Patients of Bait-ul Mall, Funded Organ Transplant Patients & any procedures through sponsored funds from external sources approved by the Competent Authority (Applicable to Tender of Funded Patients Category-B Tender).
12. Bidders will make sure that the supplied items/drugs along with delivery challan, Drug warranty & bills are handed over to hospital pharmacy staff only.
 - i) No bill will be entertained later than 24 hours of supply.
 - ii) No bill will be entertained for supplies made to patients or ,nurses or persons other than authorized pharmacy staff.
13. The price of supplied Medicines/Surgical Disposable items shall in no way be:
 - i) More than the market price (retail price) & the discount offered by the bidder to the hospital will be based on this retail price.
 - ii) Tax deduction would be according to Government Rules.
 - iii) If in any case, the prices are found to higher than Retail price / Market price, the difference should be recovered by bidder/chemist.
14. The discount offered on Disposable Items will be on Market Price List enclosed with this Tender.
15. All assessments and procuring procedures (.i.e) receiving opening & Awarding etc shall be governed by Federal PPRA rules 2004 (Amended)

ADMINISTRATOR

COMPULSORY KNOCK DOWN PARAMETERS

Supply of drugs/medicines/medical devices/therapeutic goods including surgical disposable items etc (Local/Imported) through local purchase on day to day basis.

Sr #	Parameters (s)	Responsive	Non responsive
1.	Original Receipt for purchase of Tender.		
2.	2% CDR as per Tender Inquiry.		
3.	Provision of Valid Drug Sale License by authorized drug sale licensing Authority, CNIC, National Income Tax No.		
4.	Provision of documents establishing financial soundness, The vendor must provide i) annual sales values (turn over) for the last financial year, ii) Tax return iii) acknowledgment of tax return from FBR.		
5.	An affidavit submitting on the stamp paper of Rs. 1100/- narrating that : firm i) Had not been black listed in any Government Institute ii) Had not been sealed for more than a month in the past 2 years iii) Has arrangements for round the clock availability of drugs for hospital		
6.	Registered Pharmacy facility within the reach of hospital (Maximum within 10 KM radius).		
8.	Inventory maintenance of medicine as per the requirement of hospital.		





9.	Proper premises and storage facilities of drugs. (As per Punjab Drug Sale Rules).		
10.	Proper maintenance of Narcotics and Controlled Substances sale record at that premises.		
11.	Maintenance of an office with regular staff and mandatory presence of a qualified pharmacist Round the Clock.		
12.	Facility for online data entry, Billing and data transfer.		

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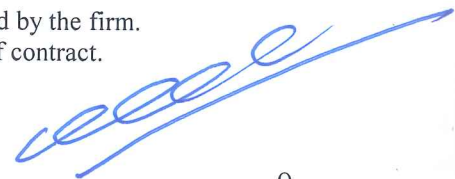
Marking Parameters

Sr. No.	Parameter (s)		Allocated Marks	Marks Granted	Evidence Required
1.	Status of entry	Operational computerized inventory with online facility round the clock	15		The inspection committee will allocate the marks accordingly
		Operational computerized inventory without online access	05		
		Manual inventory management	0		
2	Financial status	50 Millions or above	20		Tax return documents
		20 Millions or more	10		
3	Value of the inventory at the time of inspection	30 Million or more	20		Inspection committee will evaluate the worth accordingly
		20 Million or more	15		
		10 Million or more	10		
4	Past performance experience	Worked as LP day to day contractor in public sector teaching hospitals more than 05 years	10		Award letter/ contract copy experience certificate from relevant institution
		Worked as LP. Day to day contractor in public sector teaching hospital 02 years	05		
5	Technical staff	3 pharmacists working in pharmacy including one pharmacist with valid registration	10		Category A registration by the Punjab Pharmacy Council
		< 3 pharmacists working in pharmacy including one pharmacist with valid registration	5		
6	Storage conditions of the applicant pharmacy	Dedicated cold chain facility with temperature recording 3 times a day basis (2° to 8°) along with maintenance of temperature data properly.	10		Inspection committee will access the facility / Parameter
		Operational Air Conditioning with complete Backup(Generator or Double Connection)	5		
		Maintenance of Controlled Drug Registers and other condition as laid down in the applicable Punjab Drug Sale Rules.	5		
			20		
7	Supply chain facility	Temperature Sensitive/Thermo Labile Carriers Facility to supply sensitive drugs/items from the Pharmacy to the Hospital Premises.	05		

Qualifying Marks: 75%

NOTE:-

- a) The committee may visit the applicant's pharmacy premises at any time (24 hours) with/without intimation.
- b) It is mandatory to get 75% marks.
- c) 100% complete information according to the evaluation criteria shall be provided by the firm.
- d) After signing of contract agreement, change in premises is permissible till end of contract.

FINANCIAL PROPOSAL

Local Purchase of Medicine / Surgical Disposable / Suture Material / Implants, & Stents etc, for the year 2020-2021.

Name of Firm _____ Tender Enquiry No:-

a. Give the discount in percentage against the following categories

Sr. No.	Description	Discount in Percentage
1.	Discount in Percentage for Medicine items on MRP.	
2.	Discount in Percentage for Surgical/Disposable items (Market Price List Enclosed).	
3.	Discount in Percentage for Suture Material on MRP.	
4.	Discount in Percentage for Implants & Stents.	

1. Contractor's Signature _____
2. Name of Firm _____
3. Mailing Address _____
4. Telephone No. _____
5. Mobile No. _____
6. Income Tax No. _____
7. Stamp _____

