



**BIDDING DOCUMENT**  
**LOCAL PURCHASE OF DRUGS / MEDICINES**  
**AND SURGICAL DISPOSABLE ITEMS**  
**ETC. (DAY TO DAY BASIS)**

GOVERNOR'S HOUSE MEDICAL CENTRE  
LAHORE.

**FOR THE YEAR 2020-21**  
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## **INVITATION FOR BIDS**

### **LOCAL PURCHASE OF DRUGS / MEDICINES AND SURGICAL DISPOSABLE ITEMS ETC. (DAY TO DAY BASIS)**

Governor's House Medical Centre, Lahore invites sealed bids/tenders from Retailer/Pharmacies/Medical Store for the Local Purchase of Drugs/Medicines and Surgical Disposable Items etc. (Day to Day Basis) for the Year 2020-21.

2. Interested Retailer/Pharmacies/Medical Store tender receipt on submission of written application along with payment of non-refundable fee of **Rs.500/-** (Five Hundred only) as Tender Fee. Bidding documents shall be issued only during working hours. Advertisement for tender is also available on the website of Government of the Punjab i.e., (<http://ppra.punjab.gov.pk>) & (<https://dqhs.punjab.gov.pk/>).

3. **Single Stage – two envelope procedure, as per Rule 36 (b) of PPRA Rules 2014, shall be applied.** The bidder shall submit Bank Draft/Pay Order or Deposit at Call amounting **Rs.10,000/-** (Rupees Ten Thousand Only), as part of its Financial Proposal / Bid.

4. Sealed bids are required to be dropped in tender box by the interested bidders at Governor's House Medical Centre, Lahore by **10-09-2020 till 10:00 am**. The **technical bids shall be opened on the same day at 10:30 am** in the presence of the bidders or their authorized representatives.

5. The bidders / suppliers are requested to offer maximum discount on medicines manufactured by multinational and national firms separately.

6. The detail Terms and Conditions may be seen in the Bidding Document.

7. The Medical Superintendent / Purchase committee 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 2014 (Amended till date).**

**MEDICAL SUPERINTENDENT,  
GOVERNOR'S HOUSE MEDICAL CENTRE,  
LAHORE**

## **INSTRUCTIONS TO BIDDERS**

**1. Source of Funds:** The Government of the Punjab, Primary & Secondary Healthcare Department has allocated funds for local purchase of medicines to this Medical Centre under Budget Head of Account – A-03927 which will be utilized for local purchase of medicines during the financial year 2020-21. The total allocated budget for this tender is approx. 1 Million.

**2. Eligible bidders:** This Invitation for Bids is open to all Retailer/Pharmacies/Medical Store. The bidder shall also have to submit a copy of valid Drug Sales License. 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.

**3. Eligible Goods and Services:** All goods and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services. For this purpose, the term "**Goods**" includes any Goods that are the subject of this Invitation for Bids and the term "**Services**" shall include related services such as transportation, insurance etc. The "**origin**" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced through manufacturing or processing, or substantial and major assembly of ingredients / components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

**4. Cost of Bidding:** 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 manner or outcome of the bidding process.

### **THE BIDDING PROCEDURE**

**5. Single Stage – Two Envelopes Bidding Procedure as per rule 36(b) of PPRA Rules 2014 (Amended) shall be applied:**

**i.** The bid shall comprise a single sealed package with **name of supplier / retailer in bold letters**, containing two separate sealed envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;

**ii.** The envelopes shall be sealed & marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion. **The sealed envelope marked as "FINANCIAL PROPOSAL" will consist of maximum discount offers for national and multinational medicines separately in a sealed envelope.**

**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 discount offer 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.
- ix. The financial proposal of bids found technically non-responsive or non-compliant shall be returned **un-opened** to the respective bidders.
- x. The bid found to be **maximum discount offered** shall be accepted.

### **PREPARATION OF BIDS**

**6. 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.

**7. Documents Comprising the Bid:** The bid shall comprise the components as prescribed in **Bid Check List**.

**8. Discount Offered:-**

- i. Bidder will give their best maximum discount on Multi-national, National medicines & surgical items.
- ii. Discount offered should be filled in very carefully, preferably typed. Any alteration / correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be highlighted.
- iv. The bidder is required to offer competitive discount

**9. Documents Establishing bidder's Eligibility and Qualification:-**

- i. 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.
- ii) Tenderer must have to submit a copy of valid drug sale license, copy of bank certificate for financially soundness.
- iii) The tenderer have to provide the attested copy of National Identity Card, National Income Tax number, GST Certificate, Income Tax Return (Last Year) and Past Performance Certificate for Private and Public Institutions along with the bid.
- iv) Bidder must submit an attested certificate on judicial paper of worth **Rs.100/-** undertaking that the firm or any partner of firm have never been black listed, as the contract will not be awarded to a Black listed firm.
- v) Copy of **Professional Tax for 2019-20** should be attached along with Tender.

## SUBMISSION OF BIDS

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

**i.** The envelopes shall be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** in bold and legible letters to avoid confusion. The inner and outer envelopes shall be sealed and:

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

**i.** 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"**.

**ii.** If the outer as well as inner envelopes are not sealed and marked as required by instruction to bidders, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening and shall be rejected forth with.

**11. Deadline for Submission of Bids:** Bids must be submitted by the bidder and received by the Procuring Agency at the address specified under instruction to bidders, no later than the time and date specified in the Invitation for Bids. The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with instruction to bidders, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. No bid will be accepted sent via e-Mail or ordinary mail.

**12. 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

**13. Withdrawal of Bids:** The bidder may withdraw its bid prior to the deadline prescribed for submission of bids. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in instruction to bidders.

## OPENING AND EVALUATION OF BIDS

### **14. Opening of Bids**

**i.** The Procuring Agency shall initially open only the envelope 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 evidencing their presence. However, the envelope marked as **"FINANCIAL PROPOSAL"** if it is sealed shall be retained in the custody of Procuring Agency without being opened and till completion of the technical evaluation process.

**ii.** The bidders' names, item(s) for which they quoted 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 the time of opening technical proposal **except non-responsive bids** which will be returned unopened to the bidder. However, at the opening of Financial Proposals (the date, time and venue would be

announced later on), the discounts and other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced.

**iii.** The Procuring Agency shall prepare minutes of the bid opening both technical and financial.

**15. 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 offered discount shall be sought or permitted.

**16. Preliminary Examination**

**i.** The Procuring Agency shall examine the bids to determine whether bids are complete or have computational errors and have required sureties, signed documents and generally in order.

**ii.** Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents.

**iii.** If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the bidder by correction of the nonconformity.

## **17. Evaluation & Comparison of Bids**

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive as mentioned in above **Section "Preparation of Bid"**.

**a) Evaluation Criteria:** For the purposes of determining the technically responsive bid, the following **merit points system** for weighing evaluation factors/ criteria can be applied for the **TECHNICAL PROPOSALS**. The number of points allocated to each factor shall be specified in the Evaluation Report of each bid.

## Evaluation Criteria

### Part-I: Compulsory Parameters

Sr. No	Required Documentation	Status	Remarks
1	<b>Valid Drug Sales License</b>		
2	<b>Situated at radius (distance) not more than 06 km</b>		
3	<b>Refrigeration Facility</b>		
4	<b>NTN/GST Certificate</b>		
5	<b>Affidavit given at Annex-A on Notarized Judicial Stamp Paper of Rs. 100/-</b>		
6	<b>Tax Return (Last Fiscal Year i.e. 2018-19)</b>		
7	<b>Bank Certificates in the name of firm</b>		
8	<b>Professional Tax Certificate for FY 2019-20</b>		
9	<b>Original Receipt of purchase of Tender</b>		
10	<b>Bid Security (Copy submitted with technical bid and original with financial bid in the form of CDR/Bank Draft/Pay Order Rs. 10,000/-)</b>		
11	<b>Affidavit on Notarized Judicial Stamp Paper of Rs. 100/- Stating the worth of available Inventory/Stock</b>		
12	<b>Bidder must submit an undertaking on judicial paper of worth Rs.100/- that the firm has never been black listed by any procuring agency.</b>		



## Part II: Marking Criteria

Sr. No.	Parameters	Detail		Remarks
1.	Physical Inspection/ Evaluation	<b>1</b>	<b>Physical Examination of Pharmacy / Medical Store</b>	
			A.C install	5
			A.C Uninstall	0
			<b>CLEANLINESS</b>	
			Good	5
			Fair	3
			Poor	1
		<b>2</b>	<b>STOCK POSITION OF WORTH</b>	
			More than 02 Million	20
			Less than One Million	10
			Less than 5 Lac	5
		<b>3</b>	<b>QUALIFIED PERSON</b>	
			Pharmacist	10
			Assistant Pharmacist	5
	Dispenser	3		
2.	Past Performance of Supplier for Government, Semi Government & Autonomous Department	Major institutions served:		
		i	No institution served	0
		ii	1 to 3	10
		iii	4 to 5	15
		iii	Above 5	20
3.	Financial status	i	Bank Certificate	10
		ii.	Tax Returns (Last Fiscal Year)	5
		iii.	Income Tax Certificate	5
<b>Total Marks: 80</b>				
<b>Qualifying Marks: 65% of Total i.e. 52 Marks or above.</b>				

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.

**THE INFORMATION PROVIDED BY THE FIRM SHOULD BE RELEVANT, CONCISE AND TO THE POINT AS PER BID EVALUATION CRITERIA, UNNECESSARY DOCUMENTATION WILL HAVE A NEGATIVE IMPACT.**

After technical evaluation is completed, the Procuring Agency shall inform the bidders who have submitted proposals the technical scores obtained by their technical proposal, and shall notify those bidders whose proposal did not meet the minimum qualifying mark which is **60%** or were considered non-responsive, that their financial proposals shall be returned unopened after completing the selection process. The Procuring Agency shall simultaneously notify in writing bidders that have secured the minimum qualifying marks, the date, time and location for opening the financial proposals. Bidders' attendance at the opening of financial proposals is optional.

Financial proposals shall be opened publicly in the presence of the bidders or their representatives who choose to attend. The name of the bidders and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who met the minimum qualifying marks shall then be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened and the quoted discount read aloud and recorded.

**18. Contacting the Procuring Agency:** 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. If the bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing. Any effort by a bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of bid. **Canvassing by any bidder at any stage of evaluation (technical or financial bid) is strictly prohibited.** Any infringement shall lead to disqualification in addition to any other penalty Procuring Agency may in its discretion impose.

**19. Qualification & Disqualification of bidders:** The Procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by firm was false and materially inaccurate or incomplete.

**20. 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. The Procuring Agency incurs no liability, solely towards bidders who have submitted bids. Notice of the rejection of any or all bids shall be given promptly to the concerned bidders that submitted bids.

**21. Re-Bidding:** If the Procuring Agency rejected all bids, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement under Rule 42 of the Punjab Procurement Rules-2014 (Amended). The Procuring Agency before invitation for re-bidding shall assess the

reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders, as it may deem necessary.

**22. Announcement of Evaluation Report:** The Procuring Agency shall declare the results of bid evaluation prior to the award of procurement contract.

### **CONDITIONS OF CONTRACT**

**01)** The supplier shall not be allowed to sublet the job and award subcontracts under this Contract.

**02)** The supplier will supply the medicines in accordance with Drug Act 1976 and Drug sale rules; 1988.

**03)** The supplier will be bound to provide warranty certificate regarding quality of medicine in accordance with the provision of the Drugs Act, 1976 and rules framed there under or invoice of his source purchase if & when required.

**04)** No medicine without proper packaging indicating Drug Registration No., Batch No., Mfg. date & Expiry date will be accepted.

**05)** No expired near expiry medicines will be supplied by you to the hospital or accepted by this hospital authorities any attempt to supply expire medicines will be considered to cheating the hospital administration and the undersigned would reserve the right to impose fine upto the extent of Rs.1000/- on each occasion.

**06)** The drugs manufactured by well reputed national and multinational manufacturers will be accepted.

**07)** The supplier should have retail license and not whole sale license and should have comprehensive storage facilities for drugs.

**08)** The supplier must have site within the reach of hospital (Situating radius not more than 06km) or delivery desk be provided within or near Institute round the clock.

**09)** The supplier will submit bills on monthly basis for payment.

**10)** The offered discount shall be from the maximum retail price of medicines fixed by manufacturers.

**11)** The supplier will provide an authentic price list of medicines if and when required for verification of bills.

**12)** In cases the contractor charges excess rates, then differences will be recovered from the contractor either from his bill or security.

**13)** Deduction of Income tax will be made as per prescribed rules.

**14)** In case the contractor fails to supply the ordered items on the scheduled day, the items will be purchased from market and the cost will be recovered from bills submitted by supplier.

**15)** The Medical Superintendent will be at liberty to extend the contract upto three months or cancel the contract without any notice or assigning any notice or assigning any reason.

**16)** The successful tender shall execute a written agreement on judicial paper of worth Rs.100/- (One Hundred Only)

**17)** The supplier shall have to accept any further condition introduced by Government during the period of contract.

**18)** The Performance Guarantee amounting to Rs.30,000/- (Thirty Thousand Only) shall be submitted in favor of Medical Superintendent, Governor's House Medical Centre, Lahore upon issuance of Advance Acceptance of Tender.

**AFFIDAVIT**  
**(On Judicial Stamp Paper of Rs. 100/-)**

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document, have fully understood it and accept all terms and conditions.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods as mentioned in the ITB.
- 4) The undersigned are also eligible Bidders as mentioned in the ITB.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) 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.
- 7) Our firm is not blacklisted or facing debarment from any Government, or its organization or project.

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

Signed

## PAST PERFORMANCE FORM

Name of the Supplier / Retailer :

Name of the Purchaser/Institution	Year of Contract	Purchaser Satisfactory Report / Certificate

**Note: -**

**Bidder is required to attached all Certificate issued by Purchasers with this form.**

**PERFORMANCE GUARANTEE/ SECURITY FORM**

To: *[Name & Address of the Procuring Agency]*

\_\_\_\_\_

Whereas *M/S* \_\_\_\_\_ (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to supply *[description of goods]* (hereinafter called "the Contract").

And whereas, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee / CDR by a scheduled bank for the sum of **3%** of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract. And whereas we have agreed to give the Supplier a Guarantee:

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 202\_

Signature and Seal of the Guarantors/ Bank

Address \_\_\_\_\_

Date \_\_\_\_\_

**TENDER OF SUPPLY OF L.P (DAY TO DAY) MEDICINES**  
**FOR THE YEAR 2020-21**

- 1) M/S \_\_\_\_\_  
\_\_\_\_\_
- 2) Attested Copy of I.D. Card \_\_\_\_\_  
and N.T. No. \_\_\_\_\_
- 3) Telephone No. \_\_\_\_\_
- 4) Copy of Drug Sale License (Retail) \_\_\_\_\_
- 5) Call Deposit \_\_\_\_\_
- 6) **OFFER DISCOUNT**
  - i) Multi National Firm \_\_\_\_\_
  - ii) National Firm \_\_\_\_\_
- 7) Copy of Tender Term & Conditions should be attached with acceptance.

**Tenderer Signature with Complete  
Address & Stamp**