

**FMU, ALLIED/DHQ/GOVT. GENERAL HOSPITAL GHULAM
MUHAMMADABAD HOSPITALS, FAISALABAD**

Tender for Pre-qualification of at least three vendors for "Day to Day" Purchase of Medicines /
Surgical & Disposable items (Framework Contract) for the Financial Year 2022-2023.

**(CHECK LIST)
TECHNICAL PROPOSAL**

- | | | | | |
|-------------------------------------------------------------------|-----|--|----|--|
| 1. Index & accurate page marking certificate by the Vendor | Yes | | No | |
| 2. Tender Signed & Stamped | Yes | | No | |
| 3. Original tender purchase receipt | Yes | | No | |
| 4. Attested copy of C.N.I.C. (Proprietor) | Yes | | No | |
| 5. Attested copy of Income Tax Registration Certificate | Yes | | No | |
| 6. Attested copy of Sales Tax Registration Certificate | Yes | | No | |
| 7. Attested copy of Valid Drug Sale License | Yes | | No | |
| 8. Affidavit on Judicial Paper | Yes | | No | |
| 9. Bank Statement | Yes | | No | |

**ALLIED / DHQ / GOVT. GENERAL HOSPITAL GHULAM
MUHAMMADABAD HOSPITALS, FAISALABAD**

Tender for Pre-qualification of at least three vendors for "Day to Day" Purchase of Medicines & Surgical Disposable items (Framework Contract) for the Financial Year 2022-2023.

Advertised Tender No.	
Date / Time of receipt of tender	As per advertisement
Date of opening of tender	As per advertisement
Tender fee (Non – Refundable)	Rs.1000/-
Bid Security (Refundable)	2% (Rs.30,00,000/-) of budget (Estimated Rs.15,00,00,000/-) for day to day purchase of Medicines / Surgical & Disposable Items (Framework Contract)
Venue	Committee Room, Chief Office, Allied Hospital, Faisalabad



SPECIAL INSTRUCTIONS

1. Sealed Tenders are invited from the General Sales Tax & Income Tax registered Vendors bearing valid Drugs Sale License for retail sale for the supply of all types of drugs/medicines / Surgical & Disposable items round the clock during the Financial Year 2022-2023. Tender form is obtainable on cash payment amount Rs. 1000/- (non-refundable) from the Purchase Cell, Allied / DHQ / Govt. General Hospital Ghulam Muhammadabad Hospitals Faisalabad on submission of written request.
2. Any offer received not as per terms & condition of the tender enquiry / bidding document of this hospital, framed under Punjab Procurement Rules (PPRA 2014), Government of the Punjab is liable to be ignored.
3. At least three Vendors will be prequalified. Purchases with quantities will be advertised through recently deployed automated system for local purchase by the Punjab Government. The rates of the prequalified Vendor offering the lowest price will be accepted for a particular medicine / Surgical & Disposable items.
4. No offer shall be considered:-
 - i- If received after the last date and time
 - ii- The tender is ambiguous
 - iii- The tender is unsigned
 - iv- The tender is conditional
 - v- Tender is sent by telegram
 - vi- Offer received without requisite Bid Security
 - vii- Offer received from the Vendor black listed or suspended by the Health Department, Government of the Punjab / Procuring Agency.
 - viii- Without the original tender receipt
 - ix- Without valid retail drug sales license
5. In case the Vendor fails to execute the contract strictly in accordance with the terms & conditions laid down in the contract, the security deposited shall be forfeited.
6. Duly attested photocopies of CNIC of proprietor must be attached with the tender alongwith copies of National Tax Number (NTN), General Sales Tax registration certificate and valid retail Drugs Sale License.
7. All offers / bids will be submitted in accordance with Punjab Procurement Rules 2014.
8. The sealed bids (only technical bid sealed in envelope) will be dropped in the tender box placed in the Office of the Purchase Cell, Allied/DHQ/General Hospital Ghulam Muhammadabad Hospitals Faisalabad.
9. All the participating Vendors / tenderers are bound to provide page marking / index certificate alongwith the bidding documents, moreover the bidding documents must be in proper binding. In case of non-compliance of above mentioned directions the responsibility of misplacing of any document from the bidding documents will lie on the participating Vendor / tenderer. The competent authority will not accept any excuse in this regard.
10. **Vendors must have valid drug sales license. (Retail/Sales) compulsory parameter.**
11. The participating Vendors / tenderers must ensure that they are submitting their bidding documents complete in all respects. The competent authority will not receive / accept any supporting document after the opening of the technical proposals.

TERMS & CONDITIONS

1. The tenderer must have valid Drugs Sale License for retail sales, financially sound, well reputed and have shop with comprehensive storage facilities. The facility of supplies must be available round the clock and all this will be subject to the positive report submitted by the Evaluation Committee made for the purpose.
2. In case, any excess amount is paid to the Vendor, the same will be deducted from the pending bills or performance guarantee of the said Vendor.
3. The offered discounts shall be from the maximum retail prices fixed by the concerned regulatory authority, or the manufacturers (where concerned regulatory authority has permitted to do so) or sole importers for medicines / Surgical & Disposable items and from market price for disposables.
4. Discount percentage (%) of Local Purchase of medicines/surgical disposables/medical devices/ implants for all teaching hospitals of Punjab is approved.
 - i. A minimum threshold of 6% Discount rate for all Registered medicines/ Disposables is approved to be set for all participating vendors in LP procurement process, while 4.5% tax will be applicable as already enforced by Government.
 - ii. All vendors shall bid and compete for further discount beyond the set 6% threshold for the demanded brand of medicine/disposable. The quotation with minimum rate of the required brand and acceptable quality product shall be selected and invoice will be generated accordingly.
 - iii. The hospitals shall take consent of 6% discount from pre-qualified vendors.
5. The unavailable / non-supplied disposables required by hospital shall be processed in local purchase via two means:-
 - i. Disposables registered with DRAP with printed MRPs on labels shall be processed through online LP system like all medicines, with immediate effect.
 - ii. Disposables registered with DRAP with No MRPs (where rates are not printed on labels) shall be identified by LP Incharge and approved by P&TC which shall finalize and notify the prices considering rates of same items from different hospitals and market survey. The notified price list of these disposables shall be forwarded to PITB of configuration online LP system.
6. The LP Incharge shall demand and accept only those brands of medicines/ disposables/ surgical / implants in day to day LP that are approved by hospital P&TC and shall upload the photograph of received product. Any deviation from this process shall not be acceptable.
7. The vendor shall be bound by the hospital to supply the approved brands of medicine/ disposable/ surgical / implants with exact specifications e.g. strengths and pack size on daily basis.
8. The tenderer shall be bound to accept all terms & conditions of the Government / PPRA and any further conditions introduced by Government during the period of contract in addition to the terms, conditions, Rules & regulations of PPRA 2014/DRAP Act 2012 or its amendments.
9. Validity of frame work contract will be for one financial year **(till 30.06.2023) however it will be extendable for three months by the competent authority.**
10. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
11. The Vendors are required to give their best and most competitive discount for the items.
12. The Vendor will supply the medicine / Surgical & Disposable items as per Drugs Act, 1976 / DRAP Act 2012 or its amendments and rules framed there under.
13. The Vendor will provide an authentic price list of medicines / Surgical & Disposable items if and when required for verification of bills.
14. The tenderer / Vendor will provide warranty certificate regarding quality of all drugs medicines, surgical disposable items, etc. sold to this hospital. Moreover, the Vendor will be bound to provide the invoice of his source of purchase if and when required alongwith the warranty that these do not contravene any provision of Section 23 of Drugs Act, 1976 and the Rules framed there under or DRAP Act 2012 or its amendments or any change from time to time by Govt. of the Punjab.
15. The Vendors will be bound to quote the rates of each advertised medicine / Surgical & Disposable items & to supply the only medicines / Surgical & Disposable items for which the rates was accepted by Allied/DHQ/General Hospital Ghulam Muhammadabad hospitals. The Vendor will be bound to open the shop round the clock and to provide medicines / Surgical & Disposable items to all the components timely, failing which the Vendor will be blacklisted and its Performance Guarantee will be forfeited.
16. All the Vendors are required to provide complete documents in compact file for their assessment of qualification as prescribed under the rules. Only the Vendors which will be declared qualified by this Hospital Committee will be entertained in the further proceeding of this contract.
17. All the Vendors are required to submit 2% Bid Security in the shape of CDR in the favor of Vice Chancellor, Faisalabad Medical University, Faisalabad of the value of the total budget of local purchase of three components collectively. The successful Vendors are bound to deposit performance guarantee in form of CDR @ 5% of total budget for day to day purchase (Framework Contract). 5% performance guarantee will be divided to all the successful vendors (in equal amount).
18. The Vendor will submit the bills on 15 days basis for payment.
19. All tax deductions will be made according to Government instructions. (Income Tax & stamp duty etc.). As per instructions issued by Health Department, Government of the Punjab vide letter No. IAW/HD/8-21/77(PG) dated 01.01.2014 all successful Vendors / Vendors will pay the stamp duty 25paise for every one hundred rupees or part thereof of amount of the contract on the procurement of stores and materials.

20. In case the Vendor fails to supply the ordered items on the same day, purchase will be made at his risk and cost from the open market.
21. The distance of premises of pharmacy / medical store should not be more than 10Km (radius) from the institution, a facilitation desk will be made by the successful Vendor on the demand of the relevant component, if any.
22. The successful Vendor will not be allowed to sublet the contract award in any case, otherwise the contract award will be cancelled & Procuring Agency reserves the right to recommend the blacklisting of the proprietor & the Vendor.
23. Purchase Committee reserves the right to accept or reject any / all tender(s) without assigning any reasons.
24. The successful Vendor will be bound to supply the demanded stores (medicine / Surgical & Disposable items etc) as per time specified by relevant component of this institution.
25. The Procuring Agency has the right to check / demand the source certificate and original sales / purchase record from the successful Vendor at any time. In case of any discrepancy is found in the supplies necessary legal action as per Drug Act 1976 / DRAP Act 2012 or its amendments will be taken against the Vendor.
26. The format of the warranty certificate will be as per DRAP Act 2012 or its amendments in 2017 (where applicable) and specimen enclosed with the bidding documents.
27. If any fraudulent activity found at any stage, the said Vendor / Vendor will be blacklisted and its Performance Guarantee will be forfeited.
28. PPRA Rules 2014 / DRAP Act 2012 or any amendments made by the Government time to time are applicable.
29. In case of disasters & emergency the pre-qualified vendors may be contacted for provision of medicine / Surgical & Disposable items.
30. In case of matching of rates from all pre-qualified vendors. Re-bidding would be made to offer the rates within 15 minutes. In case of no response from any vendor the nearest vendor would be ordered to supply the items. (As per instruction of Local Purchase Committee, Specialized Health Care & Medical Education Department).
31. Surprise visits at the premises of the qualified vendors will be made time to time as nominated by the Chairman Technical Evaluation Committee.
32. If vendor fails to supply the quoted item after quoting and winning the bid risk purchase will be made from open market after elapsing scheduled delivery period.
33. Changes in existing policies / guidelines time to time by the Govt. will also be applicable.


DIRECTOR PURCHASE
FMU, Allied/DHQ Hospitals, Govt. General
Hospital, GM Abad Faisalabad


CERTIFICATE

I/We hereby Vendor to have read all the terms & conditions as laid down in the enclosed bidding document including special instructions and we further abide by all these instructions / conditions of this tender. We also hereby categorically Vendor that the stores offered by us are exactly of the particulars and specification as laid down in your orders in all respect.

Sign. of tenderer / Proprietor _____

Name of tenderer / Proprietor _____

Designation of tenderer / Proprietor _____

Postal address _____

Telephone No. (Land line) _____ Mobile _____

CNIC No. _____ NTN _____

Sales Tax No. _____

E-mail address _____

BID EVALUATION CRITERIA
FOR TENDERS 2022-2023

The following merit point system for evaluation factors / criteria will be applied for the "TECHNICAL PROPOSALS". The point score shall be mentioned in the "BID EVALUATION REPORT".

MERIT POINT SYSTEM

Technical Evaluation of Vendors/ Pharmacies

Day to Day purchase of Medicine / Surgical & Disposable items (Framework Contract)

SR. NO.	EVALUATION CRITERIA	POINTS	DOCUMENT REQUIRED
1.	<u>Financial Position / Status (Compulsory Parameters)</u> Bank Statement worth (Minimum 5 million) From 5 Million to 7 Million More than 7 Million Less than 5 Million knocked out	<u>(10)</u> <u>(04)</u> <u>(06)</u> <u>(10)</u>	i. Attested copies of certificates ii. Attested copy of bank statement / audited balance sheet of last 2 years.
2.	<u>Vendor's Experience In The Market</u> i. 1-3 years experience ii. 4-8 years experience iii. 9-15 years & above experience	<u>10</u> <u>(06)</u> <u>(08)</u> <u>(10)</u>	Attested copies of relevant documents / certificate on letterhead of the Vendor / company
3.	<u>Overall past performance of the Vendor/company</u> a) very good b) good c) satisfactory d) No past experience with these institutions but has experience with other Govt. Institutions and also provided satisfactory performance certificate from the Head of those Govt. Institutions. e) Unsatisfactory/ Poor (Technically knocked out)	<u>10</u> <u>10</u> <u>08</u> <u>06</u>	(As ascertained by TAC) i. Original performance certificates from the head of Govt. institutions. (maximum points = 10)
4.	<u>Technical Staff (Qualified person)</u> i. Degree holders B. Pharm/Pharm-D ii. Category – B (The vendor must have sales license prior to 2007.	<u>05</u> <u>(05)</u> <u>(03)</u>	Attested copy of degree / category of qualified person.
5.	<u>Physical inspection of vendors premises (compulsory Parameters i to Vi)</u> i. Temperature control facility availability (Yes/NO) (3/0) ii. Overall Cleanliness (Yes/NO) (2/0) iii. Refrigerator availability & temperature record availability (Yes/NO) (2/0) iv. Sufficient stock availability (Yes/NO) (3/0) v. Qualified person present (Yes/NO) (3/0) vi. Whether pharmacy is opened around the clock or not (Yes/No) (2/0) Note: If the physical inspection committee reports that the vendor does not meet all above mentioned parameter the vendor will technically knocked out.	<u>15</u> <u>00</u>	
Total Points		Total Points = 50	Qualifying points 30

NOTE:

In case of invalid drug sales license the bid will be automatically technically knocked out.

Form No. 10
[See rule 9 (2)]

SPECIMEN OF INVOICE / WARRANTY

Invoice No.....dated.....20.....

To M/S.....Situating.....

It is certified that I Mr.....S/O.....

Mr.....having NIC No.....being

Manufacturer or importer or (authorized agent vide authority letter

No...../dated.....on behalf of

M/S.....)

1. It is hereby certified that following finished products have been supplied by me.

SR. No.	Total No. of items sold				
	Name of Product and pack size	Batch number (or lot no)	No. of units sold	Distribution price	Retail price

Grand Total

2. It is hereby certified and I undertake that above mentioned finished products of specified batch number (or lot number) supplied by me do not contravene the any provision of the Act 2012 and rules framed there under. The authorized agent (with valid distribution authority letter) shall pass on this warranty to the retailers in his area of jurisdiction during the supply of medicine / Surgical & Disposable items and health products.

a.....

b.....

Date.....Signature.....

Place.....Designation.....

SEAL OF MANUFACTURER OR / IMPORTER

PAGE MARKING / INDEX CERTIFICATE

I Mr. / Miss / Mrs. _____

do hereby certify on the behalf of M/S: _____

That the bidding documents submitted for tender of _____

contains total pages _____.

Moreover, the page marking is done and index has been prepared which is marked as page No. _____.

Name of authorized person _____

Designation _____

C.N.I.C. No. _____

Mailing Address _____

Contact No. (land line) _____

Contact No. (Mobile) _____

E-mail Address _____

Signature

Stamp (Vendor)

Dated

AUTHORITY LETTER

We M/S _____ do hereby authorize Mr./Miss/ Mrs. _____ to attend the meetings, negotiate on prices, receive letters & bid securities (for tenders 2022-2023 FMU, Allied/DHQ/General Hospital Ghulam Muhammadabad Hospitals Faisalabad) on behalf of our Vendor. The particulars of authorized person are given below.

Name of authorized person _____

Designation _____

C.N.I.C. No. _____

Mailing Address _____

Contact No. (land line) _____

Contact No. (Mobile) _____

E-mail Address _____

Sign. & Stamp (Signing Authority)

Dated _____

Contact No. _____

NOTE:- Incase of any change in authorized person must be conveyed to Director Purchase, FMU, Allied/DHQ/Govt. General Hospital Ghulam Muhammadabad Hospitals Faisalabad in writing.