**TENDER BID DOCUMENT   
PROCUREMENT OF DRUGS / MEDICINES   
FOR THE YEAR 2016-2017 OF SBB, EPTC RAZZAKABAD, KARACHI**

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| COST OF TENDER DOCUMENTS | Rs. /-Rupees  (Non Refundable) |
| TENDER SELLING DATE | From The date of Publishing to |
| TENDER SUBMISSION DATE & TIME | On At |
| TENDER SUBMISSION PLACE | Office of the Commandant SBB EPTC Razzakabad,Karachi. |
| TENDER OPENING DUE ON | DATE: TIME: Noon |
| TENDER OPENING PLACE | Office of the Commandant SBB EPTC Razzakabad,Karachi. |

Note: No tender will be accepted after closing of the tender box, what so ever reason may be. Bidders are required to comply with all the clauses mentioned in the Terms and Conditions of the Bid Documents and any deviation will forbid them from competing in the tender.

(LIST ATTACHED PAGE NO. TO )

**INSTRUCTIONS**

1. The tender should be accompanied with 2% pay order / demand draft of quoted items as security Deposit in the name of SBB EPTC Razzakabad, Karachi.
2. The Income Tax / GST will be deducted according to rules of Government of Sindh / Pakistan.
3. The vender will be responsible to deliver the tendered items on his own cost at SBB EPTC Razzakabad, Karachi.
4. In case of short / late supply it will be purchased from open Market and difference if any will recover from the contractor.
5. Conditional / Incomplete Tenders will not be “Accepted”.
6. The Tender should be fulfilling all requirements as per Government rules.
7. Sample of all quoted items should be provided at the time of opening of technical envelop / evaluation otherwise tender will be rejected.
8. Three (03) years experience in relevant filed with documentary proof.
9. 03 Millions Turn per Anum Bank turn-over with Bank Certificate (Per year Separate Bank Certificate required).
10. Three (3) year Income Tax Return. (Photocopies must be enclosed)
11. The bidder is expected to examine the bidding documents, including all instructions, terms & conditions and specification. Failure to furnish all information required by the bidding documents of submission of bid not substantially responsive to the bidding documents in every respect would result in the “REJECTION” of the bid.
12. Every page of the tender documents should be signed and stamp by the bidder.
13. All the relevant papers submitted by the bidders should be “PAGE NUMBER MARKED”, with Certificate Note for pages Number. Except tender book of this Hospital.

**TERMS & CONDITION**

1. Tender shall be submitted with all documents in sealed envelope with sealing wax. The envelope must contain tender inquiry No, on the top of manufacturer and supplier should be affixed on the face of envelope at the left side.
2. Tender must be filled in with Blue or Black ink in the column provided/on separate letterhead duly signed.
3. The tender must be free erasing, cutting and over writing in case of erasing, cutting and over writing authorized person should initial and stamp it.
4. The rate of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quality, the unit price shall prevail and total shall be corrected. In case of discrepancy, the price in words will be taken as authenticated and final.
5. Conditional tender will be ignored and will not be considered / entertained / accepted.
6. Tenders form shall be accompanied by Earnest money @ 2% which should be financial bids of the value of stores quoted by them inform of call deposit/pay order/otherwise will not be entertained.
7. Original purchase receipt must be enclosed with their offer, and for alternate offer an additional purchase receipt is necessary otherwise alternate offer will not be considered.
8. The printed price list duly stamped & signed and the sample of quoted item must accompany the bids, quoted price should not exceed the market price.
9. The tendered rate should be inclusive of all taxes, Income & Sale Tax etc payable to Provincial Government an no claim on this account shall be entertained.
10. The bidder shall furnish General Sales Tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from G.S.T either documentary evidence or certificates from competent authority shall be attached with the offer.
11. One “SAMPLE TENDER PERFORMA” is supplied with the list items to be purchased. The items have to be quoted on the Performa, duly filled in stamped by the authorized bidder. No other Performa for tender will be accepted. Only those items shall by typed on the Performa for which the rates are to be quoted. In case of need of more Performa a photocopy can be used. Any alteration / correction must be initialed and each page is to be signed and stamped at the bottom.
12. The bidder shall furnish copy of valid professional Tax (Excise & Taxation) certificate/Income Tax & valid whole sale Drug License.
13. Schedule is prepared with the Generic name; however, the bidder may also mention the brand names against the generic one.
14. The dosage form strength and pack size offered for bidding in the tender shall be those which are registered/ approved by the Ministry of Health. The dosage from strength and pack size quoted by the bidder shall confirm to ones mention in the tender form.
15. Registration number, make or origin of the country of the drug must be mentioned for each item, for which quotation is given, otherwise it will not be considered. The supplier will also provide warranty certificate at the time of supply of medicines.
16. Printed Price list shall be submitted along with the tender. The quoted rates once offered by the firm will not be changed during the contract period during the Current financial year.
17. Sample should be submitted at the time of opening of tender form for Technical & Evaluation by End User / Consultants otherwise tender will not be entertained.
18. All inject able (Powder form) should be included with Registered solvent and in single packing (of same batch).
19. All tablets and capsules should be in blister pack / standard packing of Multinational Firms are allowed.
20. All light sensitive drugs must be in amours color ampoules / Bottles and Aloe Aluminum foil pack.

**SPECIAL CONDITIONS**

1. Store is required immediately. The tender may however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be granted / accorded for the supply of initial quantity.
2. The Bidder shall quote their firm and final price both in figures & words in “Free” delivery basis to consignee end.
3. Store required within one (01) month (for indigenous goods) and within two (02) months (For imported goods) from the date of award of contact.
4. The tender is to be submitted by the manufacturer or the authorized sole distributors and imported for the supply of drugs / medicines. The authorized distribution must submit authorization letter along with the contract signed between manufacturer and authorized in stamp paper of Rs. 50/-.
5. Distributor once nominated by the manufacturer will be for the whole contract period and manufacturer can not change its distributor during the year in any case in exceptional cases the tendering authority may approve changes.
6. No manufacturer shall authorize their distributor / agent / any firm or person to quoted the same item, which the manufacturer is quoting itself in any tender. Failing those offers of both the manufacturer as well as other bidder shall be ignored.
7. The supplier shall furnish the certificate from the manufacturer one who’s behalf they are participating to the effect that in case of the drug supplied declared substandard the participating firm as well as the manufacturer are equally responsible for legal consequences under purchase rules envisaging debarring purchase of risk and cost and black listing.
8. The successfully bidder shall pay the testing fees directly to the Provincial Drug Testing Lab for the batches to be supplied and should be extra quantity of drugs/medicines used for testing purpose.
9. The bidder shall confirm the refund of cost difference if the same medicines / drug is / was supplied at lower rates to any other Government / Semi Government Institutions or armed forces in the province or outside for local manufacturer in the same fiscal year, if medicines are manufactured in Sindh and quoted rate to other Province is found lower than payment will be made on lower rates to any province.
10. The envelope shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion.
11. Initially only envelope marked “TECHNICAL PROPOSAL” shall be opened.
12. It will be evaluated by the Technical Committee.
13. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened. Financial proposals will be opened of only technically qualified bidders. To non responsible bidders, financial bids will be returned unopened on the day of opening of financial Bids.

**PURCHASERS RIGHTS TO VARY QUANTITIES.**

The Purchasers reserves the rights to increase / decrease or delete the quantities of medicines. Drugs/Surgical/Disposable items etc at the time of award of contract and also reserves the rights to enhance the quantities of goods/services originally specified in the schedule of requirements without any changes in unit price or other terms and conditions of good at any time during contract period.

**PURCHASERS RIGHTS TO ACCEPT ANY BID OR REJECT ANY OR ALL BIDS.**

The Purchasers reserves the rights to accept or reject any bid and to annual the bidding process and reject all bids at any time prior to contract award without thereby incurring any liabilities to the affected bidder or bidders, on the grounds for the Purchasers action.

**NOTIFICATION OF AWARD / ADVANCE CONTRACT.**

Prior to expiry of the period of bid validity, the Purchaser will notify that successful bidder writing about the acceptance of the offer delivery by hand or by registered letter.

The notification of award will constitute the formation of the contract.

**AWARD OF CONTACT & CONTRACT AGREEMENT**

Subject to the fulfillment of all caudal formalities, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be qualified to perform the contract satisfactory. Both the parties i.e. the purchaser and the supplier will sign the contract agreement on the stamp paper with stamp duties as per prevailing Government rules, the expenditure on the said contract agreement will be borne by the supplier.

**SHELF LIFE REQUIRED.**

Manufacturer and expiry dates will be written on the each pack No drug/medicines, surgical & disposable items will be accepted having expiry less than 95% of shelf life in case of local Manufacturer, and 90% shelf life for imported items. The firm will be bound to replace the drugs/medicines three months before its expiry on the request of the institute / hospital administration.

**CRITERIA FOR EVALUATION OF BIDS.**

1. QUOTED PRICES.
2. VALID WHOLE SALE DRUG LICENSE.
3. VALID REGISTRATION INCOME/SALES TAX.
4. COMPANY HISTORY YEARS IN BUSINESS.
5. VALID REGISTRATION WITH EXCISE & TAXATION.
6. AUTHORITY LETTER FROM MANUFACTURER.
7. N.B. DEPARTMENT’S RESERVE THE RIGHTS TO ASK AND VERIFY ANY DOCUMENTS RELATED WITH MANUFACTURING OF ITEMS. TO ASSESS THE QUALITY.

**FEE OF AWARD OF CONTRACT.**

Services Charges @ 0.3% of the value of the contract will be realized / changed by the Accountant General Sindh, while payment of the contractors for award of each contract and credited to the receipt Head.

**UNDERTAKING.**

I/We read / understand the conditions specified in the tender inquiry and undertake.

1. That I/We will remain bounded to supply any items as an additional quantity at the rate on which said item I/We also agreed to supply and accept the said item at the rate for the supply of contracted quantity within the stipulated period shown in the contract.
2. That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rate for the supply of contracted quantity within the stipulated period shown in the contract.
3. I/We understand and ensure for the supply of quality medicines. I/We also agree to supply the 100% additional without any additional charges. If the supplies / part of the supplies declared sub-standard (under sub-standard items will be destroyed / not returned).
4. I/We understand and confirm the refund of difference of the same medicines / drugs is / was supplied at lower rate to any other Government / Semi Government Institution, Armed Forces in the provinces in the same fiscal year or to any other Province or Armed Forces in case Medicines manufactured within Sindh.
5. I/We undertake that, if any of the information in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage our cost and risk.
6. I/We undertake to on deposit the Drug Testing Fees per batch to the Director PDL Karachi and deposit directly to CDL if the assignment given to the CDL.

**OTHER DIRECTIONS.**

1. The income tax / GST will be deducted according to the rules of Government of Pakistan.
2. Vender responsible to deliver the good on his own cost at Bulk store SBB EPTC Razzakabad, Karachi.
3. In case of short supply it must reach within one hour otherwise it will be purchase at risk and cost of contractor.

**TECHNICAL PROPOSAL**

1. Original Tender receipt.
2. Photo copy of pay order / demand draft of earnest money in which amount should not be readable.
3. Copy of the bid offer (showing without rate) with signature & stamp.
4. Valid Manufacturing License.
5. Valid Whole sale Drug License.
6. Authority Letter from Manufacturer/Importer.
7. Professional Tax Certificate (From Excise & Taxation Department).
8. NTN/GST Certificate.
9. Printed Price List of the Manufacturer/Importer.
10. The bidder shall furnish an Affidavit on non-Judicial stamp paper of Rs.100/- that the firm is not black listed in any Government Department.
11. GMP Certificate/ISO Certificate.
12. Bidder Company Profile.
13. Three Years Experience in relevant filed with documentary proof.
14. 03 Millions Turn per Anum Bank turn over with Bank Certificate (per year separate Bank Certificate required).
15. Three year Income Tax Return. (Photocopies must be enclosed).

**FINANCIAL PROPOSAL**

1. Original pay order/Bank Draft of Earnest Money.
2. Original Copy of Bid offer with quoted price.

I/We solemnly declare that information furnished by me/us is correct to the best of my/our knowledge and found incorrect our contract will be liable to be terminated.

**SIGNATURE OF THE CONTRACTOR WITH NAME & STAMP**

**NAME/FULL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CNIC NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GST NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NTN NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CELL NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LANDLINE NO.\_\_\_\_\_\_\_\_\_\_\_\_\_**