



BID DOCUMENT

Sealed bids are invited on **Single Stage Two Envelopes (Technical & Financial)** basis for the **Procurement of Medicines/Surgical/disposables on Day to Day basis for use in PUTH/Health Centre for FY 2020-21, on frame work / contract basis** from reputed medical stores/Pharmacies holding valid drug sale license and registered with GST & NTN.

Single Envelope containing two Separate Envelopes must be marked as “Financial Proposal” & “Technical Proposal”. (On Frame Work Contract Basis)/FOR basis only.

BID PERFORMA FOR LOCAL PURCHASE OF MEDICINES (DAY TO DAY BASIS)—For Financial Evaluation;

Sr No	Type of medicine/drug/product	%Discount offered on MRP
1	National/Multinational medicines	
2	Imported Medicines	
3	Surgical/Disposables	
4	Any other details, if any	
5	Neutraceutical registered on Form-6 & Form-7	
	2% bid security of the estimated price amounting to Rs.60,000/- must be submitted along with the TECHNICAL BID in original.	

Note: Discount details / rates are required to be mentioned in Financial Bid only.

SPECIAL INSTRUCTIONS

1. The 2% Bid security of the estimated price for this tender is as **Rs.60,000/-**. The required bid security must be attached with the Technical Bid otherwise bid will be rejected.
2. The bank deposit receipt / challan form in token of purchase of tender form must be attached (in original) with the bid.
3. Any offer received not as per terms & condition of the tender enquiry/bidding document framed under Punjab Procurement Rules, Government of the Punjab is liable to be ignored.
4. The technical offer will be opened and only technically successful bidders will be financially evaluated. The date of financial opening of bid will be decided after completion of technical evaluation and will be communicated to the bidders. The financial offers of Technically unsuccessful bidders will be returned unopened.
5. The vendor must have valid Retail Drugs Sale License, financially sound, well reputed and have shop with comprehensive storage facilities. The shop must be situated within ten (10) Km radius of the PUTH/health center Quaid-i-Azam Campus, Punjab University. The facility of supplies must be available during working hours that i.e. from 8.00 am to 2.00 pm.
6. In case the contracting firm offers less discount in comparison to discount offered to other institution / hospitals situated in Punjab, the difference will be automatically deducted and adjusted in the bill, however, if any excess amount is paid, the same will also be deducted from the pending bills or security of the said firm.

7. The offered discount 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 and from market price for disposables.
8. Tenderer shall be bound to accept all terms & conditions of the Government / PPRA and any further condition introduced by Government during the period of contract in addition to the terms, conditions, rules & regulations of PPRA.
9. The contractor will supply the medicine as per Drugs Act, 1976 and rules framed there under.
10. The contractor will provide an authentic price list of medicines if and when required for verification of bill.
11. The contractor is bound to provide the invoice of the source of purchase if and when required along with the warranty that these do not contravene any provision of section 23 of drugs Act, 1976 and the rules framed there under.
12. The contractor will be bound to supply the required brand of all drugs / medicines recommended/demanded by this hospital. In case the contractor provides brands of his own choice which is of higher rates than that of the demanded brand, the extra amount will be adjusted to the value of recommended brands accordingly.
13. All the bidders are required to provide complete documents in compact file for their assessment of qualification as prescribed under the rules. Only the firms which will be declared qualified by this Hospital Committee will be entertained in the further contract proceeding.
14. The demanded quantity will have to be provided in complete quantity within stipulated time. In case of delay of supply of medicines, the same will be purchased from other vendors in open market. The contract can be cancelled after repeated lapses.
15. In time supply would mean; **routine supply** within 24 hours; **Urgent supply**, within 2-4 hours, **Emergency Supply**, within an hour.
16. Proper storage and cold-chain maintenance will be ensured for items where required.
17. The contractor will have to deliver the goods along with invoice clearly indicating the quantity supplied along with **MRP** against demand and the rates charged after the agreed discount.
18. The contractor will submit the bills on weekly basis for payment.
19. Deduction of applicable taxes will be made as per prescribed rules.
20. The Purchase committee reserves the right to accept or reject any / all tenders.
21. In case the contractor fails to execute the contract strictly in accordance with the terms & conditions laid down in the contract, the security deposited shall be forfeited.
22. Any erasing / cutting, etc. Appearing on the offer, must be properly signed by the person signing the tender.
23. The bidders are required to give their best and most competitive discount for the items.
24. **No offer shall be considered**
 - i. If received after the last date and time mentioned in Published Advertisement.
 - 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 earnest money/Bid security in original. (Bid Security must be submitted along with original Technical Bid).
 - vii. Offer received from the firm blacklisted or suspended by Health Department, Government of the Punjab.
 - viii. Without the original tender fee deposit receipt/challan form.
 - ix. Without copy of NTN
 - x. Without copy of Drug-Sale License.
 - xi. Located at more than 10km radius from PUTH.

PUNJAB UNIVERSITY TEACHING HOSPITAL

25. Duly attested photo copy of C.N.I.C of Executive / Authorized Representative must be attached with the tender along with copies of National Tax Number (NTN), General Sales Tax registration certificate and valid retail Drugs Sales License.
26. The Sealed bids will be dropped in the office of the PUTH on the scheduled date & time.

BID EVALUATION CRITERION-TECHNICAL

Sr. #	Description	Category Points	Grand Total (Max)
1	LOCATION <ul style="list-style-type: none"> Within 6 Km radius from the PUTH/Health Center. Within 6 Km to 7Km radius from the PUTH/Health Center. Within 7 Km to 8Km radius from the PUTH/Health Center. Within 8 Km to 9Km radius from the PUTH/Health Center. Within 9 Km to 10Km radius from the PUTH/Health Center. Distance beyond 10 km will be awarded zero mark. (knock Off Clause) 	5 4 3 2 1 0	5
2	FINANCIAL STRENGTH AND REPUTATION Average annual revenue of last 3years verifiable through bank statement. <ul style="list-style-type: none"> 11-15 million 16-20 million 21-30 million 31 million and above 	4 6 8 10	10
4	Stock Value to be validated through stock taking reports or any equivalent report. <ul style="list-style-type: none"> Stock value greater or equal to 5million Stock value equal to 3million and below 5million Stock value greater than 1million and below 3million Stock value less than 1million 	5 4 3 0	5
5	Premises /Facility(on inspection/visit) <ul style="list-style-type: none"> As per requirement of regulatory authority(Knock Off clause) Appropriate cold storage with temperature log available(verifiable) round the cloc Adequate Air conditioning of the premises 	5 3 2	10
6	Staff <ul style="list-style-type: none"> A Category qualified person available round the clock (knock Off Clause) B category technical staff greater than or equal to 5 B category technical staff 4 persons B category technical staff less than 3 Cashier/accountant 	2 2 1 0 1	5

QUALIFYING MARKS: 24.05 OUT OF 37 (65%)

NOTE:

Assessment will be based on material evidence like Audited Financial statements, inventory records or stock taking report showing stock positions and worth, employees record etc. and visit to the premises. Zero marks will be awarded (non-responsiveness) Where there is no documentary evidence available to verify the above parameters. Failure in any of the Knock of clause will lead to disqualification/non responsiveness of the bidder.

Final stage: COMBINED TECHNICAL & FINANCIAL SCORE (CTFS) Weightage 70:30

BID PERFORMA FOR LOCAL PURCHASE OF MEDICINES (DAY TO DAY BASIS)

For Technical Evaluation;

Name of Medical Store/Pharmacy-----

Address-----

Distance in Km from PUTH/Health Centre Quaid i Azam campus _____

Audited financial statement for last 3 years for financial status-----

Stock taking report or any equivalent document showing stock value temperature log records for storage facility employee record as per technical evaluation criteria

NOTE: The filled Performa with all supporting Documents must be furnished with the technical bid otherwise the bid will be considered non responsive.

Note:

1. An Affidavit / Undertaking on Stamp Paper of Rs.100/- (minimum) must be submitted by the bidder undertaking that:
 - a) The firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization and no litigation is underway on account of blacklisting process. In case the bidder has been disqualified or blacklisted earlier in the past by any public sector organization, detail concerning the period of such disqualification/ blacklisting, cause of such embargo and eventual result/ latest status shall be mentioned by the bidder. On account of submission of false statement or concealment of fact, the Bidder shall be disqualified forthwith, if contract has not been executed and blacklisted, if the contract has been executed.
 - b) Vendor must furnish price reasonability certificate on this stamp paper stating as "Certified that the Prices quoted are not more than the prices charged from any Purchasing agency in Punjab and in case of any discrepancy the bidder thereby undertake to refund the prices charged in excess."
2. The University shall initially open only the envelopes marked as "TECHNICAL PROPOSAL" in the presence of Bidders' representatives, who choose to be present, at the time of bid opening. However, the envelope marked as "FINANCIAL PROPOSAL" shall remain unopened and shall be retained in safe custody of the University till completion of the technical evaluation process.
Financial Details (Discount details of Quoted Items) must not be mentioned in the technical bid otherwise the bid will be rejected.
3. The Financial Bids of only those firms will be opened which would have been declared as technically compliant / responsive bids. The bids that are technically rejected for all quoted items will be considered non responsive, Financial Bids of technically non-responsive bidders will be returned to the concerned bidders un-opened.
4. The over writing / cutting in the rates / specifications etc. is not allowed. In case of over writing / cutting, the bid for the said item can be rejected or the decision of University will be final & applicable which will not be challengeable anywhere.
5. Complete supporting documents of the quoted brands along with valid/effective price list of manufacturer must be enclosed along with the bid document,
6. Signature & stamp of the bidder is essential at the proper place given at the end of bid document.
7. Quoted rates will be deemed as inclusive of applicable taxes.
8. The competent authority reserves the right to award contract to more than one pharmacy/firm on comparable conditions.

TERMS & CONDITIONS:

1. Bid should be addressed in the name of CMO, Health Centre/Punjab University Teaching Hospital, University of the Punjab and reach in the office of the CMO by **25/08/2020 at 10.00 (a.m.)**.
2. The Tender Opening Committee will open the bids on same date at **10:30 (a.m.)** in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working date. The bid documents can be got issued after depositing bid documents fee during the office hours (08:00am to 02:30pm) from the office of CMO, Punjab University Teaching Hospital/Health Centre, Quaid-e-Azam Campus, University of the Punjab, Lahore.
3. Bid received after due date/time will not be accepted under any circumstances.
4. The Technical Bid should be submitted along with 2% Earnest Money Demanded (EMD) of the estimated price amounting to Rs.60,000/- in the form of Demand Draft, or CDR in favor of the **Treasurer, University of the Punjab payable at Lahore** to be issued from any enlisted bank with State Bank of Pakistan. No bid shall be acceptable without EMD. The said EMD of rejected bidder / bidders will be released after final decision. However, the EMD of successful bidder / bidders will be retained. In case of Rate Contract, the 2% bid security will be retained until the expiry of contract period.
5. Bid shall remain valid for 120 days from the date of opening the bid.
6. The Successful bidder will have to submit 10% Performance Guarantee on award of contract which will be retained until the successful completion of job / expiry of contract period.

7. The firm will have to pay 0.25% of the total contract amount as Stamp duty as per applicable Government rules.
8. The Rate Contract (RC) will be valid initially for **Financial Year 2020-2021 i.e., upto 30th June 2021** from the date of issue of order / approval of Medicine Purchase Committee. However, it can be further extended with the mutual consent of the parties' subject to the satisfactory performance of the firm.
9. In case of Rate Contract, the Rate Contract shall be placed with only registered / reputed manufacturers / authorized distributors / dealers / whole sellers of foreign manufacturers who are authorized for supplying the stores, with valid drug sale license, so fresh registration/authorization certificate is required along with bid subject to the reasonability of rates, company profile, past experience, professional skills, credibility of the firm etc.
10. Contractors will give a warranty certificate that all the items supplied are as per drug laws on the duly signed and stamped letter head pad.
11. All the supplied medicines should have following shelf life at the time of supply **(A) LOCAL –80%**
(B).IMPORTED-----70%
12. If the contractor fails to supply the order within the stipulated time. The health center/PUTH reserves the right not to accept the supply, in part or in full and to purchase medicines from elsewhere on risk and cost of the contractor (Risk Purchase). In case the vendor fails to complete the job or provide substandard services, or withdraw his offer for undue reason, the bidder will be blacklisted or the EMD will be forfeited or both of them as per decision of the authority which will not be challengeable.
13. For any Damages/Shortage during transit, bidder will be responsible & the same must be replaced at the earliest at his own cost.
14. The supply will be checked by the Technical Committee of stores/ representative of the department, if so desired.
15. The Pharmacy and therapeutic committee will be responsible to technically evaluate the bids on the given parameters, this committee shall determine to its satisfaction whether the bidder that is selected is qualified to perform the Contract satisfactorily.
16. The determination shall take into account the Bidder's technical capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as per evaluation criteria and as the Pharmacy and therapeutic committee deems necessary and appropriate.
17. The Pharmacy and therapeutic committee, 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.
18. The Medicine Purchase committee shall disqualify or blacklist a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false inaccurate or incomplete, or otherwise to be indulging in corrupt and Fraudulent practices.
19. The Bidder should quote the discount according to the type of medicine/drug/product according to the technical specifications.
20. The Bidder is required to offer item wise competitive discounted price in the financial proposal. 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.
21. The medical store / pharmacy shall have to produce all of the applicable concerned certificate / authorization / licenses etc. to comply with the applicable rules and regulations and terms & conditions of the bid documents accordingly.
21. National Tax Number (NTN), General Sales Tax Number (if applicable), Professional Tax (if applicable) and registration certificate with PRA (if applicable), any other registration, if applicable etc. with documentary proof shall have to be provided by each Bidder in the tender.

22. During evaluation of the bids, the University 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.
23. 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.
24. In case, the blacklisting of the firm is to be pursued, the blacklisting procedure will be adopted as per PPRA rules.
25. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at Health Centre/PUTH, University of the Punjab, Lahore.
26. The firm will be bound to replace / return the near to expiry medicines as per prevalent policy and according to the decision of Health Centre/PUTH.
27. Force majeure clause is acceptable as defined under the law.
28. No advance payment will be made in favor of tender awarded firm.
29. Payment will be made on weekly basis. Normally the payment will be made within three weeks after receipt of supplies & found in order in quality and quantity and submission of claim / bill with complete supporting documents.
30. All the disputes under the Rate Contract will be settled upon the recommendation of Grievances Redressal Committee, Punjab University Teaching Hospital and will be binding on vendor.
31. The competent authority reserves the rights to increase or decrease the quantity as per actual requirement / availability of funds.
32. It is the intention of the authority to make the selection of vendor(s) as fair, transparent objective and efficient as possible. The Pharmacy and Therapeutic Committee (Technical Committee) will adopt the approach outlined below to achieve this objective.
 - (i) Review all quotations/documents to ensure that the minimum required technical specifications / requirements / criteria are met. Any bid which fails to meet the defined minimum specifications will be disqualified.
 - (ii) Evaluate the participating vendors that are equal to or above the minimum requirements. The evaluation procedure adopted is based on the weighting of all requirements and scoring the vendor's responses appropriately.
 - (iii) Good will / past experience/ history of the firm and familiar/well prescribed and renowned brands / chains / vendors will be considered while evaluating the bids.
 - (iv) Compliance to the instructions terms and conditions etc., given in bidding documents.
32. Competent authority / medicine purchase committee of the University of the Punjab, has full unchallengeable rights for formal approval / rejection of bids.
33. Prior to the detailed evaluation, the University shall determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one, which conforms to all the terms and conditions & specifications of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical proposals. The University's determination of a bid's responsiveness is to be based on the contents of the bid / evaluation criteria and requirements accordingly itself without recourse to extrinsic evidence.
34. If a bid is not substantially responsive, it shall be rejected and will not be accepted/ entertained for detail evaluation.
35. The bid will be submitted by the vendor along with this certificate:

I / We have read all the above Bid Document's instructions & terms and conditions thoroughly and carefully and submit bids/rates in conformity / compliance with the above given instructions / terms and conditions.

Signature & Stamp of Supplier/Bidder/Vendor

CHIEF MEDICAL OFFICER