## GMC JARRAR RAWALPINDI

General instructions for Additional Purchase of Medicines and Disposables

1. **General** Medical Store, GMC Jarrar Rawalpindi, invites all manufactures, importers, and their authorized distributors to participate in additional annual tender for bulk purchase of Medicines/ Disposables for Financial Year 2026/27. Tender will be submitted on single-stage, two envelope basic (One envelope containing Financial Proposal).

2. **Documents Required** (Document must be arranged in the sequence specified below).

a. **Bulk Purchase Against Hospital Requirement (PVMS, NIV and NIF Medicines/ Disposables, Lab Items, X-Ray Items & Dental Material.**

(1) Technical Proposal containing all supporting documents of the submitted Bid and Financial Bid/ proposal (Accepted only on the provided format). Any incorrect information, if detected at any time during the financial year, may lead to bid rejection/ blacklisting.

(2) Index/ List of Attached Documents, properly numbered and tagged.

(3) List of Manufacturers/ their importers is case of imported items must be att as **Anx A**.

(4) Valid License Details (If expired, attach the renewal application) as under:-

(a) **Manufacturers**

i. Drug Manufacturing License and/or.
ii. Establishment License to manufacture medical devices.
iii. Drug Sales License.

(b) **Importers**

i. Establishment License to import medical devices.
ii. Drug Sale License.

(c) **Distributors**

i. Drug Sales License (Qualified personnel must be a pharmacist **registered under the Pharmacy Act 1967**. Bidders having other than this license (i.e. dispenser's) will be rejected without any prior intimation to the firm).
ii. Hospital may demand valid licenses of local/foreign manufacturers and importers as mentioned above (where deemed nec).

(5) **Valid Authority Letters**

(a) **Manufacturers** - Not Required.
(b) **Importers** - Authority Letter from Foreign Manufacturing Firm.
(c) Distributors – From Manufacturer/ importer or from Foreign Manufacturing Company to Importer.

(6) **Contact Details**. Valid Contact details (**Mobile number, email ID and CNIC**) of the "**Owner**" of the Firm/ distribution Company must be attached with Bidding documents alongside details of authorized representative.

**Special Note**:- Do not quote products if you lack the specified authority letters. If a company quotes products without the required authority letter, hospital reserves the right to reject all quoted products or may ask for authority letter. Original authority letters (if asked) must be furnished within 24 hours upon demand; otherwise, the respective firm's items will be rejected.

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(7) **Tax Documents**

(a) FBR Registration Certificate.
(b) Online NTN/ Tax Payer inquiry Certificate by FBR (**freshly dated**).
(c) Active Taxpayer Certificate (Printed in the current financial year).
(d) Sales Tax Registration Certificate.
(e) Professional Tax Certificate.
(f) Tax Return for LFY 2025-26.

(8) **Affidavit**

(a) Agreement document to accept terms and conditions (Annex **'B'**).
(b) Undertaking of providing valid information and documents (Annex **'C'**)

(9) **Authority Letter** of the firm's authorized representative along with a copy of their CNIC.

(10) **Past Performance Certificates** Proof of past performance must be attached with documents (from any government tertiary care hospitals OR purchase orders/ delivery challans duly signed and stamped by the firm). Hospital reserves the right to reject or accept the product without supply orders of quoted items.

(11) **Financial Viability**. "Bidding Firm" must attach **"Company's Bank Statement"** for LFY (1st July 2025– 30 June 2026) on Bank's letter head duly signed and stamped.

(12) **CDR/ Bank Draft PKR 0.05M** in favor of 'The Officer Command GMC JG in original form must be attached / submitted with Offer **(CDR if not found attached with documents will lead to rejection of Offer)**

(The GMC reserves the right to change document requirements during the scrutiny period. Any changes will be communicated via telephone..

3. **Quotation Formats** prices must be quoted as per attached format at **Annex 'D'**.

4. **Terms & Conditions/ Bidding Process**

a. **Bulk Purchase**

(1) Quotations will only be accepted in the given format. Incomplete information for any item will result in rejection.

(2) All quoted items must be registered/enlisted with DRAP, except for items for which DRAP has provided an NOC.

(3) Unregistered disposable items will only be accepted if allowed by DRAP through a new SRO. Items quoted based on SRO224(I)/2023 dated 27-02-2023 will not be accepted.

(4) The hospital reserves the right to accept or reject unregistered medicinal items based on past experience with the product or bidder.

(5) Offered price must be equal to or less than Trade Price; otherwise, the item will be rejected.

(6) Validity of quotations is until 30th June 2027, successful bidders must supply stock at the same rates until then.

(7) If multiple authority letters for a single manufacture/importer are found with more than one distributor, the hospital may request the original authority letter or choose to accept both or reject both without prior notice to the firm.

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(8) The hospital reserves the right to accept or reject the bids for disposable items from importers who, based on previous hospital experience, do not provide authority letters of any distributor.

(9) If any supplier fails to supply stock at quoted rates during the financial year without a valid reason, they will be banned for two financial years.

(10) Conditional bids will not be accepted.

(11) Rate changes during the financial year will not be allowed, except if changed by DRAP.

(12) Quoted prices must exclude GST (where applicable). Any imposed government tax during the financial year will be borne by the supplier.

(13) Firms already working with GMC JG Rawalpindi will be assessed for their **"Current year performance".** This hospital will reject all such "Firms/ suppliers" whose performance remained **"Unsatisfactory"**.

(14) Financial proposal will only be opened/ accepted for "Technically qualified Firms/ Suppliers" for shortlisted "Brands" only. Hospital is not bound to clarify the criteria for short listing / selection of Firms/ Brands.

**Delivery & After-Sales Services**

a. Free delivery at hospital premises as "Complete Ordered Quantity" (Partial deliveries will not be accepted unless specifically asked by the hospital).

b. Cold chain items or bulk consignments require prior coordination (2-3 days in advance).

c. Shelf-Life Requirements:-

(1) Locally manufactured items – Minimum 80% shelf life at the date of delivery.

(2) Imported items – Minimum 70% shelf life at the date of delivery.

(3) If the hospital accepts items with lower shelf life, the firm must provide a written undertaking to replace them upon request at any time.

d. Delivery must be within 15 days of the supply order.

e. Supplier cannot refuse to supply the stock upon **advance supply order** (without) having sanctions from Medical Directorates) raised by this hospital

f. Late deliveries will incur a 5% penalty on the value of undelivered items.

g. Replacement of short-life items is required three months before expiry.

h. Substandard, adulterated, counterfeit, or spurious items will result in blacklisting and legal action.

i. Refurbished or used items will not be accepted.

j. All stores will be inspected at the time of delivery. If any item is found to be against the quoted specifications, the supplier's order will be canceled, and the supplier may also be banned for providing misleading information.

k. Each delivered item must be stamped "GMC JG Rawalpindi" use Only." The stamp should preferably be applied using a laser printing machine on both primary and secondary packaging or as directed by the hospital at the time of raising the supply order/delivery.

l. The supplier must maintain the required temperature conditions during transit and at the time of delivery.

m. Any breakage or loss of items observed at the time of delivery or inspection in the hospital's medical store will be recovered from the supplier.

n. samples of the quoted items must be provided by the bidder at no cost to the **purchaser** for inspection at any time before issuing the supply order.

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o. The delivery challan and invoice must include the warranty as per the Drug Act and other required information.

p. If any delivered item is found to be unsatisfactory or of substandard quality, or not in accordance with specifications by AFMSAL or the hospital's technical team, **GMC JG Rawalpindi reserves the right to reject it**. The hospital will decide whether to return the remaining stock to the supplier or discard it. Any resulting loss will be borne by the supplier.

q. If the firm fails to supply the medicines and disposable items within the specified time for any reason, the hospital reserves the rights to procure the items from next successful bidder or procure the items from third party and the full cost incurred will be paid by the firm and or hospital reserves the right to cancel its order and purchase all from the next successful bidder.

6. **Selection Criteria** Most advantageous bid will be accepted as per PPRA rules.

7. **Procurement Committee's Discretion.** President of Purchase Committee of GMC JG Rawalpindi is the sole judge for deciding all matters. Decision of the Committee will not be challenged in any court. The supplier will not claim the cost of items that are technically rejected. GMC JG Rawalpindi **reserves the right to accept or reject any bid or bidding document at any stage without assigning any reason to the bidder.**

8. **Attachments**
   a. List 1 - Medicines.
   b. List 2 - Disposable Items.
   c. List 3 - Lab items.
   d. List 4 - Dental items.
   e. List 5 - X-Ray items

9. **Bid Security**
   a. All bidders must submit a CDR/ Bank Draft of PKR 0.05 million in favor of " **Officer Command GMC JG Rawalpindi**" as bid security. If a supplier refuses or fails to supply stock to the hospital for any reason, the hospital has the right to forfeit the CDR and may not issue further order to that firm.
   b. CDRs of technically rejected bidders will be returned. The CDR of accepted bidders will be retained until the completion of the financial year.

10. **Schedule & Tender Fees**
   a. Tender documents/ quotations must be deposited by the date and time mentioned in Tender Notices and will be opened at same date in the presence of Firms' representatives in the GMC JG Rawalpindi.
   b. Only Technically qualified firms will be called for opening of Financial Offer.
   c. Tender documents purchasing slip (duly signed) must be attached at 1st page of quotation.

11. **Special Instructions**
   a. It is strictly informed that quotation to be provided on given format only (**both soft, USB and hard copies**). Any change in format or empty column will results immediate cancellation of bidding documents without any information to concern firm.
   b. Manufacture name to be written properly, only written china or any other country's name only will be rejected.
   c. Relevant documents of GST exempted items will be asked upon bill submission. Failing which GST will be adjusted in offered price.
   d. Companies must attach their attested IMS ranking against quoted products.

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**For any query, contact on Tel Com. 0307-3641800**

**Annex "A"**

## LIST OF IMPORTERS/ MANUFACTURER FIRMS QUOTED

| Ser | Mfr Name | Importer Name |
|---|---|---|
| | | |
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**Annex "B"**

# AGREEMENT FOR SUPPLY OF MEDICAL STORE ITEMS

GMC JG RAWALPINDI

This Agreement is made on _____day of _____, 2026

GMC JG Rawalpindi

And

**[Supplier Name]**, a licensed manufacture/importer/distributor, collectively referred to as "Parties."

1. **Scope & Acceptance**

The Supplier agrees to supply medical store items as per tender document No. [**Document No.**] and accepts all terms and conditions outlined therein.

2. **Pricing & Payment**

Prices remain valid until june 30, 2027. Payments will be made as per GMC JG Rawalpindi procurement policies upon satisfactory delivery and inspection.

3. **Delivery & Quality**

The Supplier shall ensure timely delivery with the required shelf life and replace any substandard, expired, or counterfeit stock as per GMC JG Rawalpindi guidelines. Late deliveries shall be subject to Liquidated Damages (LD) charges.

4. **Termination & Penalties**

GMC JG Rawalpindi reserves the right to terminate this Agreement in case of non-compliance. The Supplier may be banned from future tenders for two financial years if contractual obligations are not met.

5. **Dispute Resolution**

Any dispute shall first be resolved through mutual discussions. If unresolved, it shall be referred to arbitration under the laws of Pakistan.

6. **Non-Association with Blacklisted Firms**

It is further clarified that the proprietor (s) of our firm have never been associated with any blacklisted firm in Pakistan.

In witness whereof, the parties have signed this agreement

For GMC JG, Rawalpindi

Authorized Representative: _____

CNIC No. _____

Designation: _____

Date:_____

For [Supplier Name]

Authorized Representative: _____

CNIC No. _____

Designation: _____

Date:_____

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**Annex "C"**

## UNDERTAKING

We M/S _____ do hereby provide undertaking that.

1. All information provided in financial bid is correct.
2. Quoted products in tender for GMC JG Rawalpindi for FY 2027 are either registered / enlisted in DRAP or falls under the category for which DRAP has issued a notification (Copy attached) and has extended the enlistment exemption period.
3. Valid registration and / or enlistment documents will be produced if required by the hospital at any time, failing which hospital has right to cancel our partial or complete bidding documents.
4. We do hereby agree that if we present any false information or un authentic documents in tender, GMC jg has right to either partial or completely reject our bids, blacklist our firm and take legal action.

Signature:_____

Name of rep as per authority: _____

CNIC of Rep as per authority. _____

Name of firm: _____

Official stamp:_____

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## FORMAT FOR FINANCIAL PROPOSAL (MEDICINE)

(For reference only)

Anx "D"

| Ser | PVMS / Niv No | Generic Name with Strength | A/U | Brand Name with strength | Pack size | Mfgr /Importer | Auth Dist | Retail Price as per A/U | Trade price as per A/U | Offer price | 18% Gst If Applicable | Offer price with GST | Remarks( Write NA for medicines and GST exempted or applicable against each item for other items) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | 1002 | Ibuprofen Suspension 120 ml | Bott | Brufen Suspension 120 Ml | 1'S | Abbott Uk/Abbot pak | XYZ | 100 | 85 | 50 | 0 | 50 | NA |
| 2. | 1504 | Xyz Cream 1% gram tube | Tube | Diclo Cream 1% 15 gm tube | 1,S | PQR/M&P | Abc | 20 | 15 | 10 | 0 | 10 | NA |
| 3. | 4005 | Mercury | Gm | Mercury | NA | Shungshung china/Khawaja | Z-Med | NA | NA | 100 | 18 | 118 | GST Applicable |
| 4. | BLP-01 | Reagents, VMA/5-HIAA, Urine Control | Pkt | Reagents, VMA/5-HIAA, Urine Control | Pkt of 2 x 10 ml | Bio Rad Laboratory | Chemical House | NA | NA | 26,094.41 | 4,696.99 | 30,791.40 | GST Applicable |
| 5. | BLP-02 | Disposible Amalgam Capsule Type-2, Pack of 50's Pkt | Pkt | Disposible Amalgam Capsule Type-2, Pack of 50's Pkt | Pack of 50's Pkt | Xyz | Advance western | NA | NA | 22500 | 4050 | 26550 | GST Applicable |

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