

(TENDER DOCUMENT)

FOR

SUPPLY OF LOCAL PURCHASE OF MEDICINES TO PRIME MINISTERS HOUSE MEDICAL CENTRE

PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

051-9045262
03245222777

GENERAL CONDITIONS FOR BIDDING

I. Clarification of Bidding Documents

(a) A prospective bidder requiring any clarification(s) in respect of the bidding Documents may contact PM Office (Internal), Islamabad.

(b) This office will respond to any query for clarification which is received three (03) working days prior to the deadline for the submission of Bids.

II. Amendment of Bidding Documents

(a) At any time before the deadline for submission of Bids, **PRIME MINISTER'S OFFICE (INTERNAL)** may for any reason modify the Bidding Documents by issuing an addendum.

(b) Any addendum thus issued shall be part of the Bidding Documents and shall be made available online on the official website of EPADS PPRA.

(c) Prime Minister's Office (Internal) may, at its discretion, extend the deadline for submission of Bids.

III. Eligible Bidders

Bidding is open to all firms meeting the following criteria:

(a) The bidder should be registered with EPADS and an authorized dealer/ Supplier of the medicines.

(b) The bidder should not be black listed by any relevant authority / Hospital.

(c) The bidder should be on the Active Taxpayer List (ATL) of FBR.

(d) The bidder should be registered with the Income Tax and Sales Tax Departments, having NTN, GST and vendor number.

IV. Documents Comprising the Bid

The bid shall comprise the following components:

(a) Cover Letter.

(b) Security deposit of Rs. 50,000/- in the shape of a Pay Order

(c) Validity of bid as specified.

(d) In case of a company or firm, certificate of incorporation/registration, respectively; in case of an authorized distributor or supplier, the legal authorization documents to this effect, respectively.

(e) Declaration by the supplier that the firm /company is not blacklisted.

(f) Power of attorney authorizing the signatory of the bidder (if required)

(g) Copies of NTN, GST and vendor number certificates.

(h) Copy of drug sale License.

V. Sufficiency of Bid

Each bidder shall satisfy himself before the submission of the bid as to the correctness of his Bid and of the prices entered for the proper completion of the bid.

VI. Scope of Bid

The bidder shall quote only one rate as per tender specifications. Two or more processes will be treated as non-responsive.

VII. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and Prime Minister's Office (Internal) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

VIII. Earnest money / Bid Security

(a) Each bidder shall furnish a security deposit of Rs. 50,000/- as earnest money/Bid security in the shape of Bank Draft / Pay order of the quoted value in favor of the DDO (Accounts), Prime Minister's Office (Internal), valid for a period up to twenty-eight (28) days beyond the bid validity date.

(b) Any bid not accompanied by an acceptable earnest money shall be rejected by the office of the Prime Minister's Office (Internal) as non-responsive.

(c) The earnest money of unsuccessful bidders will be returned along with a covering letter upon award of contract to the successful bidder.

(d) The bid security of the successful bidder may be forfeited if he fails to sign the contract agreement, fails to provide the medicines within the specified time, withdraws his bid during the period of bid validity, or does not accept the correction of his Bid Price.

IX. Medicines as per supply order.

(a) The medicines delivered should have an adequate/long expiry date.

(b) The supplier will be solely responsible for payment of all Government Taxes applicable at the specified time.

(c) The medicines supplied by the supplier shall be checked by the authorized staff in the presence of a representative of the supplier.

(d) If the authorized staff rejects medicines during its checking due to any justifiable reason i.e. short expiry, packing breached seal, inadequate cold chain, then the supplier will replace it within the delivery period.

(e) Any near expiry medicines (3-4 Months) will be returned to the supplier; the supplier will be bound to replace the same medicines with long expiry.

(f) Medicines requiring Cold Chain maintenance will be ensured by the supplier till the time of delivery.

(g) All supplier/vendor must ensure adequate stock of medicines to be supplied on demand to this office. Reasons such as shortage of medicines, supply chain disruption, transportation issue due to any cause will not be accepted.

(h) Timely submission of verified bills/delivery challan will be the supplier responsibility. This office will not be liable for any delay in payment/incomplete/erroneous bill submitted by the supplier.

(i) All daily (LP) medicines are to be delivered at PM office (Internal) and transportation cost is to be borne by the supplier.

(j) Supplier are bound to provide documents such as NTN & GST certificate, vendor no, bank account (IBAN) details etc when required.

(l) Daily (LP) purchase medicines vendor will procure and provide any medicines demanded even of not available in his own pharmacy.

X. DISQUALIFICATION.

Offer may be rejected if:

(a) Tender is submitted without the required earnest Money / Bid Security.

(b) Bid/Tender is received after specified date and time of receipt.

(c) Specifications and other requirement are nor properly adhered to.

(d) GST/NTN certificate is not attached.

(f) Eligibility criteria is not met.

(g) Any other major discrepancy found in the proposal.

(h) On inspection of medicines, specifications different from those given in tender are observed.

(2) SUBMISSION OF BID

I. (Instructions to Bidders)

(a) The Bidder is expected to follow all instructions and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents will be at the Bidder's risk and may result in the rejection of the bid.

(b) No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions are not fully complied with, the bid may be rejected.

(c) Bid shall be submitted inclusive of all relevant taxes.

(d) For any further clarification, Physician, Prime Minister Office (Internal) may be contacted.

II. BID OPENING, CLARIFICATION AND EVALUATION

(a) The bids will be scrutinized/checked at the time and date stipulated in the EPADS.

(b) A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations.

(c) The purchase committee will evaluate and compare the bids which have been determined to be substantially responsive.

(d) The bids will be evaluated as per the specifications laid down. The bids which do not conform to prescribed specifications and terms and conditions of tender, will not be accepted.

(e) In case of same rate offered by two or more bidders, the decision will be taken by the Purchase Committee.

(f) Purchase committee may include / exclude Local Purchase Bids on the basis of manufacturer's brand/ quality/ experience.

III. TIME FOR COMPLETION OF CONTRACT AND WARRANTY

Supply of items

(a) The firm shall arrange supply of medicines in the specified time after placement of order.

(b) If the successful firm fails to supply medicines within the specified time, the firm will be liable to the procuring agency for such failure to pay **the total cost of medicines** demanded for which he fails to supply medicines.

(c) In case of repeated failures/ delay in supply of medicines Prime Minister Office (Internal) reserves the right to cancel the contract/ confiscate earnest money / Bid security.

(d) Bidders applying for Daily/ LP medicines will be required to provide medicines urgently in case of emergency and also during weekends / public holidays.

IV PROCESS TO BE CONFIDENTIAL

(a) No bidder shall contact any officer of the **PRIME MINISTER'S OFFICE (INTERNAL)** on any matter relating to his bid from the time of the bid opening to the time the bid evaluation result is announced. The evaluation result shall be announced at least ten (10) days prior to award of Contract on EPADS.

(b) Any effort by a bidder to influence any officer of the **PRIME MINISTER'S OFFICE (INTERNAL)** in the bid evaluation, bid comparison or contract award decisions may result in the rejection of his bid.

(c) Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen 15 x days after the announcement of the bid evaluation result; however, the mere fact of lodging a complaint shall not warrant suspension of the procurement process.

(3) AWARD OF CONTRACT

i. Award Criteria & right of Prime Minister Office (Internal).

a. The **Prime Minister Office (internal)** shall award the contract to the bidder who has been determined to be **substantially responsive** to the bidding documents and who has offered the lowest Bid Price.

b. The **Prime Minister Office (Internal)** reserves the right to increase or decrease the quality, change the specification of the items, accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract subject to PPRA rules, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for alteration/rejection. Notice of rejection of all the bids may be given to all the bidders.

c. **The Prime Minister's Office (Internal)** observes the highest standard of ethics during the procurement and will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question**.**

ii. **Notification of Award:**

Prior to expiry of the period of bid validity, the **Prime Minister's Office (Internal)** will notify the successful bidder that his bid has been accepted on EPADS.

iii. **Payment and Currency**

Payment shall be made after successful Supply/Delivery of the items/medicines in Pak. Rupees through Prime Minister's Office (Internal).

iv. All taxes will be deducted at source as per Government Rules.