



BIDDING DOCUMENT

PNS SHIFA

Tender No. SHIFA-MS-2026/27-01

**For supply of
Daily/ Weekly Local Purchase (LP) of Medical Store Items to PNS
SHIFA, PNS RAHAT & NCS**



(A) INTRODUCTION:

1. This document is an invitation to bid for local purchase of routine daily/weekly requirement of medical stores including all kinds of medicines/ surgical disposables/ implants etc. which are not available through central procurement & are Not-In-Formulary but required essentially. This will be for a period of one financial year i.e. **FY 2026-27**. This document contains **05 pages**.

(B) PROCEDURE TO APPLY

2. The firms shall offer percentage discount over "**Maximum Retail Price (MRP)**" as per authentic government document/pharmaguide/Label price in a sealed envelope along with under mentioned requirements. In case any item's price is not published, contractor shall be allowed 10% profit margin on their purchase price. The procedure for submission will be "**Single stage – two envelope procedure**". Bid will comprise a single sealed package containing two separate envelopes. Each envelope will contain separately the **FINANCIAL PROPOSAL** and the **TECHNICAL PROPOSAL**; the envelopes will be marked as "**FINANCIAL PROPOSAL**" and **TECHNICAL PROPOSAL**" in bold and legible letter to avoid confusion. Initially, only the envelope marked "**TECHNICAL PROPOSAL**" will be opened. The sealed envelope marked as "**FINANCIAL PROPOSAL**" will be retained in the custody of the procuring agency without being opened. The firms which do not fulfill **under mentioned criteria** and **Bid Evaluation Criteria** as per Clause 7 & 8, will be rejected in technical proposal evaluation, only technical proposal qualified firms will participate in financial bidding.

- a. Registration certificate with health department under drugs act 1976 with authorized license to sell Medical Store of all kinds. Valid applicable drug License(s) i.e. License to establish pharmacy as per law.
- b. Security Clearance/ registration from HQ COMKAR/PN.
- c. Proof of direct supervision of the pharmacy by professionally qualified pharmacist Pharm D/ B. Pharmacy and registered by Pakistan Pharmacy Council.
- d. Registration Certificate with Income Tax department, Professional Tax, and General Sale Tax (Whichever applicable). In case of exemption, the exemption certificate from relevant Government authority be provided.
- e. Proof of being on Active Tax Payer List.

3. Quotation must be type written. Any incomplete quotation will be rejected.

4. The President LP Committee reserves the right to reject any or all the offers and upon request communicate to any bidder or contractor who submitted a bid or proposal, the grounds for its rejection of bids or proposals.

5. All participating firms are required to deposit an amount of **Rs.1000/-** (Rupees One Thousand Only) in the name of President LP Committee as Tender Fee (Non Refundable). 2 % bid security (valid for 120 days from date of Bid opening) in the form of CDR, will be submitted on amount of last year business with LP Contractor. The bid security amount is **Rs. 20,000,000/- (Twenty Million Rupees Only)**, based on expenditure of previous FY i.e. 2025-26.

6. Firms shall send their tenders addressed to President LP Committee or drop in the tender box kept at OI/C office / Pharmacist Office, medical store PNS SHIFA.

(C) INELIGIBILITY:

- a. Firms blacklisted by any government organization.
- b. Firms declared security wise not cleared by Naval Intelligence/ MI/ ISI.
- c. Firms whose previous conduct/services with PNS SHIFA/ PNS RAHAT/NCS have not been satisfactory.

(D) BID EVALUATION CRITERIA:

7. **Preliminary Screening:**

- a. Checking of all required documents.
- b. Signatures where required.

8. **Technical Evaluation:** It will be carried out by Local Purchase Committee constituted by DGMS (N) as per policy in place. Firms will be required to arrange the visit of LP Committee to existing set-ups if required. Successful bidders are required to establish their pharmacy inside/beside PNS SHIFA, PNS RAHAT & NCS separately, where considered essential by President LP Committee. The committee will carry out inspections/ scrutiny of required

documents as per clause 2 and 8 and existing setups if required. Based on the information, committee will decide the technical feasibility of the bidding firms to undertake the contract as per following format. The decision of Committee will be final and cannot be challenged. The technical parameters for scrutiny are as follows.

- a. **Market Standing/ Experience;** experience of undertaking same nature of contracts/ agreements in Pakistan. Provide documentary proof.
- b. **Medicine Storage Practices/ Capacity;** existing setups must comply all applicable requirements of storage, selling and supply chain management of medical stores i.e. cold chain, proper stacking etc. There must be a Warehouse in Karachi near PNS SHIFA containing enough stock of all routinely purchased medical stores by PNS SHIFA/ RAHAT/NCS. Documentary proof of address of warehouse; license/ utility bills etc.
- c. **Financial Capability;** financially sound to carry on uninterrupted supply of stores on credit. Current monthly expenditures are 50 to 80 Million Rupees. Normally, bills are cleared from CNA after 3 months. Provide Bank Account Statements of last three years.
- d. **Manpower capacity/ transportation;** to handle variety of medical stores. The pharmacies established for PNS SHIFA, PNS RAHAT & NCS shall have dedicated and professionally qualified pharmacists and pharmacy technicians along with dedicated vehicles for transportation. Successful bidder will be given contract based on their capability and capacity to handle the volume of requirements by PNS SHIFA, PNS RAHAT & NCS. Provide documented details of vehicles and manpower especially Pharmacists and Pharmacy technicians.

Technical Parameter	Name of Firms			
	M/S-----	M/S-----	M/S-----	M/S-----
	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail
A. Market Standing/ Experience				
B. Medicine Storage Practices/ Capacity				
C. Financial Capability				
D. Manpower Capacity/ Transportation				
Note: Firm which Pass All parameters will be Technically Accepted				

9. Financial Evaluation:

Firm/Company offering highest discount on **Market Retail Price** would be recommended for award of contract. Recommendation will be submitted to higher competent authority for approval.

(E) GENERAL TERMS & CONDITIONS

10. Delivery of Medical Store / Service Specification:

- a. Contractor shall supply medical store items over daily and weekly demands or as and when required.
- b. For Outdoor patients, medicines shall be dispensed to patients directly against medicine request proforma F(MD)-67 (signed and stamped duplicate copy) or computerized LP Request, duly signed and stamped by pharmacist/ authorized representative of medical store department of PNS SHIFA, PNS RAHAT & NCS at respective pharmacy outlet.
- c. For indoor patients, a consolidated demand of medical store items shall be forwarded daily to contractor by 1430 hrs and items be supplied within 2x hrs of demand receipt. Similar, consolidated demands shall be generated during Non-working hours and be delivered within 2hrs of receipt.
- d. Contractor is bound to supply brand of medical store items as demanded. In case of non- availability of same brand, responsible medical store officer of respective hospital shall be consulted for issue of alternate brand or so. It shall be the discretion of medical store officer to accept or reject that substitute.
- e. Contractor shall provide the service round the clock. For the purpose, Contractor shall have to establish an outlet within or beside PNS SHIFA, PNS RAHAT & NCS at nominated place.
- f. Medicines supplied must contain at-least 70% shelf life. Surgical items having expiry date of more than 5 year may be accepted at 50% shelf life or more.

g. Contractor is also bound to supply medicines to MES, PMAD, DCA, ITD and other authorized departments through medical store of respective hospital. On the plea of delay in clearance of bills from CNA, contractor shall not stop supplying medical stores to them for the period of 4 x months.

11. Terms of Payment:

a. Discount offered in the quotation/ bid shall be valid for period of contract/ agreement. LPOs/ Supply Orders will be generated within financial powers of Commanding Officers of respective hospital for local purchase as and when required during the period of contract/ agreement.

b. Delivery of Medical store items to patients directly or to medical store shall be made with proper delivery Challan (DC).

c. Contractor shall prepare bills against DC/LPO duly accepted and signed by respective medical store officer. Contractor shall have to provide all relevant documents/records related to DC/LPO/Bills for price verifications or any other purpose. Contractor shall submit to medical store PNS SHIFA, PNS RAHAT & NCS, its pre-receipted bills by 10th of every month in English. Prices in the bills shall always be at Market Retail Prices as offered. 10% profit margin over purchase price of Contractor shall be allowed in case of price not issued for any medical store items by government or pharma guide.

d. Bills for payment shall be submitted to C.N.A, after receipt of bills from contractor and payment shall be made through crossed cheque in favor of "Contractor" through C N A (Controller of Naval Accounts).

e. In case of imposition of any kind of tax like GST, etc. on any item by the Govt. during the period of contract, that shall be paid by the contractor.

f. DC's reconciliation, bill's corrections and price verification of items demanded, will be responsibility of respective responsible hospital's i.e. PNS SHIFA, PNS RAHAT and NCS.

g. There will be single contract for all three medical units i.e. PNS SHIFA, PNS RAHAT and NCS, however, CNA will make payments against bills submitted by each medical units separately out of respective unit's budget as allocated by NHQ.

h. Clearance of bills from CNA is responsibility of Contractor.

12. Risks & Penalties:

a. Performance Guarantee

i. To ensure timely and correct supply of stores, successful bidder shall furnish an unconditional 2 % performance guarantee in form of CDR / bank guarantee. The pay order / bank guarantee shall be endorsed in favor of Commandant PNS SHIFA (as president LP committee).

ii. In the event of unsatisfactory performance or any breach of terms of the contract, the CDR / bank guarantee shall be forfeited to the government at the discretion of the purchaser. On satisfactory performance of the contract, the bank guarantee will be returned to the supplier on completion of period of contract or warranty period whichever is completed later.

b. President LP Committee may terminate the contract agreement at any time on account of poor performance in terms of quality of medicines or services without giving any prior notice to Contractor. Similarly, the Contractor shall also have the right to terminate this contract by giving 90 day notice assigning reasons in writing to the President LP Committee.

c. Liquidated damages up to 2% per month are liable to be imposed on the supplier/principal by the purchaser in accordance with DP-35, if the store are supplied after the expiry of the delivery date without any valid reasons. Total value of LD will not exceed 10% of the contract value.

d. The Contractor shall indemnify the President LP Committee from all litigations, notices, liabilities and differences that may arise with any third party with respect to this contract at any time.

e. Force Majeure

i. The Second Party shall not be held responsible for any delay occurring in supply of medicines due to events of Force Majeure such as acts of God, War, Riots, Civil commotion, Strike, Lockouts, acts of foreign government and its agencies and disturbances directly affecting the supply over which events or circumstances the supplier has no control, in such an event the Supplier shall inform the PNS SHIFA, PNS RAHAT & NCS within 15 days of the happening and within the same time frame about the discontinuation of such circumstances/happening in writing. Non availability of raw material for the manufacture of stores, or of export permit for the export of the contracted stores from the country of its origin, shall not constitute Force Majeure.

- ii. If by reason of Force Majeure full or part of any consignment is not delivered by the due date, then the procurement agency may adopt following options with the prior approval of competent authority without notifying the Contractor:-
- 1) The delivery period may be extended appropriately for the Force Majeure duration as established.
 - 2) In case of indefinite duration of Force Majeure where the First Party is satisfied that license agreement is not likely to materialize, may cancel the license agreement in consultation with HQs COMKAR without financial implication and license agreement obligations on either side.

13. Dispute Resolution:

a. In case of dispute as to the specifications of the medicines/surgical of any kind supplied by the contractor, the president LP committee on behalf of PNS SHIFA, PNS RAHAT & NCS shall refer the matter to a committee of 06 x Reps as mentioned below to be called committee, which shall determine the quality and specification and in case the medicines/surgical so supplied does not meet the required specification, the contractor shall make fresh supplies available and retrieve back the rejected medicines/surgical at no cost to the PNS SHIFA, PNS RAHAT & NCS.

- | | | |
|---------------------------|---|------------|
| • HOD Relevant Department | - | PNS SHIFA |
| • OI/C Medical Store | - | PNS SHIFA |
| • OI/C Medical Store | - | PNS RAHAT |
| • SMO/ OI/C NCS | - | NCS |
| • Manager | - | Contractor |
| • Representative | - | Contractor |

b. If any retrenchment or curtailment is made in payment or any bills submitted by the Contactor other than those made due to audit objections, such retrenchment or curtailment shall be subjected to an appeal, if preferred by the Contactor in writing within one month to CSO to COMKAR, whose decisions shall be final and binding on the Contactor/ agreement.

c. In case of non-availability of any medicines/surgical in the local market the substitute medicine shall be supplied with the approval of nominated authorized officer of Medical Store by PNS SHIFA, PNS RAHAT & NCS. No extra charges shall be borne by PNS SHIFA, PNS RAHAT & NCS for provisions of those Medicines/surgical items which the Contactor fails to arrange from its own sources of supply.

d. In case of any dispute regarding variation in price the matter shall be referred to the committee as mentioned in clause 13 earlier and their decision shall be final.

ACKNOWLEDGEMENT:

14. The Contacting firm hereby acknowledges that it has made itself duly acquainted with all the conditions and circumstances under which the services have to be rendered and performed under the contract or shall have to be rendered to be performed under the contract or shall have to be made or furnished and with all the terms, clauses, conditions, specifications, rules, regulation, tax liabilities and other details of the contract and the Contactor shall not plead ignorance of any of these as excuse in case of complaint against or of rejection of work or services rendered by the Contactor or to evade any of his obligations under the license agreement.

ARBITRATION:

15. In case of any dispute between both parties, the matter shall be solved by the CSO to COMKAR as the sole arbitrator and both PNS SHIFA, PNS RAHAT & NCS and contracting firm shall be bound to accept the decision and shall not be challenged in any court whether within or outside Pakistan.


ASIMA GHAZANFAR
Surgeon Cdr
For Commandant PNS SHIFA
(President LP Committee South)