

TENDER DOCUMENTS

TENDER ENQ # 02/LZC/MEDICAL/2026

Supply of National and Multinational Medicine at Dispensary of State Life, Central Zone Lahore

State Life Insurance Corporation, Central Zone Lahore intends to obtain bids for Procurement of “ALL TYPES OF NATIONAL AND MULTINATIONAL MEDICINES” as specified in Technical Specifications attached herewith (hereinafter referred to as “the Medicines/Drugs”). This Invitation to Bid is open to all pharmaceutical manufacturers/authorized distributor/ authorized sale agents/medical store owners for supply of Medicines and Drugs more specifically described in Schedule of Requirements & Technical Specifications.

Successful bidder should be an independent service provider/supplier/manufacturer/medical store owner and competent to provide all types of national and multinational medicines at site and must be qualified bidder according to evaluation criteria of Tender Documents.

Tender closing Date & Time (Bid Submission deadline): 21-05-2026 at 10:00 am
Bid Opening Date & Time: 21-05-2026 at 10:30 am

The detailed Technical Evaluation Criteria: Attached as (Annexure-1)

Scope of Work: Attached as (Annexure-2)

Discount offer/quoting Schedule: Attached as (Annexure-3)

Terms & Conditions for Bidders:

1. Bidders are required to upload their bids on EPADS as per instructions of PPRA under procedure for single stage single envelope method till closing date/time.
2. Submitted bids shall be opened on same day at bid opening time at HRA&P Department, State Life Insurance Corporation of Pakistan, Central Zone, 4th Floor, 4-Ghazi IIm-ud-Din Shaheed Road, Lahore in the presence of bidders or their authorized agents, who wish to be present on the occasion.
3. In case if on bid opening day, holiday announced by The Government or Zonal Office could not operate due to any unavoidable reason, bid opening shall be held on very next working day at the same time.
4. **SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
5. Estimated annual cost is of this procurement is approximately Rs. 2,500,000/-.
6. Agreement period with successful bidder shall be 12 months, extendable for another 12 month with mutual consent on same costs, terms & conditions of this tender.
7. Bid Security (Earnest money) including tax, of **Rs.100,000/-** in the shape of CDR/Pay order favoring “**State Life Insurance Corporation of Pakistan**” must be submitted in original by bidders on bid opening day before close of business hours. Bid without original CDR will be rejected.
8. The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder completion of satisfactory performance.
9. Validity of the rates/bid must be of 12 months, which may be extendable for another 12 months with mutual consent.
10. State Life reserves the right to blacklist the vendor if terms and conditions of this Tender Documents not fulfilled by the vendor in letter & spirit.
11. The Bidder shall indicate in this Bidding Documents, the maximum offered discount as per price quoting schedule of National/Multinational Medicines/Drugs, including supply of medicines to the consignee’s site under the Contract. If not specifically mentioned in the Tender, it shall be presumed that the quoted price/discount offer is as per our requirements.
12. Payments will be made at approved rate after discount against delivered medicines/drugs only, carriage/labor and govt taxes shall be borne by vendor.
13. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
14. Tax deductions shall be made as per FBR Rules from invoice gross amount at the time of payment.
15. The quoted discount rates shall be in Pak Rupees, final/fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

16. The Bidder should also quote technical specifications of Medicines and Drugs in their bids.
17. The Bidder is required to offer a competitive discount rate, must include the taxes, duties where applicable and inland transportation & storage charges till the destination (delivery to Consignee's site). If not mentioned by bidder, the offered/quoted discount shall be considered as inclusive of all prevailing taxes/duties/expenses.
18. While making a discount price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of Medicines and Drugs shall be entertained.
19. The Bidder shall provide samples of quoted medicines (if required) before placement of purchase order at his own cost.
20. In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
21. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
22. Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 on non-judicial paper in this regard must be attached with the bid.

Eligibility of Applicants

We M/s _____ undertake that,

1. We are registered company/firm as per FBR Record, having active filing status.
2. We are solvent company/firm and not in the process of bankruptcy.
3. We have not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
4. We have never been convicted for an offence concerning the professional conduct.
5. We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.
6. We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.
7. We have No pending litigation by any Govt / Semi Govt department or any court of law.
8. We assure that we shall abide by and fulfill all the terms & conditions of this Tender Documents.

[SECRETARY]

Zonal Procurement Committee (ZPC),
HRA&P Department,
State Life Insurance Corporation of Pakistan
Central Zone Lahore, 4th Floor Building No.6,
4-Ghazi IIm -ud- Din Shaheed Road (Lytton Road), Lahore.
Phone # 042-99210594
Cell no. 0335-1412976

Annexure-1

Technical Evaluation of Bids

Mandatory Criteria

Following points are mandatory for all bidders (**Knockout Clauses**):-

Sr.	Failure to comply with any clause will result in “non-responsiveness, and the bid will be technically disqualified	Description
1	Valid Drug Sale License	Mandatory
2	Minimum 2 years’ business history with any Govt/Semi Govt/Private Hospital/Well known Institute etc. Please attach purchase orders/Invoices /Agreements copies	Mandatory
3	Company Profile including Pharmacists and other strength (minimum 1 pharmacist)	Mandatory
4	Bidder shall submit an affidavit (Rs. 100) Submission of undertaking on stamp paper is mandatory as per para 22 of Terms & Conditions regarding eligibility otherwise bid shall be rejected. This affidavit must be Tender specific.	Mandatory
5	Bidder shall submit on company letter head that : a) He accepted all terms and conditions of bidding documents and shall continue the same in future, duly signed and stamped. b) The bidder shall be responsible for replacement of medicine stocks if found substandard or at variation from required/approved specifications.	Mandatory
6	Valid NTN/GST registration certificates with Active Status with FBR	Mandatory
7	Certificate of Company/Firm Registration/Incorporation/authorized agent registration under the laws of Pakistan	Mandatory

Other important conditions of Technical Evaluation:-

- Bids will be evaluated on maximum discount offered on Retail Price.**
- Sign and Stamp:** Bidder is required to stamp every page of the bid document along with signature at the required pages and submit along with the bid.
- It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. The Bidder should be fully and completely responsible for all the deliveries and deliverables.
- The Sole Agent must possess valid authorization from the Manufacturer and shall have to submit a copy of Memorandum of Association/Partnership deed registered with the Registrar of Companies. However, in case of Manufacturer, they should have a documentary proof to the effect that they are the original Manufacturer of the required specifications of MEDICINES AND DRUGS.
- Bids submitted by a joint venture of two or more companies or partners shall be required authorize dealing person or focal person for execution of supplies and payments processes.
- Must be registered with Tax Authorities as per prevailing tax rules:-
 - having reasonably sound financial strength,
 - has valid Registration of General Sales Tax (GST) & National Tax Number (NTN).
 - has valid Drug sales license (DSL) to carry out business from their premises.
- The Contractor Pharmacy / Medical Store / Distributor must be within Lahore (**30 kilometers radius of State Life, Central Zone Building**).
- has the required relevant qualified personnel as per job;
- Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
- List of firm’s major clients at least 2 well known clients.
- Power of Attorney at Letter Head, if an authorized representative is appointed
- Price Schedule in the form of percentage (**offer of discount on retail price**) discount offer.
- Bid Security as per provisions of the clause no 7 this document.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.

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SCOPE OF WORK

Bids/quotation will be given for following **Supply of National/Multination Medicines on basis of Maximum Discount on retail price.**

1. The successful bidder will have to deliver the medicine at site in the stipulated period as per purchase order/or within 3 working days strictly according to delivery terms. In case of late delivery penalty may be charged upto 10% of value of purchase order.
2. The shelf life of medicine should be at least 75% at the time of delivery. Below this limit supplies are not acceptable.
3. Deductions of taxes will be made according to Government rules at the time of invoice processing.
4. Medicines if not available in open market, bidder should arrange from any other city/area/territory at his own cost/expenses.
5. The medicines should be packed in the manner as instructed concerned Governmental authorities at the time of supply.
6. On all the medicines, Batch Nos. Date of manufacturing, Date of Expiry, must be printed and also on invoice/bill.
7. The price of medicines/Drug items shall in no way be more than the market prices (retail price) and the discount offered by the bidders will be based on its retail price.
8. The supplier shall be solely responsible for provision and stocking of quality medicines at all times strictly in accordance with the provision of the drug act 1976 and drug sales rules 2007/DRAP Act 2012 and further if law/rules passed, will be responsible for the quality/quantity of drugs supplied.
9. The supplier shall ensure availability of wide range of medicines, alternate shall only be acceptable if authorized Doctor at Procuring Agency approves/allows.
10. For the calculation of retail price of those items where price is not printed on the product the retail price will be analyzed/finalized by the procurement committee for which vendor shall not object and challenge.
11. Any supply of medicine/Drugs not acceptable in terms of quality to the end user, doctor may refuse partial/full quantity and bidder shall replace the same immediately at his own cost.
12. Successful bidder is bound to supply the full ordered quantities of all the desired medicines except those, which are actually not available in the entire local market.
13. The supplier will be responsible for free replacement of stocks if found not of the same specifications as required on the demand from day to day basis. In case of non-supply the same will be purchased from the local market and the amount will be deducted from the bills of contractor.
14. Unregistered/substandard/spurious/misbranded/ expired drug will be forfeited by the procuring agency authorities and legal action will be taken against the Contractor. The contractor shall be responsible for providing standard quality medicines.
15. The Contractor Pharmacy / Medical Store / Distributor should be within Lahore (30 kilometers radius of State Life, Central Zone Building).

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Zonal Procurement Committee (ZPC),

Price Schedule/ Financial Cost Sheet

This form is to be filled in by the Bidder for quoting discount percentage and shall submit with Financial Proposal. The highest discount rate will be considered for medicines/drugs supply by evaluating Technical specifications of bidders.

Name of the Firm: _____

Bid Reference No: _____

Sr no.	Title / Job Description	Discount Offered % on retail Price (Rs.)
1	National Medicines	
2	Multinational Medicines	

Note: If retail price not mentioned, it shall be worked out by ZPC Committee of Zonal Office, unchallenged by bidder in any circumstances.

The bidders with the highest offered discount rates and found technically qualified, if not in conflict with any other law, rules, regulations or policy of the Government of Punjab, shall be awarded the contract.

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