

# National Institute of Cardiovascular Diseases

Rafiqi (H.J) Shaheed Road, Karachi  
Tel. No. 35218530, 99201271 Ext. 419, Fax. 99201289  
Website: www.nicvd.org

Pages: 08

## TENDER DOCUMENT

### TENDER NO-16/2021

**Appointment of chemists for drugs and medicines, Surgical and disposable items etc. (Local purchase) only from licensed medical stores in Karachi.**

**DUE ON 01-02-2022**

COST OF TENDER	Rs. 1000/- (Rupees One Thousand Only) Non-Refundable
TENDER SELLING DATE	From 14-01-2022 to 28-01-2022
TENDER SUBMISSION PLACE	Procurement Department
TENDER SUBMISSION DATE	01-02-2022
TENDER SUBMISSION TIME	08:30 a.m. to 11:30 a.m
TENDER OPENING PLACE	Head pf Procurement Office NICVD, Karachi.
TENDER OPENING DATE	01-02-2022
TENDER OPENING TIME	12:00 Noon

**Note: No tender will be accepted after closing the tender box, what so ever reason may be.**

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## **TENDER NO-16/2021** **TERMS & CONDITIONS**

### **TENDER FOR APPOINTMENT OF CHEMISTS FOR DRUGS AND MEDICINES, SURGICAL & DISPOSABLE ITEMS ETC (LOCAL PURCHASE) ONLY FROM LICENSED MEDICAL STORES, Karachi)**

**Note: No tender will be accepted after closing the tender box,  
What so ever reason may be.**

*Bidders are required to comply all the clauses mentioned in the Terms and Conditions of the Tender and any deviation will forbid them in competing for the tender.*

1. Single stage – One Envelope procedure as per SINDH PPRA-2010 Rule 46(1) will be followed (single stage one envelope procedure) i.e. TECHNICAL and FINANCIAL PROPOSAL will be placed in one sealed envelope. This envelope should be addressed to the Executive Director, NICVD, Karachi with Tender number and inserted in the tender box on scheduled date and time.
2. The **Proposal** must contain original data sheet, technical brochure and all other relevant documents as mentioned in Annexure-A (b) and photo copy of pay orders / bank draft after hiding the amount.
3. The vendor should submit only rate of the items and a pay order of bid security amounting to 1% or Rupees Five lac payorder; value of the quoted items in favour of Executive Director, NICVD, Karachi otherwise, the bid will be rejected.
4. Bid validity period will remain for 90 days as per SPPRA rules 2010 (Amended 2019).
5. Bid security should be in shape of pay order / bank draft CDR/Bank guarantee or any other form as bid security is not acceptable.
6. The successful bidder will deposit security money in shape of pay order @ 3% of the total value or Rupees ten lac in the name of Executive Director, NICVD, Karachi within seven (7) days after the issue of award letter, which will be kept in Accounts Section of NICVD till the completion of tender period.
7. The bid security will be forfeited to Government Accounts in case of non-submission of security money within seven (7) days of receipt of the award letter.
8. The rate should be in local currency on basis for F.O.R (NICVD) basis for local manufactured items and should be valid up to 02 years. Further extended to one year with the approval of competent authority. No escalations in rates are allowed in any case after submission of the tender.
9. Only manufacturer or Sole Agent (for foreign manufacturer) can participate in the tender. In case of local manufacturer authorized agent can participate in the tender. Copy of Sole Agency Certificate for foreign manufacturer and authority letter in

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original for local manufacturer must be submitted. In case of non-submission, tender will be rejected.

10. The procurement committee will open the envelope marked in the presence of vendors or their representative who chose to be present at the time of bid opening date, time and place specified in the tender documents.
11. The bidder or their representative should be present at the time of opening of tender and shall sign the attendance sheet.
12. Delivery should be completed within allocated time from the date of issuance of purchase order.
13. The Vendor should submit Data Sheet according to the Tender Specifications Format mentioned in the tender document and highlight the tender specifications in their Technical Data Sheet / Literature Additional Feature can be recorded separately.
14. The first scrutiny of I bids will be performed by the procurement committee on the basis of data sheet and literature provided.
15. Bids will be evaluated with following evaluation criteria.
  - Only manufacturer/Sole agent and authorized agent for local manufacturer.
  - The vendor should have proper licensed medical store, office and list of trained Pharmacists.
  - Financial standing of 20 million (sealed envelope) from bank.
  - Specifications compliance.
  - All mandatory documents (as per Annexure-A).
16. The bidder must provide complete details of their financial standing and list of similar items supplied in Pakistan, Bio-data of staff with training certificates.
17. Hand written tenders or any over writing, cutting, erasing will not be accepted and will be rejected.
18. The bidder shall submit with the bid, an **UNDERTAKING** on judicial paper of Rs. 500/- duly attested by Oath Commissioner, stating that the items to be supplied is brand new, free from defects.
19. Items will be handed over to the (Store Department of NICVD Karachi with Delivery Challan.
20. Income tax and other taxes (if any) will be deducted according to existing Government Rules. NICVD is exempted for the payment of GST.
21. Conditional tender(s) will not be entertained.
22. Tender which does not fulfill the prescribed conditions according to the tender is liable to be rejected.
23. Profile of the technical staff and address of the Pharmacy/Offices as well as list of hospitals in which the quoted items is supplied must be attached.

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24. The Executive Director, NICVD Karachi, reserve the right to increase or decrease the quantity mentioned in the tender and the decision will be final.
25. The Chairman Procurement Committee/Executive Director reserves the right to reject or accept any/all tender(s).
26. The tender is valid for another 01 year with the approval of competent authority (Executive Director NICVD).

**Note:** After finalization of tender procuring agency requires signing of a written contract agreement on stamp paper with 0.35% of total awarded amount as per instruction of Sindh Revenue Board, duly attested by Oath Commissioner from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Or/ 0.35% Stamp duty of the value of the contract amount will be affixed on the bills.

I/we agreed above mentioned terms & condition:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

N.I.C # : \_\_\_\_\_

## **Annexure-I**

Following documents should be attached with Technical Proposal.

- i. Tender purchase receipt.
- ii. Proposal (Type or computerized).
- iii. Sole agency certificate from the foreign manufacturer or authorized agent of local manufacturer.
- iv. Active GST, SST, STRN Certificate.
- v. Income Tax Registration Certificate.
- vi. Last year paid Income Tax Challan.
- vii. Original terms and conditions duly signed and stamped.
- viii. Original literature.
- ix. List of Institutions to whom similar Medicines/instrument is supplied in Pakistan.
- x. Undertaking on Judicial stamp paper of Rs. 500/-
- xi. Financial position of firm (sealed bank letter).
- xii. Undertaking on stamp paper Rs 100, that firm is not black listed or having pending litigation.
- xiii. Good performance certificate from NICVD, in case of new vendor from other institution.

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## Integrity Pact

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid for or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, whatsoever form, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
[Procuring Agency]

\_\_\_\_\_  
[Supplier /Contractor/Consultant]

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## **ANNEXURE- "A" - DATA SHEET**

**TENDER No: 16/2021 Dated: 01-02-2022**

**Tender for the Year 2021-2022**

**For Appointment of chemists for Drugs and Medicines, Surgical & Disposable Items etc (Local Purchase) only from Licensed Medical Stores, Karachi**

ANNEXURE- "A"

## **DATA SHEET**

S.NO	A- MANDATORY	Tick relevant box
1	Name, Address, Tel, Fax# E-mail Address.	
2	National tax Number(NTN)	
3	Latest Income Tax Certificate or Income Tax exemption certificate.	
4	Copy of Sales Tax Registration.	
5	Latest Sales Tax Certificate or exemption certificate.	
6	Name of Banker with Current Bank statement.	
7	Bid Security (1% of Bid Value of the quoted items)	
8	A copy of valid agency certificate/agreement or registration certificate of Govt. of Sindh (if any).	
9	Bio Data of key personnel/staff strength with designation, education & experience and details of man power.	
10	Integrity pact must be filled and attach in the bid.	
11	Bidder must have pharmacists as his employee.	
12	Literature and catalogue of quoted items in English.	
13	Original tender purchase receipt.	
14	Each page should be signed and stamped by competent authority.	

**Note: All relevant documents must be tagged.**

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**TENDER No: 16/2021 Dated: 01-02-2022**

**Tender for the Year 2021-2022**

**For Appointment of chemists for Drugs and Medicines, Surgical & Disposable Items etc. (Local Purchase) only from Licensed Medical Stores.**

## **EVALUATION OF CRITERIA**

**(TOTAL 100 MARKS)**

<u>S.NO</u>	<b>B- Evaluation</b>	<b>Total Points</b>	<b>YES</b>	<b>NO</b>
1	Registration of firm/store (valid drug license).	20	20	00
2	Financially capability as per bank statement (Minimum 20 Million) in last 03 years.	10	10	00
3	Previous working experience with hospital/healthcare organization.(Must be in one Government Sector hospital)	15	15	00
4	Un-Interrupted Regular Supply undertaking / certificate.	10	10	00
5	Detail of Registration with major organizations.	05	05	00
6	Undertaking that the firm will supply the medicine on daily basis.	05	05	00
7	Certificate that the prices quoted are not high or more than local/imported market.	05	05	00
8	A certificate that the firm will abide all terms and conditions of the tender infringement for consequence as recommended by the competent authority.	05	05	00
9	A certificate that discount offered will remain unchanged till the completion of the tender period.	10	10	00
10	A Certificate that the items has registered by country of origin and they are using for local population.	05	05	00
11				
	List of orders with cost completed by the firm during last 2 years.	10	10	00
	List of litigation with clients (if any) and nature of litigations			
	Affidavit that the firm has never been black Listed.			
	<b>TOTAL MARKS</b>	<b>100</b>		

**Minimum 70% marks out of 100**

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## TENDER PROFORMA

**APPOINTMENT OF CHEMISTS FOR DRUGS AND MEDICINES, SURGICAL & DISPOSABLE ITEMS ETC  
(LOCAL PURCHASE) ONLY FROM LICENSED MEDICAL STORES, Karachi**

**FOR THE YEAR 2021-2022**

**TENDER NO-16/2021, DUE ON 01-02-2022 (Tuesday)**

S#	Description of Stores			Maximum Discount in Figures.	Maximum Discount in words
1	Percentage of discount on the Retail Price of all the <b>Local Branded</b> Medicines/Drugs & Surgical & Disposable items for Local Purchase.				
2	Percentage of discount on the Retail Price of all the <b>Imported Branded</b> Medicines/Drugs & Surgical & Disposable items for Local Purchase.				

**Signature**

**Official Seal**