**MODEL PHARMACY**

**Rawalpindi Institute of Cardiology, Rawalpindi**

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**INVITATION FOR BIDS**

**BIDDING DOCUMENTS FOR THE PROCUREMENT OF OXYGENATOR & NON IONIC CONTRAST**

**FINANCIAL YEAR 2022-23**

# MODELPHARMACY, RAWALPINDI INSTITUTE OF CARDIOLOGY, RAWALPINDI.

## INVITATIONFOR BIDS —FINANCIALYEAR 2022-23

## Procurement of the Procurement of Oxygenator & Non Ionic Contrast

Management of Model Pharmacy, Rawalpindi Institute of Cardiology Rawalpindi invites sealed bids / tenders from the eligible bidders i.e. manufacturer/their authorized distributors/ suppliers and in case of imported goods their authorized sole agents /importers / distributors / suppliers in Pakistan who are registered with income tax and sales tax authority for the procurement of Medicines / Drugs / Surgical Disposable Items for the financial year 2022-23 on free delivery to consignees end in Pak Rupees(FOR). List of items to be purchased are given in the schedule of requirements. Detail of sale and receipt of tenders are shown against each item head.

1. Interested eligible bidders may get the bidding documents along with detailed specifications of items from the Model Pharmacy of this institution on submission of a written application on their letter head and a copy of CNIC along with payment of non-refundable fee of Rs. 1000/-(One Thousand only), as per schedule given below only during working hours.
2. Single stage-two envelopes bidding procedure will be followed.
3. Bidders are directed to prepare & submit one bid (firm wise) enlisting all the items / products intended to be quoted and attaching all relevant required documents pertaining to each quoted item / product.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders on proposed date up to 11:00 AM and will be opened on the same day at 11:30 AM in the presence of the bidders or their authorized representatives in the conference room of this Institute. **Late bids will be rejected.**
5. All bids should be submitted in tape binding. **All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding documents and signature of authorized person**. **Moreover, signing and stamping of each page of bidding documents/form is mandatory**.
6. In case of Me Too Product, sample of each item from fresh batch must be provided at the time of submission of bid.
7. For detailed terms & conditions and preparations of bid kindly consult the bidding documents.
8. **In case the date of opening or last date of sale is declared as the public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly, the time and venue shall be remaining the same.**

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| --- | --- | --- | --- | --- |
| **S#** | **Particulars** | **Last date for Purchasing of Documents** | **Last date for submission of Tender Documents** | **Tender**  **Opening Date** |
| 01 | Oxygenator Adult, Paeds, Infant with custom tubing pack (CE Mark, FDA-US, FDA –Japan with free sale certificate from the country of origin) | Saturday  04-03-2023  02:00 PM | Monday  06-03-2023  11:00 AM | Monday  06-03-2023  11:30 AM |
| 02 | Non Ionic Contrast Medium (Low-osmolality / Iso-osmolar) | Saturday  04-03-2023  02:00 PM | Monday  06-03-2023  11:00 AM | Monday  06-03-2023  11:30 AM |

**Letter of Intention**

Bid Ref No.

Date of Opening of Bids

Name of Contract:The Procurement of Oxygenator /Non Ionic Contrast Medium

To: RIC Model Pharmacy

Dear Sir,

Having examined bidding documents, including Addenda Nos [Insert numbers & Date of Individual Addendum], the receipt of which hereby acknowledge, we, the undersigned, offer to supply and deliver the goods under the above name contract in full conformity with the said bidding documents and at the rates, per unit prices described in the price schedule or such other sums as may be determined in accordance with terms and condition of the contract. The above amounts are in accordance with the price schedules attached herewith and are made part of this bid.

We undertake (if our bid accepted) to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

We agree to abide by this bid, for the bid validity period (contract period) and it shall remain binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corporation in force in Pakistan.

We confirm that we will comply with the eligibility requirements of the bidding documents.

***Signature & Name***

Stamp

Firm Name

Dated:

**AFFIDAVIT**

I/We, the undersigned solemnly stat that:

1. We have read the contents of the bidding document and have fully understood it.
2. The bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The goods that we propose to supply under this contract are eligible goods and the undersigned is eligible bidder.
4. The undersigned are solvent and competent to undertake the subject contract under the laws of Pakistan.
5. The undersigned have not paid, not have agreed to pay, any commissions or gratuities to any official or agent related to this bid or award or contract.
6. The undersigned are not blacklisted or facing debarment from any Government, or its organization or project on grounds of fraudulent or corrupt practices.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

***Signature & Name***

Stamp

Firm Name

Dated:

**RIC Model Pharmacy Tender 2022-2023**

**General Terms& Conditions**

**INTRODUCTION**

Management of Model Pharmacy RIC, Rawalpindi invites sealed bids from eligible bidders for the purchase of the procurement of oxygenator & Non Ionic contrasts described in the schedule of requirement.

## INSTRUCTIONSTOBIDDERS

1. **General Instructions:**

Quote your rate on contract basis for one year that may be extended for a period of one Year depending upon the quality of product & performance of the vendor. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

1. **Source of Funds.**

The Government of Punjab has given policy to purchase the required items on annual contract basis on credit and payment will be made on consumption basis positively from the account of Model Pharmacy through check of bank. Taxes will be deducted as per rule where applicable. However, firm is bound to attach a copy of valid NTN certificate along with invoice for payment.

1. **Eligible Bidders.**
   1. This invitation for bids is open to all Manufacturers / their authorized sole agents / suppliers/Sole Distributors /Authorized Distributors /wholesaler and incase of imported goods, the authorized Sole Agents of Foreign Principals / importers and suppliers in Pakistan can participate. Only the registered under DRAP act 2012 and DRUG act 1976 shall supply the medicine / disposables.
   2. The bidder must possess valid authorization from the Foreign Principal / Manufacturer and incase of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.
   3. The Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization.
2. **Cost of Bidding.**
   1. 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.
   2. In case of any doubt as to the meaning of any portion of the specification of other terms and conditions, bidder may be seen clarification of the same in writing but not later than

One week prior to dead line for submission of bid prescribed by the CHAIRMAN MODEL PHARMACY.

* 1. **Bidders are required to submit their bid that will bear words “CONFIDENTIAL” for the purchase of procurement of oxygenator & non ionic contrast.**

1. **Amendment of Bidding Documents.**
   1. At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
2. **Qualification and Disqualification of Bidders.**

The Procuring Agency, at any stage of the Procurement Proceedings, having credible reasons for or prima facie evidence of any defect in supplier's capacities may require the suppliers to provide information concerning their Professional, Technical, Financial, Legal or Managerial Competence The Procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by him, concerning his qualification as supplier was false and materially inaccurate or incomplete.

Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be black listed.

1. **BiddingforSelective Items.**
   1. A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section IV i.e. schedule of requirements & technical specifications. A bidder is also at a liberty to bid for all the goods mentioned in the Section IV i.e. schedule of requirements & technical specifications.

## BIDDERS ARE DIRECTED TO PREPARE & SUBMIT ONE TECHNICAL BID ENLISTING ALLTHE ITEMS /PRODUCTS INTENDED TOBE QUOTED ANDATTACHING ALL RELEVANT REQUIRED DOCUMENTS PERTAINING TOEACH OUOTED ITEM / PRODUCT.

1. **Offering firm must submit the following mandatory documents:**

(a) Valid manufacturing license of the firm.

(b) Valid Registration certificate of the drug / Medical Devices.

(c) Import license where applicable.

(d) Sole agency agreement letter (In case of imported product).

(e) Authorization letter by manufacturer or importer.

(f) Other certificate regarding the product e.g DRAP/FDA-US/FDA-JAPAN/CE MARK /ISO/ etc. (with free sale certificate from the country of origin (where applicable).

1. Valid Drug Sale license where applicable.
2. NTN Certificate.
3. GST Certificate if applicable.

(j) CNIC no of distributor / proprietor.

1. Shelf Life of the supplied item must be up to 50%or more for locally manufactured products and 45% or more for imported products. In case manufacturing date is not mentioned on the product label, the product must have at least 12months’ shelf life at the time of delivery. In case of Urgency, the items with the shelf life below 50% may also be accepted without penalty in quantities needed to meet the urgent requirement.
2. The supplier shall arrange transportation of drugs / medicines and disposables as is required to prevent damage or deterioration during transit to their final destination. All cost associated to transportation included loading / unloading of drugs / medicines, disposables and road taxes shall be borne by supplier. All temperature sensitive items must be delivered in safe and proper cold chain maintenance.
3. Over writing / cutting should be avoided, if inevitable be signed and do not uses lead pencil.
4. Quotation should be sealed and the tender number & opening date on the envelope should be written.
5. Sign & stamp each paper of tender documents.
6. Bidder must submit Bid Security worth amounting Rs. 1,000,000/- (refundable) in the name of model pharmacy for procurement of oxygenator & non ionic contrast should be attached. Detail of cheque deposit is mentioned as:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Date** | **Bank Name** | **Amount.** |
|  |  |  |  |

1. Attach original tender purchase receipt.

|  |  |  |
| --- | --- | --- |
| **Receipt No.** | **Date** | **Amount** |
|  |  |  |

1. Medical Superintendent reserves the rights to accept or cancel the tender fully or partially without assigning any reason which cannot be challenged in any court of law.
2. All bidders must submit samples of quoted items along with tender. The quantity of samples will be decided by end users. In case the quoted items are already in use at RIC the previous supplied items shall be considered as sample.
3. The contractor will submit three copies of bill / invoice bearing Batch No, Expiry Date and Warranty Certificate, duly supported with one photo copy of purchase order and of delivery challan.
4. Medical Superintendent reserves the right to return the expired stock or dead stock (slow consumption) before expiry.
5. Incomplete bids in any respect will not be entertained.
6. The financial bids of the selected brands shall be opened publicly at the scheduled date, time and venue.
7. The firms submit the separate financial bids in separate envelop otherwise the bids will be rejected.
8. The firms will also provide:
9. Batch analysis certificate / Lot release certificate.
10. Goods declaration (GD) with packing list in case of imported items.
11. Any documents from manufacturing showing mfg date and expiry date.
12. Shelf life of medicines / disposables / medical devices etc.
13. If any firm succeeded to get a contract from RIC Model Pharmacy through concealment of facts and before / during after the contract, ownership / share holder / affiliation with the Hospital employee / Govt. servant / RIC Model Pharmacy employee is reported / found, the contract awarded will be terminated in case of under process and in case of completion of contract, the firm will be black listing and concerned employee / Govt. servant will be proceeded against as per rules on account of misconduct.
14. Check list / list of contents / index must be attached by the firm with tender documents.
15. In case of any grievance the firm can approach to Head of Institute (HOI) for arbitration, the decision of Head of Institute (HOI) will be final.
16. **Government rules for establishment/running of model pharmacy notified vide order No. SO 7-4/2011 dated 9th July, 2015 and order no SO (P-II)8-36/2017(JHL) dated 23rd September will be followed.**

**For & Behalf of Medical Superintendent**

**Rawalpindi Institute of Cardiology,**

**Rawalpindi.**

**Rawalpindi Institute of Cardiology**

**Rawalpindi.**

**RIC Model Pharmacy Tender 2022-2023.**

**Firm/ Company Information:**

* Firm Name:

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| --- |
|  |

* Head Office Address:

|  |  |
| --- | --- |
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|  | |
| Phone No. | E- Mail. |
| Fax No. | Web Address: |

* The contracting firm shall maintain an office with regular staff in Rawalpindi during contract period.
* Rawalpindi Office Address.

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| --- | --- |
|  | |
|  | |
| Phone No. | E- Mail. |
| Fax No. | Web Address: |

* Please mention chamber of commerce registration (CCR). Please attach copy.

|  |  |  |
| --- | --- | --- |
| C.C.REG. No. | Date Of Issue | Validity Date. |
|  |  |  |

* Firm must have National Tax No & General Tax No.(Please do attach the copy)

|  |  |
| --- | --- |
| National Tax No. | General Sales Tax No. |
|  |  |

Note: TENDER of the firm which does not have national tax no.(ntn) and general sales tax no. (gst) will not be entertained.

All terms and conditions are accepted

and quote rates are inclusive of all taxes.

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Signature and name of Proprietor/ Authorizes person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name

**SECTION IV**

**SCHEDULE OF REQUIREMENTS &**

**TECHNICAL SPECIFICATIONS**

**Schedule of Requirements:**

The supplies shall be delivered in accordance with the Purchase Orders as per following schedule of requirements: -

**RESPECTIVE CONSIGNEE’S END: RAWALPINDI INSTITUTE OF CARDIOLOGY, RAWAL ROAD, RAWALPINDI**

Free Delivery to Consignee’s end (DDP) Basis:

|  |  |
| --- | --- |
| **MODE OF PENALTY** | **DELIVERY OF 100% QUANTITY AS PER PURCHASE ORDER** |
| Without Recovery of Late Delivery Charges | 30 days or earlier  (to be determined by the Procuring Agency on need and consumption basis) |
| With Recovery of Late Delivery Charges @0.067% per day | After 30 days or earlier (to be determined by the Procuring Agency) and decided by concerned consignee on the formal request of supplier with proper justification. |

**TECHNICAL SPECIFICATIONS& REQUIRED QUANTITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.#** | **NAME OF ITEMS** | **Unit** | **Tentative Qty Required**  **2022-23** | **Estimated Unit Rate** |
|
| **1** | Oxygenator Adult with custom tubing pack (CE Mark, FDA-US, FDA –Japan with free sale certificate from the country of origin) | No | **1000** | **80,000** |
| Oxygenator Peads with custom tubing pack (CE Mark, FDA-US, FDA –Japan with free sale certificate from the country of origin) | No | **300** | **100,000** |
| Oxygenator Infant with custom tubing pack (CE Mark, FDA-US, FDA –Japan with free sale certificate from the country of origin) | No | **200** | **110,000** |
| **2** | Non Ionic Contrast Medium (Low-osmolality / Iso-osmolar) | No | **15000** | **4,500** |