**WALK IN REGISTRATION DOCUMENTS FOR**

**Limited Purchase through Quotation (LPQ)**

**For Medicine, Surgical Disposable & Laboratory etc**

**(FINANCIAL YEAR 2022-23)**

**1st March 2023 to 30th Sep 2023**



**RAWALPINDI INSTITUTE OF CARDIOLOGY,**

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**INVITATION OF BID**

**REFERENCE NO: RIC/PO/2599/23, DATED: 13-02-2023**

**Walk in registration of Bidder for Limited Purchase Through Quotation (LPQ)**

**For Medicine, Surgical Disposable & Laboratory etc**

As per direction of Procurement Wing, Specialized Healthcare & Medical Education Department, Government of the Punjab Lahore vide No. SO(P-I)/H/PPTQ/2023 dated 9th January 2023. Walk in interview for registration of Bidders for Limited Purchase through Quotation (LPQ) will be held till **27-02-2023 (during office hours)** in the conference room of Rawalpindi Institute of Cardiology, Rawalpindi.

1. Interested bidders must deposit Security fee amounting of **Rs: 1000/-** to Account Office(non-refundable).
2. After the interview notice published in newspaper a copy of registration documents can be obtained immediately from Purchase Office till **27-02-2023 (during office hours)** and copy of documents is also available on the websites of Punjab Procurement Regulatory Authority [**www.ppra.punjab.gov.pk**](http://www.ppra.punjab.gov.pk)) & [**www.ric.gop.pk**](http://www.ric.gop.pk).
3. Documents containing terms and condition must be attested and submitted at the time of interview along with Performance Guarantee i.e. **Rs. 30,000/-** (refundable) in the name of Executive Director Rawalpindi Institute of Cardiology, Rawal Road Rawalpindi. No documents will be accepted without Performance Guarantee.
4. Performance Guarantee amounting **Rs. 30,000**/- (refundable) to be submitted by the applicant which shall be returned upon satisfactory performance after completion of registration period, if not extended further.
5. Documents must be submitted in purchase office of RIC Rawalpindi 27-02-2023and interview will be held on same date**.**
6. Pre-bid meeting shall be held on **23-02-2023 at 11:00 AM** in the in the office of Medical Superintendent at Rawalpindi Institute of Cardiology, Rawalpindi.
7. The documents shall clearly be marked with the name to be applied **Walk in registration of Bidder for Limited Purchase through Quotation (LPQ) For Medicine, Surgical Disposable & Laboratory etc.**
8. Vendors are required to submit the company profile with their registration documents.
9. Vendors must nominate their representative Name, CNIC & Contact Number.
10. In case the date of walk-in registration is declared as a public holiday or due to any other reason the next official working day shall be deemed to be the date of walk-in registration accordingly. Time and venue shall remain the same.

**Annexure – A**

**CRITERIA FOR REGISTRATION OF MANUFACTURERS / SOLE AGENTS OF FOREIGN PRINCIPALS / DISTRIBUTORS FOR LIMITED PURCHASE THROUGH QUOTATION**

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| **S #** | **Details** | **Status**  **Yes / No** |
| 1 | 1. Provision of Valid DML/Drug Sale License Form-11 by Authorized Drug Sale Licensing Authority, 2. CNIC 3. National Income Tax No (Active Tax Payer) |  |
| 2 | Provision of documents establishing financial Soundness:  The vendor must provide   1. Annual sales values (turn over)for the last financial year, 2. Audit report audited by chartered accountant, 3. Tax return and acknowledgement of tax return. 4. Bank Statement for the last year. |  |
| 3 | Undertaking on a Stamp Paper of Rs. 100 value regarding the following:   1. The applicant for registration is not blacklisted. 2. The applicant has read and agreed with all the terms and conditions of the policy of online purchase of goods through Limited Purchase through Quotation (LPQ). 3. Applicant must not be convict from Drug court who has been sentenced for imprisonment. |  |
| 4 | Manufacturing/sale of drugs/surgical & disposables is under the supervision of Qualified Pharmacist.  (Detail of pharmacist i.e degree valid license etc must be attached) |  |
| 5 | Applicant vendor shall provide following documentation:   1. Computerized inventory management software to monitor the inventory and record of sale / purchase of medicines / surgical disposables etc. and facility for online data billing & data entry transfer. 2. List of human resource for transportation of medicine, Surgical & disposable for in time service delivery. |  |
| 6 | Affidavit duly attested by Notary Public to the effect that the applicant is not involved in sale of spurious / substandard drugs or theft / selling of government owned supplies. |  |
| 7 | Performance guarantee amounting **Rs. 30,000**/- should be attached with Performa. |  |
| 8 | Warranty shall be provided as per the Drug Act 1976 / DRAP Act 2012 and rules framed there under. |  |
| 9 | Undertaking on a Stamp Paper of Rs. 100/- regarding discount offer for the good will be based on trade price of medicine, surgical & disposable will be fixed by the DRAP inclusive of all applicable taxes and duties. |  |
| 10 | Undertaking on a Stamp Paper of Rs. 100/- “Rate offered in quotation will be in total quantity estimated by hospital. Medicine, Surgical & Disposable will be supplied as per issuance of supply order by the hospital within quotation limit”. |  |
| 11 | Undertaking on a Stamp Paper of Rs. 100/- “Applicant’s product i.e medicines / surgical & disposable should be registered / enlisted with DRAP”. |  |

* **Bring all duly attested above mentioned documents at the time of walk-in registration. (Mandatory)**

**Annexure-B**

**PROCEDURE FOR LIMITED PURCHASE THROUGH QUOTATION**

1. Preparation of item-wise demand of goods by the concerned store, keeping in view the quantity of daily usage, tentative gap period till the availability of such goods through **bulk purchase and DTL reporting time**. The **DMS (Store)**, after consulting the **'Hospital Formulary'** as prepared by the Pharmacy & Therapeutic Committee (P&TC) of the hospital, will be responsible for scrutiny, rationalization and finalization of demand of goods generated by the Officer In-Charge of Medical Stores of the hospital before forwarding it to the Medical Superintendent for approval.
2. The Medical Superintendent, after consultation with Finance Section of the hospital regarding availability of the budget, may approve the demand of goods for procurement if justified on administrative, clinical and financial grounds.
3. The request for quotation shall be shared with all the registered LPQ bidders through their login account on PITB's Online Limited Purchase Portal.
4. Invitation of quotations shall be for the monetary value prescribed for Limited Purchase through Quotation under Rule 59 (b) of the Punjab Procurement Rules (PPR) -2014.
5. The registered LPQ bidders shall submit online quotations for the required category of goods on the PITB's Online Limited Purchase Portal.
6. PITB's Online Limited Purchase Portal shall reflect cases where minimum three or more quotations are received to the hospital on the online portal. In case less than three quotations are received, the hospital shall again float the request for quotation on PITB's Online Limited Purchase Portal.
7. Receipt of quotation from registered LPQ bidders shall be within Three (03) days from the date of online request for quotation with details like brand name, manufacturer, strength, dosage form, expiry date etc.
8. Financial comparison of the offers received on PITB's Online Limited Purchase Portal will be prepared on the basis of prices (with discount on Trade Price) of the quoted goods. The **Registered Manufactures/ Sole Agents of Foreign Principals / Distributors** offering lowest price (inclusive of all applicable taxes and duties) shall be declared as successful. Identification of successful LPQ bidder, display of financial comparative statement of all other participants and intimation to the hospital will be conducted through PITB's Online Limited Purchase Portal.
9. The successful LPQ bidder, as identified by the PITB's Online Limited Purchase Portal, within given time frame shall be issued Supply Order in a quantity keeping in view the monetary limit as prescribed under Rule 59(b) of the PPR-2014.
10. The successful LPQ bidder shall supply the goods within Seven (7) to Fifteen (15) days of the receipt of Supply Order, with computerized bill mentioning brand, batch & expiry date with warranty as per the Drug Act 1976 / DRAP Act 2012 and rules framed there under.
11. Medicine & Surgical Disposables etc. i.e. goods procured on Limited Purchase through Quotation shall be exempted from DTL like the Local Purchase. However, the hospital may send random samples for test / analysis to Drug Testing Laboratory in order to ensure the quality of goods supplied.
12. Considering the requirement of the goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed the original delivery period in terms of days. The supplies of goods, beyond the specified timeframe, will be received with imposition of **penalty@0.1% per day** of the cost of late delivered supply of that good upon the Supplier.
13. In case of shortage of medicines / surgical disposables etc. in the market, the registered LPQ bidder shall bring the matter in the notice of the hospital. The hospital through Local Purchase Vigilance Committee "LPVC" after due diligence and for reasons to be recorded in writing may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the Drug Act 1976 / DRAP Act 2012 and rules framed there under to ensure the uninterrupted supply of medicines and surgical disposables etc. The offered price, even in such cases, shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of the Institution (Vice Chancellor / Principal / Executive Director/ Dean, as the case may be) and shall be reported to PITB for incorporation of any relaxation granted by LPVC. Such matters shall be reported in 'monthly report of shortage of medicines and surgical disposables' to Chief Drug Controller, Punjab and SHC & ME Department.
14. The shelf life of the goods received shall not be less than One (1) year, whereas for vaccines / sera or any other product with total shelf life of one (1) year from the date of manufacturing, such products shall be supplied with minimum **six (6)** months remaining shelf life at the time of supply.
15. The goods received at the Main Medicine/ Surgical Store (as per the terms and conditions) shall be entered in the Medicine Inventory Control System **(MICS)** immediately by the Officer in-charge of respective stores.
16. Defacing of the received goods shall be ensured by the Officer in-charge of respective stores of the concerned hospital.
17. The LPQ bidders, who fail to supply goods even after the extended period, after being declared as the 1st lowest bidder, shall be imposed a penalty 5 % quotation value, which shall be paid within one week. if the lowest LPQ bidder fails to submit 5% penalty to the hospital within week, his registration as LPQ bidder for limited purchase through quotation shall be suspended. If the 5% penalty is still not cleared even after two weeks, the penalty shall be recovered from his outstanding payments / performance guarantee. The registration shall be restored upon making payments / adjustment of the penalty.
18. Registration of a LPQ bidder shall be cancelled, if his registration is suspended for the fourth time by the hospital /in a year/ during registration period. The LPQ bidder whose registration is cancelled shall have to submit a fresh application for registration after the next coming **30th September,** subject to clearance of all pending dues/ liabilities to the hospital.
19. The hospital shall maintain proper record of Limited Purchase through quotation duly verified by the Medical Superintendent of concerned hospital.