

TERMS AND CONDITIONS

**FOR SUPPLY OF LOCAL PURCHASE OF "BULK LP MEDICINES / PVMS MEDICINES/
DISPOSABLE ITEMS / SURGICAL ITEMS / NIV MEDICINE / NIF MEDICINE & MISC ITEMS**



TO AFIRM RAWALPINDI

CFY = 2026-27

01. All bidders are directed to comply with PPRA rules/regulation in true letter and spirit.
02. All items from good reputed manufacturers should be quoted.
03. The procedure for submission will be "**Single stage-two envelope procedure**". Bid will be in form of a single sealed package "TECHNICAL PROPOSAL" AND "FINANCIAL PROPOSAL". Earnest Money draft will be submitted. Technical offer, Financial offer and Earnest Money draft must be submitted separately. All these 3 x envelopes will be sealed in one large size envelope that will be marked with address of this office only in bold and legible letters 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 procuring agency without being opened.

04. Only technical proposals will be opened by the Board of Officers in the presence of authorized representatives of participating distributors / companies/firms, who will be in possession of necessary authority letters. Only technically suitable quotations will qualify for financial bid opening. Financial Proposals will remain in the custody of Board of Officers and will be opened after scrutiny of technical proposals. Date and time of same will be announced / intimated accordingly.

05. Interested parties must either be manufacturer themselves or authorized distributor / suppliers of the companies / Firms.

06. **TECHNICAL PROPOSAL**

Suppliers must provide following documents with their quotations, which will be scrutinized on tender opening. Any firm / distributor, that fails to provide any of the following updated document will be technically rejected.

- a. Price list of manufacturing companies
- b. Authorized distribution certificate from manufacturing company
- c. Professional Tax Certificate
- d. Bank statement of last six month
- e. NTN certificate / copy of recent tax number / relevant extract of ATL.
- f. Sales tax Registration certificate
- g. Experience certificate
- h. Postal address/contact number / copy of CNIC
- i. Undertaking on stamp paper as per attached **Anx 'A'**.
- j. Valid License to sell drugs as a distributor form no 11.
- k. GST sales Tax invoice / Monthly GST Return.
- l. Active tax payer list (ATL)- Certificate that name of the vendor is present in the ATL list.
- m. Copy of Earnest money Draft (**amount should be hidden / covered**)

07. The LP committee will evaluate the technical proposal in a manner prescribed in advance without reference to the price and reject any proposal, which does not conform to the specified requirement. (After submission of tender) no amendments in the technical proposal / financial proposal will be permitted.



8. Quotations must be provided as per given format (as per form of bid). Any additional information/specification may also be provided. No overwriting will be accepted.
09. An undertaking on legal stamp paper should accompany the quotation that distributor/firm/company has never been black listed.
10. Supplier would ensure free delivery of Medicines / Disposable to end user.
11. Procuring agency has the right to increase or decrease the quantity of stores for the same quotation.
12. Shelf life of store should not be less than **80%**.
13. User inspection will be carried out before accepting the store.
14. Supply should be delivered to end user within **15 days**.
15. In case of late supply of medical store, penalty will be imposed @ **02% per week** and will be deducted from the earnest money/ CMA during processing of bills.
16. Firms failed to perform in last FY (2025-26) will be given least Priority.
17. Validity of quotation should be upto **Jun 2027**.
18. 100% payment will be made through CMA Rwp after completion of supply of stores alongwith all connected documents and satisfactory report given by the end users.
19. All stores will be supplied in accordance with the quoted specifications.
20. **Refurbished/ 2nd hand stores / alternate option products will not be accepted.**
21. If the successful bidder supplies substandard store that does not match with specification, the supply order issued from this office will be cancelled automatically.
22. Every item must be stamped (by laser printing) "**For AFIRM Only/ Not for Sale**" and stamp should be visible clearly on the outer carton, vial ampoules, bottles and on blister packing.
23. The supplies will have to be delivered at AFIRM Rwp on supplier's risk and cost. Any breakage or shortage of stock will be recovered from supplier.
24. Samples of the quoted accessories /dressing items should be produced by the bidder on the date of LP committee meeting and on as and when required basis for AFMSL testing.
25. Undertaking as per Anx 'A' should be submitted duly signed and stamped by authorized dealer/ supplier / company/ firm alongwith tender.
26. Delivery challan and invoice must include the information nomenclature, batch no. Mfg date, expiry date and warranty certificate at the time of delivery of goods.
27. Heat labile medicines as vaccine / Sera / Laboratory Kits must be delivered to AFIRM Rwp in proper ice boxes with proper maintenance of cold chain, failing which the items will be returned after marking "Unsuitable for use".
28. The dispensing items must be delivered in proper sealed bottles containers of good quality with proper labeling (as per drug law 1976) clearly specifying all the pre-requisite information.



29. All the supplies shall be of best quality as per standards of Government Pharmaceutical Commission specification.
30. If as result of testing by AFMSL, the supplied item is found to be of unsatisfactory quality or not in accordance with specification, AFIRM Rawalpindi shall have the right to reject the same and ask the supplier to replace the supplies within specified time without extra charges. If a supplier fails to do so, he will deposit penalty in Govt treasury accordingly.
31. **Black listed Firms are not allowed to participate.**
32. Conditional bids are not acceptable.
33. The bidder should clearly quote the Tender serial number / brand name / generic name / company / manufacturer / accounting unit / dosage forms / formulation / strength / sizes and rate according to given format as form of bid attached herewith otherwise it would not be considered.
34. **Quotations (Both Technical and financial) must be according to the as per format given. Any quotations which is not as per given format / list of items will be rejected.**
35. **Tender documents received after due date and time will not be entertained in any case.**
36. **Firms will submit Earnest Money draft in the name of Comdt AFIRM Rs 50,000.00 (Rupees fifty thousand only) along with technical offer in separate envelop. Under any circumstances CDR will not be released before 30 Jun 2027.**
37. **Unit Price of each item should be as per A/U in given format.**
38. The medicines which are to be supplied to the AFIRM Rwp should not comprise of multiple batches.
39. Technical Quotation and Financial Quotation in **USB** must be enclosed in technical proposal and Financial proposal respectively.
40. Quotations should be in Pak Rupees only.
41. Tender fee is **Rs. 5000.00 Rupees five thousand only** (non refundable).
42. Quotations will be deposited **before 1000 hours on 02 Apr 2026 (Thursday).**
43. Tender opening will be held at **1100 hours on 02 Apr 2026 (Thursday)** at AFIRM conference room.
44. Successful contractor will provide 10% performance guarantee of total contract value in the form CDR.
45. List of medical store items is attached as
- List no = 01 (Page 01 of **04**)
- PVMS Medicines + Disposable items, NIV Medicines + Disposable items,**
- NIF Medicines + NIF Disposable items**



FORM OF BID
TECHNICAL BID FORMAT

| ser no | Tender ser no. | Generic name | Brand name | A/U | Firm/ mfr / coy/ country of origin | NTN certificate | Registration certificate | Professional sales Tax certificate |
|--------|----------------|--------------|------------|-----|------------------------------------|-----------------|--------------------------|------------------------------------|
| | | | | | | | | |

FINANCIAL BID FORMAT

The financial proposals of bid will be opened publically, date, time and venue announced and communicated to the bidders in advance.

| ser no | Tender ser no. | Generic Name | Brand Name | A/U | Firm/ mfr / coy/ country of origin | Retail Price | Trade Price | Discount on Retail Price | Offered Price According to A/U (without GST) | Offered Price According to A/U (with 18% GST) |
|--------|----------------|-------------------------|-------------------------|--------|------------------------------------|--------------|-------------|--------------------------|--|---|
| 1 | 10 | Cranberry | Cran Max | Sachet | xyz | 54.16 | 46.04 | 8.12 | 8.93 | - |
| 2 | 50 | Disposable Syringe 10cc | Disposable Syringe 10cc | No | abc | 60.00 | 51.00 | 9.00 | 10.99 | 12.97 |

Note: Only mention unit / price in offer price i.e. 1 (tablet / Capsule/ Syrup/Sachet / Syringe) etc Don't mention pack price(in offer price column) for smooth function.



UNDERTAKING

An undertaking containing under mentioned matter is to be submitted with quotations.

1. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender inquiry for the supply of drugs / medicines, surgical items, disposable items and all medical store items.
2. We also hereby categorically confirm that the stores offered by us are exactly as per particulars and specifications as laid down in your tender inquiry in all respects.
3. We hereby confirm that the supply will be made available within stipulated time within **15 days** on placing order. In case of non availability of any quoted items. AFIRM Rawalpindi reserves the right to discontinue business with our firm.
4. We certify that we will abide by all terms and conditions of the tender and infringement of any of the terms/ conditions will make the tenders invalid as recommended by the competent authority.
5. Certified that the prices quoted against tenders are not more than the prices charged from any other purchasing agencies in the country and in case of any discrepancy the company/ firm / distributor/ importer hereby undertakes to refund the price charged in excess.
6. We certify that prices quoted in tender are less than trade price. The prices once offered will not be increased during same financial year but prices can be decreased at any time.
7. Registration letter, Income tax/ Sales tax and Professional tax certificates are enclosed with the tender.
8. **We are bound to provide all the quoted items throughout the financial year 2026-27.**
9. Certificate of reasonability of prices that they conform to the prices fixed by the Ministry of Health/ any authorized institution by Government of Pakistan.
10. We certify that our stock will be laser stamped "**For AFIRM Rawalpindi – Not for sale**" and shelf life of stores will be not less than **80%**.
11. It is further clarified that proprietor (s) of my firm has never been associated to any black listed firm in Pakistan.
12. In case of our firm fail to supply the Medicines / disposable items during specified time due to some reason, the subject medicines / disposable items will purchased by the hospital by the hospitals and full cost, so incurred will be paid by me / my firm.
13. President Local Purchase committee is the sole judge for deciding all matters. His decisions will not be challenged in any court / will not claim the cost of items which are technically rejected.
14. I will pay all applicable taxes imposed by Government of Pakistan.
15. **Note: Failing to conformity, comply or deviation from any of the above would result in rejection of the bid.**

Signature : _____

Dated: _____

Name of Owner: _____

Note: Print on Stamp Paper Rs. 100/-
Stamp / Attestation of Oath
Commissioner

CNIC of Owner _____

Name of Firm _____

Address : _____