



**BIDDING DOCUMENTS FOR BUILT AND OPERATE CONTRACT FOR ALLERGY CENTER PHARMACY AT NATIONAL INSTITUTE OF HEALTH, ISLAMABAD DUE ON 05.05.2026 AT 11.00 A.M.**

**Terms and Conditions:**

Terms and Conditions of tender for the **BUILT AND OPERATE CONTRACT FOR ALLERGY CENTER PHARMACY** at NIH, Islamabad, following PPRA (Public Procurement Regulatory Authority) rules and incorporating international best practices:

1. Client for this bid is “The National Institute of Health (NIH), Islamabad”
2. National Institute of Health (NIH), Islamabad (hereinafter referred to as "NIH"), invites sealed bids from eligible contractors/operators based on **single stage single envelope procedure** (PPRA) for the build and operate pharmacy at Allergy Center, NIH located adjacent to FGH Hospital building, NIH, Park Road.
3. Sealed tenders on F.O.R NIH Islamabad basis are invited for the **BUILT AND OPERATE CONTRACT FOR ALLERGY CENTER PHARMACY at NIH ISLAMABAD** as per attached Tender Enquiry, due on **05.11.2026 AT 11.00 a.m.** The tender will be opened on the same day at **11.30 a.m.** in the Conference Room of Nutrition Division of this Institute. No tender will be considered after due date and time. Unsealed tenders will not be accepted.
4. **Single Stage Single Envelope procedure will be adopted as per PPRA Rules.**
5. The contract will be awarded on a **\*\*rental basis\*\*** in compliance with the terms and conditions defined.
6. Ownership of Land and Infrastructure: The land will always remain the property of NIH. However permanent structure of size of “30ft x 40ft” or 1200sft is allowed at the location within NIH allergy center boundary as desired by NIH authority.
7. Contract period will be of the 3 years extendable to 2 years on the following conditions;
  - a. Contractor performance is satisfactory throughout 3 years
  - b. Contractor did not face any major complaint or litigation against the firm during the tenure
  - c. Contractor is compliant to the terms and conditions throughout the tenure
8. Bidders must submit their proposed monthly rental value including all costs and taxes.
9. Annual Rental Increase: A 10% increase will be applied annually to the running monthly rental amount.
  - a. For the next years, increase will be applied directly to the bid amount.
10. The monthly rental amount will be the final bid amount, payable in advance before the [5th day] of each month.
11. The successful bidder (Contractor) will be responsible for:
  - a. Designing, renovating, and maintaining high-quality pharmacy within NIH Allergy Center boundary with size of “30ft x 40ft” or 1200sft



- b. Ensuring regular upkeep and operational functionality throughout the contract period.
- c. Authorized and original medicines are only allowed to be kept by the vendor.
- d. There will be no restriction of cost of medicine to be maintained by NIH authorities, however upon any complaint contractor will have to justify any issue in written or resolve it within due time.
- e. No encroachment in any case is allowed.
- f. The Contractor is bound to prepare a permanent structure of size 30'x40' (1200sft.) covered area.
- g. Contractor can be asked to provide authentic source of procurement of medicine at any time by NIH authorities.
- h. Strict action and legal action will be taken against the contractor if found involved in any kind of misappropriation and any misconduct.
- i. Effectively managing pharmacy facility as per capacity.
- j. Providing adequate security personnel, surveillance systems, and lighting for protection of pharmacy as it will be responsibility of contractor only.
- k. Contract between both parties must adhere to terms and conditions, PPRA and ensuring compliance with applicable environmental and labor laws.
- l. Initiation and coordination for installation of utilities or any kind of 'meter' through the concerned authorities is responsibility of Contractor, however meters will be on the name of NIH, keeping in view the ownership of land and infrastructure is with NIH. Any remaining dues and official cost of meter installation should be paid by NIH or deducted from the rent.
- m. Separate electricity meter is to be installed and bill be paid by the contractor. If not possible then other method of monthly unit consumption should be devised by technical staff of NIH to calculate the monthly cost of electricity and other utilities. Water will be provided by NIH, however extra pipeline or material for supply will be installed by contractor. Gas supply will be treated in the same manner as electricity.
- n. Obtaining and maintaining necessary permits from NIH, Islamabad.
- o. The Contractor shall use the PHARMACY only for the purpose specified in the rental agreement and it should be within ethical, moral, legal and social bounds and should not violate Code of conduct as per federal government rules.
- p. The Contractor shall ensure all maintenance related works and cleanliness of the PHARMACY premises, and it will be responsibility of main contractor in all respects. Noncompliance can result in action by NIH authorities.
- q. Contractor will not go for any litigation and will give notice period of 1 month for termination of contract.
- r. Govt - Govt installation charges for electric meters will be adjusted in the first month's rent or next. Also, any outstanding dues will be adjusted in the monthly rent only in case the proper documentary proof is provided to the NIH Estate office.



**12. ELIGIBILITY CRITERIA:**

- a. Registration: Bidders must be registered entities and provide proof of registration with relevant authorities in Pakistan i.e. FBR (Federal) NTN active status on the date of opening of bid and FBR (Federal) STRN active status on the date of opening of bid.
- b. Bidder must attach a cover letter with the bid containing details of content of the bid.
- c. Contract must have valid firm/business registered with FBR on the same name which is shown on the FBR portal.
- d. Bids on the individual's name will be rejected.
- e. Bidders must demonstrate financial capacity to develop and maintain the infrastructure and the bidder should provide bank statement for period of one year from January 2025 to December 2025 showing annual transactions i.e. both deposits and withdrawals should be more than 30 million as per Form B of TORs. Account should be on company's name either sole proprietor or other forms of Companies.
- f. The bidder has to provide statement showing 50 million deposits in the bank account three days before publication of tender.
- g. An affidavit must be provided in which contractor has mentioned that the firm has never been blacklisted from any government or private institution.
- h. In case any of the above criteria are not met, bid will not be considered.

**13. BID EVALUATION CRITERIA:**

- a. The contract will be awarded to the highest evaluated responsive bidder offering the highest monthly rental amount, provided all other terms and conditions are met and mandatory requirements are fulfilled especially regarding annual turnover or transactions.
- b. NIH reserves the right to reject any or all bids as per PPRA rules.

**14. PAYMENT CRITERIA**

- a. The Contractor will pay the agreed monthly rental amount to NIH by the 5th of each month.
- b. Late payments will result in unsatisfactory performance and will be recorded, and in case of delayed payments of more than 6 months, contract will be cancelled and no reason or justification will be accepted in any case.
- c. The Bidder/Contractor will bear utility charges (electricity, gas, etc.) and any applicable taxes as per government rules including property tax if applicable etc.
- d. There will be a yearly increase of 10 percent in the rental price for PHARMACY which is implemented on the same month every year in which contract agreement was signed.

**15. MONITORING AND PERFORMANCE**

- a. NIH will conduct annual performance evaluations based on:



- i. Facility maintenance and cleanliness.
- ii. Compliance with contractual terms and regulatory standards.

16. FORCE MAJEURE

- a. Neither party shall be liable for any failure to fulfill contractual obligations due to circumstances beyond their control, including natural disasters, acts of terrorism, or governmental restrictions.

17. TERMINATION CLAUSE

- a. NIH reserves the right to terminate the contract with a three (3) months written notice in case of:
  - i. Non-compliance with the contract terms.
  - ii. Unsatisfactory performance or negligence by the Contractor.
- b. Contract will automatically be terminated without anybody's approval if rental payment has not been made for more than 6 months.
- c. The Contractor may terminate the agreement with three (3) months prior notice, subject to NIH's approval.

18. Any disputes arising out of this tender or contract will be resolved amicably between both parties.

19. Following are the details regarding tender:

Sr. No	Subject	Details
1	Employer	National Institute of Health, Islamabad
2	Employer's Representative	Estate Officer, NIH
3	Bid purchase Venue, Cost and Procedure	Office of DDO, Finance Division of this Institute. Price of the bidding documents is Rs.1000/- (Rupees one thousand only) per set. A request on company's letterhead is required with cash amount/pay order to be submitted. This advertisement is also available on PPRA website at <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> . This bid is also available on EPADs system.
4	Terms and Conditions	All terms and conditions are to be duly signed by the bidder and submitted with the bid. Bid will not be accepted without authorized signature and stamp on terms and conditions which ensure compliance with the TORs in the future and TORs will be made part of the contract.
5	Purchase of Bid Last Date	<b>05.05.2026 at 11.00 a.m.</b>
6	Amount of Bid Security	A Bidder is required to deposit, along with its Bid, a bid security of Rs.200,000/- (Rupees two lac Only) (the " <b>Bid Security</b> "), refundable not later than 60 (sixty) days from the Bid Due Date, except in the case of the Qualified Bidder whose Bid Security shall be retained till award of the contract.



National Institute of Health, Islamabad  
Built and Operation of Allergy Center Pharmacy

		The Bidders will have an option to provide Bid Security in the form of a demand draft or payment order acceptable to the Client.
9	Bid submission Instructions	<p>The Bidder shall also clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of each of the envelopes.</p> <p>Each envelope shall be addressed to:</p> <ul style="list-style-type: none"><li>- Director Purchase and Procurement National <b>Institute of Health, Chak Shahzad, Islamabad. Ph. 051-9255239</b></li><li>- Email: <a href="mailto:purchasement@yahoo.com">purchasement@yahoo.com</a></li></ul> <p>If the envelopes are not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.</p> <p><b><u>Bids are to be submitted on EPADS and in Hard form.</u></b></p>
10	Bid Submission Date	Bid needs to be submitted in soft form on EPADs and also in Hard form till <b>05.05.2026 at 11.00 a.m.</b>
11	Bid Submission Venue	The bids, prepared in accordance with the instructions in the bidding documents, must reach at National Institute of Health, Chak Shahzad, Islamabad in the office of Director Purchase & Procurement.
12	Bid opening Date and Time	<b>05.05.2026 at 11.30 a.m.</b>
13	Bid opening Venue	Conference Room of Nutrition Division of NIH, Islamabad
14	Bid Rejection	Notwithstanding anything contained in this RFP, the Employer reserves the right to reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Employer rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder. The Employer reserves the right not to proceed



		with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.
15	Performance Security	Rs. 25,00,000/- (Rupees Twenty Five Lac only) to be submitted within 7 days of issuance of letter of intent and it should be valid till 30 days after of termination of contract in the name of Executive Director, National Institute of Health, Islamabad.
16	Bid Validity Period	120 Days
17	Time Period of Contract	3 years, Extendable to 2 more years
18	Grace period	<b>Grace period of 3 months</b> after signing contract agreement is to be allowed in which no rent will be collected from the contractor. However, grace period will be included in the overall contract agreement period i.e. 5 years.

20. Late submissions will not be entertained.
21. NIH reserves the right to verify all information provided by bidders.
22. Incomplete or falsified submissions will lead to disqualification.
23. All expenses related to the preparation and submission of bids is the responsibility of the bidder.
24. The supplier/contractor shall have to obey all the instructions issued to him from time to time by the CEO, NIH, Islamabad or his authorized officer in connection with contract.
25. The CEO, NIH is the final authority to decide any dispute and problem if any during contract period and thereafter, the decision of the Chief Executive Officer shall be final and binding on the supplier/contractor.
26. Any other clarification, if required, can be obtained from Purchase & Procurement Department of this Institute. Conditional or incomplete tenders will not be accepted.
27. The tender of those bidders whose bid found unrealistic will not be considered.
28. No Bidder shall submit more than one Bid for the Project. A Bidder bidding individually shall not be entitled to submit another bid.
29. Bidders are expected to carry out their own surveys, investigations and other detailed examination of the Project before submitting feasibility along their Bids.
30. Bidders requiring any clarification on the RFP may notify the Employer in writing or by fax and e-mail. The Employer shall endeavor to respond to the queries by letter or e-mail. The Employer will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
31. The Employer shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Employer reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Employer to respond to any question or to provide any clarification.



32. The Employer may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Employer shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Employer or its employees or representatives shall not in any way or manner be binding on the Employer.
33. At any time prior to the Bid Due Date, the Employer may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda. Any Addendum issued hereunder will be in writing and shall be sent to all the Bidders.
34. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Employer may, in its sole discretion, extend the Bid Due Date.
35. The sealed envelope should be marked and **“Built and Operate Contract for Allergy Center Pharmacy at NIH”** on the left corner of the envelope and put in the relevant tender box placed in the **office of the Director (P&P), NIH, Islamabad.**
36. The vendor must have Pharm-D Pharmacist (Category-A License) copy of registration must be enclosed with tender documents.
37. The bidder will have to declare in advance any conflict of interest in the form of any relationship or relative working in NIH.
38. The vendor should ensure compliance other requirements for the run and operates the pharmacy i.e DRAP and others.
39. **All firms are directed to quote their bids/rates on online portal EPADS as well as original bid/rates must be submitted in hard form in Purchase and procurement department, otherwise bid will not be entertained. Contractor must be registered with PPRA EPADS portal new version 2.0.**

**Director  
Purchase & Procurement**



**40. FINANCIAL BID**

- a) Currency: Pakistani Rupees
- b) All Rates must be exclusive of GST
- c) Monthly Rates should be entered in the bid
- d) Any other rate or mis-printing or wrong input of rates will be considered as it is and will not be changed afterwards and bid will be rejected if filled rates are not understandable.
- e) This page is to be signed and stamped along with all other pages of terms and conditions.

S. No.	ALLERGY CENTER PHARMACY	MONTHLY RENT FOR BUILT AND OPERATIONS OF ALLERGY CENTER PHARMACY
1	ALLERGY CENTER PHARMACY Built and operations within 600sft area designated by NIH authorities within NIH allergy center boundary and monthly tender without GST is to be quoted.	



**CERTIFICATE**

1. I hereby confirm to have read the terms and conditions of your tender form due date for tender on **05.05.2026 at 11.00 a.m** from S. No. 1-40.
2. I agree to abide by all the instructions/conditions.
3. I accept that if the required security is not furnished or our offer is found lacking in any of the requirement of your tender, it shall be ignored.
4. I hereby confirm to adhere to decision of Administration of Institute in case of any dispute.

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

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

Stamp



## FORMS:

FORM A: Contract Agreement will be based on TORs  
FORM B: FINANCIAL CAPABILITY

*All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Bidder/Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years. Use a separate sheet for each partner of a joint venture.*

**Annual Turnover**  
**(Attach bank statements as proof for the bid)**

<b>Year</b>	<b>(Jan 2025 to Dec 2025)</b>
<b>Total Withdrawals (in actual currency)</b>	
<b>Total Deposits (in actual currency)</b>	