



FEDERAL GOVERNMENT POLYCLINIC
(Postgraduate Medical Institute)
ISLAMABAD



RE-TENDER S.No.02

LOCAL PURCHASE OF DRUG, MEDICINES AND OTHER ALLIED ITEMS FOR REMAINING PERIOD OF FY 2025-26 AND 2026-27 (EXTENDABLE)

TERMS & CONDITIONS AND SCHEDULE FOR LOCAL PURCHASE OF DRUGS/MEDICINES AND OTHER ALLIED ITEMS ON DAILY DEMAND BASIS IN FEDERAL GOVT. POLYCLINIC, (PGMI) ISLAMABAD, ITS ATTACHED DISPENSARIES INCLUDING PARLIAMENT HOUSE DISPENSARY FOR REMAINING PERIOD OF FY 2025-26 AND 2026-27 (EXTENDABLE)

Tender bid will be received before 11.00AM on opening date.

Tender will be opened on 30-04-2026 at 11:30 AM

INSTRUCTIONS TO APPLICANTS (ITA)

1.	The participant firms are directed to submit their bids on-line through EPADS of PPRA which is mandatory, failing which the bids will not be entertained. The competent authority reserves the right to cancel their bids under 33(1) of PPRA Rules 2004.
2.	Vendors are not allowed to change FGPC tender Schedule/Financial bid serial numbers/ specifications.
3.	All vendors are requested to submit their quotations/financial bids in form of computerized print only. Bids which are hand written, typed on manual typewriter or typed on electronic typewriter shall not be accepted and same will be rejected at the time of tenders opening without any prior notice.
4.	Erasing, overwriting and mis-calculation is liable to rejection of bid or relevant item/s. However, Chairman Procurement Committee will be final authority according to the ground situation.
5.	Participants bidders are directed to attach Pay Order/CDR on EPADS.
6.	The provided bid/s (Technical & Financial) on EPADS of PPRA should be duly signed & stamped on each page. Documents submitted on EPADS will be considered final for evaluation.

Note: No Grievance/s will be entertained regarding Technical & Financial evaluation on bid opening date. Grievance/s received through EPADS will be entertained only. Grievance/s received in written form will be rejected.



SINGLE STAGE-TWO ENVELOPE PROCEDURE

1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
2. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
3. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened.
4. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened.
5. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject the proposal which does not conform to the specified requirements.
6. During the technical evaluation no amendments in the technical proposal shall be permitted.
7. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
8. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
9. **The bid found to be offering maximum discount on Retail Price shall be accepted.**



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TECHNICAL OFFER/CHECK LIST

TENDER FOR LOCAL PURCHASE OF DRUGS/MEDICINES/ SURGICAL DISPOSABLE ITEMS, ON DAILY DEMAND BASIS FOR THEREMAINING PERIOD OF FINANCIAL YEAR 2025-26 AND NEXT FINANCIAL YEAR 2026-27 (EXTENDABLE)

The following documents are mandatory to be submitted along with tender for supply of drugs/medicines /Surgical Disposable on local purchase, on daily demand basis for theremaining period of financial year 2025-26 and next financial year 2026-27 (extendable)

S.#	Detail of Documents	Compliance Status Yes / No	Documentary evidence with Page #
1.	Name of the Firm, Postal Address, Telephone Number, Cell No.Fax # and Email address.		
2.	Name, Designation & specimen signature of concerned person/ focal person, CNIC No. of the concerned person		
3.	Detail of location of offices and shops		
4.	FBR online Active tax payer list. Valid National Income Tax Number (Enclose copy of the NIT certificate) (attach copy).		
5.	The bidder/vendor should have minimum 03 yearsrelevant experience of supplying drugs & medicines on Local purchase basis to minimum 500 bedded hospital.(attach documentary proof).		
6.	The Bidder will submit copy of valid Drug Sales License category-A		
7.	Acceptance of Terms & Conditions of tender documents duly signed & stamped.		
8.	Thebidder will submit initially deposit at call (CDR) for Rs. 3,500,000/- (Three Million Five hundred thousand) in favour of Executive Director FGPC along with bid documents, after the issuance of award letter the supplier will also deposit additional Rs. 2,000,000/- (Two Million) in shape of Pay order OR CDR only (total performance guarantee of Rs. 5,500,000/- Five Million five hundred thousand)		
9.	The Original Stamp paper along with Original CDR will be submitted to FGPC at the date and time of Bid opening by the bidder.		
10.	The bidder will provide bank statement of last 03 (three) financial years (from 1 st July to 30 th June) i.e 2022-23, 2023-24 & 2024-25		
11.	The bidder will provide last 03 years audit report of chartered accountant for the years 2021-22, 2022-23& 2023-24.		



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The Bidder will provide under taking on single judicial paper (E-Stamp is mandatory as per government by laws in ICT) at least of (Rs.100) for following mandatory clause 11 and its all sub-clauses according to the following template/format: -
 (NOTE: - The wording of undertaking should be same as per given template/ format in the sub-clauses. Incomplete / changed wording will not be accepted).
**** The Original Stamp paper along with Original CDR will be submitted to FGPC at the date and time of Bid opening by the bidder.**

S.#	Content of Undertaking	Compliance Status Yes / No	Page #
11.	<p>M/s.....</p> <p>a) ensures / undertakes that it has no Litigation(s) against the firm,bidder is not insolvent/bankrupt or being wound up and its activities or affairs are not suspended under any Act, by a court or by a judicial officer.</p> <p>b) ensures / undertakes that it is not currently black listed and has not been penalized during last three years by any Govt. Departments /Hospitals / International Agencies and NGO's.</p> <p>c) ensures / undertakes that its owners, beneficial owners, directors and officers have not been convicted for a criminal offence.</p> <p>d) ensures / undertakes that the demanded product/s shall be made freely available for making the supply in time for the period as mentioned in ToR of tender.</p> <p>e) ensures / undertakes that it has good storage and distribution practice (cold chain) forsupply of its product/s.</p> <p>f) ensures / undertakes that the provided product will be guaranteed/warrantied as per DRAP rules.</p> <p>g) ensures / undertakes that all documentation submitted with the bid is valid, authentic, genuine. No facts have been hidden and no forgery/false declaration has been made. If any such discrepancy is found at any stage, M/s will be fully responsible for such miscommunication/ concealment of facts and will be liable for disciplinary action under PPRA Rules and tender TORs.</p> <p>h) ensures / undertakes that the offered discount in the tender is notless than the offered discount in any other government hospital on same TOR's. In case of any discrepancy found at any stage, the M/s..... will be bound to refund the excess amount through challan in government treasury or excess amount will be deducted from the outstanding bills/CDR.</p>		

INSTRUCTIONS TO FILL TECHNICAL EVALUATION PERFORMA.

- The bidder shall fill this checklist carefully & attach the relevant documents in the same sequence as prescribed in the bid form.
- All the undertaking/affidavit must be on judicial paper (E-stamp).
- All the documents attached must be attested/signed & stamped on behalf of bidder.
- All the documents of bid shall be affixed **with number**.
- **Page number** of attached document against every evaluation criteria must be mentioned in the specified column.
- **The firm/bidder will not be eligible to participate if any mandatory document is missing/not available.**



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TECHNICAL EVALUATION CRITERIA

It will be carried out by Procurement Committee constituted by Executive Director, FGPC consisting of all HODs/ Senior Consultants of the available Specialties, Chief Pharmacist, representatives from M/o NHR&C and administration of FGPC. The Committee will evaluate the bids in the light of required specifications and documents submitted. The Committee shall be empowered to recommend suitable and appropriate Chemist/Pharmacy in the interest of patient as per given technical evaluation chart: -

				Total Marks: 100
				Passing Marks: 70
S.No	Description	Total Scoring / Points	Obtain Scoring/ Points	Attached Documentary evidence with page No.
01	Location	15		
a.	G-6, , F-6&Blue Area,	15		
b.	G-7, G-8 ,F-7& F-8	10		
c.	others sectors of Islamabad	05		
02	Facilities available on site	20		
a.	Fully Air Condition	03		
b.	Computerized record maintenance	03		
c.	Data Logger of Cold Chain	03		
d.	Electric Backup	03		
e.	Separate Cupboard for controlled drugs under appropriate condition	03		
f.	Total Area	05		
	i). 500 and above Sq Ft =05			
	ii). 250-499Sq Ft =02			
03	Pharmacist:	10		
	Attendance record regarding full time presence at quoted location of pharmacy			
	02 Pharmacists	10		
	01 Pharmacist	05		
04	Staff Availability (qualified and trained technicians) at quoted location of pharmacy	10		
a.	More than 10	10		
b.	06-10	08		
c.	Minimum 05	05		
05	Compliance to Provision of Drugs act 1976	15		
a	Certificate regarding non-conviction/satisfactory report given by DHO/SDI Office issued for the quoted location of pharmacy	15		
06	Existing Inventory of the quoted location of pharmacy	15		
a.	Above 20 million	15		
b.	>10-20 million	10		
c.	05-10 million	05		
	(Note: Inventory shall be assessed based on average of last 06 months, committee may check the bills if deemed applicable.)			
07	Experience of LP Vendor	10		
a.	05 Public sector hospital	10		
b.	03 Public sector hospital	05		
c.	02 Public sector hospital	02		
08	Business duration at current location	05		
a.	The duration of establishment of pharmacy, (the location for which bidder is applying): Equal or more than 03 years of establishment at current location =05 Less than 03 years of establishment at current location = 02	02 to 05		

The Committee will visit the pharmacy and physically check/verify documents/evidences as per technical evaluation chart mentioned in S.No 01 to 08. The Committee will recommend the technically responsive contractor/supplier for opening their financial bids. The Procurement committee will submit its recommendation/s to competent authority for approval before opening of financial bids.

Signature and Stamped of authorized person of Bidder.



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Instructions/terms & conditions of tender for supply of Drugs/Medicines & Allied Items on daily demand basis for remaining period of Financial year remaining period of financial year 2025-26 and next financial year 2026-27 (EXTENDABLE)

A. INSTRUCTIONS FOR FILLING OF THE CONTRACT DOCUMENTS:-

1.	The participant bidders are directed to submit their bids on-line through EPADS of PPRA which is mandatory, failing which the bids will not be entertained. The competent authority reserves the right to cancel their bids under 33(1) of PPRA Rules 2004.
2.	The item/s are to be quoted on given Proforma duly filled-in, stamped and signed by the authorized representative of Firm. No other Proforma for tender will be accepted. Only those items shall be typed on the Proforma for which the rates are quoted.
3.	The participant Vendors are required to quote rates duly typed, preferably on computer. Hand written quoted rates may lead to disqualification of the bid due to ambiguity. Erasing and overwriting is liable to rejection of bid.
4.	The Vendors/firms are not allowed to change the Serial No. and specification/s of tender schedules after the submission of documents. In case of non-compliance, complete bid or item/s will be cancelled by the Committee.
5.	Any conditional, ambiguous or incomplete offer in any respect shall be cancelled. After the opening of tender, no supplementary or revised offer shall be entertained.
6.	The bidder will submit initially deposit at call (CDR) for Rs. 3,500,000/- (Three Million Five hundred thousand) in favour of Executive Director FGPC along with bid documents, after the issuance of award letter the supplier will also deposit additional Rs. 2,000,000/- (Two Million) in shape of Pay order OR CDR only (total performance guarantee of Rs. 5,500,000/- Five Million five hundred thousand)
7.	The contractor/supplier will submit correct postal address with land line telephone number, Cell Number and E-mail address.
8.	Supplier will attach all relevant papers/check list (GST certificate, NTN, Drug Sale license) with the bid as documentary evidence. Each page signed and should be stamped by the supplier.
9.	If a bidder withdraws his bid during the period of bid validity, the case will be decided as per PPRARules.
10.	Contractor/Supplier will sign and stamp each page of tender schedule.
11.	If there is any discrepancy found between the following: A. unit price & total price B. total & sub total price C. amounts in figures & words D. grand total of price schedule & amount mentioned on the bid forms The case will be finalized as per PPRA bidding documents.
12.	The quoted discount in tender schedule will be final and no change therein will be accepted after opening of tender.
13.	The approved discount will be valid for the whole contract period.
14.	The bidder should submit an UNDERTAKING ON JUDICIAL PAPER , for the items of same specification; quality /brand etc that the price will be charged after approved discount rate and as per retail price approved by the DRAP. In case of any discrepancy, the bidder will refund the excess amount or excess amount will be deducted from the outstanding bills/Deposit at Call of said firm.
15.	BID VALIDITY IS 180 DAYS from the date of opening of the tender.
16.	In case of any dispute or relaxation required, the Executive Director FGPC will be the final authority.
17.	The Executive Director FGPC reserves the right to accept or reject any tender/all tenders without assigning any reason.
18.	The Vendor/Firm has to submit the documents. In case of any forged document/s found at any stage, the vendor would be dealt as per PPRA Rules(regarding blacklisting/debarment).



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B. GENERAL CONDITION

1.	The contract will be awarded on the basis of maximum offered discount rate on retail price. This contract is valid for the remaining period of financial year 2025-26 and next Financial Year 2026-27 (extendable) from the date of commencement & will remain in-force till the finalization of new contract. However, the contract can be extended on the same terms and conditions as per PPRA Rules.
2.	The supplier will submit undertaking on judicial paper along with bid that he agrees to supply the item (s) regularly on tender approved rates for contract period.
3.	All government taxes will be applicable as per rule/policy. Income/Sales tax will be deducted/charged from the payment according to Government rules, at source.
4.	All items (Drugs/Medicines) will be received on F.O.R(Freight On Road) basis in FGPC Islamabad.
5.	The supplies will be made on daily demand basis .
6.	If approved firm fails to supply the items within stipulated period, the firm offering 2 nd highest discount will be approved OR purchases will be made from alternate source, the risk and cost of which will be the responsibility of the 1 st approved firm.
7.	Clinical efficacy/usefulness of items and past performance will be evaluated by the end user/Procurement committee .If the product failed to satisfy the clinical parameter and not agreed by the end users/Procurement committee on clinical grounds, it will be rejected despite qualifying other parameters.
8.	The data submitted on EPADS of PPRA will be considered final. However Chairman Procurement committee have rights to seek any further clarification in written form only.

C. SPECIFIC TERMS & CONDITIONS.

01.	The Drugs/Medicines shall be accompanied by the necessary warranty in accordance with the provision of the Drugs Act 1976& DRAP Act 2012 and rules framed therein if applicable. The warranty shall be supplied at the time of delivery of consignment
02.	Supply should be received according to demand and specification.
03.	Routine Hospital local purchase demand will be intimated at 1:00PM on normal days and 11:00am on Friday and the approved pharmacy will be bound to comply with it before or by 03:00pm daily. The medicines will be demanded &received on daily basis by the AED (Medical Store)/Chief Pharmacist/ Pharmacist/ in-charge dispensary.
04.	In case of emergency and unavoidable circumstances, local purchase medicines will be received by the AED (Evening)/ Incharge Dispensary.
05.	The items which are required in emergency shall be supplied round the clock and the approved chemist shall be bound for it accordingly.
06.	The approved pharmacy will provide only prescribed medicines and no substitute will be accepted. If needed generic equivalent of prescribed medicine shall be accepted, subject to acceptance of end user /prescriber.
07.	The approved pharmacy /vendor will provide updated latest/current price list of all drugs, surgical disposables and will intimate about any change in this regard immediately after its implementation.
08.	The approved discount will be valid for the whole contract period and there will be no increase/decrease in discount.
09.	Prices of drugs should not be more than those approved by DRAP in any case. In case of violation, the amount, exceeding the price will be deducted from the outstanding bills of the supplier.
10.	Medicinal products that are supplied in vials, bottles and containers must have sealed caps.
11.	Thermo labile items like Vaccines, Sera, Insulin, Ophthalmic preparations and infusions will be supplied under specific storage conditions and the supplier shall be responsible to maintain the cold chain. Contrary to this the delivery will not be accepted and the Hospital will not be responsible for any inconvenience.
12.	All Tablets/Capsules should be supplied in blister/strip pack where applicable.
13.	The contractor/supplier will supply the item (s) according to the specifications as per demand.
14.	The chemist will attach advance photocopy of bill at the time of delivery of items.



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15.	The freight charges will be borne by the suppliers.
16.	Bill of the supplies will be submitted alongwith supply/delivery challan. For late submission of bills, institute will not be responsible for any delay in payment.
17.	At any instance, if prices are found higher than retail/market price (printed on packing) approved by the Drug Regulatory Authority of Pakistan (DRAP), disciplinary action will be initiated, the contract be cancelled and earnest money will be forfeited.
18.	The payment will be made after the satisfactory report of the end- user.

D. RESPONSIBILITIES.

01.	In case of any discrepancy in terms of quantity as well as brand, the supplier and concerned store department will be held responsible.
02.	All items supplied will be in accordance with the Drugs Act 1976 & DRAP Act 2012 "Labeling and packaging rules".
03.	Any loss or damage during transportation/supply to hospital will be borne by the approved pharmacy vendor .
04.	The expenditure involved on test/analysis of medicine shall be borne by the approved pharmacy/ vendor
05.	Manufacturing and expiry date will be written on each pack and without these dates no supply will be accepted.
06.	Medicines which are not registered with DRAP, will not be accepted.

E. FORCE MAJEURE.

01.	For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the supplier and not involving the supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
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F. PENALTIES.

1.	Test/analysis of drugs from Government Drug Testing Laboratory will be done according to the prescribed procedure as per Drug Act, 1976 & DRAP Act 2012. If a drug is found substandard, adulterated etc., the same will not be returned to the supplier and will be seized or destroyed by the Inspector of Drugs as the case may be. The payment of defective/batch/drug will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality against the confiscated stock against the quantity or amount equivalent to defective goods which will be deducted from the bills of the firm. The case will be dealt with as per Drug Act, 1976 & DRAP Act 2012 and rules framed therein.
2.	At any instance, if prices in the bills are found higher than approved by the Drug Regulatory Agency (DRAP), the Institute has the right to impose penalty as per decision of the Executive Director FGPC.
3.	Repetitive act of incomplete supplies or delay in services will render the contract liable to penalty as per penalties clause No.6.
4.	The supplier, once awarded the contract, will be responsible to keep a contact with the organization for day to day demand, within due time. Failure to respond to officially conveyed demand (in writing on given address/ authorized person/ Telephone Number or E-mail) will be considered noncompliance to the supply order as per preceding clause.
5.	In case non supply/ short supply is established against supplier, the vendor will be blacklisted / debarred according to PPR Rules. The matter will be referred to Procurement committee (Financial) for cancellation



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	of previous contract and selection of next supplier with 2 nd highest discount.
6.	<u>Non-compliance of Demand</u> If the supply order is not completed within stipulated time the following penalties can be applied against the firm according to the gravity of situation. <ol style="list-style-type: none">A penalty of Rs.1000/- per item per day will be imposed and amount will be deducted from the outstanding bills.Risk purchase will be made at the cost of approved pharmacy vendor/supplier and amount will be deducted from the bills of supplier.In case of repeated violations, the contract of the approved vendor/supplier will be treated as cancelled and the contract for supply of item(s) will be offered to the supplier/vendor with the 2nd highest discount.The earnest money (CDR) of the supplier will be forfeited.The Chemist/firm will be debarred for business at FGPC as per PPRA rules.The Chemist/firm will be blacklisted.In case of any complaint about the penalty(s) imposed on the chemist/firm, the chemist/firm can appeal against the decision in the Grievance Redressal Committee within 15 days of the issue of penalty(s) letter. After the lapse of this period no appeal will be entertained.
7.	The approved Chemist shall bear any loss to the purchaser in the shape of fine or penalty imposed on purchaser by any Government/Agency/Court or any other authority on account of provision of substandard/spurious/falsified medicines/non availability of required documents.
8.	The contract of Chemist can be cancelled without assigning any reasons and decision of the Competent Authority FGPC will be final.

G. ARBITRATION AND RESOLUTION OF DISPUTES:-

1	The purchaser and the supplier shall make every effort to resolve amicably any disagreement or dispute arising between them under or in connection with the contract by direct informal negotiation.
2	If, after thirty (30) days from the commencement of such informal negotiation, the purchaser and the supplier have been unable to resolve amicably a contract dispute, either party may refer the dispute to the Arbitrator for resolution through arbitration.
3	In such matters, the Arbitrator shall be appointed and will be agreed upon by both parties.

Note:- If at any point in time, any part of this document is found to be different/in contradiction with PPRA rules, the ruling mentioned in PPRA Rules will be considered final.


EXECUTIVE DIRECTOR

I/We have read and agree with the above mentioned terms and conditions.

Name & Stamp of firm Proprietor _____

Witness:-

Name and Signature:- _____

NIC No:- _____

Cell No. _____



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LOCAL PURCHASE OF DRUGS/MEDICINES AND OTHER ALLIED ITEMS ON DAILY DEMAND BASIS IN FEDERAL GOVT. POLYCLINIC, (PGMI) ISLAMABAD, ITS ATTACHED DISPENSARIES INCLUDING PARLIAMENT HOUSE DISPENSARY FOR REMAINING PERIOD OF FY 2025-26 AND 2026-27 (EXTENDABLE)

FINANCIAL BID

Name of firms / Pharmacy	Percentage of maximum discount offered on Retail Price

**Signature and Stamped of authorized person
firms / Pharmacy**