



POF 1262-A  
(INDIGENOUS SUPPLIES)

**Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY**

To

M/s

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Dear Sirs,

Reference : TENDER ENQUIRY NO. **1634/HOSP/DLP/56/DAILY LP MEDIC** DATED **27-04-2026**

POF Hospital, Wah Cantt intends to procure medicines on daily basis. Eligible firms are invited to submit sealed quotations for supply of Medicines with maximum discount on Retail Price. Contract will be awarded to the firm, which will give offered prices of each item, maximum volume discount and lowest total price after discount. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

1.1 Tenders will be opened at 10:00 hours on **02-06-2026** in Bid Centre adjacent to Rabita Hall POF Wah Cantt. Quotation must be submitted electronically on [www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk) (**otherwise offer will not even be entertained**) as well as in hard form (duly sealed in envelopes) before 30 minutes of opening time. The tender received late will not be entertained. You may witness the opening of the tender if you so desire. If a representative is deputed, he should bring a letter of authority from you.

1.2 Only one tender should be included in one envelope. The outside of the envelope should be inscribed with:-

**Tender Enquiry No:** 1634/HOSP/DLP/56/DAILY LP MEDICINE 27-04-2026  
**Tender to be opened on:** 02-06-2026  
**Address as follows:-**

**([www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk)) BID CENTER**  
**ADJACENT TO RABITA HALL**  
**POFs, WAH CANTT.**

1.3 If envelope does not indicate reference of T.E or received late the same may be returned un-opened.

**2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS**

2.1 **Part I "Technical Offer":** It should exclusively give technical details and literatures/brochures of the DAILY LP MEDICINE; validity date; delivery schedule and signed undertaking given on the schedule to this Tender Enquiry. It must not indicate price, costs etc.

2.2 **Part II "Commercial Offer":** It should indicate the commercial terms e.g. price, terms of payment, mode of payment, mode of supply.

Each part should be placed in a separate sealed cover. The envelopes should be inscribed with Part I "Technical Quotation without Price" and Part II "Commercial Quotation with Price".

- 2.3 The quotation must remain valid for, at least 90 days from the date of commercial opening of tenders.
- 2.4 Conditional offers or alternative offers are likely to be ignored.

### 3. TERMS & CONDITIONS

- 3.1 Contract will be placed for the period of 01 year commencing from the date of issuance of contract. The same will remain valid till placement of new contract.
- 3.2 The approved contractor will deposit a performance bond of 10% of estimated cost of DLP Contract in favour of CMA POF WAH CANTT as security before starting contract, which will be refunded when contract will be completed satisfactorily.
- 3.3 The DLP contractor will also provide medicines, which are not available in his own stock within 24 hours after receiving demand. In case the medicine is not available in the market for any reason, POF Hospital will be asked if the substitute is acceptable.
- 3.4 If DLP contractor fails to supply the medicines on the same day, the patient will be allowed to purchase medicines from the market and the cost of medicines will be reimbursed to patient out of performance bond deposited and payment to chemist will be made after deducting approved discount along with price of medicine.
- 3.5 The DLP contractor will supply medicines in the same date as demanded. Emergent requirements will be fulfilled within 24 hours. Smooth supply of medicines will be ensured round the clock.
- 3.6 Commandant POF Hospital reserves the right to amend, change and issue new instructions not included in the contract during the contract period. The attached list of medicines / numbers of items will be flexible as any new item of medicine may be included in the list as and when required. Any new item will be provided on same volume discount / discount of retail price of item.
- 3.7 If DLP contractor wishes to discontinue contract, he will give a written notice of at least one month.
- 3.8 At any instance if the price quoted in the bills is found higher than those approved by Ministry of Health, administrative action will be taken as deemed fit. The maximum Retail price will also be flexible as it can change with change of price by Ministry of Health (DRAP). However, discount rate will be fixed for complete one year.
- 3.9 The invoices must be submitted for payment with in fifteen days of supply positively along with price list of manufacturer. Hospital will not be responsible for delay in payment, if supplier fails to submit the bill within the prescribed period.
- 3.10 The DLP contractor will submit professional tax certificate & NTN certificate and ATL of FBR in the beginning of the contract period. The payment to the chemist will be linked with ATL status as per FBR database. DLP contractor will furnish a certificate, issued by Excise & Taxation Department that he has cleared all Professional Tax payable by him" offers received without this certificate will be rejected.
- 3.11 The address & telephone Nos, of shop/residence of Contractor will be furnished and the calls be promptly responded.
- 3.12 The DLP contractor will arrange to open his shop / store on Sundays and other closed holidays to ensure smooth supply. Medicines not available in stock will be arranged from some other sources, within shortest possible time.
- 3.13 All medicines will be marked / affixed by stamp / print NOT FOR SALE, for use in POF Hospital.
- 3.14 If the order slip does not indicate the quantity / size or potency of drug, least quantity / packet / size / potency will be supplied and charged accordingly.
- 3.15 The DLP Contractor will furnish books with duplicate copies, on which the daily requirement of cash purchase medicines will be made by medical store.
- 3.16 The DLP contractor has to execute contract on Non-judicial stamp paper for contract agreement within seven days of approval of competent authority.

- 3.17 The DLP contractor will be fully responsible to supply medicines of standard quality and the brand as prescribed, having sufficient remaining shelf life. Punitive action will be taken as per law in case the supply is found substandard or spurious. Smuggled medicines and the preparation not registered with Ministry of Health will neither be stocked nor supplied.
- 3.18 Firm should be registered with SECP (Securities & Exchange Commission of Pakistan) registration certificate be enclosed with T.E documents.
- 3.19 Building rent along with utility bills will be payable by the supplier, in case the supplier use POF Hospital building.
- 3.20 The staff of pharmacy must be honest, efficient, bearing sound moral character and cooperative. No complaint from patient / Hospital staff are acceptable.

4. **CNE PRACTICE**

Chemist will not be allowed to sell medicines to CNEs & POF Employees in Hospital premises except emergency medicines required for patients of Emergency Department.

5. **TENDER FEE**

The tender must be accompanied with a non-refundable tender fee Rs 500/- by means of a crossed postal order / pay order in favour of: **Director Admin POF WAH CANTT.**

6. **BID MONEY**

Bid Money as per following detail, should accompany the tender in the shape of Deposit at Call Receipt / Pay Order / Banker's Cheque, from a scheduled Bank drawn in favour of:-

DY	COMMANDANT	POF	HOSPITAL	WAH	CANTT.
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- 6.1 Registered / indexed firms incl foreign firms - 2% of quoted value subject to max ceiling of Rs. 0.50 M.
- 6.2 Registered / un-indexed firms incl foreign firms - 03% of quoted value subject to max ceiling of Rs. 0.75 M.
- 6.3 Unregistered Firms incl foreign firms - 5% of quoted value subject to max ceiling of Rs. 1.00 M.
- 6.4 Govt. organization/ production units/state owned enterprises/ welfare projects of Svcs HQ - Rs. 0.50 M.
- 6.5 Earnest money will be returned to un successful (less first three lowest quote firms) bidders on opening of commercial offer.
- 6.6 Earnest / bid money will be returned to successful bidder on submission of unconditional BG.

7. **SECURITY OF INFORMATION.**

The tenderer and his employees must not communicate any information relating to the sale/ purchase of stores under this enquiry to any person other than the manufacturer or to any press or agent not authorized in writing by POFs to receive it.

8. **ACCEPTANCE OF OFFERS.**

8.1 POF Hospital may reject all bids or proposals at any time period to the acceptance of the bid or proposals, but is not required to justify grounds for its rejection. POF shall incur no liability towards suppliers or contractors who have submitted bids or proposals.

Following certificates are required to be submitted at the time of submission of bid:-

- Certificate of past experience in the concern line of business i.e daily local purchase.
- Certificate of past performance from 03 reliable sources.
- Provision of authorized distributionship letters of multinational as well as 1st class national pharmaceutical companies (duly attested by principles)

**WARNING** In case the firm abstain from making offers or fail to return/ acknowledge the tender form by the specified date on three consecutive occasions, no further tender enquiry may be issued to them and their names would liable to be removed from the approved list.

Yours faithfully

**DR. MEHFISHAN FEROZE**

**DY. COMMANDANT**

for **PAKISTAN ORDNANCE FACTORIES**

Tele **051-9314101-2 /25042**

Fax **051-9271400**

PAKISTAN ORDNANCE FACTORIES

(1) Special Conditions

(2) Undertaking

Should our offer be accepted, we hereby undertake to supply the stores/render the services contracted on the basis of General Conditions of Contract embodied in Form POF 1281, and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract, and POF will have the right to purchase the stores/services elsewhere at our risk and cost.

Place \_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Income Tax G.I.R. No \_\_\_\_\_  
Official Stamp \_\_\_\_\_