

Section I
Standard Instructions to Bidders

The following data shall be applicable:-

<u>S#</u>	<u>Attribute</u>	<u>Details</u>
1.	Name of Purchaser	Bahria University Islamabad Campus
2.	Purchaser's Address	Shangrilla Road, Sector E-8, Islamabad
3.	Collection of Bidding Documents from	Procurement Office Basement of Auditorium Bahria University Islamabad
4.	Price of Bidding Documents	Rs. 5,000/- in cash non re-fundable, receipt will be provided as per attached format.
5.	Communication / Correspondence	Procurement Officer E-8 Islamabad Campus Shangrilla Road, Sector E-8, Islamabad Tele: 051-9260002 Ext: 1281
6.	Bid Submission	Bids are to be submitted through E -PADS only. Any query related to E-PADS, please contact on helpline 051-111-137-237. (Hard Copy of uploaded documents and bid security (in original) be deposited in procurement office before 03 September 2026).
7.	Amount of bid security	Rs. 100,000/-
	Form of Bid Security	a. The bid security shall be in the form of irrevocable, en-cashable call-deposit/bank draft/pay order in name of Bahria University. b. No personal cheques will be acceptable at any cost. c. The previous bid security (if any) will not be considered or carry forwarded. d. Bid security is refundable however; its claiming back shall be responsibility of the bidder. The bidder or its authorized representative will collect it from Procurement office by hand acknowledging receipt by signing in the bid security R & I register.
8.	Bid validity period.	Bid should remain valid for 01 year from the closing date. Bid validity period for commercial bids shall be communicated when the same would be called for (if called separately).
9.	Criteria for commercial bid evaluation.	Total cost (inclusive of all applicable taxes, transportation and labour charges.

10	Execution	The purchase order will be issued as and when required basis to the vendor who shall sign for its acceptance. The formal contract will be signed with mutual consent and if the terms and conditions of the deal are complex/ involve heavy cost/part payments/loan adjustments etc.
11	Further Order	Purchase order will be given as and when required within 01 year.
12	Arbitration	The order / contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the order / contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Rector Bahria University Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any court of Law.

Section II
Special Instructions to Bidders

S#	Attribute	Details
01	Name of Project	Purchase of Medicines
02	Tender Published on	18 Aug 2026
03	Medium	PPRA & BU Website
04	Deadline for bid submission	03 Sep 2026 at 1100 hrs
05	Time, date, and place for bid opening.	03 Sep 2026 at 1130 hrs
06	Bidding Procedure	Single stage one envelopes procedure shall apply.
07	Qualification of Bidders and documents to be attached with the bids.	<i>The bidder must submit following documents in alphabetical order as given below:</i> <i>a. List of Contents.</i> <i>b. Profile of Company/Firm (To be shown as Flag A)</i> <i>c. The bidder must have minimum 03 x years of experience in similar field. Experience Certificates are to be attached (To be shown as Flag B).</i> <i>d. The bidder must have handled similar or high value projects. Documentary evidence must be provided, which includes copies of purchase orders, certificates from client for successful completion of contract etc (To be shown as Flag C).</i> <i>c. List of infrastructure/setup comprising of staff, equipment and other associated facilities (To be shown as Flag D).</i> <i>The bidder submits under mentioned certificates (To be shown as Flag E)</i>

		NTN Certificate Sales Tax Income Tax certificate. FBR Tax Return of last one year e. Bank Statement of last year including profit & loss with account (To be shown as Flag F). f. Affidavit on stamp paper of Rs 100/- to the fact that bidder has not been blacklisted by any organization of the Federal/Provincial Government (To be shown as Flag G). g. Misc documents (if any) (To be shown as Flag H) h. The bidder must submit leaflets, brochures, and catalogues of quoted products, where applicable (To be shown as Flag J) j. The bidder will facilitate the visit to the assessment team of BUIC to ascertain the capability and infrastructure of the firm if required by the University.
08	Subject and file No.	Subject: Tender for Purchase of Medicine – Sick Bay File No. BUIC/S.Bay/Medicine/2026-27
10	Any Query	If you have any query / new update with reference to tender (Section IV), inform / share with procurement office.

Section III **Schedule of Requirements**

The schedule stipulates hereafter is the period during which the supply is required to be completed, tested and accepted.

<u>Detail of Items</u>		<u>Supply</u>
a.	Supply of Medicines	It will be framework agreement closed. All items will be purchased on required basis.

Section-IV
Specification

<u>Description</u>		<u>Discount /Percentage</u>
a.	Percentage rebate / discount on retail prices of medicines	

2. Price Schedule in Pak. Rupees

Name of Bidder _____. IFB Number _____. Page _____ of _____.

S #	<i>Detail of items</i>	<i>Amount of bid security</i>
a.	Purchase of Medicines	Rs. 100,000/- CDR/Bank Draft & Pay order.

Name of Bidder / Firm:

Signature_____

Date: _____

Seal: _____