



UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET)  
LAHORE UNIVERSITY HEALTH CLINIC (UHC)



**BID DOCUMENTS**

**Supply of Medicines**

**for**

**University Health Clinic**



UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET)  
LAHORE UNIVERSITY HEALTH CLINIC (UHC)

**BID DOCUMENTS-2023**

**PRICE Rs. 500/-**

**Last date of submission: \_\_\_\_\_**

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**FOR OFFICE USE ONLY**

**Serial No.** \_\_\_\_\_

**Sold to: - M/s** \_\_\_\_\_

**Date of Sale** \_\_\_\_\_ **Bank Challan No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chairman,  
University Health Committee,  
University of Engineering & Technology,  
Lahore.**



# UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET) LAHORE UNIVERSITY HEALTH CLINIC (UHC)

## **TERMS & CONDITIONS FOR BID**

### **Invitation to Bid and Instructions to the Bidders.**

1. University Health Clinic, University of Engineering & Technology, Lahore intends to local purchase the Medicines which will be utilized by the University Employees on day to day basis for next three years. The supplier will be responsible to deliver the medicines to UET employees.
2. This Invitation for bids is open to all Pharmacies having valid Drug Sale License (A category) issued by the Competent Authority and which are nearest/closest to University of Engineering and Technology, Lahore. The bidders shall not be under a declaration of Ineligibility for corrupt and fraudulent practices, declared by any Govt. (Federal/Provincial/District), a local body, a Public Sector Organization or Autonomous` Body etc.
3. Single stage/two envelope bidding procedure shall be applied in response. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPSAL”. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders. Technically responsive bidders shall be informed and their financial bids shall be opened in the next Central Procurement Cell (CPC) meeting after informing the technically responsive bidders.
4. Responding organizations shall deliver sealed proposal of the “TECHNICAL & FINANCIAL PROPOSALS” before or on **January, \_\_\_\_\_ 2023** at **10:00 a.m.**
5. The Proposals will not be accepted after the due date & time. The proposal shall be delivered at the address given below before time. The TECHNICAL PROPOSALS shall be opened on the same day at **10:30 a.m.** in the presence of bidders or the representatives of the responding organizations.
6. The Primary Contact for all correspondence in relation to this bid is as follows: -  
  
**Primary Contact**  
Mr. Muhammad Asif,  
Administrative Officer (Health Clinic)  
042-99029240, 0301-4211612
7. Labeling and Packing of the product would be examined in accordance with Labeling and Packing Rules 1986 of the Drugs Act 1976 and on top of it the product supplied shall be properly defaced with the following stamp “not for sale, UET, Lahore.
8. Part / advance payment is not allowed.



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9. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted or paid.
10. Name of the Pharmacy : \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_
11. Bio-data of the technical staff available in the Chain Pharmacy.
12. Offer should be valid for 45 days from the date of opening of bid.
13. National Tax Number.
14. Registration Certificate with Health department (License Number).
15. Sales Tax Number.
16. University desires to select at least two or three Pharmacies (preferably chain pharmacies) nearest to the University of Engineering and Technology, Lahore.
17. The Procuring Agency or its representative shall inspect the premises of the supplier from time to time.
18. The Procuring Agency has the right to inspect, test and, where necessary, reject the medicines at any time.
19. The original Request for Proposal documents duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.
20. Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the tender. All pages of the tender must be properly signed & stamped. Offer with any overwriting/use of Blanco shall not be accepted in any circumstances.
21. The bid security worth 100,000/ should be deposited in the form of Demand Draft in the name of Treasurer, UET, Lahore not exceeding the 2% of the estimated cost (Seventeen million)". The security amount will be released after the completion of agreement. Bank guarantee will not be accepted.



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22. The following copies of documents may please be provided:

1. Valid Drug sale license issued by relevant Government Authorized authorities.
2. Warrantee of whole seller/distributor/Manufacturer.
3. Qualification of Manager.
4. Availability of Medicines. (List of chronic diseases attached).

**Evaluation:**

	<u>Number Assigned</u>
1. Environment of Pharmacy:	
a. The premises has proper and adequate facility for storage of drugs (cold chain) and for their protection from direct sunlight, dust or dirt, including refrigeration facility.	10
b. The premises is clean, hygienic and in tidy condition.	10
c. The covered area of the premises of a pharmacy is not be less than 140 square feet with minimum breadth of 8 Feet in the front and height of 8 feet.	10
d. The supply of a drug shall be recorded suitably and the Records of the bills or the counterfoils shall be preserved for a period of at least three years from the date of the sale.	10
e. Relevant experience in terms of years. 5/10/15/20 years or more.	20
f. Financial Status / Soundness (Bank Certificates / Balance Sheet) Tax Paid for the last three years	10
g. The pharmacy must have 7/24 service schedule	15
h. In case of chain pharmacy detail of branches in Lahore	15

Total Marks: 100

Qualifying Marks: 65%



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## **Security Deposit:**

The Bid Security in the name of Treasurer UET, Lahore amounting of Rs. 500/- in the form of Demand Draft. The security deposit will be released after the completion of agreement. Bank guarantee will not be accepted.

## **Disqualification:**

Offers are liable to be rejected if there is any deviation from the instructions as laid down in invitation/instruction to the tender.

PROF. DR. KASHIF JAVED  
Chairman Health Committee.

Check List :

1.	Availability of Medicines.	(list of chronic diseases attached)
2.	Environment of Store/Pharmacy. Approach on main road. - Refrigeration facility.	Yes/No Yes/No
3.	Computerized invoice /billing or any other process of proper billing.	Yes/No
4.	Where form Purchase of medicines, from the authorized distributors of manufacturers/pharmaceuticals?	Yes/No
5.	Relevant experience in term of years.	5/10/15/20 Years
6.	Number of personnel per shift (8 hrs.)	Provide list.
7.	Qualified persons.	Provide list.

1. Qualified Pharmacies may compete for financial proposal which is based on the maximum discount offered.
2. The qualified pharmacies shall be communicated about the date, time and venue for opening of financial proposal.



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**Financial Bid Evaluation:**

Trade Discount/Rebate.

(Note: The bidders must submit the financial proposal based on maximum discount percentage.)

**Disqualification**

Offers are liable to be rejected if there is any deviation from the instructions as laid down in invitation/instruction to the bidder.

PROF. DR. KASHIF JAVED  
Chairman Health Committee.



# UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET) LAHORE UNIVERSITY HEALTH CLINIC (UHC)

## Contract Form along with its General Terms & Conditions

This agreement has been executed on the ----- between the University of Engineering and Technology, Lahore hereinafter called "The University" and M/s ----- hereinafter called "Supplier" on the terms and conditions given hereunder:

1. The Supplier shall supply medicines on \_\_\_\_\_ percent discount on the retail price fixed by the Drugs Regulatory Authority or the manufacturer as printed on the packet of the medicine.
2. The University will provide him specimen signatures of the medical officers authorized to issue prescriptions to the University employee.
3. The prescriptions shall be issued on printed forms, specimen of which will be provided to the Supplier.
4. All the medicines supplied to the University employees by Supplier must invariably be stamped "NOT FOR SALE".
5. Medicines are to be issued against the original vouchers issued by the University Health Clinic bearing the authorized signatures of the University Medical Officer and duly stamped. The original voucher should also carry the signatures of the patient, National Identity Card No., Medical No., Name and designation of the employee. The Supplier shall not accept any prescription, which does not fulfill the above conditions.
6. Overwritten and tempered vouchers will not be processed.
7. The Supplier undertakes that he shall have to provide all the medicines prescribed by the University Medical Officers. If any medicine is not available, a certificate of its non-availability will be provided to patient and the medicine will be deleted from the voucher.
8. The procedure for sending the bills to the University for payment shall be as under:
  - a) The cash Memo bearing the invoice No, date and detail of medicines along with cost of each medicine is to be attached with each original copy of the prescription issued by the University Medical Officers.
  - b) The bills may be sent on monthly basis and payment will be made depending upon the availability of funds.
  - c) Bills not fulfilling the above requirements/specifications shall not be entertained for payment by the University.
  - d) The Taxes levied by the Govt. from time to time will changed/included in the price and will be deducted at the time of payment to the supplier.
9. The University reserves the right to disapprove the Supplier's Store with one month notice, in case the medicines are substandard etc. under the Drug Act and is not supported with warranty.
10. This agreement should be valid for three years w.e.f \_\_\_\_\_ .

In WITNESS WHEREOF both the parties have signed this agreement at Lahore on the day and year above mentioned.

**WITNESSES**

**University**



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1. \_\_\_\_\_

Signature \_\_\_\_\_

2. \_\_\_\_\_

**Supplier**

Signature \_\_\_\_\_



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**SELECTION NOTICE.**

Sealed proposals on single stage, two envelope basis (Technical and Financial Proposal) are hereby invited by the University of Engineering and Technology Lahore. The University desires the selection of well reputed pharmacies (preferably chain pharmacies) for the supply of medicines in accordance with the bid documents.

The bid documents can be obtained from same day of advertisement in press from the office of the Chairman Health Committee during office hours (08:00 am to 01:00 pm) on the payment of Rs. 500/- (Rupees five hundred) nonrefundable to be deposited University in the main account No. 01287902801499 Habib Bank Ltd. Engineering University Lahore branch. Copy of the Bidding Documents is available for information and can also be downloaded from the websites [www.uet.edu.pk](http://www.uet.edu.pk) or [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). In case the bidding documents are downloaded from websites, the required cost of the bidding documents shall be paid/deposited in UET Account No. 01287902801499 with HBL, Engineering University Branch Lahore at the time of submission of bids.

The Bid Security/Earnest Money @ 2% of the Estimated cost in shape of call deposit receipt in the name of Treasure, UET Lahore is required to be submitted along with the Proposal /Tender otherwise the offer shall be rejected for being non-responsive.

The interested pharmacies are requested to submit necessary information along-with documentary evidences as prescribed in the bidding documents. The offer along-with documents must reach in the office of Chairman, Health Committee upto 23<sup>rd</sup> January 2023 till 10:00 AM by hand. The technical proposal will be opened on the same date at 10:30 A.M in the Conference Hall adjacent to the Vice Chancellor Office by the Central Procurement Cell in the presence of the bidders or their authorized agents.

Prof. Dr. Kashif Javed  
Chairman  
Health Committee  
UET Lahore