



**The Children's Hospital,  
University of Child Health Sciences**  
Ferozepur Road, Lahore Phone # (92) (42) 99230901-23 Fax # 99231560



No. P.C./\_\_\_\_\_/CH&UCHS

Dated \_\_\_\_\_, 2023

To

The Director General Public Relation  
21-Mehmood Ghaznavi Road,  
Lahore.

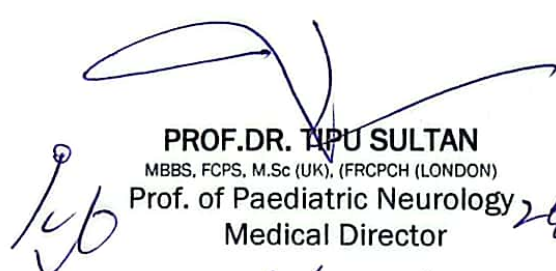
Subject: - ADVERTISEMENT REGARDING WALK-IN REGISTRATION OF BIDDERS / FIRMS FOR LOCAL PURCHASE OF MEDICINES / SURGICAL DISPOSABLES ETC. ON DAY TO DAY BASIS (LPDD) AND PURCHASE OF MEDICINES / SURGICAL DISPOSABLES ETC. THROUGH LIMITED PETTY PURCHASE THROUGH QUOTATION (LPQ) ON PITB'S ONLINE PORTAL

Please find enclosed herewith five copies of an advertisement regarding the Walk-in Registration / Pre-Qualification of Firms for Local Purchase of Medicines / Surgical Disposable etc. and Purchase of Medicines and Surgical Disposable etc. through limited petty purchase through quotation on PITB's online portal for the year **2023-24** with the total estimated cost Rs. 150 Million needs to be published in the following daily leading newspapers.

1. Daily Express
2. Daily Jang
3. The Dawn
4. The Nation

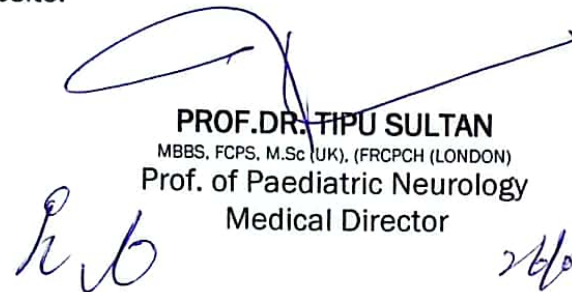
Kindly send your bills for payment to the undersigned.

No. P.C./ 38718 /CH&UCHS

  
**PROF.DR. TIPIU SULTAN**  
MBBS, FCPS, M.Sc (UK), (FRCPC (LONDON))  
Prof. of Paediatric Neurology  
Medical Director

Dated 26.06.23, 2023

A copy is forwarded for information to Mr. Abdul Wahab, I/C Programmer (I.T.) Health Department, Civil Secretariat, Lahore, with the request to upload the advertisement and corrigendum on the PPRA website.

  
**PROF.DR. TIPIU SULTAN**  
MBBS, FCPS, M.Sc (UK), (FRCPC (LONDON))  
Prof. of Paediatric Neurology  
Medical Director


## BID NOTICE

### THE CHILDREN'S HOSPITAL, UNIVERSITY OF CHILD HEALTH SCIENCES,

As per direction of Procurement Wing, Specialized Health Care & Medical Education Department Government of the Punjab, The Children's Hospital, University of Child Health Sciences, Lahore invites sealed bids for the year **2023-2024** from the Firms having established credentials in terms of Technical, Financial and Managerial Capabilities for following categories as per detail given below.

Sr. No.	Descriptions	Bid Security in the shape of CDR	Date & Time submission of Bid
1	Walk-in Registration of Bidders / Firms for Local Purchase of Medicines & Surgical Disposables etc. on Day to Day Basis (LPDD) through PITB's Online Portal.	Rs. 50,000/-	After publication of advertisement in Newspaper till 31-10-2023 during office hour.
2	Walk-in Registration of Bidders / Firms Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase Through Quotation (LPQ) on PITB's Online Portal.	Rs. 50,000/-	

- 1 Bids are invited from pharmacies having valid Drug Sales License (DSL) issued on **Form 9** by the licensing authority for Local Purchase of Medicines / Surgical Disposables etc. on Day to Day Basis through PITB's Online Portal (Sr. No.1).
- 2 Bid are invited from Manufactures / Sole Agents for the Foreign Principals / Distributors for Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase through Quotation on PITB's Online Portal (Sr. No. 2).
- 3 A complete set of Walk-in Registration Documents in English can be downloaded from the website [[www.chich.edu.pk](http://www.chich.edu.pk)].
- 4 The Firms shall pay a non-refundable fee of Rs. **2,000/- (Rupees Two thousand only)** in the Accounts Department of the Children's Hospital, UCHS Lahore and attach the original receipt with the bid.
- 5 The sealed bids should be submitted in the Purchase Department, Admin Block of The Children's Hospital, University of Child Health Sciences, Lahore.
- 6 All bids should be submitted in tape binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

  
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C. K.  
PROF. DR. TIPU SULTAN  
MBBS, FCPS, FRCGS (UK), FRCP (LONDON)  
Prof. of Paediatric Neurology  
Medical Director  
26/06/23



# **WALK IN REGISTRATION / PREQUALIFICATION DOCUMENTS FOR**

**PROCUREMENT OF MEDICINES/SURGICAL DISPOSABLES ETC.  
ON DAY TO DAY BASIS (LPDD) THROUGH ONLINE PITB PORTAL**



**(FINANCIAL YEAR 2023-2024)**

## **THE CHILDREN'S HOSPITAL & UNIVERSITY OF CHILD HEALTH SCIENCES LAHORE**

**Corresponding Address:-** Ferozpur Road, Lahore  
**Phone No:-** 042-99230901-23  
**Fax No:-** 042-99231560  
**Website:-** [www.chich.edu.pk](http://www.chich.edu.pk)



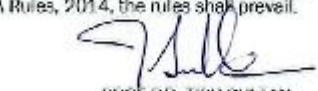
**The Children's Hospital  
University of Child Health Sciences**  
Ferozepur Road, Lahore Phone # (92) (42) 99230901-23 Fax # 99231560



## INVITATION FOR WALK IN REGISTRATION OF BIDDERS FOR PURCHASE OF MEDICINES/SURGICAL DISPOSABLES ETC. ON DAY TO DAY BASIS THROUGH PITB ONLINE PORTAL

The Children's Hospital & University of Child Health Sciences (UCHS), Lahore invites sealed bids from the Firms having established credentials in terms of Technical, Financial and Managerial capabilities for Walk-in Registration / Prequalification of Bidders for Purchase of Medicines & Surgical Disposable etc. on Day to Day basis through Quotation on PITB's Online Portal in The Children's Hospital & UCHS, Lahore.

1. The Children's Hospital, University of Child Health Sciences, Lahore invited Bids from Pharmacies have valid Drug Sales License (DSL) issued on Form 9 by the licensing authority for Local Purchase of Medicines / Surgical Disposable etc. on Day to Day Basis through Online PITB Portal having established credentials in terms of technical, financial & managerial capabilities are eligible applicants.
  2. A complete set of Walk in Registration / Prequalification Documents in English can be downloaded from the websites ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) & ([www.chich.edu.pk](http://www.chich.edu.pk)) free of cost.
  3. The firms shall pay a non-refundable Fee of Rs. 2,000/- (Rupees Two thousand only) in the Accounts Department of the Children's Hospital, Lahore and attach the original receipt with computer printed application.
  4. Bid Security of amounting Rs. 50,000/- in the shape of Call Deposit Receipt (CDR), from any scheduled bank is required to be furnished with the documents, otherwise bid will be rejected.
  5. All bids should be submitted in tape binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document / form is mandatory.
  6. The sealed bids should be submitted in the Purchase Department, Admin Block of The Children's Hospital & UCHS, Lahore till 31-10-2023 during office hours.
  7. All Taxes will be applicable as per rules of the Government of the Punjab.
  8. In case the date of opening is declared as a public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to the date of sale, submission and opening accordingly. The time and venue shall remain the same.
- Note: Procurements shall be governed under the Punjab Procurement Rules, 2014 (amended). In case of any conflict between documents and PPRA Rules, 2014, the rules shall prevail.

  
**PROF. DR. TIPU SULTAN**  
MBBS, FCPS, MSc (UK), FRCPCH (LONDON)  
Prof. of Paediatric Neurology  
Medical Director

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## GENERAL INSTRUCTIONS

### A. General

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|--------------------------------|---|
| <b>1.Scope of Applications</b> | <p>1.1 In connection with the Invitation for Walk in Registration / Prequalification, the Procuring Agency, issues this Walk in Registration / Prequalification Document to applicants interested in Online Bidding for supply of Medicines /Surgical Disposables etc. on Day to Day basis through PITB Portal. This Walk in Registration / Prequalification will only determine the capability of the firm for execution of Contract.</p> <p>1.2 The applicant can apply for any one or both of the categories for their Walk in Registration / Prequalification.</p>  |
| <b>2.Corrupt Practice</b>      | <p>2.1 (a) In pursuance of this policy, the following terms are defined:</p> <ul style="list-style-type: none"> <li>(i) "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</li> <li>(ii) "Fraudulent practice" is any actor omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>(iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</li> <li>(iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the action of another party;</li> <li>(v) "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and / or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</li> </ul> <p>(b) The Procuring Agency will reject application for Walk in Registration / Walk in Registration / prequalification if it determines that the applicant recommended for Walk in Registration / Prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;</p> |
| <b>3.Eligible Applicants</b>   | <p>3.1 An Applicant can be a private or public entity.</p> <p>3.2 Firms of a country may be excluded from Walk in Registration / Prequalification if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.</p> <p>3.3 A firm declared disqualified / blacklisted by any of the private /public sector organization in Pakistan shall be ineligible to apply for Walk in Registration / Prequalification during the period of embargo.</p> <p>3.4 Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the technical specifications of the goods that are the subject of this Walk in Registration / Prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this Walk in Registration / Prequalification, unless</p>   |

it can be demonstrated that there is not a significant degree of common ownership, influence or control.

- 3.5 The applicants must submit the application for .Purchase of Medicines / Surgical Disposables etc, on day to day basis through Online PITB Portal.

## B. Contents of the Prequalification Document

### 4.Sections of Prequalification Document

- 4.1 The document for prequalification of Applicants (hereinafter-“prequalification document”) consists all the sections indicated below, and should be read in conjunction with any of addendum if issued.
- Section I General Instructions
  - Section II Qualification Criteria and Requirements
  - Section III Application Form
  - Section IV Evaluation Criteria
- 4.2 The “Invitation for Prequalification” issued by the Procuring Agency is the part of the prequalification document.
- 4.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless the original for receipt is attached with the application.
- 4.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

### 5.Clarification of Prequalification Document

- 5.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the prequalification document by depositing its fee to the Procuring. Should the Procuring Agency deem it necessary to amend the prequalification document as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents & deposited the fees.

### 6.Amendment of Prequalification Document

- 6.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.
- 6.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Procuring Agency after depositing the fee.
- 6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications.



**C. Preparation of Application**

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| <b>7. Cost of Applications</b>                    | 7.1  | The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.  |
| <b>8. Language of Application</b>                 | 8.1  | The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern. All such documents should be signed and stamped by the applicant. |
| <b>9. Documents Comprising the Application</b>    | 9.1  | The application shall comprise the following;<br>(a) Application Form;<br>(b) Supplier's Declaration<br>(c) Foreign and/ or Local Manufacturer's Declaration<br>(d) Sole Agency Certificates; in case of agent of foreign/local manufacturer  |
| <b>10. Application</b>                            | 10.1 | The Applicant shall prepare the application in writing on their letter head.  |
| <b>11. Documents Eligibility of the Applicant</b> | 11.1 | To establish its eligibility, the Applicant shall complete application and submit the hard copy of the completed application as per schedule mentioned in Invitation for Prequalification.  |
| <b>12. Documents</b>                              | 12.1 | To establish its qualifications to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements; the Applicant shall provide the information as required.  |
| <b>13. Signing of the Application</b>             | 13.1 | The complete application bearing application number shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant firm.  |

**D. Submission of Application**

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| <b>14. Sealing and Identification of Applications</b> | 14.1 | The Applicant shall enclose the original application along with original Fee Receipt in a sealed envelope that shall:<br>(a) bear the name and address of the Applicant;<br>(b) be addressed to the Procuring Agency; and<br>(c) bear the specific identification of this prequalification process indicated in the documents for Purchase of Medicines / Surgical Disposables etc, on day to day basis through Online PITB Portal. |
| <b>15. Deadline for Submission of Applications</b>    | 15.1 | Applicants will submit their applications in the conference room, admin block of The Children's Hospital & University of Child Health Sciences, Lahore and no later than the deadline indicated in the <b>Invitation for Prequalification</b> .   |



	15.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
<b>16.Late Applications</b>	16.1	Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained. The applications received by post must reach before the dead line of submission.
<b>17.Opening of Applications</b>	17.1	The Procuring Agency shall open all Applications at the date, time and place as specified. Late Applications shall not be accepted.
	17.2	Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant.
<b>17-Application submission guidelines</b>	17A.1	Before submission of application read the Prequalification documents carefully.  One applicant can submit one application only. Select your category carefully. Once the application is submitted the applicant cannot change its application. The Evaluation Report of Prequalification will be uploaded on the PPRA website, website of the Department

#### E. Procedures for Evaluation of Applications

<b>18.Confidentiality</b>	18.1	Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
	18.2	From the deadline for submission of applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only in writing.
<b>19.Clarification of Applications</b>	19.1	To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
	19.2	If, an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.
<b>20.Responsiveness of Application</b>	20.1	All applications not responsive to the requirements of the prequalification document shall be rejected.

#### F. Evaluation of Applications and Prequalification of Applicants

<b>21.Evaluation of Applications</b>	21.1	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants, individually for both the categories.
	21.2	Physical Verification of data contained in the application will be conducted by an Inspection Team. The firm will not be considered, if found variation between submitted data and on grounds reality.

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|   | 21.3 | The firms are required to apply for single manufacturer against the particular item; more than one manufacturer will lead to rejection of that particular product/ item.  |
|   | 21.4 | If the manufacturer has authorized two firms for prequalification then that manufacturer will not be considered for prequalification.   |
| <b>22.Procuring Agency's Right to Accept or Reject Applications</b> | 22.1 | The Procuring Agency reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2014.                    |
|   | 22.2 | After pre-qualification, the Department may review the pre-qualification of any firm on some serious complaints and terminate the status, if proved.  |
| <b>23.Prequalification of Applicants</b>                            | 23.1 | The Applicants whose applications have met the specified requirements will be prequalified / registered by the Procuring Agency and will be eligible for registering on the PITB Portal for Online Procurement purpose. |
| <b>24. Notification of Prequalification</b>                         | 24.1 | Once the Procuring Agency has completed the evaluation of the applications, it shall notify all Applicants in writing indicating their status as to qualified or ineligible.  |
|   | 24.2 | The pre-qualification so awarded shall remain valid upto 30 <sup>th</sup> September 2024.   |
| <b>25.Invitation to Bid</b>   | 25.1 | After notification of the results of the prequalification, the Procuring Agency shall register in PITB Portal for further process of purchase.  |
| <b>26.Arbitration</b>   | 26.1 | Arbitrator will be appointed by the mutual consent of Procuring Agency and applicant. The decision of the Arbitrator will be final and bidding on the applicant applying for Prequalification / Registration.           |

## **PROCUREMENT OF MEDICINES / SURGICAL DISPOSABLES ETC. ON DAY TO DAY BASIS THROUGH ONLINE PITB PORTAL**

1. KHOCK DOWN CRITERIA FOR REGISTRATION OF VENDORS FOR THE LOCAL PURCHASE ON DAY TO DAY (LPDD) BASIS
2. MARKING PARAMETERS FOR THE LOCAL PURCHASE ON DAY TO DAY (LPDD) BASIS
3. TERMS & CONDITIONS FOR SUPPLY OF MEDICINES & SURGICAL DISPOSABLES ETC. TO BE FOLLOWED BY THE REGISTERED LPDD VENDOR

**G: (a) KHOCK DOWN CRITERIA FOR REGISTRATION OF VENDORS FOR THE LOCAL PURCHASE ON DAY TO DAY (LPDD) BASIS**

- i. The Interested applicant vendor shall have valid drug sales license issued on **Form 9** by the licensing authority.
- ii. Performance Guarantee Rs. 50,000/- in the shape of Call Deposit Receipt (CDR) in favor of The Medical Director of The Children's Hospital & UCHS, Lahore to be submitted by the individual interested applicant vendor, which shall be returned upon satisfactory performance after completion of registration period if not extended further. A certificate regarding satisfactory performance may be issued by the LP Section on the recommendation of LPVC under intimation to the Medical Director of the hospital.
- iii. Sales of drugs shall be under the supervision of qualified pharmacist.
- iv. Discount shall be as per the LP Guidelines of SHC&ME Department as mentioned below.
- v. Location of the pharmacy shall be within **10 Km** radius of the hospital.
- vi. Undertaking on a Stamp Paper of Rs. 100 value regarding the following:
  - a. That proprietor / applicant vendor has read and agreed with all the terms & conditions of **Local Purchase** on Day to Day basis.
  - b. That applicant vendor, upon registration, shall actively participate in the daily LPDD bidding process. In case he does not participate in the bidding process for five consecutive days, his registration shall be suspended by the hospital.
  - c. That the applicant vendor is not blacklisted by any department.
  - d. That the applicant vendor shall bound to supply the items 24 hours a day / 7 days a week in case of any emergency / crises.
- vii. Affidavit by the proprietor / applicant vendor shall be duly attested by the Notary Public to the effect that the Pharmacy / proprietor is not involved in sale of spurious / substandard drugs / stolen / theft Government supplies.
- viii. Pharmacy shall have minimum one year experience of sale of medicines / surgical disposables etc.
- ix. Good storage conditions to be verified through inspection by the procuring agency.
- x. Financial soundness to be determined by the procuring agency keeping in view the value of procurement of medicines / surgical disposables etc. on day to day basis.
- xi. Applicant vendor is an active taxpayer.
- xii. Applicant vendor shall have the computerized inventory management software to monitor the inventory and record of sale / purchase of medicines / surgical disposables etc. and proper human resource for management and timely transportation of LP indent items.
- xiii. Physical inspection of the pharmacy before registration by the hospital for verification of submitted information and compliance of Good Storage Practices.



**G: (B) MARKING PARAMETERS:-**

Sr. No.	Parameter (s)		Allocated Marks	Evidence Required
1	Financial status	10 Millions or above	20	Tax return documents
		05-10 Millions	15	
		Less than 05 Millions	10	
2	Value of the inventory at the time of inspection	10 Million or more	20	Inspection committee will evaluate the worth accordingly
		7.5 Million or more	15	
		05 Million or more	10	
3	Past performance experience	Worked as LP day to day contractor in public sector teaching Hospitals more than 05 years	20	Award letter/ contract copy experience certificate from relevant institution
		Worked as LP. Day to day contractor in public sector teaching Hospital 02-05 years	15	
		Worked as LP. Day to day contractor in public sector teaching Hospital 02 years	10	
4	Storage conditions of the applicant pharmacy	a. Dedicated cold chain facility with temperature recording on thrice time a day basis (2° to 8°) along with maintenance of temperature data properly (10 marks). b. Operational Air Conditioning with complete Backup (Generator or Double Connection) (10marks). c. Maintenance of Controlled Drug Registers and other condition as laid down in the applicable Punjab Drug Sale Rules (10 marks).	30	Inspection committee will access the facility / Parameter
5	Supply chain facility	Temperature Sensitive/Thermo Labile Carriers Facility to supply sensitive drugs/items from the Pharmacy to the Hospital Premises.	10	Inspection committee will access the facility / Parameter

Total Marks:-100

Qualifying Marks: 60%

**NOTE:-**

- The committee may visit the applicant's pharmacy premises at any time (24 hours) with/without intimation.
- It is compulsory to get 60% marks for qualifying in marking criteria.
- 100% complete information according to the evaluation criteria shall be provided by the firm.
- After signing of contract agreement, change in premises is permissible till end of contract.

**H: TERMS & CONDITIONS FOR SUPPLY OF MEDICINES & SURGICAL DISPOSABLES ETC. TO BE FOLLOWED BY THE REGISTERED LPDD VENDOR**

- i. The LPDD vendor shall supply all the medicines & surgical disposables etc. as per provisions of the Drug Act 1976 / DRAP Act 2012 and rules framed there under and prevailing drug sales rules. Compliance of all relevant rules / regulations / laws for sale of medicines / surgical disposables etc. shall be the responsibility of the LPDD vendor.
- ii. The LPDD vendor shall supply the brands of medicines and surgical disposables etc. approved by the P&TC in same strength and pack size and dosage form, without any deviation.
- iii. Offered / quoted discounts on each category of medicines / surgical disposables shall be based on maximum Retail Price (MRP) of the medicines / surgical disposables etc. fixed by the Drug Regulatory Authority of Pakistan (DRAP). For registered surgical disposables etc. where MRP is not fixed by DRAP, P&TC shall finalize and notify the price considering rates of same items from different hospitals & market survey. The notified list of these surgical disposables etc. shall be forwarded to the PITB for configuration with PITB's Online LPDD Portal.
- iv. The registered LPDD vendor shall participate in daily online bidding of LPDD items. In case of failure to participate in online bidding consecutively for five days, the payment as stated at Sr. No. (v) below, upon written request alongwith an affidavit on a Stamp Paper worth Rs. 100/- that he shall comply with the requirement of participation in online bidding process in future, the suspension of registration shall be withdrawn by the hospital.
- v. A registered LPDD vendor who has not submitted bid for 5 consecutive days on the **PITB's Online LPDD Portal** shall be penalized for 0.5% of the total cost of the 5 days Local Purchase value. PITB shall identify and notify those LPDD vendors who do not submit their online bid for consecutive five days and calculate the amount of penalty and shall intimate to the processing agency / hospital for recovery.
- vi. In case of storage of medicines / surgical disposables etc. in the market, the registered LPDD vendor shall bring the matter into the notice of the hospital. The hospital through LPVC after due diligence may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the Drug Act 1976 / DRAP Act 2012 and rules framed there under to ensure uninterrupted supply of medicines / surgical disposables etc. The offered price shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Medical Director and shall be reported to PITB for incorporation of any relaxation. Such matters shall be reported in monthly report of shortage of medicines and surgical disposables to Chief Drug Controller, Punjab and SHC&ME Department.
- vii. A registered LPDD vendor if found indulged in corrupt, fraudulent malpractices and fails to fulfill the contractual obligations or commits any act detrimental to the public interest shall be blacklisted by the procuring agency.
- viii. Registration of LPDD vendor shall be valid upto 30<sup>th</sup> September irrespective of the date of application / registration, and extendable on yearly basis subject to submission of application, fulfillment of prevailing eligibility criteria, terms & conditions for supply of medicines & surgical disposables etc. & satisfactory past performance.
- ix. Registration of LPDD vendor, who has failed to participate in the LPDD bidding process for more than 5 consecutive days four times, shall be cancelled. such LPDD vendor shall be debarred from participation in the bidding process on PITB's Online LPDD Portal from any of the hospitals till the next coming 30<sup>th</sup> September.
- x. The LPDD vendor whose registration has been cancelled shall have to submit a new application for registration after the next coming 30<sup>th</sup> September.

- xi. A registered LPDD vendor, if proved to be supplying expired stock / spurious drug or found selling Government owned medical supplies shall be ineligible for further participation besides initiation of legal action as per law.
- xii. A registered LPDD vendor shall provide original delivery challan bearing name of hospital, item's description, manufacturer name, batch number, quantity, per unit cost, discount offered and total amount alongwith warranty at the time of delivery of goods dully completed in all aspect for payment purpose.
- xiii. Minimum percentage of discount on MRP (fixed by DRAP), on Local Purchase on Day to Day (LPDD) basis **inclusive of all applicable taxes** to be offered by the registered LPDD vendor shall be as follow:

Minimum Discount for Local Purchase on Day-to-Day basis on MRP fixed by DRAP			
Sr. No.	Name	National Firms	Multinational Firms
1.	Medicine (with MRP fixed by DRAP)	10%	6%
2.	Surgical disposables etc. (with MRP fixed by DRAP)	15%	
3.	Surgical disposable etc. (without MRP) (Rates finalized by P&TC of the hospital on the basis of market survey)	15%	

## Annex-IV

### Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:

**a) Audited Financial Statement Attachment/Income Tax Returns (Last year)**

Yes	No
-----	----

**b) Details of Experience**

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

**c) Staff Detail and last month Payroll**

Yes	No
-----	----



**Annex-V****General Information Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

	<b>Particulars</b>			
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	
<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of</b>	
			<b>Formation</b>	

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		<b>State/Province</b>	
<b>City/Town</b>		<b>Postal Code</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>		<b>Website Address</b>	

# **WALK IN REGISTRATION / PREQUALIFICATION DOCUMENTS FOR**

**PROCUREMENT OF MEDICINES/SURGICAL DISPOSABLES  
LIMITED / PETTY PURCHASE QUOTATION (LPQ) THROUGH  
ONLINE PITB PORTAL**



**(FOR THE YEAR 2023-2024)**

## **THE CHILDREN'S HOSPITAL & UNIVERSITY OF CHILD HEALTH SCIENCES LAHORE**

<b>Corresponding Address:-</b>	<b>Ferozpur Road, Lahore</b>
<b>Phone No:-</b>	<b>042-99230901-23</b>
<b>Fax No:-</b>	<b>042-99231560</b>
<b>Website:-</b>	<b><a href="http://www.chich.edu.pk">www.chich.edu.pk</a></b>



The Children's Hospital  
University of Child Health Sciences  
Ferozpur Road, Lahore Phone # (92) (42) 99230901-23 Fax # 99231560



**INVITATION FOR WALK –IN REGISTRATION OF BIDDERS FOR  
PURCHASE OF MEDICINE & SURGICAL DISPOSABLE ETC. THROUGH  
LIMITED / PETTY PURCHASE THROUGH QUOTATION ON PITB'S  
ONLINE PORTAL**

The Children's Hospital & University of Child Health Sciences (UCHS), Lahore invites sealed bids from the Firms having established credentials in terms of Technical, Financial and Managerial capabilities for Walk-in Registration / Prequalification of Bidders for Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase through Quotation on PITB's Online Portal in The Children's Hospital & UCHS, Lahore.

1. The Children's Hospital, University of Child Health Sciences, Lahore invited Bids from Manufacturer / Sole Agents for the Foreign Principals / Distributors for the Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase through Quotation on PITB's Online Portal.
2. A complete set of Walk in Registration Documents in English can be downloaded from the websites ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) & ([www.chich.edu.pk](http://www.chich.edu.pk)) free of cost.
3. The Firms shall pay a non-refundable Fee of Rs. 2,000/- (Rupees Two thousand only) in the Accounts Department of the Children's Hospital, Lahore and attach the original receipt with the bid.
4. Bid Security of amounting Rs. 50,000/- in the shape of Call Deposit Receipt (CDR), from any scheduled bank is required to be furnished with the documents, otherwise bid will be rejected.
5. All bids should be submitted in tape binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document / form is mandatory.
6. The sealed bids should be submitted in the Purchase Department, Admin Block of The Children's Hospital & UCHS, Lahore till 31-10-2023 during office hours.
7. All Taxes will be applicable as per rules of the Government of the Punjab.
8. In case the date of opening is declared as a public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to the date of sale, submission and opening accordingly. The time and venue shall remain the same.

Note: Procurements shall be governed under the Punjab Procurement Rules, 2014 (amended). In case of any conflict between documents and PPRA Rules, 2014, the rules shall prevail.

  
PROF.DR. TIPU SULTAN

M.B.S., F.C.P.S., M.Sc (UK), F.R.C.P.CH (LONDON)  
Prof. of Paediatric Neurology  
Medical Director

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## GENERAL INSTRUCTIONS

### A. General

#### 1. Scope of Applications

1.1 In connection with the Invitation for Walk in Registration / Prequalification, the Procuring Agency, issues this Walk in Registration / Prequalification Document to applicants interested in Online Bidding for Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase Quotation through PITB Portal. This Walk in Registration / prequalification will only determine the capability of the firm for execution of Contract.

The applicant can apply for any one or both of the categories for their

#### 2. Corrupt Practice

2.1 (a) In pursuance of this policy, the following terms are defined:

- (i) "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "Fraudulent practice" is any actor omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- (iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the action so far party;
- (v) "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and / or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(b) The Procuring Agency will reject application for Walk in Registration / Prequalification if it determines that the applicant recommended for Walk in Registration / Prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

#### 3. Eligible Applicants

3.1 An Applicant can be a private or public entity.

3.2 Firms of a country may be excluded from Walk in Registration / Prequalification if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country or for other reasons.

3.3 A firm declared disqualified / blacklisted by any of the private /public sector organization in Pakistan shall be ineligible to apply for Walk in Registration / Prequalification during the period of embargo.

3.4 Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the technical specifications of the goods that are the subject of this Walk in Registration / Prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this Walk in Registration / Prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

- 3.5 The applicants must submit the application for Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase Quotation on Online PITB Portal.

## B. Contents of the Walk in Registration / Prequalification Document

- |  |     |   |
|--|-----|---|
| <b>4. Sections of Prequalification Document</b>      | 4.1 | The document for Walk in Registration / Prequalification of Applicants (hereinafter-“Walk in Registration / Prequalification document”) consists all the sections indicated below, and should be read in conjunction with any of addendum if issued. <ul style="list-style-type: none"> <li>• Section I General Instructions</li> <li>• Section II Qualification Criteria and Requirements</li> <li>• Section III Application Form</li> <li>• Section IV Evaluation Criteria</li> </ul>   |
|  | 4.2 | The “Invitation for Prequalification” issued by the Procuring Agency is the part of the prequalification document.  |
|  | 4.3 | The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless the original for receipt is attached with the application.  |
|  | 4.4 | The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.   |
| <b>5. Clarification of Prequalification Document</b> | 5.1 | A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the prequalification document by depositing its fee to the Procuring. Should the Procuring Agency deem it necessary to amend the prequalification document as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents & deposited the fee. |
| <b>6. Amendment of Prequalification Document</b>     | 6.1 | At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.  |
|  | 6.2 | Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Procuring Agency after depositing the fee.  |
|  | 6.3 | To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications.   |

## C. Preparation of Application

- |                                   |     |   |
|-----------------------------------|-----|---|
| <b>7. Cost of Applications</b>    | 7.1 | The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.  |
| <b>8. Language of Application</b> | 8.1 | The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern. All such documents should be signed and stamped by the applicant. |

<b>9. Documents Comprising the Application</b>	9.1	The application shall comprise the following; (a) Application Form; (b) Supplier's Declaration (c) Foreign and/ or Local Manufacturer's Declaration (d) Sole Agency Certificates; in case of agent of foreign/local manufacturer
<b>10. Application</b>	10.1	The Applicant shall prepare the application in writing on their letter head.
<b>11. Documents Eligibility of the Applicant</b>	11.1	To establish its eligibility, the Applicant shall complete application and submit the hard copy of the completed application as per schedule mentioned in Invitation for Prequalification.
<b>12. Documents</b>	12.1	To establish its qualifications to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements; the Applicant shall provide the information as required.
<b>13. Signing of the Application</b>	13.1	The complete application bearing application number shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant firm.
<b>D. Submission of Application</b>		
<b>14. Sealing and Identification of Applications</b>	14.1	The Applicant shall enclose the original application along with original Fee Receipt in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency; and (c) bear the specific identification of this prequalification process indicated in the documents for Purchase of Medicines & Surgical Disposables etc. through Limited / Petty Purchase Quotation on Online PITB Portal
<b>15. Deadline for Submission of Applications</b>	15.1	Applicants will submit their applications in the conference room, admin block of The Children's Hospital & University of Child Health Sciences, Lahore and no later than the deadline indicated in the <b>Invitation for Prequalification.</b>
	15.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
<b>16. Late Applications</b>	16.1	Any application received by the Procuring Agency after the deadline for submission of applications will not be entertained. The applications received by post must reach before the dead line of submission.
<b>17. Opening of Applications</b>	17.1	The Procuring Agency shall open all Applications at the date, time and place as specified. Late Applications shall not be accepted.
	17.2	Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant.
<b>17-Application submission guidelines</b>	17A.1	Before submission of application read the Prequalification documents carefully.  Once the application is submitted the applicant cannot change its application. The Evaluation Report of Prequalification will be uploaded on the PPRA website, website of the Department

**E. Procedures for Evaluation of Applications**

<b>18. Confidentiality</b>	18.1	Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
	18.2	From the deadline for submission of applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only in writing.
<b>19. Clarification of Applications</b>	19.1	To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
	19.2	If, an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.
<b>20. Responsiveness of Application</b>	20.1	All applications not responsive to the requirements of the prequalification document shall be rejected.

**F. Evaluation of Applications and Prequalification of Applicants**

<b>21. Evaluation of Applications</b>	21.1	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants, individually for both the categories.
	21.2	Physical Verification of data contained in the application will be conducted by an Inspection Team. The firm will not be considered, if found variation between submitted data and on grounds reality.
	21.3	The firms are required to apply for single manufacturer against the particular item; more than one manufacturer will lead to rejection of that particular product/ item.
	21.4	If the manufacturer has authorized two firms for prequalification then that manufacturer will not be considered for prequalification.
<b>22. Procuring Agency's Right to Accept or Reject Applications</b>	22.1	The Procuring Agency reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2014.
	22.2	After pre-qualification, the Department may review the pre-qualification of any firm on some serious complaints and terminate the status, if proved.
<b>23. Prequalification of Applicants</b>	23.1	The Applicants whose applications have met the specified requirements will be prequalified / registered by the Procuring Agency and will be eligible for registering on the PITB Portal for Online Procurement purpose.
<b>24. Notification of Prequalification</b>	24.1	Once the Procuring Agency has completed the evaluation of the applications, it shall notify all Applicants in writing indicating their status as to qualified or ineligible.
	24.2	The pre-qualification so awarded shall remain valid upto 30 September 2024.
<b>25. Invitation to Bid</b>	25.1	After notification of the results of the prequalification, the Procuring Agency shall register in PITB Portal for further process of purchase.
<b>26. Arbitration</b>	26.1	Arbitrator will be appointed by the mutual consent of Procuring Agency and applicant. The decision of the Arbitrator will be final and bidding on the applicant applying for Prequalification / Registration.



## **PURCHASE OF MEDICINES & SURGICAL DISPOSABLES ETC. THROUGH LIMITED / PETTY PURCHASE QUOTATION ONLINE PITB PORTAL.**

1. MODE OF LIMITED PURCHASE THROUGH QUOTATION (LPQ):
2. PROCEDURE FOR LIMITED PURCHASE THROUGH QUOTATION:
3. KNOCK DOWN CRITERIA FOR REGISTRATION OF MANUFACTURERS / SOLE AGENTS OF FOREIGN PRINCIPALS / DISTRIBUTORS FOR LIMITED PURCHASE THROUGH QUOTATION

**G: MODE OF LIMITED PURCHASE THROUGH QUOTATION (LPQ):**

Limited Purchase through Quotation shall be processed by inviting **at least three (3) or more quotations from the manufacturer / sole agents of foreign principals / distributors registered on PITB's Online Limited Purchase Portal.**

**H: PROCEDURE FOR LIMITED PURCHASE THROUGH QUOTATION:**

- i. The request for quotation shall be shared with all the registered LPQ bidders through their login account on PITB's Online Limited Purchase Portal.
- ii. Invitation for quotations shall be for the monetary value prescribed for Limited Purchase through Quotation under Rule 59 (b) of the Punjab Procurement Rules (PPR) 2014.
- iii. The registered LPQ bidders shall submit online quotations for the required category of goods on the PITB's Online Limited Purchase Portal.
- iv. PITB's Online Limited Purchase Portal shall reflect cases where minimum three or more quotations are received to the hospital on the online portal. In case less than three quotations are received, the hospital shall again float the request for quotation on PITB's Online Limited Purchase Portal.
- v. Receipt of quotation from registered LPQ bidder shall be within three (3) days from the date of online request for quotation with details like brand name, manufacturer, strength, dosage form, expiry date etc.
- vi. Financial comparison of the offers received on PITB's Online Limited Purchase Portal will be prepared on the basis of prices (with discount on Trade Price) of the quoted goods. The registered Manufacturers / Sole Agents of Foreign Principals / Distributors offering lowest price (inclusive of all applicable taxes and duties) shall be declared as successful. Identification of successful LPQ bidder, display of financial comparative statement of all other participants and intimation to the hospital will be conducted through PITB's Online Limited Purchase Portal.
- vii. The successful LPQ bidder, as identified by the PITB's Online Limited Purchase Portal, within given time frame shall be issued Supply Order in a quantity keeping in view the monetary limit as prescribed under Rule 59(b) of the PPR-2014.
- viii. The successful LPQ bidder shall supply the goods within **Ten (10) days** of the receipt of Supply Order, with computerized bill mentioning brand, batch & expiry date with warranty as per the **Drug Act 1976 / DRAP Act 2012** and rules framed there under.
- ix. Medicine & Surgical Disposables etc. i.e. goods procured on Limited Purchase through Quotation shall be exempted from DTL like the Local Purchase. However, the hospital may send random samples for test / analysis to Drug Testing Laboratory in order to ensure the quality of goods supplied.
- x. Considering the requirement of the goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed the original delivery period in terms of days. The supplies of goods, beyond the specified timeframe, will be received with imposition of **penalty @ 0.1% per day** of the cost of late delivered supply of that good upon supplier.
- xi. In case of shortage of medicines / surgical disposables etc. in the market, the registered LPQ bidder shall bring the matter in the notice of the hospital. The hospital through Local Purchase Vigilance Committee "LPVC" after due diligence and for reasons to be recorded in writing may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the **Drug Act 1976 / DRAP Act 2012** and rules framed there under to ensure the uninterrupted supply of medicines and surgical disposables etc. The offered price, even in such cases, shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of the Institution and shall be reported to PITB for incorporation of any relaxation granted by LPVC. Such matters shall be reported in 'monthly report of shortage of medicines and surgical disposables' to Chief Drug Controller, Punjab and SHC&ME Department.

- xii. The shelf life of the goods received **shall not be less than One (1) year**, whereas for vaccines / sera or any other product with total shelf life of one (1) year from the date of manufacturing, such products shall be supplied with **minimum six (6) months remaining shelf life** at the time of supply.
- xiii. The goods received at the Main Medicine / Surgical Store (as per the terms and conditions) shall be entered in the Medicine Inventory Control System (MICS) immediately by the Officer Incharge of respective stores.
- xiv. Defacing of the received goods shall be ensured by the Officer Incharge of respective stores of the concerned hospital.
- xv. The LPQ bidder who fail to supply goods even after the extended period, after being declared as the 1st lowest bidder, shall be imposed a **penalty of 5%** of quotation value, which shall be paid within one week, his registration as LPQ bidder for Limited Purchase through Quotation shall be suspended. If the 5% penalty is still not cleared even after two weeks, the penalty shall be recovered from his outstanding payments / performance guarantee. The registration shall be restored upon making payment / adjustment of the penalty.
- xvi. Registration of a LPQ bidder shall be cancelled, if his registration is suspended for the fourth time by the hospital / in a year / during registration period. The LPQ bidder whose registration is cancelled shall have to submit a fresh application for registration after the next coming 30th September, subject to clearance of all pending dues / liabilities to the hospital.
- xvii. The hospital shall maintain proper record of Limited Purchase through Quotation duly verified by the Medical Superintendent of the concerned hospital.

**I: KNOCK DOWN CRITERIA FOR REGISTRATION OF MANUFACTURERS / SOLE AGENTS OF FOREIGN PRINCIPALS / DISTRIBUTORS FOR LIMITED PURCHASE THROUGH QUOTATION**

- i. The interested applicant shall have valid Drug Manufacturing License (DML) / Drug Sales License (DSL) on form **11 of Punjab Drug Rules 2007**, issued by the concerned licensing authority.
- ii. Manufacturing / Sales of drugs must be under the supervision of Qualified Pharmacist.
- iii. Affidavit duly attested by Notary Public to the effect that the applicant is not involved in sale of spurious / substandard drugs or theft / selling of government owned supplies.
- iv. Undertaking on a Stamp Paper of Rs. 100 value regarding the following;
  - a. That the applicant for registration is not blacklisted.
  - b. That the applicant has read and agreed with all the terms & conditions of the policy of online purchase of goods through Limited Purchase through Quotation (LPQ).
  - c. That the applicant follows Good Distribution and Storage Practices.
- v. The applicant for registration should be an active tax payer.
- vi. The applicant for registration is required to have computerized inventory management / software to monitor the inventory and record of sale / purchase of medicines / surgical disposables and proper human resource and transportation for in-time service delivery.

**J: TERMS & CONDITIONS FOR LIMITED PURCHASE THROUGH QUOTATION**

- i. Performance Guarantee of **Rs. 50,000/-** in the shape of CDR in favor of the Medical Director of the Children's Hospital & UCHS, Lahore to be submitted by the individual interested applicant, which shall be returned upon satisfactory performance after completion of registration period.
- ii. Discount offer for goods will be based on the **Trade Price** of medicine and surgical disposables fixed by the Drug Regulatory Authority of Pakistan (DRAP) inclusive of all applicable taxes and duties.
- iii. Warranty shall be provided as per the **Drug Act 1976 / DRAP Act 2012** and rules framed there under.
- iv. Rate offered in quotation will be for the total quantity estimated by the hospital. Medicines surgical disposables will be supplied as per issuance of Supply Order by the hospital within the quotation limit.
- v. Applicant's products i.e. goods should be registered / enlisted with **DRAP**.
- vi. The hospital administration may inspect the premises to verify the submitted information and compliance of Good Manufacturing / Storage Practices (if required).

## Annex I

**SUPPLIER DECLARATION**

(on letter head of the applicant)

To

Dated: \_\_\_\_\_

**The Medical Director  
The Children's Hospital,  
University of Child Health Sciences, Lahore**

I declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purpose of prequalification as per following detail;

Sr. No. in the list	Name of the Item	Name of Manufacturer/ Country	Date of Authorization

- All information provided in this application is current and correct and the firm has no reservations with this Pre-Qualification Documents.
- This application contains all the information as is prescribed in the *Prequalification Document*.
- The Firm will abide by all the rules and regulations, formulated by the government of Punjab, Pakistan.
- The firm will notify you of all changes and variations to the Product / its manufacturing status.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private Organization.
- If the Firm does not abide by the above stated Declaration then the Government of Punjab has every right to Blacklist our Firm.

Name of the Firm: \_\_\_\_\_

Name &amp; capacity of the Authorized Contact Person: \_\_\_\_\_

Signature of the Authorized Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_ Stamp of the Firm: \_\_\_\_\_



## Annex-II

## FOREIGN MANUFACTURER DECLARATION

(on letter head of the manufacturer)

To

Dated: \_\_\_\_\_

The Medical Director  
The Children's Hospital,  
University of Child Health Sciences, Lahore

I declare that:

- I am \_\_\_\_\_ the authorized representative of the firm M/s \_\_\_\_\_ specified in this prequalification application as the "Manufacturer" for the purpose of prequalification as per following detail;

S. No. in the list	Name of the Item	Production Country	Manufacturing Quality Standards Compliance	Product Quality Standard Compliance

- M/s \_\_\_\_\_ is our **Sole** distributor in Pakistan for the last \_\_\_\_\_ years.  
(Attach copy of certificate)
- Our Firm will abide by all the rules and regulations, formulated by the Government of the Punjab, Pakistan reference to this particular case and notify all changes and variations to the Product/ its manufacturing status/ change of **Sole** distributor.
- We confirm that our **Sole** distributor M/s \_\_\_\_\_ has the requisite technical personnel and tools required to service/ maintain the above mentioned equipment.
- The firm takes the responsibility to fulfill all Warranty & service contract related commitments, by themselves or through another distributor/ partner in case existing are changed.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private organization.
- All the information provided in pursuance with this declaration is current and correct.
- We are bound to give any information to the department regarding this Prequalification which may approach through web \_\_\_\_\_ and email \_\_\_\_\_

## Annex-III

**LOCAL MANUFACTURER DECLARATION**  
(on letter head of the manufacturer)

To

Dated: \_\_\_\_\_

**The Medical Director  
The Children's Hospital,  
University of Child Health Sciences, Lahore**

I declare that:

- I am \_\_\_\_\_ authorized to represent the Firm specified in this prequalification application as the "Manufacturer" for the purpose of prequalification of equipment for the following items out of the specified equipment list;

Sr. No. in the list	Name of the Item	Production Capacity	Quality Standard Compliance

- M/s \_\_\_\_\_ is our distributor for the last \_\_\_\_\_ years. *(if submitted by Sole Distributor, otherwise the manufacturer will fill for itself)*. (Attach copy of certificate in case of sole distributor/agent)
- The Firm will abide by all the rules and regulations, formulated by the Government of the Punjab, Pakistan.
- The firm is complying with Labour / Child Labour Laws.
- The firm has all necessary machinery & tools for above mentioned product.
- [in case of sole distributor] Confirmation that our distributor has the requisite technical personnel and tools required to service / maintain the above mentioned equipment.
- The firm will notify all changes and variations to the Product/ its manufacturing status/ change of **Sole** distributor.
- The firm takes the responsibility to fulfill all warranty related commitments, by themselves or through another supplier /distributor/ partner in case existing is changed.
- The firm has not been declared ineligible/blacklisted by any Government/ Semi Government Department or Private organization.
- All the information provided in pursuance with this declaration is current and correct.
- We are bound to give any information to the department regarding this Prequalification which may approach through web \_\_\_\_\_ and email \_\_\_\_\_

## Annex-IV

### Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:

**a) Audited Financial Statement Attachment/Income Tax Returns (Last year)**

Yes	No
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**b) Details of Experience**

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

**c) Staff Detail and last month Payroll**

Yes	No
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**Annex-V****General Information Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

	<b>Particulars</b>			
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	
<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of</b>	
			<b>Formation</b>	

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		<b>State/Province</b>	
<b>City/Town</b>		<b>Postal Code</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>		<b>Website Address</b>	