

**WALK IN REGISTRATION / PREQUALIFICATION
DOCUMENTS FOR**

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



(FINANCIAL YEAR 2025-2026)

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

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The Children's Hospital
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**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] & [www.chich.edu.pk] free of cost.
3. 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.
4. Sealed bids are required to be submitted by the interested bidders on or before 31st March, 2026 till 11:00 a.m. positively and shall be opened on the same date at 11:30 am in the conference room of the Admin Block in the presence of the bidders or their authorized representatives (who choose to attend) by the Bid Opening Committee.
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. All Taxes will be applicable as per rules of the Government of the Punjab.
7. 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.
8. The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/View Tender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

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.

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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 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.
- 1.2 The applicant can apply for any one or both of the categories for their Walk in Registration / Prequalification.
- 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 of another 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 / 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

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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, 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

7. Cost of Applications
- 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.

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8. Language of Application 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.
9. Documents Comprising the Application 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
10. Application 10.1 The Applicant shall prepare the application in writing on their letter head.
11. Documents Eligibility of the Applicant 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.
12. Documents 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.
13. Signing of the Application 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

14. Sealing and Identification of Applications 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, on day to day basis through Online PITB Portal.
15. Deadline for Submission of Applications 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 Invitation for Prequalification.
 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.
16. Late Applications 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.

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17. Opening of Applications	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.
17-Application submission guidelines	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

18. Confidentiality	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.
19. Clarification of Applications	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.
20. Responsiveness of Application	20.1	All applications not responsive to the requirements of the prequalification document shall be rejected.

F. Evaluation of Applications and Prequalification of Applicants

21. Evaluation of Applications	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.
22. Procuring Agency's Right to Accept or Reject	22.1	The Procuring Agency reserves the right to accept or

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Applications		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.
23. Prequalification of Applicants	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.
24. Notification of Prequalification	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 / registration so awarded shall remain valid until 30 th September, 2026.
25. Invitation to Bid	25.1	After notification of the results of the prequalification, the Procuring Agency shall register in PITB Portal for further process of purchase.
26. Arbitration	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.

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

1. KNOCK 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

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G: (a) KNOCK 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: 65%

NOTE:-

- The committee may visit the applicant's pharmacy premises at any time (24 hours) with/without intimation.
- It is compulsory to get 65% 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.

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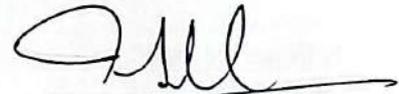
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H: TERMS & CONDITIONS FOR SUPPLY OF MEDICINES & SURGICAL DISPOSABLES ETC. TO BE FOLLOWED BY THE REGISTERED LPDD VENDOR

- 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 until 30th September, 2026 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 30th September, 2026.
- x. The LPDD vendor whose registration has been cancelled shall have to submit a new application for registration after the next coming 30th 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%	



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

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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]

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

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

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

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