Standard Bidding Document

Supply of Medicines / Drugs on Daily Local Purchase to Aiwan-e-Sadr Dispensary
(Goods)

National

Single Stage-One Envelope

August 18, 2026

President's Secretariat (Personal) (President's Secretariat (Personal)),Assistant Secretary
Aiwan-e-Sadar G-5, Islamabad Capital Territory
Phone: +92-301-888-7044, Email: coordsectionpersonal@gmail.com

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Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant Sole Proprietorship	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) DRAP

Evaluation Criteria

Eligibile bidder(s) with substantially responsive bid(s) offering **Quality and Cost Based Selection (QCBS)** shall be consider for the award of contract(s).

Quality and Cost Based Selection (QCBS)

Technical Marks	**100**
Passing Marks	**60**
Technical Evaluation Criteria	
Valid FBR Certificate of Registration of company showing active tax payer status. (1st July, 2025 to 30 June, 2026) (Quantitative)(Doc Required)	5
Provide following undertaking on judicial stamp paper:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad. (Qualitative)(Doc Required)	5
Proper filling of Annexure- A of checklists. (Qualitative)(Doc Required)	5
The firm must have proper office in commercial area having valid landline no. (Qualitative)(Doc Required)	5
The firm must have 5 x staff members (minimum) for running of office including the delivery of items also attach portfolio of all the enrolled staff. Enrolment of Pharmacist is mandatory (Qualitative)(Doc Required)	20
5 x copies of work orders placed by the Public Sector / Semi Govt / Autonomous Body with which your firm has already been worked during the last 3 x years. (Qualitative)(Doc Required)	10

5 x copies of Satisfactory performance certificates issued by the Public Sector / Semi Govt / Autonomous Body whom workorders are attached. (Qualitative)(Doc Required)	10
Previous work experience with this Secretariat (if any) and timely delivery of items as per the given timelines of the purchase order. In case of fresh experience full marks will be given to that firm. (Qualitative)(Doc Required)	10
None of the column of Technical Proposal left blank. (Qualitative)(Doc Required)	10
Provision of samples of all the quoted items (Quantitative)(Doc Required)	15
5% of the total bid price as CDR in the form of Pay Order / Bank Draft (Please attach copy) (Quantitative)(Doc Required)	5

Items/Lots

Lot Title : Medicines required on daily basis

Bid Security : 100000 PKR

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tablets	Rosuvastatin calcium	**Address:** Aiwan-e-Sadar G-5, Islamabad Capital Territory **Schedule:** 365 Days **Quantity:** 2500/Nos	2500 / Nos	1
Capsules	Chemistry quality controls or calibrators or standards	**Address:** Aiwan-e-Sadar G-5, Islamabad Capital Territory **Schedule:** 365 Days **Quantity:** 2000/Nos	2000 / Nos	1

Related Services of Goods:

No

Items/Lot Specification

Lot Title : Medicines required on daily basis

Item: Tablets

UNSPSC: Rosuvastatin calcium

Specifications / Requirements:

Medicines / drugs are required to be procured as per requirements of the Medical Officer.

Item: Capsules

UNSPSC: Chemistry quality controls or calibrators or standards

Specifications / Requirements:

Medicines / drugs are required to be procured as per requirements of the Medical Officer.

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

a. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

b. “Procuring Agency” means:-

  a. any Ministry, Division, Department or any Office of the Government;

  b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;.

c. “The Contract” means an agreement enforceable by law;

d. “The Contract Price” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;

e. “Ancillary Services” means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;

f. “GCC” means the General Conditions of Contract contained in this section;

g. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

h. **“**Day” means calendar day unless indicated otherwise.

i. “Effective Date” means the date on which this Contract comes into force and effect.

j. The Bidder” means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;

k. “The Project Site,” where applicable, means the place or places named in Bids Data Sheet and technical Specifications;

l. “Government” means the Government of Pakistan;

m. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Goods.

n. "Service" means any object of procurement other than goods or works;

o. “Party” means the Procuring Agency or the Bidder, as the case may be, and “Parties” means both of them;

p. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

q. “Completion Date” means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. “In Writing” means communicated in written form with proof of receipt;

s. “Local Currency” means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;

d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.

d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) appointing such members of the Personnel not provided by the Bidder;

(b) changing the Program of activities; and

(c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15.**

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ------- at the discretion of the PA in the amount **specified in SCC.** In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects,and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: Supply of Medicines / Drugs on Daily Local Purchase to Aiwan-e-Sadr Dispensary

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary
Aiwan-e-Sadar G-5, Islamabad Capital Territory
+92-301-888-7044
coordsectionpersonal@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary
Aiwan-e-Sadar G-5, Islamabad Capital Territory
+92-301-888-7044
coordsectionpersonal@gmail.com

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **1.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the

Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause 37

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P91546***

To: **President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Supply of Medicines / Drugs on Daily Local Purchase to Aiwan-e-Sadr Dispensary (*P91546*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the

provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by ___________________the _________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by ___________________the _________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

____

[name of bank or financial institution]

____

[address]

[date}

Annexure

Bidding Document - Medicines Purchase on Local Daily Basis

All the documents mentioned in the checklists at Annexure-A are required to be provided by the firms from Appendix-A to Appendix-I.Firm should mention the percentage of discount being offered on all the medicines being provided / supplied under this tender on their letter head duly signed and stamped at Annexure-B of the bidding document.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bidding Document - Medicines Purchase on Local Daily Basis** (page number: 40)

Procurement Forms

Additional Forms and Documents

(TENDER DOCUMENT)

FOR

<u>SUPPLY OF MEDICINES/ DRUGS ON DAILY LOCAL PURCHASE TO AIWAN-E-SADR DISPENSARY FY 2026-27</u>

<u>PRESIDENT'S SECRETARIAT (PERSONAL)</u>

<u>AIWAN-E-SADR</u>
Constitution Avenue,
<u>ISLAMABAD</u>
Phone # 051-9206065, Fax: 051-9224836

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1. INSTRUCTIONS TO THE BIDDERS

a. **Scope of Work**

a. Scope of work for procurement of **"Supply of Medicines / Drugs on Daily Local Purchase**" as per details mentioned at **Annexure-A** of this tender document.

b. **Eligible of Bidders**

a. Bidding is open to all firms meeting the criteria mentioned at **Appendix-B**.

c. **Price**

a. Price/ bid offer should be quoted in Pak Rupees.

b. The price/ bid offer quoted by the firm/ company/ contractor should be, final and clearly written/ typed without any ambiguity.

c. The bid price should include all the government taxes as per prevailing taxation rates of provincial/ federal governments etc.

d. The price / bid offered shall be entered for the whole financial year 2026-27.

e. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer/ price if required.

d. **Bid Security / Earnest Money / CDR**

a. Each firm/ company/ contractor shall furnish **5%** of the bid amount as bid security in the shape of **bank draft / pay order** of the quoted value in favor of the **Assistant Secretary (Accounts), President's Secretariat (Personal).**

b. The bid securities / earnest money of the unsuccessful firm/ company/ contractor will be returned upon award of contract to the successful firm/ company/ contractor or on expiry of validity of bid security whichever is earlier. The bid securities of firm/ company/ contractor can be returned earlier if supported by a formal request on the bid letterhead with signature and stamp of the firm.

c. The bid security of the successful firm/ company/ contractor will be returned only when the bidder furnishes the required 10% performance guarantee and upon supply of required items.

d. The bid security / earnest money may be forfeited / confiscated:-

(1) If the technical / financial proposals are overwritten, errors or mistakes.

(2) In the case of a successful bidder, if he fails to furnish the required performance security for the President Secretariat's Islamabad as per technical specification.

(3) If the bidder fails to meet the requirements in the scope of work and Annex-A of the tender document.

(4) If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

(5) If there is any falsification in the documents/ certificates/ any part of the bid submitted by the bidders.

e. **<u>Validity of bids</u>**. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the forfeiture of its bid security. Moreover, all bids will remain valid for the financial year 2026-27.

f. **<u>Responsiveness of bids</u>**

a. A bid shall be responsive if it is submitted for a complete list of items in either one or multiple form as specified in the Annex-A.

b. The valid bid security / earnest is submitted.

c. The bid is valid till the required period.

d. The bid prices are firm during its validity and inclusive of all taxes, duties etc.

e. Compliance to all important terms and conditions of this tender document on specified format.

f. The bidder is eligible for tendering and possesses the requisite experience.

g. The bid does not deviate from basic requirements

h. The bidder submitted all mandatory / requisite documents as mentioned in tender document.

g. **<u>Deadline for submission of bidding documents</u>**. The bids shall be delivered in person or sent by registered mail / courier service, which should reach the office of AS (Admn), President Secretariat (Personal), Islamabad, on or before 1100 hrs on the closing date of the tender as specified in the PPRA web site. Moreover, softcopy of the bids shall be uploaded on PPRA EPADS on or before 1100 hrs on the closing date.

h. **<u>Opening of bids</u>.** As per PPRA's rule 36 (b) "Procedures of open competitive bidding" states that for ***"Single Stage-Two Envelope Procedure"***. The following shall be adopted:-

a. The bid shall comprise a single package containing two separate envelopes alongwith checklist documents. Each envelope shall contain separately the technical proposal and the financial proposal.

b. The envelopes shall be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** in bold and legible letters to avoid confusion.

c. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened at the time of opening of tender.

d. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of procuring agency without being opened.

e. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.

f. During the technical evaluation no amendments in the technical proposal shall be permitted.

g. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of the bids found technically non responsive shall be returned un-opened to the respective firm/ company/ contractor.

h. The bid evaluated as most advantageous bid shall be accepted.

i. Opened, e-mailed or faxed bids will not be accepted.

j. Any bid received by the procuring agency after the date and time of tender opening will be returned as unopened to the firm/ company/ contractor.

k. The purchase committee of the procuring agency will open all bids at 1130 hrs on the same day in the presence of firm/ company/ contractor or their representatives.

l. The purchase committee will resolve any issue raised by the firm/ company/ contractor on the spot. Any issue related to the proceedings after the same have concluded, shall not be entertained verbally or in writing.

m. The procuring agency reserves the right to reject any or all bids / proposals as per PPRA’s rules.

i. **Amendments**

a. At any time prior to the deadline for submission of Bids, the office of the PRESIDENT’S SECRETARIAT (PERSONAL) may, for any reason, modify the Bidding Document by issuing addendum.

b. Any addendum thus issued shall be part of the Bidding Document and shall be made available online on the official website of PPRA. President’s Secretariat (Personal) may at its discretion extend the deadline for submission of Bids.

j. **Filling of Checklist.** Provision of all the documents mentioned in the checklists are mandatory.

2. EVALUATION OF BIDS

a. **Evaluation of Technical Proposals**. The procurement committee of the procuring agency shall evaluate the technical proposals on the basis of their responsiveness to the technical evaluation criteria i.e. checklists **(Annex-A)** of this tender document. A proposal shall be rejected at any stage if it fails to achieve the technical standards.

b. **Evaluation of Financial Proposals**. A bid shall only be eligible for technical evaluation if all the mandatory requirements laid down in the tender document have been provided. In accordance with the PPRA's Rules to qualify for financial evaluation, the bidders must fulfill all the minimum criteria mentioned in Technical Proposal. The bids of vendors who qualify technical proposal will be opened and the financial proposals of one's who did not qualify the technical proposal will be returned back unopened.

c. **Award of Contract**

  a. The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPRA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and have quoted lowest prices.

  b. The procuring agency reserves the right to accept or reject any submitted bid, as per PPRA Rules and to annul the tendering process reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to infirm the affected bidders of the grounds for the procuring agency's action.

3. TECHNICAL EVALUATION CRITERIA

All responsive and eligible bids / proposals submitted by bidders / firms fulfilling all the mandatory criteria laid down in the tender document shall be considered for technical evaluation. The technical evaluation of responsive and eligible bids / proposals shall be carried out by fulfilling all the pre-requisites mentioned in the checklists **(Annex-A)**

4. PROCESS TO BE CONFIDENTIAL

a. No bidder shall contact any officer of the **President's Secretariat (Personal)** on any matter relating to his Bid from the time of Bid opening to the time till the bid evaluation result is announced. The verbal announcement will include read out prices, and recommendations against all the bids evaluated.

b. Any effort by a bidder to influence any officer of the **President's Secretariat (Personal)** in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.

c. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen 15 x days after the announcement of the bid evaluation result, however, mere fact of lodging complaint shall not warrant suspension of procurement process.

5. AWARD CRITERIA PROCURING AGENCY'S RIGHTS

The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPARA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and provide lowest financial cost/ rates.

6. REQUIREMENT/ FORMAT OF BID

All bidders shall quote their rates along with 5% Bid Security / Earnest Money of the total bid price for one year (12 months) starting from the date of bid opening in the form of a pay order / demand draft as per this tender document requirement / obligations.

7. FIRM'S RESPONSIBILITIES

a. The successful bidder shall supply **"Medicines / Drugs"** for the President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad in accordance with work order floated to the firms / vendors.

b. The firm shall not subcontract the supply / work order.

c. The firm shall fulfill the scope of work specified in the tender documents within the specified time period.

d. The firm shall fulfill the requirements and comply with all instructions given in the tender document and its annexure.

e. The firm shall provide samples of all the items being quoted in technical proposal for evaluation / scrutiny by the purchase committee.

f. The samples of the items being considered as lowest rates (most advantageous) by the procuring agency will be confiscated and shall not be returned to the bidder.

g. The firm shall supply the items approved by the procuring agency's purchase committee throughout the financial year upto 30 June, 2027 irrespective of the price hike/ inflation.

h. The firm shall supply / deliver the items as per work order at the Dak Window, PS (Personal) as per time specified in the work order or communicated by the Stationery Incharge.

i. The firm shall be liable to exchange / replace the medicine / drugs as per requirement of the procuring agency. Moreover, expired medicine / drugs will also be replaced with the new ones.

8. TIME FOR COMPLETION

If the successful bidder fails to supply the requisite items within the delivery time specified in the work order, the successful bidder's liability to the procuring agency for such failure shall have to pay @ 10 % per day subject to a maximum of 30% of the total amount of the work order for which he fails to supply the items.

9. TERMS OF PAYMENT

1. Relevant payment of the supply / work order shall only be payable to the firm upon successful delivery as per supply / work order duly supported by the final acceptance certificate (s) from procuring agency.
2. All the payments shall be made in Pak Rupees through a crossed cheque in the name of the firm/ owner or an MPG payment being directly transferred in the bank account of the firm / company having active AGPR vendor no on that account.
3. Taxes will be deducted as per government rules at the time of payment.
4. In case of late submission of bills procuring agency will not be responsible for delay in payment.

10. WARRANTY / CONTINUITY OF SERVICES

The successful bidder shall ensure to continuity of services to the entire specified user by the procuring agency throughout the duration of contract.

11. PENALTIES (NON-COMPLIANCE OF SUPPLY ORDER)

If the supply order is not completed **within stipulated time** one or more of the following penalties can be applied against the firm according to the gravity of situation:-

a. A penalty @ 0.1% per day of the amount of pending items (s) of the supply order shall be imposed.

b. Risk purchase will be made at the cost of supplier and amount will be deducted from the bills of supplier.

c. The contract of the supplier will be treated as cancelled and the order for supply of item (s) will be placed to the next lowest.

d. Total or partial earnest money (CDR) will be forfeited.

e. The firm will be debarred for business at President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad for the complete financial year.

f. The firm will be debarred for business at President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad forever.

g. The firm will be blacklisted.

h. In case of any complaint about the penalty (s) imposed on the firm, the firm can appeal against the decision in the **Grievances Redressal Committee within 15 days** of the issue of penalty letter. After lapse of this period no appeal will be entertained.

12. **CHECKLISTS**

The checklists **(Annex-A)** shall comprise of the components mentioned in the checklist and is mandatory for the firm/ company / contractor to submit all the documents mentioned in the checklist.

Annexure – A

CHECK LISTS

Ser	Type	Attached at Page No.
1.	Cover letter of interest and Brief profile one page about your company.	
2.	Bidders Information Form **(Appendix – A)**	
3.	Copies of Certificates to be provided **(Appendix – B)**	
4.	The supplier/ bidder will submit earnest money in the form of Bank Draft/ Pay Order/ CDR @ 5% of the quoted item in favour of Assistant Secretary (Accounts), PS (Personal), Aiwan-e-Sadr, Islamabad along with bid documents. **(Appendix – C)**	
5.	The firms / suppliers will provide Account maintaining certificate by the bank. **(Appendix – D)**	
6.	Work Order for supply of medicines to Teaching Hospitals, Government Departments/ International Agencies or NGO's. **(Appendix – E)**	
7.	Attach the copies of Satisfactory performance certificates of Teaching Hospitals, Government Departments/ International Agencies or NGO's. **(Appendix – F)**	
8.	Acceptance of Terms & Conditions of tender documents duly signed & stamped on the firm's letter head. **(Appendix – G)**	
9.	Power of attorney, authorizing the signatory of the bidder by the owner of firm on letter head alongwith copy of CNIC of the authorized person and specimen signature of the authorized person. ***(If required)*. (Appendix – H)**	
10.	Provide following undertaking on judicial stamp paper **(Appendix – I)**:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad.	

Note: Incomplete checklists will be rejected; use of separators is must between each point.

TECHNICAL EVALUATION CRITERIA - MEDICINE TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
1.	**Standing of Firm (Total Marks - 10)**			
a.	Valid FBR Certificate of Registration of company showing active tax payer status. (1st July, 2025 to 30 June, 2026)	**5**		
b.	Provide following undertaking on judicial stamp paper:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad.	**5**		
	Total	**10**		
2.	**Mandatory Requirements (Total Marks - 30)**			
a.	Proper filling of Annexure- A of checklists.	**05**		
b.	The firm must have proper office in commercial area having valid landline no.	**05**		
c.	The firm must have 5 x staff members (minimum) for running of office including the delivery of items also attach portfolio of all the enrolled staff. Enrollment of Pharmacist is mandatory	**20**		
	Total	**30**		
3.	**Works Experience (Total Marks - 30)**			
a.	5 x copies of work orders placed by the Public Sector / Semi Govt / Autonomous Body with which your firm has already been worked during the last 3 x years.	**10**		
b.	5 x copies of Satisfactory performance certificates issued by the Public Sector / Semi Govt / Autonomous Body whom workorders are attached.	**10**		
c.	Previous work experience with this Secretariat (if any) and timely delivery of items as per the given timelines of the purchase order. In case of fresh experience full marks will be given to that firm.	**10**		
	Total	**30**		
4.	**Technical Proposal (Total Marks - 30)**			
a.	None of the column of Technical Proposal left blank.	**10**		
b.	Provision of samples of all the quoted items	**15**		
c.	5% of the total bid price as CDR in the form of Pay Order / Bank Draft (Please attach copy)	**05**		
	Total	**30**		
	Grand Total (1, 2, 3 & 4)	**100**		

FINANCIAL EVALUATION CRITERIA - MEDICINE TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
a.	Financial soundness certificate in which financial health of the firm must be 10% higher than the quoted bid by the bank.	**5**		
b.	Account maintaining certificate by the bank.	**5**		
c.	Financial proposals filled properly and no column left blank	**5**		
d.	Rates quoted by the firm inclusive taxes	**85**		
	Total	**100**		

EVALUATION CRITERIA

* **Technical Evaluation Marks = 100 (50%)**
* **Financial Evaluation Marks = 100 (50%)**

FINAL SCORING = 50% + 50% = 100%

Appendix - A

BIDDERS INFORMATION FORM

Please fill-in-the following details (Use Capital Letters and with Blue Pen)

Name of Company : ______________________________

Company Owner's Name : ______________________________

Company's Business Address : ______________________________

DRAP Registration No : ______________________________

National Tax Number (NTN) : ______________________________

Sales Tax Registration Number : ______________________________

Vendor Number : ______________________________

Owner's CNIC No.

					-								-	

Owner's Signature with Stamp of firm ______________________________

Landline No : ____________________ Mobile No : ____________________

Fax No : ____________________ Email ID : ____________________

Authorized / Focal Personal Details:-

Name : ______________________________

CNIC No : ______________________________

Mobile No : ______________________________

Designation : ______________________________

Signature : ______________________________

Appendix-B

COPIES OF CERTIFICATES TO BE PROVIDED

Please attach copies of following (each page signed and should be stamped)

a. Active Drug Manufacturing License (in case of Manufacturer)

b. Drug Sale License

c. Valid Distribution Certificate

d. DRAP registration certificate

e. NTN registration certificate

f. Income Tax Return for last financial year

g. Active Tax Payer List (ATL) - FBR

h. Vendor number certificate (AGPR)

i. Quality Testing Report from Central Drug Laboratory

Appendix – C

EARNEST MONEY / BID SECURITY

The supplier/ bidder will submit Bank Draft/ Pay Order/ CDR @ 5% of the quoted item in favour of Assistant Secretary (Accounts), PS (Personal), Aiwan-e-Sadr, Islamabad along with bid documents.

(PLEASE ATTACH PHOTOCOPY HERE)

ACCOUNT MAINTAINING CERTIFICATE

1. Account maintaining certificate (in original) by the bank in favor of firm showing financial soundness of the firm.

2. ***Bank Statement upto 30-06-2026 (Must have Bank's Round Stamp) / E-Bank statement will not be accepted.***

Appendix – E

WORK ORDERS

3 x years' experience for supply of medicines to Teaching Hospitals, Government Departments/ International Agencies or NGO's

(Attach documentary proof – FY 2023-24 to FY 2025-26)

Appendix – F

SATISFACTORY PERFORMANCE CERTIFICATES

Attach the copies of past performance certificates of Teaching Hospitals, Government Departments/ International Agencies or NGO's

(Attach at least 3 x certificates of different departments)

ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER

Acceptance of Terms & Conditions of tender documents duly signed & stamped on the firm's letter head.

POWER OF ATTORNEY

Power of attorney, authorizing the signatory of the bidder by the owner of firm on letter head alongwith copy of CNIC of the authorized person and specimen signature of the authorized person. ***(If required)***

Appendix - I

(Must be printed on Rs. 50/- or above stamp paper)

UNDERTAKING BY THE FIRM

I, ____________________________________ the undersigned being owner of the firm do hereby declare and affirm as under:-

a. That my firm has never been blacklisted by any public or private sector organization in Pakistan.

b. That if my firm being awarded the whole tender / selected items of the tender entitled **"Supply of Medicines / Drugs on Daily Local Purchase"** to President's Secretariat (Personal) during the **FY 2026-27**, I will provide all the items as per the requirements mentioned in the tender document (i.e. rates, standards quoted against each item in my Technical & Financial Proposals & time framework mention in Purchase Order) for the FY 2026-27.

c. That, I will provide items as per samples approved by the purchase committee of President's Secretariat (Personal) and if I do not adhere the principals set by the procuring agency not only the letter of award of my firm be immediately withdrawn also payment against the bills (if any) in process may also be withdrawn.

d. That, I will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad under intimation to President's Secretariat (Personal) in case of non-provision of items as per purchase order / work order on due date. I will not challenge the same in any court of law.

e. That, my firm shall be responsible for the replacement of all items supplied under the tender during the financial year, prior to their expiry.

f. That, the performance / bid security submitted by my firm may also be confiscated and I have no objection on declaration of my firm black listed by FBR, SECP & PPRA.

M/s : ______________________________

Owner Name : ______________________________

Firms Address : ______________________________

Telephone No. : ______________________________

Mobile : ______________________________

Signature : ______________________________

Date : ______________________________

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC

Annex-B

FINANCIAL PROPOSAL

Firm should mention the percentage of discount being offered on all the medicines being provided / supplied under this tender on their letter head duly signed and stamped