

**MEDICAL TEACHING INSTITUTE  
AYUB TEACHING HOSPITAL, ABBOTTABAD**

Website : ath.gov.pk Phone 0992-384085 Fax 0992-380328

**MCHC PHARMACY SHOP TENDER**

1. The contract period would be up to 30<sup>th</sup> June 2020. However contract can be terminated at any time by hospital authority with one month notice or on poor performance it can be terminated at any time without notice.
2. The tender documents shall be issued up to 17<sup>th</sup> October 2018 at 12:00 noon
3. The tenders completed in all respect shall be received through post/courier on or before 17<sup>th</sup> October 2018 till 12.00 noon and will be opened on same day at 12:30 PM.

All other terms and conditions are the same as per original advertisement.

  
HOSPITAL DIRECTOR  
AYUB TEACHING HOSPITAL,  
ABBOTTABAD

Published in Daily Jang Rawalpindi.,  
on 02/10/2018.



# **BIDDING DOCUMENT**

## **MCHC PHARMACY SHOP MEDICAL TEACHING INSTITUTE** **AYUB TEACHING HOSPITAL, ABBOTTABAD**

### **MANDATORY DOCUMENTS**

1. Status on ATL.
2. Income Tax Registration.
1. Sales Tax registration.
2. Last year income tax return.
3. Last year sale tax return.
4. Last 03 years bank statement showing annual turnover equal to 06 months minimum defined rent.
5. 03 years Audit reports by external Auditor if applicable.
6. Registration with respective Govt. Department.
7. B-pharmacy category A License
8. An undertaking on judicial stamp paper must be attached with Technical bid that CDR equal to three month quoted rent amount is attached with Financial Bid. No need to mention the amount of CDR. The original CDR must be attached with financial bid.
9. Tender fee deposit receipt.
10. Affidavit on stamp paper duly attested from notary public that firm is not blacklisted anywhere in Pakistan
11. 03 years' experience of similar nature in a reputed Government/Private institution. (Documentary evidence to be provided)

**Note:** Bid without mandatory documents shall not be considered for evaluation.

### **SUPPORTING DOCUMENTS CONSIDERED FOR EVALUATION**

Human Resources	<ol style="list-style-type: none"> <li>1. Pharmacist = 03 (one for each shift)</li> <li>2. Qualified pharmacy technicians = 06 (02 for each shift)</li> <li>3. Sale counter man/cashier = 03 (one for each shift)</li> <li>4. Helpers/sales man = 09 (03 for each shift)</li> <li>5. Sweeper/cleaner = 03 (one for each shift)</li> </ol>	Documentary evidence attached
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Physical Resources	<ol style="list-style-type: none"> <li>1. Medical Refrigerators for storage of temperature sensitive drugs</li> <li>2. Moisture controller with hygrometer</li> <li>3. Computerized register with relevant software</li> <li>4. Updated/valid narcotic and non-narcotic drug sale license</li> <li>5. Prescription related computerized billing system</li> <li>6. Electricity backup system</li> </ol>	Documentary evidence attached
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**Highest priced among technically qualified bids will be accepted.  
Technical evaluation done on Pass fail basis.**

**General Conditions of the contract.**

1. The terms and conditions mentioned in the advertisement notice and Technical evaluation criteria (Pharmacy shop chop contract criteria) of given above are part of the bidding document.
2. The contract period would be up to 30<sup>th</sup> June 2020. However contract can be terminated at any time by hospital authority with one month notice or on poor performance it can be terminated at any time without notice.
3. The tender documents can be obtained and submitted in the Procurement Cell of ATH after deposit of tender fee (non-refundable) as per advertisement notice.
4. The minimum monthly rent of Pharmacy shop will be Rs. 14, 18,000/- and the highest bidder among the technically qualified bidder will be declared as successful.
5. Electricity charges Rs.20,000/- and monthly rent is to be paid by 5<sup>th</sup> of each month in advance by the contractors. In case of default 5% penalty for one month delay will be imposed. The delay for more than one month, the contract will be cancelled after forfeiture of security deposit.





6. The bidding documents are available on our official website [www.ath.gov.pk](http://www.ath.gov.pk) and will be issued after deposit of tender fee in Account Department.
7. Tender shall be single stage two envelope basis. One shall be marked as "TECHNICAL BID" and other as "FINANCIAL BID". Initially, the technical bid shall be opened on the due date and later-on, financial bid of technically evaluated bidders shall be opened and finalized under the rules.
8. The firm should submit undertaking on judicial stamp paper with Technical Bid that the CDR of required amount is laying in Financial Bid, failing which, the bid will be cancelled.
9. The bidder shall submit financial bid/offer in words & in figures on firms letter head duly typed, signed and stamped. The CDR from the scheduled bank of Pakistan must be attached in Financial Bid.
10. The tenders completed in all respect shall be received through post/courier upto 17<sup>th</sup> October 2018 till 12:00 noon and shall be opened on the same day at 12:30 (Noon). No by hand or late tender will be accepted.
11. The highest offer of only technically qualified bidder shall be accepted.
12. Tender having cutting/over writing and hand written shall be rejected.
13. Successful bidder shall start computerized inventory/billing system in the Pharmacy and also give 5% discount on all the items.
14. The Pharmacy shop shall run subject to the provision of Drugs Act 1976 & all prevailing /relevant rules in vogue.
15. Earnest money as per advertisement in shape of Call deposit from any scheduled bank in the name of undersigned must be attached the financial bid otherwise tender will not be accepted. Any previous call deposit will not be considered for this contract.
16. Conditional and ambiguous tenders will not be accepted.
17. In case of giving false information with the tender, firm will be liable to be rejected with forfeiture of Earnest money.
18. In case of any conflict arises between the parties (institution and Contractor) the competent authority will resolve the problem through arbitration under the Arbitration Act of 1940 (As amended from time to time). The arbitrator shall be appointed by the Hospital Director whose decision will be final binding upon both the parties.
19. Pharmacy will provide round the clock services without any break.
20. The contractor shall be liable to make available lifesaving drugs at all times.
21. The contractor will be bound to make availability of all drugs contained in Hospital formulary round the clock.
22. The staff must be provided with proper uniform by the successful bidder.
23. Stock of the medicines should be maintained in such a way that efficacy and potency of medicines is not compromised.



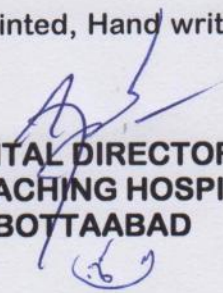


24. Cold chain should strictly be maintained, where required. Sufficient space shall be available for refrigeration and deep freezing.
25. Successful bidder shall provide computerized cash memo bill stating date, time of transaction, the name of medicines, strength, dose and total number along with the amount paid. It shall also include the name of patient. The dosage with other instructions must be printed in Urdu.
26. The contractor will provide medicine as prescribed in terms of its strength, state and trade name and cannot change the prescription at own. In case of receipt of any such complaint three times, the contract shall be cancelled with forfeiture of security.
27. Contractor will not compel the patient/attendant to purchase the medicines from pharmacy shop only and will leave them at their choice/will. In case of non-consumption of medicines the pharmacy will be bound to receive it back within 24 hours if the medicines are not de-shaped/used by the patient.
28. Besides medicines the store shall make available other supplies e.g. disposable syringes of various sizes, LP Needles, other biopsy Needles, Catheters, NG Tubes, ACD Bags, Urinary Bags, gloves etc as per list provided by hospital authorities.
29. All the purchases made from the pharmacy directly are to be paid by the customers themselves either indoor or outdoor.
30. Complete state of hygiene best storage practice be observed.
31. In case of any unforeseen situation due to fire etc. or any act of God, the loss incurred by the contractor shall be his own responsibility and no such claim is to be made or entertained by the hospital.
32. The Earnest Money may be confiscated partially or totally in favor of the institution, if there is a breach of the agreement by the pharmacy shop. Such a confiscation can be made even when the agreement is not dispensed with. In such a situation the pharmacy shop must replenish the confiscated portion to continue with the agreement.





33. The Hospital administration will monitor / supervise through its monitoring/supervisor committee the function of pharmacy to the extent of contract award conditions.
34. The cleanliness of Pharmacy and surrounding areas shall be the responsibility of the contractor.
35. From July 1<sup>st</sup> 2019 10% increase in the rent will be charge.
36. The contractor already working/running the contract must be attached clearance certificate from the hospital authority.
37. If the contractor fail to do any clause of the contract agreement the hospital authority impose heavy fine to the contractor.
38. The contract can be terminated at any time by the hospital administration with one month notice
39. The contractor will not go any court of law against the decision of the hospital authority.
40. The rate offered in financial bids must be typed and printed, Hand written rates in financial bids will be cancelled.

  
**HOSPITAL DIRECTOR  
AYUB TEACHING HOSPITAL  
ABBOTTAABAD**

**We will abide to all the above terms & conditions**

**Signature of Bidder**

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**Name of Firm with full address**

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**FINANCIAL BID**  
**FOR MCHC PHARMACY SHOP, AYUB TEACHING HOSPITAL**  
**ABBOTTABAD**

Dated \_\_\_\_\_

To,

The Hospital Director,  
Ayub Teaching Hospital,  
Abbottabad.

I hereby affirm that I will abide all the terms & conditions and offer.

Monthly Rent Rs. (in figure) \_\_\_\_\_

In words. \_\_\_\_\_  
\_\_\_\_\_

Signature of contractor / firm  
with stamp