

BIDDING DOCUMENT FOR WALK - IN REGISTRATION OF VENDORS FOR LOCAL PURCHASE OF MEDICINES/ SURGICAL DISPOSABLES / IMPLANTS ETC. ON DAY TO DAY BASIS THROUGH ONLINE PITB PORTAL FOR MAYO HOSPITAL LAHORE FINANCIAL YEAR 2023-24

MAYO HOSPITAL LAHORE

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INVITATION FOR BIDS

Procurement of Medicines/ Surgical disposables/ Implants etc. on day to day basis through local purchase

Mayo Hospital Lahore intends for walk-in registration of eligible vendors (operational pharmacy /pharmacies having valid drug sale license (FORM 9) for the financial year 2023-24

Policies, Guidelines & Instructions vide. No. SO (P-I) H/L.P Guidelines /2023 Procurement wing dated Lahore, the 9th January 2023, Specialized Healthcare & Medical Education Department, Government of the Punjab, Health Department and any other if and when notified / circulated by the Government of the Punjab, Specialized Healthcare & Medical Education Department / Mayo Hospital (Authority), shall be followed by the bidders.

Location of the Pharmacy shall be within 10 Km radius of the hospital. In case the Head of the institution and the Medical Superintendent/ Chief Executive Officer are of the opinion that the radius of 10 Km is limiting an impactful competition, they shall jointly submit the case for relaxation of 10 Km radius to the SHC&ME Department with proper Justification. SHC&MED shall decide the case on merit within 7 days, and the maximum upper limit of radius may then be enhanced up to the maximum 20 Km.

A complete set of the registration documents can be procured from Mayo Hospital, Lahore or may be downloaded from the official website of the Mayo Hospital Lahore (www.mayohospital.gov.pk). The interested applicants shall pay a non-refundable fee as per Clause 25 (vii) PPRA Rules 2014 Amended of **PKR 2000/- (Rupees Two Thousand only)** and attach the original receipt along with its application for walk-in registration.

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 follows:

Minimum Discount for Local Purchase on Day to Day basis on MRP fixed by DRAP			
S.No	Name	National Firm	Multinational Firm
01	Medicine (with MRP fixed by DRAP)	10%	6%
02	Surgical disposables etc. (with MRP fixed by DRAP)		15%
03	Surgical disposables etc. (without MRP) (Rates finalized by P& TC of the hospital on the basis of market survey)		15%

Note: All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules 2014 (amended).

OBJECTIVE OF LOCAL PURCHASE

Local Purchase is an alternative method of procurement of medicines and surgical disposals etc. on the prescription of authorized medical practitioner of the hospital to meet the immediate requirement of Indoor & Emergency patients during the gap period due to non-availability of medicines / surgical disposable etc. being procured through the bulk procurement / re-tendering process.

MODE OF LOCAL PURCHASE:

For the purpose of cost effectiveness and as per the guiding principles of the Punjab Procurement Rules (PPR) 2014, the local purchase of medicines and surgical disposables etc. on day to day basis shall be

processed through the Punjab Information Technology Board's PITB online LPDD Portal from at least five or more registered LPDD vendors;

REGISTRATION OF LOCAL PURCHASE ON DAY-DAY OF VENDORS:

1. Newspaper advertisement of a financial year for walk-in registration of LPDD vendors is published by the hospital and reminder advertisements for walk-in registration of LPDD Vendors shall be published after every four months for enhancing the pool of registered LPDD vendors. The registration of LPDD vendors shall, therefore, be a continuous process throughout the financial year to maximize competition.
2. Applications for registration (only technical) shall be submitted in sealed envelope addressed to the CEO, Mayo Hospital Lahore on date and time duly mentioned in the advertisement. Application shall be clearly marked the "Title of walk in registration of Vendors for supply of drugs / medicines / medical devices / surgical disposable goods (local / imported) on day to day basis through online system".
3. The applications received till the stipulated date & time will be opened by the notified committee as per advertised schedule, in the presence of the applicants or their authorized representatives (who opt to attend the meeting).
4. A complete set of the registration documents can be procured or downloaded from the official websites of the Mayo Hospital Lahore. (www.mayohospital.gov.pk). The interested applicants shall pay a non-refundable fee as per Clause 25 (vii) PPRA Rules 2014 Amended of PKR 2000/- (**Rupees Two Thousand only**) and attach the original receipt along with its application for walk-in registration.
5. In case the date of opening if it 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 be the date of submission and opening of applications accordingly. The time and venue shall remain the same.
6. Registration of LPDD vendors shall be for a period, which shall end on 30th September each year. However, the registration of existing LPDD vendors shall be renewed, upon receipt of their application in writing and subject to fulfillment of prevailing eligibility criteria, terms & conditions and satisfactory past performance
7. Evaluation of the applications for new registration or renewal of existing registration will be done, as per the eligibility criteria for registration (the hospital may, however, add (not delete) any other parameter in the criteria subject to the condition that any additional parameter may not reduce the competition). Conditional application, if received, shall be rejected.
8. Registration of the applicant(s), fulfilling the advertised eligibility criteria, will be done by the hospital LPDD vendor registration committee notified by the authority within two weeks. Upon registration, details of the LPDD vendor will be forwarded to the Punjab Information Technology Board (PITB) for issuance of Login /Password, within seven days, enabling the registered LPDD vendor to participate in subsequent online biddings.
9. The registered LPDD vendors shall have to comply with the minimum terms and conditions for supply of medicines and surgical disposables etc. as contained in Annex-B.
10. Registration of an existing LPDD vendor shall be valid up to the next coming 30th September irrespective of the date of his registration. If not renewed by the hospital earlier, the registration of the LPDD vendor shall stand terminated from 23:59 hrs on 30th September.
11. In case of non-availability of required number of registered LPDD vendors, the Local Purchase Section of the hospital shall refer the latter to the "Local Purchase Vigilance Committee" (LPVC) of the hospital for decision as per merit. The LPVC may relax the condition of minimum number after getting report from the Area Drug Inspector/ Secretary, District Quality Control Board within one week, verifying the availability of licensed pharmacies in the prescribed 10 km radius.
12. Model Pharmacies of respective hospitals (wherever established) shall enjoy the status of registered LPDD vendor, and shall participate in the online bidding process. If no local pharmacy participates for LPDD registration then the "Local Purchase Vigilance Committee" shall declare the Model Pharmacy of the hospital as the sole registered LPDD vendor, subject to fulfillment of all other conditions, till any other applicant pharmacy is registered by the hospital as the LPDD vendor. Model pharmacy of a nearby hospital may also participate in Local Purchase on Day-to-Day basis of another hospital.

SPECIAL CONDITIONS

1. Disasters and emergencies have different set of rules and SOPs and these can be met out in accordance with the rules, SOPs laid down in this behalf. Moreover, in case of disaster/ declaration of emergency, the prequalified vendors may be contacted for provision of quality medicines immediately.
2. Besides defined taxes at present successful bidders are bound to bear time to time changes in the taxes imposed by the Government.
3. i. Bid security of 50,000/-Rs. in the form of CDR/ Bank Guarantee in the name of Chief Executive Officer Mayo Hospital, Lahore.
ii. Performance Guarantee (same bid security submitted by the participating bidder i.e,50,000 will be considered the performance guarantee for the successful /registered LPDD vendors)
4. Performance Guarantee Rs.50, 000 to be submitted by the Individual interested applicant vendor, 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 Superintendent/ Chief Executive Officer of the hospital.

PROCEDURE FOR LOCAL PURCHASE OF MEDICINES/ SURGICAL DISPOSABLES / IMPLANTS ON DAY TO DAY BASIS**Receipt of Bids, Purchase order generation & stock receipt from Registered LPDD vendors:**

- i. Generic-wise uploading of the LPDD indent In the PITB's Online LPDD Portal by the LP Section of the hospital. (Manual processing of LP is not advised).
- ii. Receipt of bids rates from the registered LPDD vendors within 180 minutes, of the Invitation for bids, as per brands already approved by the P&TC of the hospital.
- iii. Financial comparison of the prices offered (Inclusive of all applicable taxes and duties) by the registered LPDD vendors on PITB's Online LPDD Portal will be prepared on the basis of quoted prices. Such quoted prices must be less than the MRP and such discount shall not be less than the percentage mentioned in the policy.
- iv. The registered LPDD vendor offering the lowest price (inclusive of all applicable taxes and duties), as per detail mentioned at Sr. No. (ii) Above shall be declared as the successful bidder.
- v. Identification of successful LPDD vendor through the PITB's Online LPDD Portal and immediate intimation to the hospital concerned along with financial comparative statement of the bidding process. The comparative sheet of quoted rates with names of the items shall also be shared with the competing LPDD vendors (who participate in the online bidding process) within 10 minutes of the end of the bid submission time
- vi. PITB's Online LPDD Portal shall automatically generate and share the Purchase Order of the LPDD indent with the 1st lowest LPDD vendor within 20 minutes of the end of the bid submission time.
- vii. Receipt of LPDD indent (Items) in the LP Section from the successful LPDD vendor shall be required within 300 minutes of the end of the bid submission time along with computerized LPDD indent bill properly mentioning the brand, batch & expiry date with warranty of the item(s) supplied in the LPDD Indent.
- viii. The items received from the LPDD vendor under the LPDD indent shall be checked as per the bid specifications for brand, batch, expiry date and quantity.
- ix. Data entry of received Items shall be done on the PITB's Online LPDD Portal by the LP Section of the hospital. The items received under the LPDD indent must have sufficient shelf life (i.e at least more than three months).
- x. Defacing of the items received under the LPDD indent shall be done by the LP Section of the hospital.
- xi. In case of late delivery of items under the LPDD indent, proper entry shall be made on the PITB's Online LPDD Portal, which shall calculate the Late Deliveries Penalty@ 1% of the quoted bid price per hour per Item for a maximum of 2 hours. In case of failure to supply the items of LPDD indent by the successful LPDD vendor even after two hours, the supply order shall be cancelled and placed to the 2nd lowest LPDD vendor with applicable risk purchase to be recovered from the 1st lowest LPDD vendor. The 1st lowest LPDD vendor will be bound to pay the difference in price of 1st

- lowest and 2nd lowest bid to the hospital within one week failing which his registration as LPDD vendor shall be suspended for one week. If the difference in price is still not paid, even after one week, the registration of such non-compliant LPDD vendor shall be terminated by the hospital, and such LPDD vendor shall not be allowed to submit any bid on the PITB's Online LPDD Portal for any other hospital and his pending liability of Late Delivery Penalty shall be recovered from his outstanding payments.
- xii. Medicines & surgical disposables etc. purchased on LPDD basis shall be exempted from DTL testing as these will be procured from a licensed pharmacy. However, the Medical Superintendent of the hospital may send random samples for testing / analysis to the Drug Testing Laboratory on periodic basis to ensure the satisfactory quality of medicines supplied through Local Purchase on Day-to-Day basis.

RESPONSIBILITIES OF PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)

- i. PITB shall modify the PITB's Online LPDD Portal to implement all parameters contained in these Guidelines for Local Purchase on Day-to-Day basis of medicines & surgical disposables etc.
- ii. PITB shall modify its existing online LPDD Portal for enabling the receipt of LPDD indent items and to calculate & deduct the penalty on account of late delivery of LPDD indent items.
- iii. PITB shall also modify its existing Online LPDD Portal for the following alert/ modifications;
 - a. Online LPDD Portal shall generate alerts for the hospital's management regarding consumption of each 25%, 50%, 75%, 90% & 100% of the budget allocation for Local Purchase, which shall also be reflected on the dash board of SM&IPU of the SHC&MED.
 - b. Number of participant LPDD vendors against each order shall be provided to the hospital for information and facilitating necessary action against the non-participating registered LPDD vendors.
 - c. Financial comparative statement shall be provided to the hospital against each item immediately after the end of the bid submission time.
 - d. Details of medicines & surgical disposables etc. in the invoice generated by PITB shall also include the generic name along with the brand.
 - e. Easy uploading of details about delivery of medicines & surgical disposables on PITB's Online PDD Portal. The Portal shall calculate the late delivery (LD) charges automatically. Final invoice of the LPDD vendors shall be generated after receipt/ data entry of LPDD items received and deduction of LD Charges/ other relevant deductions (if any).
 - f. Brand switching amongst the already approved brands by P&TC is allowed but once a LPDD vendor bids a brand it shall supply the Item of the same brand. In case of change of brand (from P&TC approved brands only) at the time of supply, 10% penalty against that item in addition to already offered discount shall be imposed upon the LPDD vendor by the PITB's online system.
 - g. No brand other than the approved brands of P&TC shall be accepted and appropriate checks shall be put in place in the PITB's Online LPDD Portal accordingly.
 - h. In case of failure of supply/ deficient supply by the 1st lowest LPDD vendor, Risk Purchase amount shall be deducted. The deduction mechanism shall be that at the time of receipt and entry of LPDD indent into the PITB's Online Portal, the items which are not supplied / less supplied by the 1st lowest LPDD vendor shall be ordered to the 2nd lowest LPDD vendor through the PITB's Online LPDD Portal to ensure supply of medicines to the patients. The difference between the 1st lowest and 2nd lowest LPDD vendors' cost, as per Comparative Statement, shall be deducted by the system automatically from the bills of the 1st lowest LPDD vendor and so on. The same shall be recovered by the hospital from the outstanding bills or from securities submitted by the defaulting LPDD vendor.
 - i. PITB's Online LPDD Portal shall have check on the expiry & batch details of medicines /surgical disposables etc. 'No item with less than three months' expiry period shall be entered on the PITB's Online LPDD Portal by the LPDD vendor.
 - j. In case of shortage of medicines / surgical disposables etc. in the market reflected in Annexure B (vi) PITB shall allow such relaxation in the Online LPDD Portal, and such feature shall only be activated upon written request by the Medical Superintendent/ Chief Executive Officer of the hospital.
 - k. Automatic satisfactory supplies report generation, upon marking on a checklist, with less human involvement.
- iv. Make the Online LPDD Portal smart and user friendly to ensure least data punching to avoid typographical errors. Necessary data validation checks like the received quantity of items may not exceed the ordered quantity etc.

- v. PITB's Online LPDD Portal shall provide a mechanism for clubbing of the same generics, dosage form and strengths to reflect optimal quantity attract more discounts and provide ease of work.
- vi. Present dashboard established for SM&IPU of SHC&ME Department for monitoring the local purchase process shall also be modified keeping in view the parameters for implementation and monitoring of the Guidelines for Local Purchase of medicines and surgical disposables etc. on day-to-day basis through online PITB Portal In Teaching/ Tertiary care Hospitals/ Medical Institutions of Punjab
- vii. PITB shall be responsible for the most optimal and smooth functioning of the Online LPDD Portal enabling timely completion of all activities required for cost-effective, efficient and transparent local purchase
- viii. In-time generation of system's maintenance /slow down etc. alerts so that the hospitals may timely take necessary steps. PITB shall ensure that preferably the system's (Online LPDD Portal's) maintenance shall be carried out during the non-active hours of the Local Purchase process
- ix. PITB will develop reporting mechanism to assist the LPVC to compile the list of frequently quoted/demanded Items to be included in next Bulk Purchase process, through monthly, quarterly and annual report generation of all Items (generic-wise procured).
- x. PITB shall provide such data reports as are required by hospitals and SHC&MED to compare and evaluate the price trends in various hospitals to ensure most competitive rates and value for money.

ANNEXURE B. MINIMUM TERMS AND CONDITIONS FOR SUPPLY OF MEDICINES & SURGICAL DISPOSABLE ETC. TO BE FOLLOWED BY THE REGISTERED LPDD VENDOR:

- i. The LPDD vendor shall supply all the medicines and surgical disposables etc. as per provisions of the Drug Act 1976 / DRAP Act 2012 and rules framed thereunder 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 disposable 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 disposable 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 the 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 registration of the LPDD vendor shall be suspended by the hospital. Subject to payment as stated a Sr. No. (v) below, upon written request along with 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 procuring agency/ hospital for recovery.
- vi. In case of shortage 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 thereunder: 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 Head of Institution (Vice Chancellor /Principal/ Executive Director/ Dean as the case may be) 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 Controll.er, Punjab, and SHC & ME Department.
- vii. A registered LPDD vendor if found indulged in corrupt, fraudulent malpractices and fails to fulfill the contractual obligations or commits any act detrimental to the public interest shall be blacklisted by the procuring agency.
- viii. Registration of LPDD vendor shall be valid upto 30th September irrespective of the date of application / registration, and extendable on yearly basis subject to submission of application, fulfillment of prevailing eligibility criteria, terms & conditions for supply of medicines & surgical disposables etc. & satisfactory past performance.

- ix. Registration of LPDD vendor, who has failed to participate In the LPDD bidding process for more than 5 consecutive days four times, shall be cancelled. Such LPDD vendor shall be debarred from participation in the bidding process on PITB s Online LPDD Portal from any of the hospitals till the next coming 30th September.
- 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. 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 follows:

Minimum Discount for Local Purchase on Day to Day basis on MRP fixed by DRAP			
S.No	Name	National Firm	Multinational Firm
01	Medicine (with MRP fixed by DRAP)	10%	6%
02	Surgical disposables etc. (with MRP fixed by DRAP)		15%
03	Surgical disposables etc (without MRP) (Rates finalized by P& TC of the hospital on the basis of market survey)		15%

INSTRUCTIONS TO THE APPLICANTS (ITA)

A. General	
1. Scope of Application	Mayo Hospital Lahore issues this Registration Document (RD) to applicants interested to prequalify as vendor for supply of drugs / medicines / surgical disposable etc. (local / imported) on day to day basis through online system of procurement of medicines by entailing competition among registered vendors during 2023-24.
2. Fraud and Corruption	<p>Mayo Hospital Lahore requires that applicant observe the highest standard of ethics during the submission of application for registration and further documents required for registration. In case of failure, further involvement in fraudulent and corrupt practices will be liable for punishment as defined PPRA Rules. Government instructions through bidding document</p> <p>(a) In pursuance corrupt to his, practice the following are the terms offering, are giving, defies:</p> <p>(b) Mayo Hospital, Lahore will reject a proposal for registration if it determines that the applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;</p> <p>(c) Mayo Hospital, Lahore will initiate to declare ineligible, either indefinitely or for a stated period of time, if it, at any time, determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for registration.</p>

3. Ineligible Applicants

A firm declared blacklisted / debarred by any of the public sector organization in Pakistan shall be ineligible for registration.

B. Contents of the Registration Documents

<p>4. Section of Registration Documents</p>	<p>4.1 The documents for the registration of Applicants (hereinafter - below, and should be read in conjunction with any Addendum if issued. The goods required , applicable bidding procedures and contract terms are prescribed in bidding documents, in addition to the invitation of bids, the bidding documents shall include;</p> <ul style="list-style-type: none">• Instructions to the Bidders• Application Forms• Terms and conditions of the contract• Mandatory Terms & Conditions and Bid evaluation criteria• Schedule of requirements• Contract form• Manufacturer Authorization Form• Performance Guarantee Form and;• Bid Form <p>4.2 The procuring agency is a part of registration documents.</p> <p>4.3 Incomplete bids will be rejected.</p> <p>4.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Documents and to furnish all information or documentation required for Registration of LPDD Vendors.</p>
<p>5. Clarification of Registration Document</p>	<p>5.1 A prospective Applicant requiring any clarification of the Registration Documents shall participate in pre bid meeting scheduled to be held on as per as in the advertisement (contact the Mayo Hospital, 99211129-28 Ext.111.)</p>
<p>6. Amendment of Registration Document</p>	<p>6.1 The registration document can be amended keeping in view the decisions taken in pre bid meeting., However, this bidding document will be made available for sale 15 days before closing date (If applicable).</p> <p>6.2 Any addendum issued shall be part of the Registration Documents and shall be communicated in writing to all who have obtained the registration documents from the Mayo Hospital, Lahore.</p> <p>6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Mayo Hospital, Lahore may, at its discretion, without advertisement date cannot be changed at least 05 days before the closing date of advertisement.</p>

C. Preparation of Application

<p>7. Cost of Application</p>	<p>The Applicant shall bear all costs associated with the preparation and submission of its application. Mayo Hospital, Lahore will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.</p>
<p>8. Language of Application</p>	<p>8.1 The application as well as all correspondence and documents relating to the registration exchanged by the Applicant and Mayo Hospital, Lahore, shall be written in the language specified in the Registration Documents. Supporting documents and printed literature that are part of the application maybe in another language, provided they are accompanied by an accurate translation of the relevant passages in the</p>

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	language specified in the Registration Documents , in which case, for purposes of interpretation of the application, the translation shall govern.
9. Documents Comprising the Application	9.1 The application shall comprise the following: <ol style="list-style-type: none"> a. Application Submission Form, in accordance with ITA; b. Documentary evidence establishing the eligibility to prequalify, in accordance with ITA & Registration Criteria; c. Documentary evidence establishing the qualifications, in accordance with ITA and & Registration Criteria. d. Any other document required as specified in the Registration Documents.
10. Application Submission Form	0.1 The Applicant shall prepare an Application Submission Sheet using the form provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.
11. Documents Establishing the Eligibility of the Applicant	1.1 To establish its eligibility in accordance with ITA, the Applicant shall complete the eligibility declarations in the Application.
12. Documents Establishing the Qualifications of the Applicant	12.1 To establish its qualifications the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Registration Criteria.
13. Signing of the Application	13.1 The Applicant shall prepare and submit the application for registration as described in ITA & Registration Documents. The application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. All applications should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated in Registration Documents duly signed and stamped by the authorized person.

D. Submission of Application

14. Sealing and Identification of Applications	14.1 The Applicant shall enclose the application in a sealed envelope that shall: <ol style="list-style-type: none"> a. bear the name and address of the Applicant; b. be addressed to the Chief Executive Officer Mayo Hospital, Lahore in accordance with ITA ; c. bear the specific identification of this registration process indicated in the Registration Documents. 14.2 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.
15. Deadline for Submission of Applications	15.1 Applicants will drop their applications in box. Applications shall be received by the Mayo Hospital, Lahore at the address and no later than the deadline indicated in the advertisement.
16. Late Applications	16.1 Any application received by the Mayo Hospital, Lahore after the deadline for submission of applications will not be entertained as indicated in the Invitation for Registration .
17. Opening of Applications	17.1 Mayo Hospital, Lahore shall open all Applications at the date, time and place specified in the Invitation for Registration . Late Applications shall be treated in accordance with ITA. 17.2 Mayo Hospital, Lahore shall prepare a record of the opening of applications that shall include the name and other details of the Applicant. A copy of the record shall be distributed to all Applicants.

Procedure for Evaluation of Applications

18. Confidentiality	<p>18.1 Information relating to the evaluation of applications, and recommendation for registration, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of registration is made to all Applicants through institution on website.</p> <p>18.2 From the deadline for submission of applications to the time of notification of the results of the registration, any Applicant that wishes to contact the Mayo Hospital, Lahore on any matter related to the registration process, may do so but only in writing.</p>
19. Clarification of Bids	<p>19.1 To assist in the evaluation of applications, the Mayo Hospital, Lahore 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.</p> <p>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.</p>
20. Responsiveness of Applications	<p>20.1 All applications not responsive to the requirements of the registration document shall be rejected.</p>

F. Evaluation of Applications and Registration of Applicants

22. Right to accept or reject the applications	<p>22.1 The Mayo Hospital, Lahore reserves the right to accept or reject all the applications, and to annul the registration process, without thereby incurring any liability to Applicants.</p>
23. Registration of Applicants	<p>23.1 All Applicants whose applications have met the specified requirements will, to the exclusion of all others, be registered by the Mayo Hospital, Lahore</p>
24. Notification of Registration	<p>24.1 Once the Mayo Hospital, Lahore has completed the process, notification of the prequalified vendors will be issued accordingly.</p>
25. Validity of Pre-Qualification	<p>25.1 The Registration shall be valid as per policy of SHC&ME Department.</p>

Registration / Knock down Criteria

S. No	Parameter(s)	Responsive	Non Responsive
1	The vendor shall have valid Drug sale license on Form 09 by the licensing authority		
2	Pharmacy shall have minimum one year experience of sale of medicines /surgical disposables etc.		
3	Sale of Drug under the supervision of qualified pharmacist		
4	Operational online Computerized Inventory Management System / software (online facility round the clock)		
5	Original Registration tender Fee Deposit Receipt		
6	Computerized CNIC (Qualified Person, Pharmacists working in premises in working hours and Proprietor / Partner)		
7	N. T. N. / GST Certificate (whichever is applicable)		
8	Location of applicant Pharmacy within 10 Km from the boundary wall of Hospital		
9	<p>Undertaking on Stamp Paper worth Rs:100 Regarding</p> <p>i. Non Cancellation / Suspension of Drug sale license by the competent authority within last two years.</p> <p>ii. That proprietor/ applicant vendor has read and agreed with all the terms and conditions of Local Purchase on Day-to-Day basis as per bidding documents as advised by SHC & ME Department.</p> <p>iii. 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.</p> <p>iv. That the applicant vendor is not blacklisted by any department.</p> <p>v. Non seizure of the premises due to any violation of the Act within last two years.</p> <p>vi. Offered discount will be at least 6% on MRP for Medicines (Multinational), 10% on National Medicines, 15% for registered Medical Devices /Surgical Disposable items & Implants 15% on unregistered Medical Devices /Surgical Disposable items & Implants on the rates finalized by procuring agency.</p> <p>vii. Non concealment of the facts</p> <p>ix. Proprietor/ owner is/was not a subject of bankruptcy proceedings receivership, any other form of liquidation.</p> <p>Affidavit by the proprietor/ applicant That the Pharmacy / proprietor is not involved in sale of spurious / substandard drugs/ stolen/ theft government supply is duly attested by the Notary Public.</p> <p>Undertaking about proper human resources</p> <p>Names with designation of their hired human resource for management and timely transportation of LP indent items</p>		
10	Documents relating to owner-ship of the Pharmacy.		
11	Documents relating to Rent in case of rental premises.		
12	Documents Relating to Registration of Pharmacy showing the partnership (where applicable) / Sole Proprietor-ship if applicable.		
13	Copy of the Bid Security		

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PHYSICAL INSPECTION CRITERIA OF PREMISES LPDD VENDOR(S).

Parameter(s)		Alloc. Marks	Marks Granted	Evidence Required
01 Status of Inventory	Operational Computerized Inventory with online facility round the clock.	15		The Inspection Committee will allocate the marks accordingly.
	Manual Inventory Management	0		
02 Financial Status	10 Millions or above (20 marks)	20		Tax Return Documents issued by the FBR clearly showing the Annual Sale Value
	05 Million or More (10 marks)	10		
03 Value of the Inventory at the Time of Inspection (Verified in hard form from available functional online software)	10 Million or More (20 marks)	20		Inspection Committee will Evaluate the worth accordingly
	05 Million or More (15 marks)	15		
	03 Million or More (10 marks)	10		
04 Good Practice Certificate	Worked as L.P. Day to Day Contractor in Government/ Semi-Government Institution/ Hospital (10 marks)	10		Good Practice Certificate from the Competent Authority of relevant Institution
05 Technical Staff	One qualified person working in the pharmacy as duly mentioned on DSL and availability of pharmacist during operational hours.	10		Category A Registration by the Punjab Pharmacy Council
06 Storage Conditions of the Applicant Pharmacy	<p>a. Dedicated Cold Chain Facility with Temperature Recording on Three Time a Day Basis (2° -8°), along with maintenance of Temperature Data properly (07 marks)</p> <p>b. Operational Air Conditioning with Complete Backup (Generator or Double Connection) (6.5 marks)</p> <p>c. Maintenance of Controlled Drug Registers and other condition as laid down in the Applicable Punjab Drug Act (6.5 marks).</p>	20		Inspection Committee will assess the Facility / Parameter
07 Supply Chain Facility	Temperature Sensitive / Thermo Labile Carriers Facility to supply sensitive drugs / items from the Pharmacy to the Hospital Premises	05		Inspection Committee will assess the Facility / Parameter

Total Marks: 100**Qualifying Marks: 65%****Note:**

- The committee will visit the applicants' pharmacy premises at any time (24 hours) with / without intimation.
- It is mandatory to get 65% marks.
- 100% complete information according to the evaluation criteria shall be provided by the firm.
- After Signing of Contract Agreement, no change in premises is permissible till end of the contract.

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AGREEMENT

THIS CONTRACT is made at _____ on day of _____ 20____, between The Chief Executive Officer Mayo Hospital, Lahore (hereinafter referred to as the "Purchaser") of the First Part; and M/s (firm name) a firm registered under the laws of Pakistan and having its registered office at (address of the firm) (hereinafter called the "LPDD Vendor") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties")

WHEREAS the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (firm name) being the LPDD Vendor in Pakistan offered to supply the required item (s); and
Whereas, the Purchaser has accepted the bid by the LPDD Vendor if he becomes the first lowest;
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 follows:

Minimum Discount for Local Purchase on Day to Day basis on MRP fixed by DRAP			
S.No	Name	National Firm	Multinational Firm
01	Medicine (with MRP fixed by DRAP)	10%	6%
02	Surgical disposables etc. (with MRP fixed by DRAP)	15%	
03	Surgical disposables etc (without MRP) (Rates finalized by P& TC of the hospital on the basis of market survey)	15%	

NOW THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;

1. **The Contract:** The following documents shall be deemed to form and be read and construed as integral part of this Contract. Viz:-
 - a. The Technical Specifications.
 - b. The Price Schedule submitted by the Bidder.
 - c. The Purchaser's Notification of Award.
 - d. The Purchase Order
 - e. The Special Conditions of the Contract
 - f. The General Conditions of Contract
 - g. Performance Guarantee
 - h. The acceptance of bid.
2. **Interpretation:** In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as "Contract";
3. **The Term of the Contract:** This contract shall remain valid as per policy of SHC&ME Department
4. The Supplier declares as under:
 - i. [Name of the LPDD Vendor] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, and privilege or other obligation or benefit from Government of Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by Government of Punjab through any corrupt business practice.
 - ii. Without limiting the generality of the foregoing, [the Seller/ LPDD Vendor] represents and warrants that it has fully declared the brokerage, commission, fees 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 consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Mayo Hospital, Lahore, except that which has been expressly declared pursuant hereto.
 - iii. [The LPDD Vendor] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Mayo Hospital, Lahore and

has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.

- iv. [The LPDD Vendor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 Procuring Agency under any law, Contract or other instrument, be voidable at the option of Procuring Agency.
- v. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, [The LPDD Vendor] agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The LPDD Vendor] 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 Procuring Agency.
- vi. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The Secretary Health or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties

5. PROCEDURE FOR LOCAL PURCHASE OF MEDICINES/ SURGICAL DISPOSABLES / IMPLANTS ON DAY TO DAY BASIS

- i. Receipt of bids / rates from the registered LPDD vendors within 180 minutes, of the Invitation for bids, as per brands already approved by the P&TC of the hospital.
- ii. Financial comparison of the prices offered (Inclusive of all applicable taxes and duties) by the registered LPDD vendors on PITB's Online LPDD Portal will be prepared on the basis of quoted prices. Such quoted prices must be less than the MRP and such discount shall not be less than the percentage mentioned below:

S.No	Name	National Firm	Multinational Firm
01	Medicine (with MRP fixed by DRAP)	10%	6%
02	Surgical disposables etc. (with MRP fixed by DRAP)	15%	
03	Surgical disposables etc (without MRP) (Rates finalized by P& TC of the hospital on the basis of market survey)	15%	

- iii. The registered LPDD vendor offering the lowest price (inclusive of all applicable taxes and duties), as per detail mentioned at Sr. No. 5 (b) (ii) above, shall be declared as the successful bidder.
- iv. Identification of successful LPDD vendor through the PITB's Online LPDD Portal and immediate intimation to the hospital concerned along with financial comparative statement of the bidding process. The comparative sheet of quoted rates with names of the items shall also be shared with the competing LPDD vendors (who participate in the online bidding process) within 10 minutes of the end of the bid submission time
- v. PITB's Online LPDD Portal shall automatically generate and share the Purchase Order of the LPDD indent with the 1st lowest LPDD vendor within 20 minutes of the end of the bid submission time.
- vi. Receipt of LPDD indent (Items) in the LP Section from the successful LPDD vendor shall be required within 300 minutes of the end of the bid submission time along with computerized LPDD indent bill properly mentioning the brand, batch & expiry date with warranty of the item(s) supplied in the LPDD Indent.
- vii. The items received from the LPDD vendor under the LPDD indent shall be checked as per the bid specifications for brand, batch, expiry date and quantity.
- viii. Data entry of received Items shall be done on the PITB's Online LPDD Portal by the LP Section of the hospital. The items received under the LPDD indent must have sufficient shelf life (i.e. at least more than three months).
- ix. Defacing of the items received under the LPDD indent shall be done by the LP Section of the hospital.
- x. In case of late delivery of items under the LPDD indent, proper entry shall be made on the PITB's Online LPDD Portal, which shall calculate the Late Deliveries Penalty @ 1% of the quoted bid price per hour per Item for a maximum of 2 hours. In case of failure to supply the items of LPDD indent by the successful LPDD vendor even after two hours, the supply order shall be cancelled and placed to the 2nd lowest

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LPDD vendor with applicable risk purchase to be recovered from the 1st lowest LPDD vendor. The 1st lowest LPDD vendor will be bound to pay the difference in price of 1st lowest and 2nd lowest bid to the hospital within one week failing which his registration as LPDD vendor shall be suspended for one week. If the difference in price is still not paid, even after one week, the registration of such non-compliant LPDD vendor shall be terminated by the hospital, and such LPDD vendor shall not be allowed to submit any bid on the PITB's Online LPDD Portal for any other hospital and his pending liability of Late Delivery Penalty shall be recovered from his outstanding payments.

6. Items to be Supplied & Agreed Unit Cost:

- i. The LPDD Vendor shall provide to the Purchaser the items on the agreed cost more specifically described in the Price Schedule/ online offer Submitted by the Bidder
- ii. Each Item(s) supplied shall strictly conform to the Schedule of Requirements and to the Technical Specification prescribed by the Purchaser against each item
- iii. The LPDD vendor shall supply all the medicines & surgical disposable items etc. as per provisions of the Drug Act 1976, DRAP ACT 2012 and Rules framed thereunder and prevailing drug sale Rules. Compliance of all rules/regulations/laws for sale of medicines and surgical disposables shall be responsibility of the LPDD vendor
- iv. The vendor shall supply the brands of medicines /surgical disposable etc. Approved by the P&TC in the same strength and pack size ,dosage form without any deviation.
- v. The Unit Cost agreed in the Price Schedule/ bid, is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.

7. Payments: The Purchaser hereby covenants to pay the LPDD Vendor in consideration of the provision of the Goods and Services, as specified in the Schedule of Requirements and Technical Specification in accordance with the Price Schedule/ bid submitted by the Supplier, the amount against the delivered items or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.

8. Mode of Payment: All payments to the LPDD Vendor shall be made through Crossed cheque issued in the name of [LPDD Vendor].

9. Payment Schedule: All payments to the LPDD Vendor shall be made in accordance with the agreed Payment Schedule, and conditions of registration upon satisfactory completion of delivery and fulfillment of documentary and Codal formalities.

10. Performance Guarantee: Performance Guarantee (same bid security submitted by the participating bidder i.e.50,000 will be considered the performance guarantee for the successful /registered LPDD vendor) Performance Guarantee Rs.50,000 to be submitted by the Individual interested applicant vendor, shall be returned upon satisfactory performance after completion of registration period/contract, if not extended further

11. PENALTIES/LIQUIDATED DAMAGES:

- i. In case of late delivery of items under the LPDD indent, proper entry shall be made on the PITB's Online LPDD Portal, which shall calculate the Late Deliveries Penalty@ 1% of the quoted bid price per hour per item for a maximum of 2 hours. In case of failure to supply the items/deficient supply of LPDD indent by the successful LPDD vendor even after two hours, the supply order shall be cancelled and placed to the 2nd lowest LPDD vendor with applicable risk purchase to be recovered from the 1st lowest LPDD vendor. The 1st lowest LPDD vendor will be bound to pay the difference in price of 1st lowest and 2nd lowest bid to the hospital within one week failing which his registration as LPDD vendor shall be suspended for one week. If the difference in price is still not paid, even after one week, the registration of such non-compliant LPDD vendor shall be terminated by the hospital, and such LPDD vendor shall not be allowed to submit any bid on the PITB's Online LPDD Portal for any other hospital and his pending liability of Late Delivery Penalty shall be recovered from his outstanding payments.
- ii. 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 procuring agency/ hospital for recovery.
- iii. The LPDD Vendor, whose registration has been suspended by procuring agency can be withdraw by the procuring agency upon written request along with an affidavit on a Stamp Paper worth Rs. 100 that he shall comply with the requirement of participation in online bidding process in future after the payment of 0.5% penalized amount.

- iv. The LPDD Vendor whose registration has been cancelled shall have to submit a new application for registration after the next coming 30th September.
- v. 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.
- vi. 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.
- vii. Brand switching amongst the already approved brands by P&TC is allowed but once a LPDD vendor bids a brand it shall supply the Item of the same brand. In case of change of brand (from P&TC approved brands only) at the time of supply, 10% penalty against that item in addition to already offered discount shall be imposed upon the LPDD vendor by the PITB's online system.
- viii. In case of shortage 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 thereunder 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 Head of Institution (Vice Chancellor /Principal/ Executive Director/ Dean as the case may be) 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.
- ix. 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.
- x. The procuring agency has the right to ask for the source of purchase of the supplied goods which the LPDD Vendor has to provide in the form of invoice/warranty otherwise the bills of the LPDD Vendor will not be entertained for payment.

12. **Notices:** All notices and correspondences incidental to this contract shall be in English language and shall be addressed to:

For the Purchaser:

- [insert: name of office]
- [insert: name of officer]
- [insert: postal address]
- [insert: telephone number, indicate country and city code]
- [insert: facsimile or cable number or e-mail address]

For the Supplier/ LPDD Vendor:

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

Signature: _____
 Name: _____
 Designation: _____

Signed/ Sealed: For the Purchaser.

Signature: _____
 Name: _____
 Designation: _____

**Signed/ Sealed: For the LPDD Vendor/
 Authorized Supplier/ Authorized Agent.**

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Technical Specifications and Ancillary Services**a). Product Specifications.**

(Detailed technical specifications, given in Section III, will be followed)

b) Labeling and Packing

- i. The Labelling and Packing of the products supplied by LPDD Vendor shall be in accordance with the the Drugs (Labelling and Packing) Rules 1986, framed under the Drugs Act, 1976. (Read with guideline issued by Government of the Punjab vide No.PQCB/PRW-G-01/2019, Dated 27th May, 2019)
- ii. However, the name of Drug / Medicine (Generic & Brand), equally prominent, should be printed/ written in indelible ink both in English and Urdu on the outer cartons and on each Pack, Bottle, Strip/ Blister, Tubes etc. Besides the name and principal place of business of the Manufacturer, the drug manufacturing license No., manufacturing date, expiry date, registration No., batch No., retail price, and Urdu version namely: name of drug, dosage and instructions, should also be written on the outer carton and on the most inner container in bold letters. All tablets shall be supplied in aluminum strip / blister pack. Expiry date must be printed on each aluminum strip / blister. The syrup should be supplied in glass / pet bottle with sealed caps. (extemporaneous preparations and loose tablets etc. if supplied must bear label with proper mention of name, batch number, date of manufacturing and expiry and special warnings if any)

c) Additional instructions for packing

- i. The suppliers are required to furnish the Warranty certificate with regard to the potency and stability (Including coloration of medicines) of the Drug for human consumption etc. in accordance with the Drug Act, 1976 on judicial paper.

d). Shelf life

The items received from the LPDD Vendor must have sufficient shelf life must be atleast (i.e. atleast more than three months)

e). Testing/Verification Procedures:

- i. The Procuring Agency or its representative shall have the right to inspect and/or to have the goods tested from the authority as per Drug Act 1976 and rules framed there under at no extra cost to the Procuring Agency.
- ii. The Procuring Agency's reserves the right to inspect, test and, where necessary, reject the goods and the same shall in no way be limited or waived by reason of the goods having previously been inspected, tested, and passed by the Procuring Agency or its representative.
- iii. The LPVC constituted by the Consignee shall inspect the premises of the LPDD Vendor from time to time.
- iv. The LPDD Vendor will be responsible for free replacement of stocks if the same is not found to be of the same specifications as required in the Invitation of Bids / Substandard / Spurious / Misbranded / Expired/ recalled stock. The recalled stock if found supplied by LPDD Vendor will not be returned to the LPDD Vendor.

f) Bill Warranty:

The Drugs / Medicines shall be accompanied by the necessary Bill warranty on Form 2-A in accordance with the provision of the Drugs Act, 1976 and rules framed there under. This warranty can be asked by the procuring agency as and when required.

g). Transportation/Delivery Requirements

- i. The LPDD Vendor shall arrange such transportation of the drugs and medicines as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement
- ii. All costs associated with the transportation including loading/unloading of drugs and medicines and road taxes shall be borne by the Supplier.
- iii. The LPDD Vendor shall be bound to receive / collect the warrantor portion of sample for onward submission through the authorized person if any sampling is made, at their own cost and risk.
- iv. All cold chain (perishable) items must be delivered in a safe and proper manner, prescribed for such types of items.

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h) **Payment :**

(Payment to the Suppliers will be made against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in the PPR-2014. However, if there is any alternate payment schedule, agreed by the Procuring Agency and Supplier, will be annexed here)

- i. The Payment shall be in Pak Rupees.
- ii. The payment shall be made to the LPDD Vendor on receipt of original invoice(s) including those of GST (If applicable) in duplicate duly completed in all respect.
- iii. The DTL test / analysis charges of sample (if any) shall be borne by the LPDD Vendor.

AFFIDAVIT

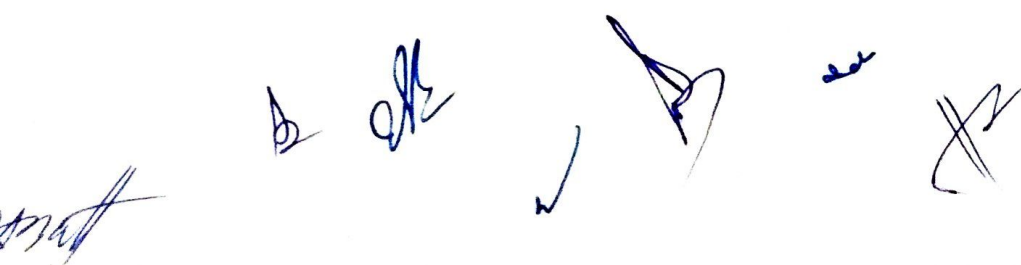
(Pak Rs.100/-)

- a) Applicants signed affidavit on PKR 100.00 Non-judicial paper confirming not having been declared ineligible by any of the public sector organization in Punjab, as described in the documents.
- b) Applicants confirming that I/We have read all the TORs printed in the registration documents / PPRA Rules / notifications issued by the Specialized Healthcare and Medical Education Department from time to time before or during the currency of the contract period. I / we shall abide by the all TORs. I/we hereby solemnly affirm that contract if awarded to us shall not Sublet.

Signed [insert signature(s) of an authorized representative(s) of the Applicant] Name [insert full name of person signing the application]

Address [insert street number/town or city/country/ address]

Dated on _-/_-_/



APPLICATION FORM
TO BE FILLED BY THE VENDOR / APPLICANT

I. Company Profile.

1. Name of Applicant's Pharmacy : _____

Year established : _____

Form of company Individual
 Partnership
 Corporation
 Other (specify)

NTN & Sales Tax number (If applicable): _____

Drugs Sale License No. _____ (attach valid copy)

Address: _____

Telephone: _____ ; Mobile No. _____

E-mail: _____

Distance from Mayo Hospital, Lahore. _____

Online Inventory Facility Availability (YES) (NO)

Name of Qualified PharmacistRegistration No.....

Name of Pharmacist in Morning Shift.....Registration No.....

Name of Pharmacist in Evening Shift.....Registration No.....

Name of Pharmacist in Night Shift.....Registration No.....

Validity of License (Premises).....

Certifications.....

No. of Challans

Stocks Seized.....

I/we, the undersigned, hereby for registration as vendor for supply of Drugs/ Medicines/ Medical Devices / Therapeutic Goods Including Surgical Disposable Etc. (Local / Important) Through Local Purchase on Day to Day Basis Year 2023-24.

a. I/we have examined and have no reservations to the terms & condition of the bidding document/ PPRA Rules/ Notification issued by the SHC & ME Department.



- b. I/we, for any part of the application resulting from this registration, do not have any conflict of interest:
- c. I /we, hereby declare that we have never been black listed from any procuring agency in Punjab.
- d. I / we, agree that the procuring agency has the right to cancel the registration at any time,
- e. Certified that the prices to be charge again current Tender of Mayo Hospital Lahore will be no more than the prices charged from any other purchasing agency in the period of contract. In case of any discrepancy, the tenderer hereby undertakes to refund the prices charged in access as and when asked to do so.
- f. All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed

Name of Applicant's

Complete Address of Pharmacy (DSL) _____

Date on _____ / _____

NOTE: Any matter not prescribed in the said bidding document or the detail of which is not present shall be dealt as mentioned in guidelines issued by SHC & ME Department and PPRA Rules 2014 (amended),


**CHIEF EXECUTIVE OFFICER
MAYO HOSPITAL LAHORE.**

