

**BIDDING DOCUMENTS FOR**  
**REGISTRATION OF VENDORS /**  
**FIRMS FOR PURCHASE OF**  
**MEDICINES / SURGICAL**  
**DISPOSABLES ETC. THROUGH**  
**LIMITED / PETTY PURCHASE**  
**THROUGH QUOTATION ON**  
**ONLINE PITB PORTAL FOR**  
**MAYO HOSPITAL LAHORE F.Y**  
**2023-24**

*Mayo Hospital Lahore*

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**INVITATION FOR APPLICATION FOR REGISTRATION**

**PURCHASE OF MEDICINE AND SURGICAL DISPOSABLES ETC. THROUGH LIMITED / PETTY PURCHASE THROUGH QUOTATION ON ONLINE PORTAL**

Mayo Hospital Lahore intends for walk-in registration of eligible vendors firms having the valid drug manufacturing license (DML) issued by DRAP/ drug sale license (DSL) form-11 of Punjab Drug Rules 2007 for the Financial Year 2023-24.

Policies, Guidelines & Instructions vide. No. SO (P-I) H/PPTQ /2023the 9<sup>th</sup> January 2023, Specialized Healthcare & Medical Education Department, Government of the Punjab 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 applicant for the Registration.

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.gop.pk](http://www.mayohospital.gop.pk)). The interested applicants shall pay a non-refundable fee amounting to as per Clause 25 (vii) PPR Rules 2014 amended of **PKR 2000/- (Rupees Two Thousand only)** and attach the original receipt along with its application for walk-in registration.

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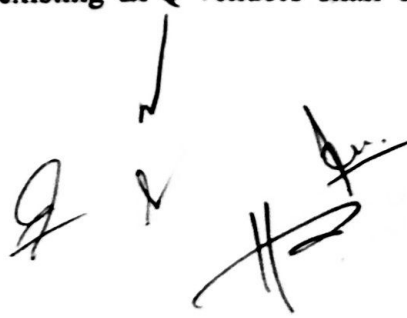
**REGISTRATION OF VENDORS IN MAYO HOSPITAL LAHORE FOR  
LPQ DURING FINANCIAL YEAR 2023-24**

Registration of vendors for purchase of Medicine / Surgical Disposable etc. through limited / petty purchase through quotation on online PITB Portal for Mayo Hospital Lahore.

Date / Time of receipt of tender	As per Newspaper advertisement
Tender Fee Non-Refundable	Rs.2,000
Bid Security for Registration	Rs.50,000/- (in the form of CDR) For the purchase of Medicines / Surgical & Disposable / Medical Devices Items through limited petty purchase through quotation on Online PITB Portal
Venue	Committee Room, M.S Office, Mayo Hospital Lahore

**PROCEDURE FOR REGISTRATION:**

1. Newspaper advertisement of a financial year for walk-in registration of LPQ vendors / firms is published by the hospital and reminder advertisements for walk-in registration of LPQ Vendors / firms shall be published after every four months for enhancing the pool of registered LPQ vendors. The registration of LPQ vendors shall 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 are invited from the Income Tax registered Vendors bearing valid Drug Manufacturing / Drugs Sale License (Form-11) for retail sale for the supply of all types of Drugs / Medicines / Surgical & Disposable items round the clock during the Financial Year 2023-24. Registration form is collected on cash payment amount of Rs. 2,000/- (non-refundable) from Almoner Office, Mayo Hospital Lahore on submission of written request.
3. The applications received till the stipulated date & time will be opened by the notified committee as per advertised schedule.
4. A complete set of the registration documents can be procured or downloaded from the official websites of the Mayo Hospital Lahore. ([www.mayohospital.gop.pk](http://www.mayohospital.gop.pk)). The interested applicants shall pay a non-refundable fee amounting to **PKR 2,000/- (Rupees Two Thousand only)** as per Clause 25 (vii) PPRA Rules 2014 amended and attach the original receipt along with its application for walk-in registration.
5. Registration of LPQ vendors shall be for a time period to be ended on 30th September each year. However, the registration of existing LPQ 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.

6. Registration of the applicant(s), fulfilling the advertised eligibility criteria, will be done by the hospital LPQ vendor registration committee notified by the authority within two weeks. Upon registration, details of the LPQ vendor will be forwarded to the Punjab Information Technology Board (PITB) for issuance of Login /Password, within seven days, enabling the registered LPQ vendor to participate in subsequent online biddings.
7. Registration of an existing LPQ 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 LPQ vendor shall stand terminated from 23:59 hrs on 30th September.
8. Besides defined taxes at present, successful vendor(s) will be bound to bear changes in the taxes levied by the Government time to time.
9. Bid security of Rs. 50,000 in the form of CDR in the name of Chief Executive Officer, Mayo Hospital Lahore and same shall be considered as performance guarantee for the successful / registered LPQ Vendor.
10. All offers will be submitted in accordance with Punjab Procurement Rules 2014 (Amended) till date.
11. Any offer received in violating terms & condition of criteria for registration given by the Specialized Healthcare & Medical Education Department, framed under Punjab Procurement Rules (PPR- 2014) amended, till date is liable to be rejected.
12. All the participating Vendors / Firms shall submit the documents in page marking / index certificate along with the application for Registration, the registration documents must be in proper binding. In case of non-compliance of above mentioned directions, the applicant shall be rejected.
13. The participating vendor(s) / firm(s) must ensure that they are submitting their documents complete in all respects.
14. 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 PPR- 2014 (amended) till date.

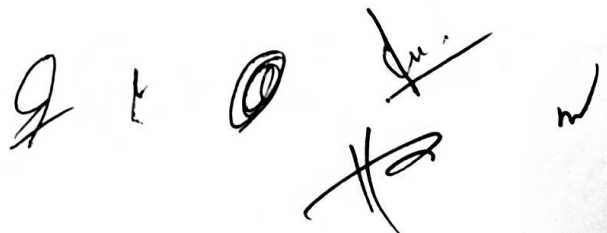
#### **Procedure for Limited Purchase through Quotation:**

- i. Request of the quotation shall be shared with all registered LPQ Vendor s through their Login Account on PITB's Online Limited Purchase Portal.
- ii. Invitation of Quotation shall be for monitory value prescribe for LPQ under Rule 59(b) of PPR-2014.
- iii. Registered LPQ Vendor s shall submit the online quotation for required category of goods on PITB Portal Online Limited Purchase Portal.
- iv. PITB Online Limited Purchase Portal shall reflect the cases where minimum 03 or more quotations are received to the hospital. In case of less than 03 quotations are received, the



hospital shall again float the request for quotation on PITB Online Limited Purchase Portal.

- v. Receipt of quotation from registered LPQ Vendor s shall be within three days from date of online request for quotation with details like brand name, manufacturer, strength, dosage form, expiry date etc.
- vi. Financial comparison of offer received on PITB Portal Online Limited Purchase Portal will be prepared on the basis of prices (with discount on Trade Price) of the quoted goods. The registered Manufacturer / Sole Agents of Foreign Principal / Distributors offering lowest price (inclusive of all applicable taxes and duties) shall be declared successful. Identification of Successful vendors, display of Financial Comparative Statement of all other participants and intimation to the hospital will be conducted through PITB Online Limited Purchase Portal.
- vii. The successful vendor supply the goods within 3-7 days of receipt of supply order with computerized bill mentioning brands, batch, expiry date with warranty as per Drug Act 1976 / DRAP Act 2012 & Rules frame thereunder.
- viii. Medicine & Surgical Disposable etc. i.e. goods procured on Limited Purchase through Quotation shall be exempted from DTL like the Local Purchase. However, the hospital may send random samples for test/ analysis to Drug Testing Laboratory in order to ensure the quality of goods supplies.
- ix. Considering the requirement of goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed original delivery period (3-7) days. The supplies of goods, beyond the specified timeframe, will be received with imposition of penalty @ 0.1% per day of the cost of late delivered supply of that good upon the Supplier.
- x. In case of shortage of medicines / surgical disposables etc. in the market, the registered LPQ Vendor shall bring the matter in the notice of the hospital. The hospital through Local Purchase Vigilance Committee "LPVC" after due diligence and for reasons to be recorded in writing may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the Drug Act 1976/ DRAP Act 2012 and rules framed thereunder to ensure the uninterrupted supply of medicines and surgical disposables etc. The offered price even in such cases shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of the Institution (Vice Chancellor Principal/Executive Director/Dean, as the case may be) and shall be reported to PITB for Incorporation of any relaxation granted by LPVC. Such matters shall be reported in 'monthly report of shortage of medicines and surgical disposables' to Chief Drug Controller, Punjab and SHC & ME Department.
- xi. The shelf life of the goods received shall not be less than One (1) year, whereas for vaccines/sera or any other product with total shelf life of one (1) year from the date of manufacturing, such products shall be supplied with minimum six (6) months remaining shelf life at the time of supply.
- xii. The LPQ vendor(s) who fail to supply goods even after the extended period, after being declared as 1<sup>st</sup> lowest vendor, shall be imposed a penalty of 5% of quotation value, which shall be paid within one week. If the lowest LPQ vendor fails to submit 5% penalty to the hospital within one week, his registration as LPQ vendor for Limited Purchase through




Quotation shall be suspended. If 5% penalty is still not cleared even after two weeks the penalty shall be recovered from his outstanding payments / security / performance guarantee. The registration shall be restored upon making payment/ adjustment of the penalty.

- xiii. Registration of a LPQ vendor(s) shall be cancelled, if his registration is suspended for the fourth time by the hospital/in a year/ during registration period. The LPQ vendor(s) whose registration is cancelled and forfeit the performance guarantee of LPQ vendor(s).
- xiv. The interested applicant can submit a fresh application for renewal of registration after the next coming 30th September, subject to clearance of all pending dues/liabilities to the hospital.
- xv. The Establishment of IT System for online PITB Portal with the IT Human Resource / Personnel is mandatory.

**Minimum Criteria for Registration of Manufacturers / Sole Agents of Foreign Principals / Distributors for Limited Purchase through Quotation**

1. The interested applicant shall have valid **Drug Manufacturing License (DML)/ Drug Sales License (DSL)** on Form 11 of Punjab Drug Rules 2007, Issued by the concerned licensing authority.
2. Manufacturing /Sales of drugs must be under the supervision of Qualified Pharmacist.
3. Bid Security in the form of CDR Rs. 50,000 shall be submitted by the individual interested applicant, which shall be returned upon satisfactory performance after completion of registration period.
4. Discount offer for goods will be based on the Trade Price of medicine and surgical disposables fixed by the Drug Regulatory Authority of Pakistan (DRAP) Inclusive of all applicable taxes and duties.
5. Warranty shall be provided as per the Drug Act 1976/ DRAP Act 2012 and rules framed there under.
6. Rate offered in quotation will be for the total quantity estimated by the hospital Medicines/surgical disposables will be supplied as per issuance of Supply Order by the hospital within the quotation limit.
7. Affidavit duly attested by Notary Public to the effect that the applicant is not involved in sale of spurious substandard drugs or theft / selling of government owned supplies.
8. Undertaking on a Stamp Paper of Rs. 100 value regarding the following:
  - a) That the applicant for registration is not blacklisted
  - b) That the applicant has read and agreed with all the terms and conditions of the policy of online purchase of goods through Limited Purchase through Quotation (LPQ)
9. Applicant's products i.e. goods should be registered enlisted with DRAP (where required).
10. The hospital administration may inspect the premises of registered vendor any time to verify the submitted Information and compliance of Good Manufacturing / Storage Practices (required).





11. The applicant for registration should be an active tax payer having NTN Certificate.
12. The applicant for registration is required to have computerized inventory management software to monitor the inventory and record of sale / purchase of Medicine / Surgical Disposable and proper human resource and transportation for in-time service delivery.

  
**CHIEF EXECUTIVE OFFICER  
MAYO HOSPITAL LAHORE**

## ANNEXURE A.

## PARAMETERS FOR REGISTRATION

S. No	Parameter(s)	Responsive	Non Responsive
1	The vendor / firm shall have valid DML/ Drug sale license on Form 11 of Punjab Drug Rules 2007, issued by the concerned licensing authority		
2	Sale of Drug under the supervision of qualified pharmacist		
3	Vendor / Firm shall have minimum one year experience of sale of medicines /surgical disposables etc.		
4	Computerized CNIC (Qualified Person, Pharmacists working in premises in working hours and Proprietor / Partner)		
5	Operational online Computerized Inventory Management System / software (online facility round the clock)		
6	Original Registration tender Fee Deposit Receipt		
7	N. T. N. / GST Certificate (whichever is applicable)		
8	<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 &amp; ME Department.</p> <p>iii. That applicant vendor, upon registration, shall actively participate in the daily LPQ 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. Non concealment of the facts</p> <p>vii. Proprietor/ owner is/was not a subject of bankruptcy proceedings receivership, any other form of liquidation.</p> <p>Affidavit by the proprietor/ applicant</p> <p>That the Pharmacy / proprietor is not involved in sale of spurious /</p>		

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	<p>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	Copy of the Bid Security		
11	Compliance the warranty as per Drug Act 1976 / Drug Act 2012 & rule frame there after		
11	Annual turnover: Minimum Rs 5 Million:		

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# AGREEMENT FOR REGISTRATION OF LPQ VENDOR

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 "LPQ Vendor") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties")

## THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;

1. **The Contract:** The following documents shall be deemed to be read and construed as integral part of this Contract, Viz:-
  - a. Performance Guarantee
  - b. Acceptance of application.
2. **The Term of the Contract:** This contract shall remain valid as per policy of SHC&ME Department and amendment made time to time.
3. The Supplier declares as under:
  - i. [Name of the LPQ 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/ LPQ 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 LPQ 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 LPQ 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 LPQ 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 LPQ 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

**4. PROCEDURE FOR PURCHASE OF MEDICINES/ SURGICAL DISPOSABLES / THROUGH LIMITED / PETTY PURCHASE THROUGH QUOTATION**

1. Registered LPQ vendor(s) shall submit the online quotation for required category of goods on PITB Portal Online Limited Purchase Portal.
2. PITB Online Limited Purchase Portal shall reflect the cases where minimum 03 or more quotations are received to the hospital. In case of less than 03 quotations are received, the hospital shall again float the request for quotation on PITB Online Limited Purchase Portal.
3. Receipt of quotation from registered LPQ vendor(s) shall be within three days from date of online request for quotation with details like brand name, manufacturer, strength, dosage form, expiry date etc.
4. Financial comparison of offer received on PITB Portal Online Limited Purchase Portal will be prepared on the basis of prices (with discount on Trade Price) of the quoted goods. The registered Manufacturer / Sole Agents of Foreign Principal / Distributors offering lowest price (inclusive of all applicable taxes and duties) shall be declared successful. Identification of Successful vendor, display of Financial Comparative Statement of all other participants and intimation to the hospital will be conducted through PITB Online Limited Purchase Portal.
5. The successful vendor supply the goods within 3-7 days of receipt of supply order with computerized bill mentioning brands, batch, expiry date with warranty as per Drug Act 1976 / DRAP Act 2012 & Rules frame thereunder.
6. Medicine & Surgical Disposable etc. i.e. goods procured on Limited Purchase through Quotation shall be exempted from DTL like the Local Purchase. However, the hospital may send random samples for test/ analysis to Drug Testing Laboratory in order to ensure the quality of goods supplies.
7. Considering the requirement of goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed original delivery period (3-7) days. The supplies of goods, beyond the specified timeframe, will be received with imposition of penalty @ 0.1% per day of the cost of late delivered supply of that good upon the Supplier.
8. In case of shortage of medicines / surgical disposables etc. in the market, the registered LPQ vendor(s) shall bring the matter in the notice of the hospital. The hospital through Local Purchase Vigilance Committee "LPVC" after due diligence and for reasons to be recorded in writing may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the Drug Act 1976/ DRAP Act 2012 and rules framed thereunder to ensure the uninterrupted supply of medicines and surgical disposables etc. The offered price even in such cases shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of the Institution (Vice Chancellor Principal/Executive Director/Dean, as the case may be) and shall be reported to PITB for Incorporation of any relaxation granted by LPVC. Such matters shall be reported in 'monthly report of shortage of medicines and surgical disposables' to Chief Drug Controller, Punjab and SHC & ME Department.
9. The shelf life of the goods received shall not be less than One (1) year, whereas for vaccines/sera or any other product with total shelf life of one (1) year from the date of manufacturing, such products shall be supplied with minimum six (6) months remaining shelf life at the time of supply.
10. The LPQ vendor(s) who fail to supply goods even after the extended period, after being declared as 1<sup>st</sup> lowest vendor, shall be imposed a penalty of 5% of quotation value, which shall be paid within one week. If the lowest LPQ vendor(s) fails to submit 5% penalty to the hospital within one week, his registration as LPQ vendor(s) for Limited Purchase through Quotation shall be suspended. If the 5% penalty is still not cleared even after two weeks the penalty shall be recovered from his outstanding payments / Bid Security / performance guarantee. The registration shall be restored upon making payment/ adjustment of the penalty.

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5. **Items to be Supplied & Agreed Unit Cost:**

- i. The LPQ Vendor shall provide to the Purchaser the items on the agreed cost more specifically described in the Price Schedule/ online offer Submitted by the vendor.
- ii. The LPQ 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 LPQ vendor
- iii. 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.
- iv. The Unit Cost agreed in the Price Schedule/ bid, is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.

6. **Payments:** The Purchaser hereby covenants to pay the LPQ 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.

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

8. **Performance Guarantee:** Performance Guarantee (same bid security submitted by the participating vendor i.e, 50,000 will be considered the performance guarantee for the successful /registered LPQ 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.

9. **PENALTIES/LIQUIDATED DAMAGES:**

- i. Considering the requirement of goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed original delivery period (3-7) days. The supplies of goods, beyond the specified timeframe, will be received with imposition of penalty @ 0.1% per day of the cost of late delivered supply of that good upon the Supplier.
- ii. The LPQ Vendor who failed to supply goods even after the extended period, after being declared as 1<sup>st</sup> lowest vendor, shall be imposed a penalty of 5% of quotation value, which shall be paid within one week. If the lowest LPQ vendor fails to submit 5% penalty to the hospital within one week, his registration as LPQ vendor for Limited Purchase through Quotation shall be suspended. If the 5% penalty is still not cleared even after two weeks the penalty shall be recovered from his outstanding payments / Bid Security / performance guarantee. The registration shall be restored upon making payment/ adjustment of the penalty.

10. **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/ LPQ 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.

**Signed/ Sealed: For the Purchaser.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Signed/ Sealed: For the LPQ Vendor/**

**Authorized Supplier/ Authorized Agent.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## **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

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period. I / we shall abide by the all TORs. I/we hereby solemnly affirm that contract if awarded to us shall not Sublet.

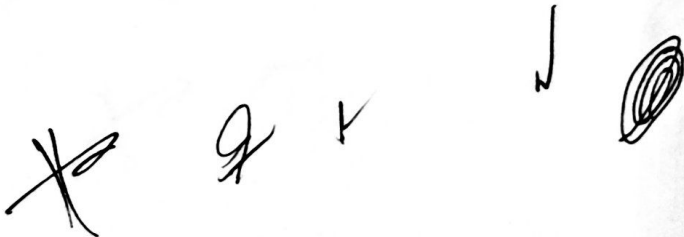
Signed [insert signature(s) of an authorized representative(s) of the

Applicant] Name [insert full name of person signing the application]

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

Dated on \_ - / - - /







## PAGE MARKING / INDEX CERTIFICATE

I Mr. Miss / Mrs. \_\_\_\_\_  
do hereby certify on the behalf of M/s: \_\_\_\_\_ that the  
documents submitted for registration of \_\_\_\_\_ contains total pages  
\_\_\_\_\_.

Moreover, the page marking is done and index has been prepared  
which is marked as page No. \_\_\_\_\_.

Name of authorized Person: \_\_\_\_\_

Designation: \_\_\_\_\_

C.N.I.C No. \_\_\_\_\_

Mailing Address. \_\_\_\_\_

Contact No. (land line): \_\_\_\_\_

Contact No. (Mobile) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature \_\_\_\_\_

Stamp (Vendor / Applicant): \_\_\_\_\_

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

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## **AUTHORITY LETTER**

We

M/s.

do

hereby

authorize

Mr./Miss./Mrs.

on prices, receive letters (for registration 2023-24) on behalf of our Vendor. The particulars of authorized person are given below.

Name of authorized Person: \_\_\_\_\_

Designation: \_\_\_\_\_

C.N.I.C No. \_\_\_\_\_

Mailing Address. \_\_\_\_\_

Contact No. (land line): \_\_\_\_\_

Contact No. (Mobile) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature \_\_\_\_\_

Stamp (Vendor / Applicant): \_\_\_\_\_

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





