

PAKISTAN POST

OFFICE OF THE POSTMASTER GENERAL, CENTRAL PUNJAB CIRCLE,
LOWER MALL, LAHORE

TENDER

- 1- Sealed tenders are invited for the bulk purchase of allopathic medicines (with generic names) for the **Financial Year 2022-2023** for Pakistan Post Medical Centres, at the level of Postmaster General (CP) Lahore from registered pharmaceutical companies / authorized dealers, distributors/Manufacturers (TENDERERS) having valid authorized license which are not black listed and have sufficient experience for the supply of medicines on large scale. Any tenderer declared fraudulent or corrupt by any government (federal, provincial or local) or public sector organization are NOT ELIGIBLE. Affidavit on a non-judicial paper of Rs.100/- that Bidder is not black listed and no criminal / civil case is pending in any Court of Law, also required with tender.
The tender will be opened under Public Procurement Rules 2004. The firms will adopt **Single Stage Two-Envelope Procedure** as provided in the Public Procurement Rules 2004 vide clause# 36(b).
- 2- Technical bid and financial bid must be submitted in separate envelopes (Technical Bid & Financial Bid must be written clearly). Following documents must be attached with technical bids.
a) Name of Company (b) Name of Owner (c) Copy of CNIC
(d) Office Address / Phone No having WhatsApp/Email (e) Copy of GST (f) Copy of NTN
(g) Copies of previous two years tax returns (h) Income tax certificate (I) ATL of FBR (Distributor/company). (j) Company/Distributors having Vendor Number issued by AGPR
Rates of tender will include all payable taxes and the rate offered by the bidder will be valid for the financial year 2022-23 from date of commencement of Medicine suppliers are bound to supply the medicine at Pak Post Medical Centre Multan Road Lahore at their own cost.
- 3- Tender forms and detail of medicines are available till **03-04-2023** upto **11:00 AM** in the office of the Postmaster General Central Punjab Circle, Lower Mall, Lahore on the payment Rs. 5000/- (non-refundable) to be deposited at any Post Office in ACG-67 (Unclassified Receipt).
- 4- Rates should only be mentioned in the prescribed tender form issued by the Postmaster General, Central Punjab Circle, Lahore and rates will be applicable till **30.06.2023**.
- 5- Bank Draft / Postal draft / CDR amounting to Rs.100,000/- (refundable) as Earnest Money is mandatory to be attached with the **Technical Bid**, without Earnest Money tender will not be acceptable.
- 6- Successful bidder will complete supply of medicines within 30 days after the receipt of supply order at Pak Post Medical Centre Multan Road Lahore. Supply order can be cancelled if the medicines are not supplied within given time and found substandard and Earnest Money will be forfeited.
- 7- Every item must be stamped **PAK POST LAHORE NOT FOR SALE** and should be clearly visible.
- 8- Delivery Challan and invoice must include the information i.e. nomenclature, batch number, manufacturing and expiry date at time of delivery of goods.
- 9- The successful bidder is bound to replace the near expiry medicines with fresh stock if not consumed without extra charges before 3 months of its expiry.
- 10- Owner of firm or nominated representative having official authority letter on Company letter head along with copy of CNIC can participate in the tender opening process.
- 11- Sealed tenders can be dropped in tender box in office of Postmaster General, Central Punjab Circle, Lower Mall, Lahore upto **03-04-2023** till **11:30 AM** which will be opened on same day at **12:00 hours** in the presence of representative of the medicine companies. No tender will be received after the due date and time.
- 12- Any Conditional, ambiguous or incomplete offer in any respect shall be ignored; no supplementary or revised offer after opening of the tender shall be entertained.
- 13- Postmaster General Central Punjab Circle Lahore reserves the right to accept or reject any tender or part of tender at any time before its acceptance and to increase / decrease the quantity of medicines mentioned in the quotation.
- 14- Retail price / trade price / concessional price should be mentioned in tender.
- 15- **Firms/companies evaluation criteria** : should be certified by ISO-9001/ Drug Registration Letter (DRL) by DRAP / Local Current Good Manufacturing Practice Certificate (LCGMPC) / Valid Drug Manufacturing License (VDML) Certificate, summary of continuous supply record for last 3 years of each quoted product to ascertain availability of product in local market, manufacturers represented by distributors are to submit their drug sale license along with manufacturer license and authority letter of the companies being represented, sole agents for foreign principles will also provide valid drug sale license for evaluation.
- 16- **Medicine brands /type of medicines evaluation criteria**: brands having **better recovery rates on basis of experience** will be assessed as efficacy of different brands varies directly affecting length of treatment & cost, **patient compliance**, **availability of drugs** and **time-tested brands** will be selected.
- 17- Terms & Conditions are available in the tender form.


DY. POSTMASTER GENERAL (ADMN)
PH: NO. 042-99210713