



FAUJI FOUNDATION

TRUST CREATED UNDER THE CHARITABLE ENDOWMENTS ACT 1890
FOR THE BENEFIT OF EX SERVICEMEN AND THEIR FAMILIES

68 Tipu Road, Chaklala
Rawalpindi Cantt
P.O.Box-84

Ref:No. FF/3681/2022-23/N.F/Surg Items/CPO dated 05 Aug 2022

To: _____
(Firms Concerned)

Subject: - **SPOT TENDER INQUIRY MEDICAL STORE ITEMS (Surgical (Non Formulary) FOR THE YEAR (ENDING 30 SEP2023)**

Dear Sir,

1. Bids are invited for supply of medical store Items **(Non Formulary)** as per attached list and conditions given in succeeding paras.

2. **Submission of Tender.** The tendering procedure will be followed as per Single stage one envelope procedure. Single envelope containing two proposals i.e. Technical and Financial be submitted by the participating firm. The envelope containing both Technical Proposal & Commercial Proposal must reach this office on **22 Aug 2022 at 1100 hours and tender will be opened on the same day at 1130 hours as per following:-**

- a. **Technical Proposal.** Separate technical offer for subject tender is to be submitted in single envelope, which should contain all relevant information i.e. item name, name of **manufacturer**, pack and size / strength against each item reflected in the attached list **(if the strength is not mentioned against any demanded item, any strength can be quoted against those medical store items)**. Tender number and date of opening must be endorsed on envelope. **Sample of each quoted item must also be submitted at CPO (Fauji Foundation Head Office) before the tender opening dated i.e 22 Aug 2022, otherwise the quoted item will not be considered valid and will be considered cancelled**
- b. **Commercial Proposal.** Separate commercial offer for subject tender is to be submitted in single envelope indicating prices quoted in figures as well as in words. It should be clearly marked on the envelope **“Commercial Proposal”** tender number and date of opening. Commercial offer of only those firms will be opened by a board of officers whose

technical offers are accepted by technical authorities. Date of opening of commercial offer would be intimated to firms after receipt of technical scrutiny report from technical authorities. Commercial offer of technically rejected firms will be returned to the firms un-opened.

- c. Both the “envelops” of **technical** and **commercial** offers should be in one envelop properly sealed and marked.
- d. Offers will not be considered / accepted without valid registration of your firm with Fauji Foundation. Online submission of quotation interface will be visible only to valid registered firms. Therefore, in case the registration of your firm is expired please ensure your renewal of registration for submission of quotation.
- e. In case of change of sole distribution, intimate CPO prior to submission of quotations for change of products / distribution. It is highlighted that nomenclature of item in FF Formulary will only be accepted.
- f. After submission of quoted rates, various suppliers represent their cases for upward increase of their rates due to mistakes in their quoted rates. Such requests for increase in the rates will not be entertained, being post tender offer.

3. Following documents must be **provided in hard copy**: -

- a. Price List of Medical store items issued by Ministry of Health / Drug Regulatory Authority or other institution concerned.
- b. Distribution Letter of Manufacturer (Distributors are also responsible to submit valid drug manufacturing licenses of the manufacturers whom they represent as distributor).
- c. Manufacturer’s latest valid ISO certificate.
- d. Manufacturer’s IMS (International ranking) in case of imported medical store items.

4. Rates will be quoted on free delivery including packing, marking, transportation and allied charges at under mentioned FF hospitals / CMSC / RMSCs and **Fauji Fertilizer Company (FFC) FFH Hazrat Bilal Trust Hospital Goth Machi** :-

- a. CMSC and FFH Rawalpindi
- b. RMSC and FFH Peshawar
- c. RMSC and FFH Lahore
- d. RMSC and SOMH Karachi

- e. FFH Jhelum
- f. FFH Kallar Kahar
- g. FFH Faisalabad
- h. RMSC and FFH Multan
- i. FFH Hazrat Bilal Trust Hospital, Goth Machi (Near Rahim Yar Khan) (For FFC Projects)

5. It may be noted that this is only an invitation to tender and entails no commitment to you. We (Central Procurement Organization of Fauji Foundation Head Office) also reserve the right to accept or reject any or all offers without assigning any reason.

6. Offer must remain valid for acceptance of rates from **01 OCT 2022 to 30 SEP 2023**. Tender once submitted cannot be withdrawn.

7. Firms / Suppliers are to deliver the yearly required items to hospitals (FFH Rwp, FFH Peshawar, FFH Lahore, SOMH (FF) Karachi, FFH Jhelum, FFH Kallar Kahar, FFH Faisalabad) and in four / six equal installments and all other medical projects including **FFH Hazrat Bilal Trust Hospital Goth Machi (For FFC Projects)** in two / four equal installments. Besides, requirement of various items is reflected in the list on "As required" basis. Orders of such items will be delivered accordingly to Hospitals / Projects when these are actually required by them. At the end of financial year or when deemed appropriate, quantities not obtained by the projects against POs issued on "As required" basis will be cancelled.

8. The final inspection/acceptance will be at the project's premises and their verdict will be final. The supplier will be responsible to arrange removal of the rejected stores at its own cost.

9. CPO reserve the right to increase / decrease the quantity ordered at any time throughout the year or cancel the order altogether without any payment to your firm by Fauji Foundation.

10. Delivery schedule is to be followed strictly. In case of any departure from the laid down delivery schedule, acceptance/rejection/risk purchase/imposition of LD will be the Project's option. After expiry of delivery schedule, 2% Liquidated Damages will be imposed for delay of first 10 days and 3% LD charges will be imposed for delay of next 05 days. After 15 days purchase will be carried out on your risk & cost from next higher bidder/local market, supplier will not object and challenge the above mentioned LD

charges and rates of risk purchase made by Fauji Foundation. Extra cost spent, will be received from firm.

11. If delivery period is not followed as per schedule, punitive action will be taken against the defaulting firm. Therefore, quoting firms must take into consideration that they shall quote, only if they are sure to deliver the required supplies in time.

12. Four copies of invoices of each project will be prepared separately and submitted along with the installment at the time of delivery.

13. Firms / Suppliers while submitting bills / invoices for payment against deliveries are to provide following information in their invoices:

- a. Date of manufacturing
- b. Date of expiry
- c. Batch No.
- d. The installment number being provided as 1st, 2nd, 3rd, 4th, 5th and 6th including partial supplies or as on required basis (where applicable).

14. Firms / Suppliers have to ensure that institutional rates (IP) i.e. less than trade price (TP) are quoted as Fauji Foundation is a welfare trust working for the beneficiaries of retired personals, families of Shuhadaas and expects that maximum discount is given while quoting rates. Manufacturers / Distributors to quote best possible rates. Rates quoted by up to 3 LOWEST BIDDERS will be considered for rationalization and placement of purchase orders.

15. In FF formulary / list, one particular manufacturer might be reflected against various medical store items. However, the participants must study the whole tender list carefully and ensure to quote the medical store items pertaining to their product included in the formulary.

16. Once the rates are quoted for the period, then the firms / supplier / distributor is bound to supply the stores of respective manufacturer and change of distributor during the course of current period **(i.e. 01 OCT 2022 to 30 SEP 2023) WILL NOT BE ACCEPTED.**

17. The remaining Life of medical store items at the time of supply should be more than 75% of the total life of item. Any medical store items that expires during storage without use is to be lifted back by the respective firms/ supplier and replaced with the same quantity having maximum remaining life. Otherwise, recovery would be done through running / pending bills.

18. Give detailed reasons for “not quoting” the rates of items/products of your firm which have already been approved and included in FF Formulary. **Detailed reasons must be mentioned against each NOT QUOTED item on your separate Letter Head Pad of manufacturer in hard copy for deletion from FF Formulary.**

19. It has been decided that medical store items supplied by the firms / suppliers will be tested at random for checking the potency of the items supplied at NIH Islamabad / Armed Forces Medical Store Lab, Lahore and testing fee (at actual) will be borne by the firms / supplier as and when required. **In case of any violation of tender condition, contracted obligations, any fault of firm regarding provision of fake item, quality and non-supply of medical store items etc., following punitive measures will be taken against the firm / supplier: -**

- a. Removal / cancellation of firm's registration.
- b. Black listing of the firm.
- c. Confiscation of security money held with this organization.
- d. Stoppage of all type of payments to the firm.
- e. Ministry of Health Pakistan will be contacted to declare the firm black listed apart from all military installations.

20. Any breach of trust, if found, the purchase order will be cancelled. Exorbitant rates, if found, at any stage of purchase order "even if payment is made" the purchase order will be cancelled and firm will return / reimburse the over drawn amount.

21. **Withholding tax on goods and services:**

- a. Pursuant to amendment in first schedule of income tax ordinance 2001 wef 01 July 2015, the firms are required to submit copy of acknowledgement slip of tax return filed for the latest tax year, to ascertain whether your firm is “filer or non filer” of tax return. In case, a firm wins the contract, at the time of claiming the payments against deliveries, a copy of above slip is to be attached with the bills/invoices to determine that the firm is a tax return “filer”. If this copy is not attached, the firms are to be considered as “non filer” and tax will be deducted accordingly by the paying authorities.

- b. Please note that as per requirements the “filer” status / Acknowledgement slip of return filed would also be cross reconciled with web portal of FBR.
22. 1% withholding sales Tax (excluding GST), where applicable will be deducted from the payments of Supplier / Distributor, who are not assessed under large tax payers units (LTUS).
23. Tender of the items is published on Fauji Foundation website on the basis of demand as per requirement of user. Items not demanded by the users will not be placed in Tender on website therefore you are not allowed to quote any item not included in demand.
24. According to Finance Act 2022-23 Fauji Foundation Hospitals are exempted from Sales Tax.
25. PO will be issued to next lowest bidder available in CST under RP procedure where 1st bidder or subsequent bidder fails to deliver the stores.
26. In case next lowest bidder is not available in CST, then LP is to be resorted from open market against risk purchase of the defaulting firm who's purchase order has been cancelled. The projects may resort to purchase any alternate / other product available in formulary.

Muhammad Wajahat Hussain
For General Manager Procurement