

# **WALK IN REGISTRATION** **DOCUMENTS FOR**

**LOCAL PURCHASE ON DAY TO DAY VENDORS (LPDD)  
FOR MEDICINE, SURGICAL & DISPOSABLE etc**

**(JANUARY TO MARCH 2025)**



**RAWALPINDI INSTITUTE OF CARDIOLOGY,  
RAWAL ROAD, RAWALPINDI.**

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## **INVITATION OF BID**

**REFERENCE NO: RIC/PO/ 1950/25, DATED: 06-01-2025**

### **Walk in registration of local purchase on day to day vendors (LPDD) for Medicine, Surgical & Disposable etc**

As per direction of Procurement Wing, Specialized Healthcare & Medical Education Department, Government of the Punjab Lahore vide No. SO(P-I)/H/LP Guidelines/2023 dated 9<sup>th</sup> January 2023. Walk in interview for registration of local purchase on day to day vendors (LPDD) will be held on **22-01-2025 at 11:30 am** in the purchase office of Rawalpindi Institute of Cardiology, Rawalpindi for registered Pharmacies located maximum within **10KM** radius of RIC Rawalpindi.

1. Interested bidders may obtain the registration documents containing terms & conditions free of cost from the websites of Punjab Procurement Regulatory Authority [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk), [www.ric.gop.pk](http://www.ric.gop.pk) & <https://eprocure.gov.pk>.
2. Documents containing terms and condition must be submitted electronically via **EPADS (E-Pak Acquisition and Disposal System)** upto **22-01-2025 at 11:00 am**.
3. The original bid security amounting **Rs. 30,000/-** (refundable) in the name of Rawalpindi Institute of Cardiology, Rawal Road Rawalpindi must submit to the address mention below before the closing time and date of tender.
4. After registration bid security will be consider as performance security, which shall be returned upon satisfactory performance after completion of registration period, if not extended further. A certificate regarding satisfactory performance will be issued by the LP section on the recommendation of LPVC under intimation to the Medical Superintendent of the hospital.
5. The documents shall clearly be marked with the name to be applied **Walk in registration of local purchase on day to day vendors (LPDD)**.
6. Vendors must nominate their representative Name, CNIC & Contact Number.
7. In case the date of walk-in registration is declared as a public holiday or due to any other reason the next official working day shall be deemed to be the date of walk-in registration accordingly. Time and venue shall remain the same.
8. In-case of any query / question regarding LPDD contact purchase office / relevant department.

**Criteria for Walk in registration of local purchase on day to day vendors (LPDD)****1. KNOCKOUT CRITERIA / COMPULSORY PARAMETER**

Failure to comply with any compulsory parameter will result in “**Knock down of the bidder**”.

S #	Details	Page No	Status (Yes/No)
1.	a) Provision of Valid Drug Sale License Form-9 by Authorized Drug Sale Licensing Authority, b) CNIC c) National Income Tax No (active tax payer)		
2.	Affidavit by the proprietor / applicant vendor shall be duly attested by the Notary Public to effect that the pharmacy/ Proprietor is not involved in the sale of spurious / sub-standard / stolen / theft government supplies.		
3.	Maintenance of an office with regular staff and mandatory presence of qualified pharmacist round the clock at that premises. (Detail of pharmacist i.e Degree, valid License etc copy attached.)		
4.	Pharmacy shall have minimum one year experience of sale of medicines / Surgical Disposables etc.		
5.	Location of pharmacy shall be within 10 Km of hospital. The convenience of the hospital shall be given the paramount Importance for this determination.		
6.	Performance guarantee amounting Rs. 30,000 should be attached with Performa.		
7.	Warranty shall be provided as per the Drug Act 1976 / DRAP Act 2012 and rules framed there under.		

## **2. EVALUATION CRITERIA / MARKING CRITERIA**

It is mandatory for the bidders to get at least 75 % marks in the marking criteria to qualify for further procurement process. Copies of all the required documents shall be attached;

<b>S #</b>	<b>Details</b>	<b>Total Marks</b>	<b>Obtained Marks</b>
1.	Provision of documents establishing financial soundness; <b>The vendor must provide:</b> a) Annual sales values (turn over)for the last financial year. = 5 b) Audit report audited by chartered accountant. =5 c) Tax return and acknowledgement of tax return. =5 d) Bank Statement for the last year. =5	<b>20</b>	
2.	Undertaking on stamp paper of Rs 100 value regarding a) The proprietor / applicant vendor has read and agreed with all the terms and conditions of Local Purchase on day to day basis. b) The applicant vendor, upon registration, shall actively participate in daily LPDD bidding process. In case he does not participate in daily bidding process his registration shall be suspended by the hospital. c) That the applicant vendor is not blacklisted by any department. d) Affidavit for discount shall be as per the LP guidelines of SHC&ME Department Annex B	<b>20</b>	
3.	Provision of evidences regarding arrangements for round the clock availability of Medicines and Drugs for hospital as per satisfaction of LPRC.	<b>15</b>	
4.	Good storage condition verified through inspection by the procuring agency. Proper premises and storage facilities of Medicines and Drugs. (As per DRAP and Punjab Drug Sale Rules).	<b>15</b>	
5.	Sale record and proper maintenance of Narcotics and Controlled medicines as per rules.	<b>15</b>	
6.	Applicant vendor shall provide following documentation: a) Computerized inventory management software to monitor the inventory and record of sale / purchase of medicines / surgical disposables etc. and facility for online data billing & data entry transfer. b) List of human resource for management and timely transportation of LP indent items.	<b>15</b>	
	<b>Total Marks</b>	<b>100</b>	

- **Bring all duly attested above mentioned documents at the time of walk-in registration.**

**Terms and Conditions for supply of medicines & surgical disposable etc. to be followed by the registered LPDD vendor:**

1. 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 the re-under 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.
2. 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.
3. 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.
4. 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 at 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.
5. 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.
6. 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 the re-under 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.

7. 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.
8. Registration of LPDD vendor shall be valid up-to 30<sup>th</sup> 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.
9. 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 30<sup>th</sup> September.
10. The LPDD vendor whose registration has been cancelled shall have to submit a new application for registration after the next coming 30<sup>th</sup> September.
11. 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.
12. 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:

<b>MINIMUM DISCOUNT FOR LOCAL PURCHASE ON DAY-TO-DAY BASIS ON MRP FIXED BY DRAP</b>			
<b>S.#</b>	<b>Description</b>	<b>National Firms</b>	<b>Multinational Firms</b>
1	Medicine (with MRP fixed by DRAP)	10%	6%
2	Surgical disposables etc. (with MRP fixed by DRAP)	15%	
3	Surgical disposables etc. (without MRP) (Rates finalized by P&TC of the hospital on the basis of market survey)	15%	

**Note:**

**List of Medicine, Surgical & Disposable Items can be obtained from LP In-charge / Pharmacist.**