



**MEDICAL TEACHING INSTITUTE-KHYBER TEACHING
HOSPITAL
(MTI-KTH) PESHAWAR**

Bidding Solicitation Documents

FOR OUTSOURCING OF TWO RETAIL PHARMACY SHOPS LOCATED IN

MTI KTH FOR THE FY 2025-28

SECTION-1

PROPOSED TENDER FOR OUTSOURCING OF TWO (02) RETAIL PHARMACY SHOPS LOCATED IN MTI KTH FOR THE FY 2025-28

GENERAL TERMS AND CONDITIONS

1. The period of contract will be for three years ending on June 30, 2028 but initially, 1st year of contract will be probation period and the Hospital Director will submit the performance report to the Board of Governors on completion of one year probation. After successful completion of probation and further confirmed by the Board of Governors based on the performance evaluation the selected firm /contractor will continue for the next two years period.
2. After successful completion of contract viz 03 years, it will be further extended on mutual consent of both parties i.e firm / contractor and MTI KTH.
3. The agreed rent will be increased 10% on completion of each year of contract.
4. The Terms and conditions and technical evaluation criteria (for retail Pharmacy shops) are integral part of bidding documents.
5. The firm / contractor must follow all the General Terms and Conditions as prescribed by Government & Regulatory Authorities.
6. The bidding documents are available on MTI KTH official website www.kth.edu.pk.
7. The Tender shall be on the basis of single stage two envelops & the envelops must bear "Tender for Retail Pharmacy shops MTI KTH clearly" one Envelop marked as Technical Bid and other Envelop Marked as Financial Bid. (separate technical and financial bids further sealed in one envelop) Separate sealed bids will be required for each Retail Pharmacy shop i.e A&E Retail Pharmacy shop and OPDs Retail Pharmacy shop. Even if the same firm is applying for both Retail pharmacies, a separate sealed bid for each Retail Pharmacy shall be submitted.
8. The bidder shall submit 5% of the total Bid amount / offered rate per month for each Retail Pharmacy shop as CDR in the name of the Hospital Director MTI KTH along with bidding documents at the time of submission of bids. (A proof must be attached i.e., An affidavit that 5% of the total bid amount / offered rate per month for each Retail Pharmacy shop as CDR is attached with financial proposal)
9. The Bidder shall submit the financial bid / offer in words & in Figure on Letter head duly signed and stamped. Any Cutting / Hand writing on tender will not be accepted and will be rejected.

10. The firm shall fully comply with all Government Rules and Laws.
11. Ambiguous, overwriting and deficient tenders would not be accepted.
12. In case of false information in the tender documents, the tender will be rejected and the Security / Earnest money of the firm / contractor will be forfeited. And further legal action may also be initiated against the firm / contractor as per law.
13. The **Minimum** monthly rent of each retail Pharmacy shop will be **Rs.1,600,000/-** (1.6 million per month).
14. The highest bidder among the technically qualified bidder will be declared as successful.
15. Electricity and other utility charges will be paid by the firm / contractor on actual consumption basis for which separate meter will be installed. The firm / contractor will pay the electricity charges within 05 days after receipt of bill from Engineering and Maintenance Department.
16. The Monthly rent shall be paid by 05th of each month, in case of nonpayment a penalty shall be imposed per day by Hospital Director. In case of nonpayment of the rent for more than one month period after the due date, the contract will be terminated and the Security / Earnest money will be forfeited.
17. The retail pharmacies, under this agreement is required to be opened 24/7 throughout the calendar year without any break.
18. Successful bidder shall maintain computerized inventory / billing system.
19. The successful bidder will give a minimum of 05% discount on retail and Market Price of all Items of Medicines and 07% on Non-Drug items. The MTI KTH Management / Administration should have access to the record manual or soft to confirm the discounts given to the patients.
20. The staff working in the retail pharmacies must wear a proper uniform.
21. Successful Bidder Must provide computerized Cash Memo bill stating date, time of transaction, the name, strength, dose and expiry of medicines.
22. The successful bidder shall deposit an earnest money / security equal of three (03) months' rent in favor of institution in shape of Bank deposit, which will be refunded on successful completion of contract and clearance of all dues. The Earnest Money may be confiscated totally in favor of the institution, if there is a breach of any clause of the agreement except termination of contract as per clause 24 & 25.
23. In case of any dispute the decision of Management Committee MTI KTH / KMC /KCD shall be final.

24. Both the parties i.e successful bidder and MTI KTH has right to terminate the agreement upon serving one (01) month prior notice on the other party.
25. The Hospital administration has the right to shift or close the Pharmacy / pharmacies any time on one Month prior notice in such case. The present location of A&E Retail Pharmacy shop is near entrance area of Accident & Emergency inside MTI KTH and the OPDs Retail Pharmacy shop at main entrance of old OPD block.
26. The firm / contractor must ensure availability of qualified pharmacists in each shift for dispensing of drugs / disposables.
27. In case of any violation of Drug Act, regulations of Government / authorities / labor law / taxation laws / all applicable laws will lead to termination of contract along with Security / Earnest money forfeiture.
28. In case of spurious drugs, the contract agreement will be immediately terminated and the Security / Earnest money will be forfeited.
29. Joint venture is not allowed.

SPECIFIC TERMS AND CONDITIONS

1. The retail Pharmacy shops at the end of contract or earlier will return all fixtures and fitting in a good condition as received, fair wear and tear etc.
2. Cold chain should be strictly maintained for vaccines and biologics with electricity backup system (UPS).
3. The firm / contractor shall not change the trade name of prescribed medicines / drugs.
4. Best storage practice shall be observed.
5. The retail Pharmacy shops shall run as per Drug Act 1976.
6. The supplier shall provide warranty of all items as per section 23(1) of Drug Act 1976.
7. The retail Pharmacy shops must ensure the availability of emergency / Lifesaving Medicines, Surgical Disposables and Non-Drug items round the clock.
8. The stock of medicines shall be maintained in such a way that the efficacy and potency of medicines, surgical disposables, and non-drug items must not be compromised.
9. The firm / contractor must keep Moisture control with hygrometer.
10. Separate Register for Narcotics' Medicines as per Drug Act 1976 shall also maintained by the second party.
11. The firm / contractor must ensure cleanness of pharmacy and its front area at its own cost and staff.

SECTION-3: THE BIDDING PROCEDURE

1. Single Stage – Two Envelops Bidding procedure as per KPPRA Act 2012 and KPPRA Rules 2014 framed thereunder shall be applied.
2. The Bid shall comprise of a single sealed package containing two separate sealed envelopes. Each envelop shall contain separately the Financial Proposal and Technical Proposal.
3. The envelops shall be sealed and marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion.
4. Separate sealed bids will be required for each Retail Pharmacy shop i.e A&E Retail Pharmacy shop and OPDs Retail Pharmacy shop. Even if the same firm is applying for both Retail pharmacies, a separate sealed bid for each Retail Pharmacy shall be submitted.
5. Initially, only the envelope marked as “TECHNICAL PROPOSAL” shall be opened to evaluate the mandatory requirements and the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of MTI KTH without being opened.
6. The MTI KTH shall evaluate the technical proposal, without reference to the price and reject which do not conform to the specified requirements.
7. During the technical evaluation, no amendments in the technical proposal shall be permitted.
8. The Financial proposals of Bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance
9. After the evaluation and approval of the technical proposal, the MTI KTH shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids.
10. The financial proposal of bids found technically non-responsive or non-compliant shall be returned UNOPENED to the respective bidders.

SECTION-4

PROPOSED TECHNICAL EVALUATION CRITERIA FOR TENDER OF OUTSOURCING THE RETAIL PHARMACIES MTI KTH

Mandatory Requirements

S.NO	EVALUATION PARAMETERS
1	The firm should be a legal entity having registered NTN and GST
2	Firm shall be registered with KPRA
3	An affidavit that 5% of the total bid amount / offered rate per month for each Retail Pharmacy shop as CDR is attached with Financial proposal.
4	Bid Validity of Ninety (90) days.
5	Compliance as per Advertised specifications of Services.
6	Firm Income Tax Returns for last two years.
7	Audit Reports of last two years
8	Bank statement of last two years
9	The firm has experience for dealing in Pharmacy Services.
10	Undertaking on judicial stamp paper of Rs.100/- duly attested by notary public that firm accepts all terms & conditions set forth in bidding documents.
11	Firm shall not be blacklisted by any Government Organization / Institution / Department
	Remarks

The technical proposals received in response to the advertisement published for outsourcing of retail pharmacy services shall be evaluated on the basis of following criteria;

S.NO	DESCRIPTION	POINTS / SCORE
1	Firms capability of handling the project	40
2	Relevant Experience & Past Performance	40
3	Approach and Methodology	20
	Total	100

The firm scoring 70 marks or above will technically qualify for financial evaluation. The financial bids of those firms will be returned un-opened, which are failed to qualify technical evaluation.

The detail screening sheet against the above parameters is hereunder.

Evaluation Criteria		Max. Marks
1.	Firms capability of dealing with Pharmacy Services	40
a)	<p>Years of existence (5 Marks)</p> <ul style="list-style-type: none"> • Years of incorporation, 5 years = 3 marks • Years of incorporation, more than 5 years = 5 marks <p>Existence in No. of Cities: (5 Marks)</p> <ul style="list-style-type: none"> • 1 City = 3 marks • More than three cities including Peshawar = 5 marks <p>Human Resource Capacity (20 Marks)</p> <ul style="list-style-type: none"> • <i>No. of staff:</i> <ul style="list-style-type: none"> ○ Up to 20 = 3 marks ○ 21 to 30 = 5 marks ○ More than 30 = 10 marks • <i>No. of qualified pharmacist staff:</i> <ul style="list-style-type: none"> ○ Up to 5 = 3 marks ○ 5 to 8 = 5 marks ○ Over 8 = 10 marks <p>Financial Strength (10 Marks)</p> <ul style="list-style-type: none"> • <i>Average Turnover for last three years (2020, 2021 and 2022):</i> <ul style="list-style-type: none"> ○ Up to 100 million = 5 marks ○ More than 100 million = 10 marks 	
2	<p>Relevant Experience and Past Performance</p> <p>Prior Experience of Pharmacy Services Management by Service Provider for the last two years, simultaneously in: (To be verified from the License, Contract / Work Order issuance & execution of the project, satisfactory certificate issued by the Procuring Agency /</p>	40

	End User)	
b)	<ul style="list-style-type: none"> • Experience in Hospital Pharmacy <ul style="list-style-type: none"> ○ Experience with the Government Hospital Pharmacy = 20 marks ○ Experience with the Private Hospital / market Pharmacy = 10 marks • Experience in private hospital / market Pharmacy <ul style="list-style-type: none"> ○ Up to 2 registered outlets = 5 marks ○ 2 to 5 outlets = 10 marks ○ More than 5 registered outlets = 20 marks 	
3	Approach and Methodology	20
c)	Presentation of the proposal exhibiting understanding of the Hospital Pharmacy = 20 Marks	
<p>TECHNICAL AND FINANCIAL EVALUATION CRITERIA</p> <p>The contract will be awarded to technically qualified bidder offering the highest rent.</p> <p>The technical qualifying score is 70 out of 100.</p>		