



**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA, KARACHI**

No: PROC/SMBBIT/2021-22/555

Dated: 18 /June/2022

LETTER OF ACCEPTANCE

✓ **M/S. CIVIL HOSPITAL PHARMACY,**

Opp. Casualty / Emergency,

Civil Hospital, Karachi.

Contact: 0343-2580001

**SUBJECT: LETTER OF ACCEPTANCE - LOCAL PURCHASE OF DRUGS /
MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS
NIT# PROC/SMBBIT/2021-22/467(Dated: 10th May-2022),
(REF# PROC/SMBBIT/(D&M-01)/2022-23 FOR FINANCIAL YEAR 2022-23**

- A. Notice Inviting Tender issued in respect of “**LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS**” to be supplied during the Financial Year 2022-23.
- B. The said bid (Single Stage – One Envelope procedure basis) submitted on **27-05-2022** by your firm.
- C. Meeting of Procurement Committee of Institute was held on **27-05-2022** to open the Proposal respectively.
- D. Procurement Committee of SMBB Institute of Trauma has evaluated Proposal submitted by the participants in detail and recommended you as “**Preferred Bidder**” for execution of “**LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS**”.
- E. Procuring Agency now wishes to offer execution of same on term and conditions as per bid documents of said **Notice Inviting Tender**.

S #	DESCRIPTION	QUANTITY REQUIRED	% DISCOUNT OFFERED ON MARKET RETAIL PRICES. (MRP)
1	Local Purchase of Drugs / Medicines / Disposable / Items (24 Hours / 7 Days on Emergency Basis)	As per requirement “Daily 24 Hours on Emergency Basis”	12% DISCOUNT OFFERED ON MARKET RETAIL PRICES. (MRP)



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WORKFLOW:

1. Supplier or their designated representative shall visit the store department on a regular basis to collect indent. (With the exception of Sunday and holidays declared by the competent Authority).
2. In the Emergency Situation, you must collect indent from the Pharmacist by phone, in person or via a representative and shall supply on emergency basis and get countersigned from Store Department on next day. (on exception days or after store working hours or holidays declared by Competent Authority)
3. Collected indent shall be supplied within 2 hours maximum in store department. In case of emergency situation / alert – please ensure supplies will make available on urgent basis.
4. Ensure that the indent is signed by all nominated authorized officers, including the concerned Pharmacist. (On emergency situation, signed copy of indent will collect on next day).
5. Inspection of supplied items should be conducted by the Receiver's Pharmacist of designated departments.
6. The supplied items, if found damaged / substandard shall be replaced by supplier free of cost.
7. Ensure the receipts are taken after materials have been sent to relevant authorities.
8. Supplier ensures to supply requested items to Store Department / Pharmacy. In case of Failure Management can impose penalty and strict action may be taken accordingly.
9. Supplies against request shall be labelled with proper Batch #, Brand, Manufacturing and Expiry date.
10. Delivery Challan and Invoice shall submit on the same day & in case of any emergency the same shall submit on next day.



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11. In the incident that LP supplies shall not utilize, Store Pharmacist must return them with sufficient explanation on a written notice that has been approved by Management.

- A. That this letter of acceptance does not form a contractual or legal relationship under the relevant law of Pakistan between SMBB Institute of Trauma and the addressee of this "Letter of Acceptance".
- B. You are therefore requested to confirm within Seven (07) days from the date of receipt of this letter of acceptance, regarding your willingness to accept this offer for **"LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS"** to this SMBB Institute of Trauma.
- C. If agreed, Form of Contract on Non Judicial Stamp Paper along with Bank Guarantee of Performance Security Bond of 10% of Contract value i.e. **Rs. 1,000,000/-** may be submitted to this Institute within stipulated time.
- D. 0.35% of ordered amount **Rs. 105,000/-** should be placed on contract agreement as stamp duty on stamp paper of value.
- E. Documents showing any set of exemption from duty taxes should be attached with bills.

CHIEF OPERATING OFFICER / DDO
SMBB Institute of Trauma – Karachi

Copy forwarded to concern for information and necessary action, please;

1. **The Director A&F, SPPRA** with reference to PPMS ID: **T00518-21-0005** & BER # **BE00518-21-0005 -1**
2. **Account & Finance Department, SMBB Institute of Trauma, Karachi**

CHIEF OPERATING OFFICER / DDO
SMBB Institute of Trauma - Karachi