

**SCHEDULE OF REQUIREMENT & PRICE FOR SHAHEED
MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA,
KARACHI**

**“Tender for the Local Purchase of Drugs / Medicines / Disposable Items (24/7
on Emergency Basis) During the Financial Year 2023-24”**

S #	Description	QUANTITY REQUIRED	% Discount offered on Market Retail Prices. (MRP)
01	Local Purchase of Drugs / Medicines / Disposable / Items (24 Hours / 7 Days on Emergency Basis)	As per requirement “Daily 24 Hours on Emergency Basis”	

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 labeled 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.
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.

Signature of Chemists / Druggists: - _____

Name of Medical Store: - _____

Full Address: - _____

Telephone No. Shop: - _____ Cell No: - _____

Email Address (if any) _____