

**SCHEDULE OF REQUIREMENT & PRICE FOR THE LOCAL  
PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS (24/7 ON  
EMERGENCY BASIS) DURING THE FINANCIAL YEAR 2024-25”  
SMBBIT KARACHI.**

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”	12 %

### 1. Regular Indenting:

- **Frequency:** Suppliers, bidders, or their representatives visit the Store department regularly for indenting, collecting requirements shift-wise.
- **Mobile Application:** For night shifts, Sundays, and holidays, indents should be submitted through a designated mobile application group, which must be signed by the authorized officer of the store department by the next working day.

### 2. Emergency Situations:

- **Initiation:** Authorized officers can send emergency indents via a dedicated WhatsApp group.
- **Supply:** Emergency supplies are provided promptly.
- **Documentation:** The emergency indent must be countersigned by the Store Department authorized officer on the next working day.
- **Exceptions:** This process is applicable after store working hours or on holidays declared by the competent authority.

### 3. Timely Supply:

- **Turnaround Time:** Collected indents must be supplied within 2 hours and, at most, by the end of the shift. For example, if the indent is issued in the morning shift, it must be delivered before the end of that shift.
- **Consequences for Failure:** Failure to meet deadlines results in warnings from authorized officers. If three warnings occur in a month, management may impose penalties and take strict actions.
- **Emergency Situations/Alerts:** Urgent supplies are emphasized during emergency situations or alerts.

### 4. Indent Authorization:

- **Signatories:** All nominated authorized officers, including the concerned Pharmacist, must sign the indents.
- **Emergency Indents:** Signed copies of emergency indents are collected the next day.



## 5. Inspection:

- **Responsibility:** The Receiver's Pharmacist from designated departments conducts inspections of the supplied items.
- **Quality Assurance:** Damaged or substandard items must be replaced by the supplier free of cost.

## 6. Receipts:

- **Confirmation:** Receipts are obtained after the materials have been sent to the relevant authorities.

## 7. Penalties for Failure:

- **Failure Criteria:** Management can impose penalties and take strict action for:
  - Failure to meet supply deadlines.
  - Non-compliance with documentation requirements.

## 8. Labeling:

- **Information Requirements:** Supplies against requests must be labeled with Batch #, Brand, Manufacturing, and Expiry date to ensure traceability and quality control.

## 9. Documentation:

- **Submission Deadline:** Delivery Challan and Invoice should be submitted on the same day or at the latest by the next day.
- **Information Details:** Software-generated Invoices must include detailed information as per the provided table, ensuring transparency and accountability.

SR.#	Slip Date	Requested Department Name	Item Generic / Requested product	Requested Item Qty.	Supplied Product name	Supplied Qty.	Product MRP	Discount	Rate after discount	Total Amount
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## 10. Unused Supplies:

- **Return Process:** LP supplies that are not utilized must be returned by the Store Pharmacist.
- **Explanation Requirement:** A written notice, with sufficient explanation approved by Management, is necessary for returning unused supplies.

Signature of Chemists / Druggists: - 

Name of Medical Store: - Civil Hospital Pharmacy

Full Address: - opp. Casualty/Emergency, Civil Hospital Karachi

Telephone No. Shop: - 021-3277 2456 Cell No: - 0343-258 0001

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