



SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA CERTIFICATE

In accordance with SPPRA's comments on receiving and redressing complaints received during tender processing, we have certified that no complaints have been received about the procurement process of the below-mentioned tender.

PPMS ID: T00518-23-0004

Tender Name: **LOCAL PURCHASE OF DRUGS /
MEDICINES / DISPOSABLE ITEMS ON
24/7 EMERGENCY BASIS**

Tender Reference: PROC/SMBBIT/(D&M-01)/2024-25

Dr. M. Yousuf Memon
Consultant and Head of
Interventional Radiology
MBBS, OMRD, FRCR2A, FRCR2B
SMBB Institute of Trauma, Karachi

DR. YOUSUF MEMON
Member - PC

HOD Interventional Radiology,
SMBB Institute of Trauma, Karachi

PROF. DR. SADQA AFTAB
Chairperson - PC

HOD ICU & Anesthesiology Department,
SMBB Institute of Trauma, Karachi

Prof. DR. BADDARUDDIN SAHITO
MBBS, FRCGS, FRCGS (Tr & Orth) Edinburgh
Professor
Head of Department Orthopaedic Surgery
Dow University of Health Sciences
Dr. Ruth K.M. Pfau
Civil Hospital Karachi

PROF. DR. BADDARUDDIN SAHITO
Member - PC

Head of the Department of Orthopaedic
Surgery
Dow University of Health Sciences &
Dr. Ruth K.M. Pfau Civil Hospital, Karachi

MR. MUHAMMAD IBRAHIM MEMON

Member - PC

Deputy Secretary (PM&I),
Health Department, Govt. of Sindh

MR. BILAL IDREES

Member - PC

Manager
Supply Chain Management,
SMBB Institute of Trauma, Karachi

SUPPLY CHAIN MANAGEMENT
SMBB Institute of Trauma, Karachi

MR. HAMMAD HUSSAIN

Member - PC

Bio-Medical Engineer,
SMBB Institute of Trauma, Karachi

HAMMAD HUSSAIN
Biomedical Engineer
SMBB Institute of Trauma

MR. MUHAMMAD FAHEEM
Member - PC

Pharmacist
SMBB Institute of Trauma, Karachi

Dr. Muhammad Sabir Memon
Executive Director
Shaheed Mohtarma Benazir Bhutto
Institute of Trauma, Karachi

DR. MUHAMMAD SABIR MEMON

Executive Director,
SMBB Institute of Trauma, Karachi



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

No: PROC/SMBBIT/2023-24/1274

Dated: 09 - May - 2024

LETTER OF ACCEPTANCE

o/w M/s. CIVIL HOSPITAL PHARMACY,
Opp. Casualty, 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/2023-24/1121 (Dated: 13th February-2024),
REF# PROC/SMBBIT/(D&M-01)/2024-25 FOR FINANCIAL YEAR 2024-25**

- 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 2024-25.
- B. The said bid (**Single Stage – One Envelope** procedure basis) submitted on **05-03-2024** by your firm.
- C. Meeting of Procurement Committee of Institute was held on **05-03-2024** 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%

1. Regular Indenting:

- **Frequency:** Suppliers, bidders, or their representatives visit the Store department regularly for indenting, collecting requirements shift-wise.



SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2023-24/1244

Dated: 09 - May - 2024

- **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:



SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2023-24/1274

Dated: 09 - May - 2024

- **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.

- 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.




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

No: PROC/SMBBIT/2023-24/1274


Dated: 07 - May - 2024

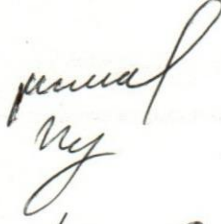

- C. If agreed, Form of Contract on Non Judicial Stamp Paper along with Pay Order of Performance Security Bond of 10% of Contract value i.e. **Rs. 2,000,000/-** may be submitted to this Institute within stipulated time.
- D. **Stamp duty: @0.35%** of ordered amount of **Rs. 140,000/-** shall be paid through E-stamp duty (www.estamps.gos.pk) and the paid receipt and agreement should have to be submitted to the Procurement department (SMBB-IT, KARACHI).
- E. Documents showing any set of exemption from duty taxes should be attached with bills.


EXECUTIVE DIRECTOR / 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: **T00518-23-0004**
& BER # **BE00518-23-0004-1**
2. **Account & Finance Department, SMBB Institute of Trauma, Karachi**


EXECUTIVE DIRECTOR / DDO
SMBB Institute of Trauma - Karachi



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

No: PROC/SMBBIT/2023-24/1325

Dated: May 21, 2024

AWARD OF TENDER (A.O.T)

M/s. CIVIL HOSPITAL PHARMACY,
Opp. Casualty, Civil Hospital, Karachi.
Contact: 0343-2580001

**SUBJECT: AWARD OF TENDER FOR THE LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS AT SMBB INSTITUTE OF TRAUMA
ESTIMATED CONTRACT AMOUNT "40 MILLION"**

We are pleased to award you the job of Local Purchase of Drugs / Medicines / Disposables Items on 24/7 Emergency Basis **at 12% Discounted rate on market retail price (MRP)** at SMBB Institute of Trauma, Karachi for the period of one year (Current Financial Year 2023-24) from the date of Award of Tender i.e. **1st July 2024 to 30th June 2025** or till the finalization of next tender as per the discretion of Competent Authority.

S. #	REFERENCE CORRESPONDENCE
1	NIT# PROC/SMBBIT/2023-24/1121 Dated: 13 th February 2024
2	REF# PROC/SMBBIT/(D&M-01)/2024-25
3	Bid Opening Date: 05 th March-2024
4	Letter of Acceptance: PROC/SMBBIT/2023-24/1274 Dated: 9 th May 2024

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%

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:

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SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2023-24/1325
Dated: 21-05-2024

- **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.



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

No: PROC/SMBBIT/2023-24/1325

Dated: 21-05-2024

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.

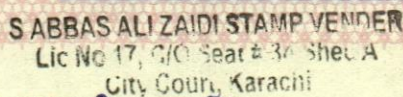
The supplied items if found damaged shall be replaced by supplier free of cost. You are therefore requested to please make arrangement for supply of drugs/medicines on 24/7 Emergency against the request generated by Store & Pharmacy on daily/time-to-time basis at your earliest after receipt of this order and send your bill in triplicate to Accounts & Finance Department for the arrangement of payment as per the intervals of our mutual convenience.


EXECUTIVE DIRECTOR / DDO
SMBB INSTITUTE OF TRAUMA

Copy to:

1. The Director (A & F) SPPRA with reference to SPPRA @ PPMS T00518-23-0004 & Evaluation Report ID # BE00518-23-0004-1
2. Store In-charge, SMBB Institute of Trauma.
3. Accounts & Finance Department, SMBB Institute of Trauma.


EXECUTIVE DIRECTOR / DDO
SMBB INSTITUTE OF TRAUMA



CONTRACT AGREEMENT

DATE 09 MAY 2024
FOR THE LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE
ITEMS ON 24/7 EMERGENCY BASIS
 Through With: **IRFAN ALI SHAIKH**
 Purpose: **Advocate**
 Value Rs. **11121**
 Stamp Vendor Signature: **Advocate**
REF# PROC/SMBBIT/2023-24/1121 (Dated: 13th Februray-2024),
REF# PROC/SMBBIT/(D&M-01)/2024-25 FOR FINANCIAL YEAR 2024-25

LETTER OF ACCEPTANCE NO: PROC/SMBBIT/2023-24/274 DATED: 09-may-2024

This Contract Agreement (hereinafter called the Agreement) made on 18th day of May, 2024.

BETWEEN

M/s. CIVIL HOSPITAL PHARMACY

A Contractor, having its office at **Opp. Casualty, Civil Hospital, Karachi**. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

A department under Government of Sindh, having its office at SMBB Institute of Trauma, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as “the Client”, which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Purchaser is desirous and has accepted a bid by the Contractor for Local Purchase of Drugs / Medicines / Disposables Items on 24/7 Emergency Basis remedying of any defect therein for the period of one year starting from the date of award of tender or till finalization of next tender as per the direction of Competent Authority.

Whereas the purchaser is desirous that certain purchases should be provided by Contractor and whereas the Contractor has agreed to **provide at % Discounted rate on Market Retail Price (MRP)** and quote the rate which has been accepted by purchaser for Local Purchase of Drugs / Medicines / Disposables Items on 24/7 Emergency Basis against the estimated sum of **Rs. 40,000,000/-** hereinafter called "The Contract Price".

Dr. Muhammad Sabir Memon
Executive Director
Shaheed Mohtarma Benazir Bhutto
Institute of Trauma, Karachi

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[Signature]
Civil Hospital Pharmacy
Proprietor

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10. Unused Supplies:

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

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Purchase order(s)/ Letter of Acceptance where applicable.
 - b. The completed Form of Bid along with Schedules to Bid.
 - c. Condition of Contract & Contract Data
 - d. The priced Scheduled of prices
 - e. The specifications
3. In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Purchaser to supply the goods and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Contractor, in consideration of completion of the supply as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. **LIQUIDITY DAMAGES:** 0.03% of the bid price per day after the period of Completion up to 10% maximum depends upon the damages done due to non-supply.
6. **DATE OF DELIVERY:** As per requirement.
7. **PLACE OF DELIVERY:** SMBB Institute of Trauma, Karachi.
8. **DISPATCH INSTRUCTION:** Free delivery to the Consignee, i.e. SMBB Institute of Trauma, Karachi.
9. **PARTICULAR GOVERNING SUPPLY:** As per policy given in the bid documents.

[Handwritten Signature]
Civil Hospital Pharmacy
Pharmacist

10. **INSPECTION:** Nominated Inspection Committee of SMBBIT, Concerned Department of Supplied Items.

11. **PAYMENT:** The Accounts & Finance Department SMBB-IT on production of the Delivery Challan, Inspection Note and Invoice, which will make payment from the consignee's Account.

12. **SECURITY DEPOSIT (PERFORMANCE SECURITY):** @ Rs. 2,000,000/- in the shape of Pay Order in favor of SMBB Institute of Trauma.

13. **SPECIAL INSTRUCTION:** The Inspection Authority reserves the right to get any or all stores supplied against this Contract; tested by any respective Testing Laboratory/authority at the purchaser's discretion, before or after the acceptance of stores.

13.1.1 All the supplies must be completed within the stipulated delivery period in case of failure; purchaser reserves the right to forfeit the security deposit and purchase the stores from any other sources on risk and expenses of Contractor without any notice.

13.2 The stores if found damaged shall be replaced by Contractor free of cost.

13.3 Sub-Standard stores if supplied will not be returned and Contractor will be required to supply the stores of the contracted specification and of standard quality in addition to the same without any additional expenses to the Government.

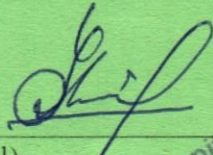
14. The Contractor / Manufacturer should ensure the supply of quality stores.

15. **Stamp duty:** @0.35% of ordered amount of Rs. 140,000/- shall be paid through E-stamp duty (www.estamps.gos.pk) and the paid receipt and agreement should have to be submitted to the Procurement department (SMBB-IT, KARACHI).

16. Documents showing any set of exemption from duty taxes should also be attached with the bills.

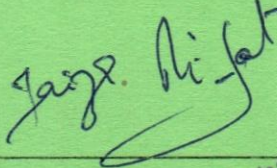
IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

Signature of the Contractor

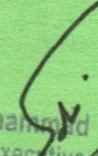

(Seal)
Civil Hospital Pharmacy
Proprietor

Signed, Sealed and Delivered in the presence of:

Witness:


(Name, Title and Address)
Civil Hospital Pharmacy
Proprietor

Signature of the Client


(Seal)
Dr. Muhammad Sabir Memon
Executive Director
Shaheed Montama Benazir Bhutto
Institute of Trauma, Karachi

Witness:

(Name, Title and Address)