



INDUS HOSPITAL & HEALTH NETWORK
PROJECT MANAGEMENT UNIT
PLOT NO. 32, STREET NO. 36, FIRST FLOOR, I&T CENTER, SECTOR G-10/4,
ISLAMABAD.
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Tender Document

Procurement of Laboratory Reagents and Laboratory Supplies

Procurement Reference Number: PMU/42/06/2025

Subject of Procurement	Procurement of Laboratory Reagents and Laboratory Supplies
Procurement Reference Number	PMU/42/06/2025
Date of Bid Issue	15 th June 2025 (Sunday - Newspaper and website)
Date of Pre-Bid Meeting	20 th June 2025 (Friday) at 03:00 pm PST
Deadline for Submission of Bids	1 st July 2025 (Tuesday) @ 11:00 am PST
Public Bid Opening	1 st July 2025 (Tuesday) @ 12:00 pm PST

Queries/Questions shall be sent by email only to:

Attention: Aamir Aslam

Email Address: aamir.aslam@tih.org.pk

Subject of Procurement and Tender Reference number must be included in email subject title.

Declaration

Issuance of this bid document does not constitute a contractual commitment on the part of the Indus Hospital & Health Network (IHHN) Project nor does it commit to pay for costs incurred in the submission of a proposal. All costs of the applicant in the preparation and submission of an offer shall be borne by that applicant. IHHN reserves the right to reject any or all proposals and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interest of the project.

Each bidder is required to submit a **Single Stage Two Envelope Proposal** (Technical & Financial).

Description	Volume
Procurement of Laboratory Reagents and Laboratory Supplies	SECTION II

Planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Newspaper paper Ad and uploading on IHHN website	15 th June 2025
b. Pre-bid meeting	20 th June 2025 @ 03:00 pm PST
c. Bid closing date	1 st July 2025 @ 11:00 am PST
d. Public bid opening date	1 st July 2025 @ 12:00 pm PST
e. Concluding evaluation process	11 th July 2025
f. Date of issuing Notification of Award	15 th July 2025
g. Contract or Purchase order issuance	18 th July 2025
h. Delivery of quantities	Preferably Ex-Sock/as per Purchase Order(s)

Documents making part of the bidding documents

Section- I	Instructions to Bidders
Section –II	Technical Evaluation Criteria: <ul style="list-style-type: none">- Preliminary Evaluation(A)- Technical Evaluation Method, Analytical and commercial criteria (B)
Section-III	Financial/Price Quotation <ul style="list-style-type: none">- Financial Comparison criteria(A)- Post evaluation (B)
Section-IV	Scope of Work (A) Delivery locations with quantities (B)
Section-V	Undertaking (A) Conflict of Interest (B)
Section –VI	Supplier Evaluation Form
Section –VII	GST exemption certificate

SECTION I - INSTRUCTIONS TO BIDDERS

Introduction

Indus Hospital & Health Network (IHHN) is a Non-Profit organization, which is growing rapidly and expanding its Health Programs all over Pakistan. It has supported health programs in Pakistan since 2007. IHHN provides quality healthcare absolutely free of cost to millions of deserving patients through its countrywide network of hospitals in Pakistan. IHHN is now managing multiple tertiary and secondary care Hospitals, Physical Rehabilitation Centers, Regional Blood Centers, Community Health Centers, and various Public Health Programs spread across Pakistan.

IHHN is also a recipient of Malaria and C19RM grants funded by an international organization/donor.

Scope of Work

Indus Hospital & Health Network intends to procure quality **Laboratory Reagents and Laboratory supplies** from potential vendors through a competitive bidding process. The bidders must meet all essential Technical criteria specified in the Technical sheets under Section II.

Eligible Bidders

This tender is open to all eligible & interested suppliers meeting the required criteria mentioned in subsequent Sections. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government or non-government organization or international organization.

The bidders must meet all essential technical criteria mentioned in the technical sheets under section III. This tender document shall also serve the purpose of pre-qualification of bidders/companies in future for same nature of services.

Bid Currency and Cost of Bidding

All rates shall be quoted in (PKR) Pak Rupees only.

The bidder shall bear all costs associated with the preparation and submission of their bid, and Indus Hospital & Health Network (IHHN) named in the bid document, hereinafter referred to as "IHHN," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Requirements, Specification and provision of samples

The supplies required shall be received as per the requirements specified in Section II. The samples of the product would also be required, along with the quotations, to analyze them as per the certificate of analysis provided (wherever required).

Conformance to the specification

Products quoted by bidders shall be original products and not counterfeits or copies of the stated or quoted brands, or else both the proposal and shipments will be rejected.

A bidder shall attach to their bid all essential certificates product quoted for, including certificates of authorization from the manufacturer or distributor. Additional special requirements for each product are indicated in the specifications section (Section II). **IHHN reserves the right to prioritize quality and conformity over substandard or non-compliant products, with any deviation resulting in rejection.**

Compliance with the Code of Conduct

The bidders and suppliers shall comply with the [Global Fund's Code of Conduct for Suppliers](#) (As of February 2021 and as amended from time to time).

Bid validity period and contract

The bid validity period is at least Sixty (60) calendar days from the date of the deadline for bid submission. IHHN has the right to reject the bid for a shorter period.

In exceptional circumstances, IHHN may solicit the bidder's consent in writing for an extension of the period of validity. Furthermore, a framework contract using the "Indus Hospital & Health Network standard contract format", may be established and signed between the parties for a period of 01 (One) year with a possibility of extension on mutual agreement for another period of 01 (One) year to procure Laboratory Reagents on need basis under agreed contract terms and conditions.

Variation of product range and quantities

IHHN reserves the right to increase or decrease the quantities of supplies without any changes in unit price or other terms and conditions. IHHN shall order quantities under the contract by issuing a separate Purchase Order (PO). The bidder shall fulfill such requirements within the delivery schedule included in the bid or as mutually agreed.

Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, IHHN for any reason, whether at its own initiative or in response to a clarification requested by an interested bidder, may modify the bidding document by uploading the amended document on IHHN website, which will be binding on all.

To allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, IHHN, at its discretion, may extend the deadline for the submission of bids.

Use of agreed contract prices by other PRs (of Same donor) and IHHN

Within the contract validity period, the purchaser and its partners under the Pakistan grant portfolio of the donor to fight Covid-19, AIDS, Tuberculosis and Malaria, IHHN may utilize the contract resulting from this procurement process to order additional quantities of items without retendering.

Price variations

Within the bid validity period, any changes in prices shall not be accepted. Any request from the bidder for price increments or continual stock unavailability will be considered as non-performance, which may lead to PO cancellation/contract termination and withholding of bid money.

For contract renewals in subsequent years, any adjustments to pricing, including increases, will be mutually agreed upon by both parties based on prevailing market conditions and documented in writing.

The Bidding Procedure - Single Stage Two Envelope Procedure

- a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial proposal and the Technical proposal.
- b. Envelopes shall be marked as "FINANCIAL PROPOSAL" and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. The Technical Proposal shall not include any financial information.
- c. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
- d. During the bid opening process, the Bid Opening Committee shall focus on verifying the timely receipt of bids and examining the integrity of the bid envelopes, including proper sealing and appropriate markings and presence of two separate envelopes properly marked as Financial and Technical Proposal. Subsequently, the committee will proceed to open the technical envelope to confirm the presence of the blacked-out copy of Bid Security. No technical discussions will occur in the presence of bidders.
- e. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of IHHN without being opened.
- f. IHHN shall evaluate the Technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal that does not conform to the specified requirements.

- g. No amendments in the Technical proposal shall be permitted during the technical evaluation.
- h. Financial Proposals of the technically qualified bidders shall be opened internally by IHHN bid opening committee.
- i. Financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and
- j. A technically responsive bid found to have the lowest priced quote (item wise) shall be declared as the best-evaluated bidder.

IHHN reserves the right to award part of the tendered items to the second and third best-evaluated bidders at their quoted prices or negotiated prices, in case the best-evaluated bidder fails to fulfill the required supplies within the desired delivery timelines.

IHHN reserves the right to select one or multiple bidders for this assignment

Pre-bid meeting and request for clarifications

A pre-bid meeting shall be held at the address of **Indus Hospital & Health Network, Project Management Unit, Office No. 32, First Floor, Street No. 36, I&T Center, G-10/4, Islamabad, on Friday 20th June 2025 at 03:00 pm.**

Bidders may also seek clarifications and send questions/queries to the following email address: aamir.aslam@tih.org.pk, attention: Mr. Aamir Aslam, Senior Manager Procurement & Supply Chain, Project Management Unit. The email subject/title should indicate the tender reference number and the subject of the procurement. A bidder sending a request for clarification should provide full names, company name and address and telephone contacts of the company in the email body: the purchaser shall not respond to anonymous emails. IHHN shall respond to requests for clarification and questions received not later than three (3) days to the deadline for bid submission. *Important Note: Bid shall only be received in the manner prescribed above and no bids are to be sent to the individual email stated above. Any bid sent to the above email will automatically be disqualified.*

Bid security or bid bond

All bids shall be accompanied with a refundable bid security or bid bond of at least **2% of the total quoted amount** in form of Demand Draft (DD), Call Deposit Receipt (CDR) or Pay order in the name of **Indus Hospital & Health Network**, with a validity period of Ninety (90) calendar days.

A blacked-out copy of the Bid Security is to be placed in the Technical Envelope, whereas the original bid security is to be placed in the Financial Envelope.

Bids not accompanied by a valid bid security (both copy and original), in form, amount and duration validity, shall be rejected.

The conditions for forfeiture of bid security or bond shall be similar to those specified in the Public Procurement Rules (PPRA), 2004 of Pakistan.

Bid security of unsuccessful bidders shall be returned to the bidders after finalization of the successful bidder(s). The correction of non-material arithmetic errors in the bidder's prices shall not invalidate an initially valid bid security submitted based on the original bid price.

Submission of Bids

The sealed envelopes shall bear the name and address of the Bidder, the tender reference number and the subject of the procurement.

If envelopes are not sealed and marked as required, IHHN will assume no responsibility for the misplacement or premature opening of the bid.

Sealed bid shall be delivered by hand or by courier services to **Indus Hospital & Health Network (IHHN), Project Management Unit, Plot No. 32, First Floor, Street No. 36, I&T Center, Sector G-10/4, Islamabad.**

It shall be the responsibility of the bidder to ensure that all bids, whether delivered by hand or by courier services, are received at the mentioned address before the deadline for bid submission. Soft copy bids or bids sent through email shall be rejected.

Deadline for submission of Bids

All bids, by hand or by courier must be received at the **Indus Hospital & Health Network (IHHN), Project Management Unit, Plot No 32, First Floor, Street No. 36, I&T Center, Sector G-10/4, Islamabad, before or on Tuesday, 1st July 2025 at 11:00 am local time.**

Any bid received after the deadline for bid submission shall not be accepted and shall be returned unopened to the bidder.

Public opening of bids

Submitted bids shall be opened in the presence of bidder's representatives who choose to attend at **Indus Hospital & Health Network (IHHN), Project Management Unit, Plot No. 32, First Floor, Street No. 36, I&T Center, Sector G-10/4, Islamabad on Tuesday, 1st July 2025 at 12:00 pm local time.**

Note: *IHHN reserves the right to cancel the Bid Opening Meeting, considering any unforeseen emerging situation in the country or as instructed by the authorities.*

Bid evaluation methodology and criteria

A bid that substantially complies with the requirements of the evaluation methodology and criteria, specifications, products required, schedule and offers the lowest price shall be selected for award of contract. A bid that doesn't substantially meet the requirements of the bid shall be considered non-responsive and shall be rejected.

Contacting the Procuring Agency

No Bidder shall contact IHHN on any matter relating to its bid, from the time of the bid opening to the time of contract award. A bidder shall not provide any further information related to the submitted bid after the deadline for bid submission, unless requested by the IHHN. A bidder may, in writing, inquire about the status of the procurement process or submit a request for clarification or a request for review after the release of the results of the bid evaluation process.

Any effort by a Bidder to influence IHHN in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

Calculation Error Adjustment

If withholding, transportation or other indirect cost calculations are not shown or not mentioned in the financial proposal, the quoted prices shall be considered as prices inclusive of all taxes and charges.

Indus Hospital & Health Network shall correct any non-material arithmetic errors in the bid price, provided that such corrections do not constitute an amendment of quoted unit prices.

If a bidder does not accept the final price based on IHHN's re-computation and correction of errors, his/her bid may be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

Purchaser's request for clarification during bid evaluation

To assist in the evaluation and comparison of bids, IHHN may at its discretion, ask the bidder for clarification and submission of additional supporting information if required. The request for clarification and the response shall be in writing and shall not seek to change the unit prices and technical specifications of the bid. For avoidance of doubt, the purchaser shall not ask for clarifications that result in amendment of the unit prices, material amendment of the technical specifications, Terms of Reference and Scope of Work.

The purchaser shall be at liberty to request any historical documents from bidders during the bid evaluation process. Historical documents are non-material and shall not constitute a change in the technical nature of the bid.

For avoidance of doubt, historical documents are documents and information that existed prior to the public announcement of the bid, and may include but not limited to company registration documents; manufacturers and dealers authorization; firm and product quality certifications; bidder and staff

practicing licenses and trading licenses and authorization; previous importation documents; previous contracts, contract performance certificates and purchase orders, work orders; product registration status; bidder's bank information, bank certificates and bank statement; tax registration certificates and status; and company's operating capacity.

Negotiation of prices and delivery schedule

IHHN may negotiate with the selected bidder(s) to bring the prices within the market range, align prices with those in the previous IHHN contract, accommodate offers of discounts and donations, and/or finalize the delivery schedule.

Award decision

After identifying the lowest price offer in compliance with the technical specifications mentioned in Section II, IHHN reserves the right to award the contract to a single or multiple bidder. It shall be compulsory for the bidders to accept the award as mentioned above; failing to do so may lead to disqualification from this tender.

Termination of the procurement process

IHHN reserves the right to cancel the tender process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

Delivery site of Supplies/services

The bidders shall include in their bid price the cost of transportation of supplies to the locations indicated below in Section IV (B), including the cost of loading and offloading. The minimum acceptable shelf life of the product should be **12 months** or as mutually agreed upon.

Delivery date and consideration of ex-stock

All quantities under this bidding document shall be delivered on an **ex-stock basis and no later than 10 working days of issuance of POs to selected vendors**. Priority shall be given to bidders with technically qualified products, who offer competitive prices, with available ex-stock.

A bidder should clearly indicate in the bid the product quantities that are in stock and ready for immediate delivery. A bidder not specifying ex-stock quantities shall be deemed not to have ex-stock.

In case the ex-stock quantities available with the best evaluated bidder does not meet the demand of the programme, IHHN reserves the right to award partial quantities to the first, second and third best evaluated bidders up to the maximum of the programme's requirements, even where award prices may vary from one bidder to another.

Payment Terms & Taxes

Payment shall be made through an Account Payee Cheque within thirty (30) days after the submission of a complete and verified invoice to the finance department. IHHN is exempt from General Sales Tax (GST) on supplies, and a Tax Exemption Certificate is provided in Section VII.

Deduction of Income Tax at source will be applicable as per the Income Tax Ordinance 2001, subject to amendments from time to time. All other applicable taxes will be deducted in accordance with prevailing Government Tax Rules and Regulations.

Meet or Exceed Requirements in the bid

The requirements provided in this document are the minimum requirements of IHHN. The applicants shall meet or exceed the requirements, provided they offer competitive prices.

In case a bidder exceeds the minimum specifications indicated in the bid or provides alternative specifications and additional supplies and services, the bidder should highlight such information in the bid to enable IHHN to identify modified specifications and requirements.

In case the bidder's extra specifications and additional accessories come at an additional cost beyond the standard package prices, the extra supplies or services shall be highlighted in the bid to enable IHHN to conduct a value-for-money analysis and decide.

Notification of Award

IHHN shall issue a Notification of Award to the successful bidder(s) in writing informing about acceptance of the bid. The Notification of Award shall not denote the formation of a contract subject to the signing of a formal contract and/or issue of a Purchase Order. Simultaneously, all bidders who participated in the tender shall be notified that their proposals were unsuccessful.

Challenging the notification of award

All bidders shall have a maximum of **24 hours**, from the time of receipt of the tender award notification, within which to seek clarification or challenge the award decision. Prior to the signing of a formal contract, Indus Hospital and Health Network shall endeavor to resolve all complaints, disputes, and issue clarifications thereof within **24 hours** from the time of receiving queries from the bidders.

In case the IHHN finds the complaint or request for clarification submitted by the bidders to be truthful and/or of material nature, the IHHN shall recall the notification of award, without liability and costs from the notified bidder. IHHN shall review the award decision and issue a new notification of award.

Lodging a complaint or seeking clarification on an award decision by a bidder may not prevent the IHHN from proceeding with the contracting process and issuing a purchase order or formal signing of a contract, provided that the bidder's query is considered to be non-material or of no consequence to the resulting contract.

Performance security or bond

The bid security of a successful supplier shall be held to serve as the Performance Bond until the contract is satisfactorily performed, the bid bond expires, or the contract expires, whichever comes first.

The bid security or bond shall be released upon satisfactory performance of the contract, less deduction of any applicable liquidated damages. In case the bid security or bond expires in the presence of a valid contract, the supplier shall be requested to replace the bid security or bond covering the remaining period of the contract. The conditions for forfeiture of bid security and performance bond shall be similar to those specified in the Public Procurement Rules of Pakistan.

Where a bid security or bond is retained to serve as the performance bond, the forfeiture conditions applicable to the performance bond shall apply to the bid security.

Liquidated damages

Liquidated damages of 0.5% of the Purchase Order amount shall apply per day of delayed delivery of supplies, counted from the stated delivery date as agreed in the signed contract. The maximum amount of liquidated damages shall be 10% of the PO amount; thereafter, IHHN reserves the right to terminate the arrangement. In addition, IHHN reserves the right to cancel part or all liquidated damages upon the bidder's submission of acceptable reasons and supporting documents.

If IHHN cannot deduct the liquidated damage from pending payments, IHHN shall claim the entire amount of the performance security or performance bond from the guaranteeing institution, deduct the applicable liquidated damage amount, and return the balance of the funds to the bidder.

Defective products, forged documents and Blacklisting of bidders

Bidders submitting forged documents, supplying counterfeit or defective products or samples shall be blacklisted from participating in any procurement under any grant funded by the common donor to fight AIDS, Tuberculosis and Malaria in Pakistan and a copy of the blacklisting notice shall be sent to the respective Public Procurement Regulatory Authority of Pakistan.

Subsequently, IHHN reserves the right to confiscate the supplied defective and substandard product or may ask for replacement after confirmation and acceptance of a valid justification by the bidder.

Conflict of Interest

The bidder shall take appropriate steps to ensure that neither the bidder nor bidder's staff are placed in a position where (in the reasonable opinion of the Authority) there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the bidder or the bidder's staff and the duties owed to the Authority and Other Contracting Bodies under the provisions of this tender document and resulting contract or any Call-Off Contract. The bidder will disclose to the Authority full particulars of any such conflict of interest in writing that may arise.

Force Majeure

For the purposes of the Contract, "Force Majeure" shall mean an event or events which are beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

1. Force Majeure shall not include
 - (a) Any event which is caused by the negligence or intentional action of a Party or such Party's Sub-contractors or agents or employees; nor
 - (b) Any event which a diligent Party could reasonably have been expected to both:
 - (i) Take into account from the effective date of the Contract; and
 - (ii) Avoid or overcome in the carrying out of its obligations; nor
 - (c) Insufficiency of funds or failure to make any payment required hereunder.
2. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, the Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract.
3. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay and minimize the consequences of any event of Force Majeure.
4. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than twelve (12) hours following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
5. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to a negotiated payment limited to the costs reasonably and necessarily incurred by them due to the Force Majeure period. See examples under SCC for common force majeure situations and how they will be handled.
6. Not later than six (06) hours after the Contractor, as a result of an event of Force Majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing appropriate measures to be taken in the circumstances.

Dispute settlement:

A dispute shall be settled as per provisions of Pakistan Arbitration Act 1940 (Act No. X of 1940) and Rules made thereunder and any statutory modifications thereto. Any hearing shall be held at the address of IHHN mentioned above.

SECTION II A - (EVALUATION METHODOLOGY AND CRITERIA)

A) Preliminary Examination Criteria:

The following shall be required to prove evidence of preliminary eligibility, and shall be evaluated on a **Pass or Fail** basis:

- a) Bid prepared and submitted should be as per the following Bid Evaluation sheet, properly numbered and submitted in the form of a proposal. Details/certifications to be provided and numbered in table below:

Sr. #	Attributes	Reference page # in Proposal
1	Complete company profile (may include but not be limited to name, registered office address, telephone, fax and e-mail address and web address, complete contact details of the contact person, details of branch offices and staff details etc.)	
2	Certificate of Company/AOP registration or any other legal registration document	
3	Date of establishment of business; a minimum of three years of relevant business experience is required.	
4	Established office setup in any major city of Pakistan.	
5	Bidder registered with Income Tax, Sales Taxes: NTN, GST registration Certificates - Bidder appears on the Active Tax Payer List (ATL) of FBR. Payment will be linked with the active Taxpayer status as per the FBR Database (NTN certificate)	
6	Authorization certificate/letter from the Manufacturer, Distributor, or wholesaler	
7	Bank Account Maintenance Certificate or Last one (01) year Bank Statement	
8	3 Contracts/POs/WOs of PKR 1 Million and above of similar nature executed during the last 3 years.	
9	Confirmation that the Bid is valid for 90 calendar days from the date of the deadline for submission of bids.	
10	Bid accompanied with valid Bid Security of 2% of the total quoted price in the form of Demand Draft (DD), Call Deposit Receipt (CDR), or Pay order in the name of Indus Hospital & Health Network. Blacked out copy to be placed in the Technical Envelope, whereas the original bid security to be placed in the Financial Envelope.	
11	Undertaking on Stamp paper as per Section V (A)	
12	Signed Conflict of Interest declaration as per Section V(B)	
13	Bidder shall submit, along with this bid, detailed brochures and one sample each of the proposed items	

SECTION II B - (TECHNICAL EVALUATION METHODOLOGY AND CRITERIA)

In case only one or two bidders pass technical evaluation, the purchasing entity shall proceed to evaluate the financial quotation(s) of the single bidder or the two bidders. Below shall be the award criteria under each of the requirements in this bid.

Evaluation Criteria (PASS/FAIL): Suppliers shall be considered as passing in case of documentation submission as required, and fail in case of non-submission.

Sr. #	Item Name and Specifications	Pack Size	Required Quantity
1	<u>Buffer Tablet 7.2</u>	100 Tablets per pack	28
	<u>Merck or equivalent</u> <u>Product Catalogue Number:</u> As per the company registration for the product, mentioned on the pack <u>Certificate of Analysis:</u> Verifiable from manufacturer's official website for the relevant Batch Number. <u>Other important specs:</u> mentioned in commercial criteria in table below, where applicable, including labeling on unit cartons as per standards law.		
2	<u>Twin Frosted Glass Slides</u>	72 slides per pack	8,390
	<u>Microscopy</u> Good Quality, complying with the commercial criteria of in vitro devices <u>Dimension:</u> 25.4 x 76.2 mm (01 Inch x 03 Inch) Features: Twin Frosted, Ground, and Smooth Edges Grade: QC Lab Grade, Germany or Equivalent Origin: Germany or Equivalent Other important specs mentioned in commercial criteria in the table below, where applicable, including labeling on unit cartons as per the standards law.		
3	<u>Immersion oil for Microscopes</u>	500 ml Bottle	151
	<u>Merck or Equivalent</u> <u>Product Catalogue Number:</u> As per the company registration for the product, mentioned on the pack <u>Certificate of Analysis:</u> Verifiable from the manufacturer's official website for the relevant Batch Number. <u>Other important specs</u> mentioned in commercial criteria in the table below, where applicable, including labeling on unit cartons as per the standards law.		
4	<u>Xylene</u>	2.5 Liter Bottle	169
	<u>Merck or Equivalent</u> <u>Product Catalogue Number:</u> As per the company registration for the product, mentioned on the pack <u>Certificate of Analysis:</u> Verifiable from the manufacturer's official website for the relevant Batch Number. <u>Other important specs</u> mentioned in commercial criteria in the table below, where applicable, including labeling on unit cartons as per the standards law.		

5	<u>Methanol</u>	2.5 Liter Bottle	159
	<u>Merck or Equivalent</u> <u>Product Catalogue Number:</u> As per the company registration for the product, mentioned on the pack <u>Certificate of Analysis:</u> Verifiable from the manufacturer's official website for the relevant Batch Number. <u>Other important specs</u> mentioned in commercial criteria in table below, where applicable, including labeling on unit cartons as per the standards law.		
6	<u>Giemsa Stain</u>	01 Liter Bottle	294
	<u>Merck or Equivalent</u> <u>Product Catalogue Number:</u> As per the company registration for the product, mentioned on the pack <u>Certificate of Analysis:</u> Verifiable from the manufacturer's official website for the relevant Batch Number. <u>Other important specs</u> mentioned in commercial criteria in the table below, where applicable, including labeling on unit cartons as per the standards law.		
7	<u>Alcoholic Swabs</u> (Alcoholic pads for external use, Active Ingredient: IPA 70%)	200 pcs/Box	823
	<u>Good Quality/Brands</u> <u>Quality Reports:</u> Test report by manufacturer from an accredited Laboratory. <u>Other important specs:</u> mentioned in commercial criteria in table below, where applicable, including labeling on unit cartons as per standards law.		
8	<u>Plastic Disposable Gloves (Polyethylene):</u> <u>Size: M, L, XL</u>	Pack of 100 (50 pairs)/Box	3,000
9	<u>Examination Gloves Latex Non-Sterile (Powder Free):</u>	Pack of 100 (50 pairs)/Box	1011
	<u>Good Quality Brands</u> <u>Performance Standards:</u> EN 455, EN 374, Optional Additional: ASTM D6319, D3578, D5250, D6977 OR alternative equivalent set of standards. <u>Size:</u> Medium, Large <u>Characteristics:</u> Latex, nitrile, powder free, non-sterile, minimum 230 mm total length, minimum thickness 0.05mm, Size M, L, XL <u>Quality Reports:</u> Test report by manufacturer from an accredited Laboratory. <u>Other important specs: mentioned in commercial criteria in below table, where applicable, including labeling on unit cartons as per standard laws.</u>		

COMMERCIAL MANDATORY CRITERIA (PASS/FAIL)

Suppliers shall be considered as Pass in case of required documentation and Fail in case of non-submission

Manufacturing site: Identity and site address, License in the country of manufacture. Proof of compliance with ISO 13485 for medical devices.

Confirmation of DRAP Registration, where applicable

Product characteristics/specifications: Model, Picture/sample of the product and primary packaging, intended use, Instructions for use available and consistent with the product description and intended use. Language acceptable

Authorization letter for the distribution of the products from Manufacturers to distribute/sell/Quote, etc.

Supporting documents in case of Import like Bill of Lading, in the name of the bidder

If a bidder is quoting the product on behalf of an importer, then a letter of Authorization from the concerned importer is required.

SECTION III- PRICE SCHEDULE/QUOTES

The price quotation needs to be sealed in a separate envelope marked as “Financial Proposal”.

A. Financial Comparison Criteria

Costs to be included in the bid price are:

- The unit and total rates in the Price Schedule.
- Taxes, duties etc.
- Transport and shipping costs to site of performance of the assignment and to the delivery site.
- Loading and offloading charges.
- Bid Price/Quotes must clearly mention that “provided supplies are without GST charges” (See section VII for Exemption Certificate).
- Bidders shall clearly mention Stock available at hand against each item.

The bidder with the lowest evaluated price, from among those who pass preliminary and technical evaluation shall be the best evaluated bid.

Each of the products in the price schedule shall be evaluated and awarded individually. The purchasing entity reserves the right to either award all the schedule of work to one firm, award each schedule to a separate firm or break up the lot to ensure effective and efficient implementation of the contract.

B. Post-Qualification

IHHN may undertake a post-qualification on the Best Evaluated Bidder to confirm whether the best evaluated bidder has the capacity and financial resources to execute the procurement.

Price Schedule Form

Sr.#	Item Description/Specifications	Company Name & Manufacturing Country	Unit Price (PKR)	Qty	Total Price (PKR) (without GST)	Stock Availability
1						
2						
3						
4						
5						
6						

SECTION IV (A) - SCOPE OF WORK (SOW)

- 1) The scope of work encompasses supply, transportation, loading and offloading of Lab Supplies and Reagents as mentioned above in the delivery sites of supplies.
- 2) The supplier may submit a quotation/offer for all items and or part items as well.
- 3) IHHN expects to select the Organizations/Firms that present the best combination of experience, capacity and competence to provide branded/quality products as per specified criteria.
- 4) IHHN expects market competitive rates for the items, which shall be required in bulk quantities as per specified criteria.
- 5) Preliminary, Analytical and Commercial criteria need to be read out thoroughly, which are set out to ensure standard quality of the products.
- 6) Any offer that doesn't meet the requirement shall not be considered for Comparative.

This Tender also intends to locate the potential vendors for our pre-qualifications for future endeavors.

SECTION IV (B) – DELIVERY LOCATIONS WITH QUANTITIES

Sr.#	Item Name	Unit	Total Quantity	SINDH						KPK					BALUCHISTAN				
				Tharparkar	Naushahro Feroze	Khairpur	Shikarpur	Dadu	Sukkur	Shangla	Buner	Lower Dir	Nowshera	FPHC-Peshawar	Harnai	Ziarat	Nushki	Killa Saifullah	BRSP Quetta
1	Buffer Tablet 7.2	100 Tablets per pack	28	2	0	2	2	1	0	1	1	2	2	6	2	0	1	0	6
2	Immersion oil for Microscopes	500 ml Bottle	151	6	3	6	4	5	5	6	5	6	0	45	5	5	5	5	40
3	Twin Frosted Glass Slides	72 slides per pack	8,390	250	250	250	250	200	200	300	300	300	300	2500	300	200	200	250	2340
4	Methanol	2.5 Liter Bottle	159	5	4	4	4	4	4	4	5	5	4	50	4	4	4	4	50
5	Xylene	2.5 Liter Bottle	169	5	4	5	5	5	5	5	5	5	5	50	5	5	5	5	50
6	Alcohol Swabs	200 pcs/Box	823	50	0	65	65	30	80	50	70	30	30	73	70	70	70	70	0
7	Giemsa Stain	01 Liter Bottle	294	13	8	12	10	10	10	10	10	10	15	100	8	8	10	10	50
8	Disposable Gloves (Polyethylene)	Pack of 100 (50 pairs)/Box	3,000	100	100	100	100	100	100	100	100	100	100	700	100	100	100	100	900
9	Examination Gloves Latex Non-Sterile (Powder Free):	Pack of 100 (50 pairs)/Box	1,011	50	50	50	45	40	30	50	40	60	35	300	30	45	50	35	101

SECTION V (A) - UNDERTAKING

UNDERTAKING (Rs. 50 Stamp Paper attested by notary public)

I/We, M/s _____,
do hereby solemnly affirm and declare as under:

- Any acts where IHHN employees and those associated with IHHN work use their positions of power to exploit those we serve are against IHHN very mission, values and standards of conduct. IHHN has a zero-tolerance policy against sexual exploitation, abuse, and Harassment.
- We and our representatives remain prohibit from engagement in sexual exploitation & abuse, and sexual harassment, ensuring measures to prevent and respond to sexual exploitation, abuse & harassment as provided for in IHHN – PSEAH policy.
- We are fully compliant and will comply in the future with the [Global Fund's Code of Conduct for Suppliers](#) and [Due Diligence guidelines](#).
- We have never adjudged an insolvent service/advisory/consultancy.
- Our directors/partners have never been declared bankrupt by any court of law.
- We have never been blacklisted or involved in litigation with any client/ organization/ government/ semi-government/ autonomous body.
- Our directors/partners always fulfilled/ obeyed execution of degree or order of any court decree never been dissatisfied against them.
- Our directors/partners have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, bribery, embezzlement, cheque frauds, credit cards frauds, money laundering activities etc.
- We will not solicit, offer, give or receive, or promise or represent to offer, give or receive, fees, gratuities, rebates, gifts, commissions, or other payments, except as disclosed in full to the IHHN, in connection with the procurement process or in contract execution.
- We meet the financial integrity requirement as per applicable laws and regulations.
- We and our representatives comply with all applicable laws and regulations of Islamic Republic of Pakistan, as well as the publicized rules, regulations and policies in our areas of work.
- We and our representatives shall safeguard and protect the rights of all children, irrespective of ability, ethnicity, faith, gender, sexuality and culture. Consistent with the provisions of the ILO Minimum Age Convention (Number 138), we do not employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or wellbeing of such persons (see <http://childrenandbusiness.org/>).

For and on behalf of

SECTION V (B) – CONFLICT OF INTEREST DECLARATION

I/We,

hereby disclose all of my conflicts of interest and other potentially conflicting interests, including specific financial interests and relationships and affiliations relevant to the procurement of IHHN in any form. This applies to the past 5 years and the foreseeable future. I/We also agree that I/We will not use any confidential information obtained from my activities related to procurement, to further my own or others financial interests.

Name & Designation

Signature & Stamp

Date Please list any potential conflicts of interest:

1)

2)

3)

SECTION VI- SUPPLIER AUDIT AND EVALUATION FORM**SUPPLIER AUDIT AND EVALUATION FORM**

Sr. #	Documents	Yes	No
1.	Income Taxation Certificate		
2.	General Sales Tax Certificate		
3.	Agency/Distribution Certificate/ Partnership Certificate/ Reseller Letter		
4.	In case of Equipment's: Official Service Centres address		

2.) Additional information/comments about the Supplier/ Bidder:

3.) Reviews from Previous Customers:

S. No	Customer	Comments
1		
2		
3		
4		

SUPPLIER INFORMATION FORM

1.) General information about the supplier

Name of the Supplier: _____

Code (For Supply Chain Use ONLY): _____

Type: Supplier ☐ Manufacturer ☐ Distributor ☐

Supplier Person: _____

Alternate Name: _____

Parent Supplier Name in case of a distributor: _____

Supplier Address: _____

Tax payer's ID: _____

Tax Registration Number: _____

Customer Number: _____

2.) Contacts Information:

Serial Number	First Name	Last Name	Title	Department	Inactive On
1.					
2.					
3.					
4.					

Telephone: _____ Alternate Contact Name: _____

Alternate Telephone: _____ NTN Number: _____

Mobile: _____ URL: _____

Fax Number: _____ Email: _____

3.) Manufacturing Site Details:

Site Name: _____

Country: _____

City: _____

Province: _____

Address: _____

Alternate Site Name Address: _____

4.) Payment Details:

Terms: _____ Invoice Currency: _____

Payment Currency: _____ Payment Method: _____

Pay Group: _____ **Signature of Supplier:** _____

Payment Priority: _____

Remittance E-mail: _____

Term Date Basis: _____

Pay Date Basis: _____

SECTION VII - GST Exemption Certificate



UNDERTAKING FOR NON-CHARGING OF SALES TAX

UNDER SIXTH SCHEDULE OF SALES TAX ACT. 1990

We would like to inform you that "Indus Hospital & Health Network" is registered as a company limited by guarantee not having share capital (under section 42), incorporation on 23 June 2008 under the Companies ordinance 1984. Capacity available in hospital more than 50 beds.

We would inform you that the Finance Act 2022 has inserted general provision exemption from Sales Tax on supplies to hospital, vide Serial No. 166 of the Sixth Schedule, covering "Goods excluding electricity and natural gas supplied to hospitals run by the charitable hospitals of fifty beds or more."

We hereby confirm that we meet the above criteria and are exempt from Sales tax as per above mentioned provision of Sales Tax Act 1990.

For Indus Hospital & Health Network

A blue ink signature is written over a circular purple stamp. The stamp contains the text 'INDUS HOSPITAL & HEALTH NETWORK' around the perimeter and 'KARACHI' in the center.

Head of Finance

Scanned with CamScanner

- (b) After sub-section (4), the following new sub-section shall be added, namely:-

"(4A) The privileges provided to a member under this section will not be refunded."

3. **Amendments of the Sales Tax Act, 1990.**— In the Sales Tax Act, 1990, the following further amendments shall be made, namely:-

- (1) in section 2,—

- (a) in clause (12), after the word "include", the words and comma "production, transmission and distribution of electricity," shall be added;
- (b) in clause (29A), in sub-clause (b), after the word "Act", the words "excluding fee and service charges imposed and collected under section 76" shall be added;
- (c) in clause (33),—
- (i) in sub-clause (c), the word "and" at the end shall be omitted; and
- (ii) in sub-clause (d), for the colon at the end, a semi colon and the word "and" shall be substituted, and thereafter the following new clause shall be added, namely:—
- "(e) production, transmission and distribution of electricity.";
- (d) in clause (43A), after sub-clause (g), the following new sub-clause shall be inserted, namely:—
- "(ga) a person engaged in supply of articles of jewellery, or parts thereof, of precious metal or of metal clad with precious

165.	Goods imported by or donated to hospitals run by the non-profit making institutions subject to the similar restrictions, limitations, conditions and procedures as are envisaged for the purpose of applying zero-rate of customs duty on such goods under the Customs Act, 1969, (IV of 1969).	99.13 and 99.14,
166.	Goods excluding electricity and natural gas supplied to hospitals run by the charitable hospitals of fifty beds or more.	Respective headings
167.	Goods temporarily imported into Pakistan, meant for subsequent exportation charged to zero-rate of customs duty subject to the similar restrictions, limitations, conditions and procedures as are envisaged for the purpose of applying zero-rate of customs duty on such goods under the Customs Act, 1969 (IV of 1969).	99.19, 99.20 and 99.21
168.	Fertilizers	Respective headings