

**OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TENDER ENQUIRY NO.PROC-SERVICES/CB/MED-4581/2019**

**HIRING/ESTABLISHMENT OF IN-HOUSE PHARMACHY FOR  
OGDCL MEDICAL CENTER KARACHI**

# SCOPE OF WORK

OGDCL Medical Services Department is desirous for hiring the services for establishment of in-house pharmacy for provision of medicines to its employees and their dependents at Medical Center Karachi.

## ➤ PROCESS FOR PROVISION OF SERVICES

- a. The pharmacy will be liable to provide the prescribed medicines at a maximum possible discount on retail prices to the entitled OGDCL employees and their dependents by establishing In-house pharmacy at above OGDCL Medical Centre, Karachi.
- b. The space for establishing the pharmacy within the premises of Medical Centre will be provided by OGDCL. However the purpose built internal setup / racking / counters etc will be done by the pharmacy itself.
- c. The pharmacy will be responsible to ensure 24 hour power backup and cold chain maintenance.
- d. The In-house pharmacy services will be provided from 08:00 am to 07:00 pm six days a week (Monday to Saturday) at Medical Centre Karachi.
- e. The Pharmacy will arrange Queue Management System & CCTV cameras at the In-House outlet.
- f. The pharmacy will arrange extra storage area for medicines and consumables in the near vicinity of OGDCL Medical Centre to ensure uninterrupted supply of medicines to the OGDCL patients and to minimize waiting time.
- g. Experienced and Qualified pharmacy staff will be positioned at the In-house Pharmacy.
- h. The pharmacy will arrange computerized billing and system for integration with OGDCL medical management system for receiving online prescription and billing.
- i. An amount not less than Rs: 7,000/- ~~per month~~ will be paid by the pharmacy to OGDCL on account of utility charges for each outlet.
- j. The company will not pay any retention fee what so ever.
- k. The contract will be valid for a period of 2 years and extendable after expiry with mutual consent.

## ➤ CLAIM & PAYMENTS

- a. The OGDCL patients will be provided medicines on production of prescription issued by authorized medical officers of OGDCL / panel consultants / panel hospitals.
- b. The pharmacy will ensure to provide the medicines as prescribed.
- c. The medicine can also be issued for seven days on the original prescription slip of the panel consultant / specialist without endorsement by medical officer OGDCL. The verification of the patient will be done by the pharmacy personnel by seeing original OGDCL service card / medical card. The employee's OG/S, telephone number and relationship of the dependant with the employee will be noted on the original prescription slip by pharmacy staff.



- d. Full signatures along with the name of the employee or their family members shall be obtained on the prescription as an acknowledgement of receipt.
- e. The pharmacy will submit the bill in proper order on monthly basis.
- f. Payment shall be made on monthly basis at actual against verified invoices.

➤ **BID BOND & PERFORMANCE GUARANTEE:**

- a. All bidders will be bound to submit Bid bond of Rs. 300,000/- (Three Hundred Thousands only) along with the bid.
- b. Successful bidder will be liable to submit performance bank guarantee of Rs. 1,000,000 (One Million), the bank guarantee / performance bond shall remain valid and in full force and effect six months beyond contract validity period".

**Following is the link for Master Set of Tender Documents for Services:**

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%202018-03-2019-N.pdf>



## TECHNICAL EVALUATION CRITERIA

Name Of Pharmacy

GENERAL	Max. Marks:			Marks Obtained
	25			
Number of Outlets (atleast 3 branches in Karachi ) (Outlets to be fully owned. No marks for franchise) (02 marks for each outlet)	06			
Availability of 24 hours services at atleast one outlet	02			
Certification on quality management system (ISO 9001 or JCI accreditation)	03			
Warehouse (Space, Cold chain, Medicine stock atleast worth 2 million, Qualified staff, Computerized inventory)	06			
Backup services for procurement / distribution of medicines	02			
Income Tax Return Certificates of last 3 years	03			
Valid Drug License(01 mark for each outlet)	03			

SPECTRUM OF MEDICINES AVAILABLE	Max. Marks:			Marks Obtained
	66 (22 for each outlet)			
Availability / Stock of routine / essential medicines by leading national and multinational companies including injectables/insulins/inhalers/vaccines etc.	15	15	15	
Availability / Stock of Chemo/special medicines	04	04	04	
Availability / Stock of Surgical supplies	02	02	02	
Facility for Compounding / dispensing prescriptions	01	01	01	

ELECTRICITY / POWER SYSTEM	Max. Marks:			Marks Obtained
	09 (03 for each outlet)			
Cold Chain Maintenance as per standards	02	02	02	
Alternate electricity backup (UPS, Solar, Generator)	01	01	01	

TOTAL POINTS SCORED	
Out of 100	

Minimum qualifying marks = 65 out of 100  
 Minimum qualifying % in each group = 60%




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## **FINANCIAL EVALUATION CRITERIA**

- a. Financial Evaluation will be carried out on the basis of discount offered by the vendor on retail prices of the medicines.
- b. Minimum discount should not be less than 10%
- c. In case the discount offered by 02 or more vendors is same, the decision will be made on the basis of marks obtained in technical evaluation.
- d. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- e. The prices should be quoted in PKR. (This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

### **f. MANDATORY REQUIREMENT**

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

**Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.**

**Following is the link for Master Set of Tender Documents for Services:**

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%202018-03-2019-N.pdf>