

**Bidding Documents**  
**for**  
**Enlistment of Pharmacy(s) on NESPAK Panel in Islamabad/Rawalpindi**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (the Employer) wishes to receive bids from the Pharmacies for enlistment on NESPAK Panel for providing medicines to its employees on credit basis in Islamabad/Rawalpindi.

**Terms and Conditions**

Interested Pharmacies are required to submit their Bids along with the following information/documents showing their credentials, expertise and financial strength:

- 1- The Pharmacies must be licensed and registered by the concerned Board/Council. Certificate of registration from relevant authority shall be provided with the Bid.
- 2- Pharmacies having more than one branch must submit list of branches along with their addresses/telephone numbers.
- 3- The Pharmacies shall be registered with Income Tax Departments and be on Active Taxpayers List of the Federal Board of Revenue.
- 4- The Pharmacies should have practical experience of at least **three (03)** years and shall also submit financial statements of past three (03) years.
- 5- Affidavit on stamp paper of at least Rs. 50 duly attested by the Oath Commissioner that the Pharmacy is not blacklisted/de-registered/debarred by any Government/Semi-Government department.
- 6- The Pharmacies shall submit duly filled-in, signed and stamped Form of Bid annexed hereto.
- 7- The Pharmacies shall submit Bid Security for an amount not less than Pak Rs. 50,000 (Pak Rupees fifty thousand only) in the form of CDR/Pay Order/Demand Draft from a Scheduled Bank in Pakistan in the favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK).
- 8- Bid shall remain valid for a period of 180 days after the date of Bid opening.

The Pharmacies meeting the above-stated criteria shall be further evaluated on the basis of discounts offered by the Pharmacies in their Bid. Accordingly, the top ranked Pharmacies offering the maximum discount shall be selected for enlistment on NESPAK Panel. Any concealment of facts shall be considered reason enough for disqualification.

The Bid Securities of Pharmacies not selected will be returned upon signing of the Agreement with the selected Pharmacies.

Billing shall be made on monthly basis by the selected Pharmacies and the Employer will deduct all applicable taxes from the payment as per prevailing Government laws.

**FORM OF BID**

Title: **Enlistment of Pharmacies on NESPAK Panel in Islamabad/Rawalpindi**

To:

**Mr. Umer Farooq**  
**Office Manager**  
**NESPAK House**  
**Sector G-5/2, Islamabad**  
**Ph. +92-51-9007222**  
**+92-51-9221910-13**

Gentleman,

1. Having examined the Bidding Documents including terms and conditions for provision of the above Services, we, the undersigned, offer to provide such Services in conformity with the said conditions at the discount rate of \_\_\_\_\_.
2. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Pak Rupees \_\_\_\_\_ (Pak Rupees \_\_\_\_\_) drawn in your favour or made payable to you.
3. We agree to abide by this Bid for the period of 180 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We hereby confirm that we are licensed / registered with \_\_\_\_\_. Certificate of registration from relevant authority is attached with the Bid.
5. We hereby confirm and declare that we are not blacklisted/ de-registered/ debarred by any Government/Semi-Government department. Affidavit to this effect is attached with the Bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign Bid for and on behalf of

---

(Name of Bidder in Block Capitals)

(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address. \_\_\_\_\_  
\_\_\_\_\_

Occupation \_\_\_\_\_