



**Drug Regulatory Authority of Pakistan**

**Tender No. DRAP-ISD/2024-25/01**

### **INVITATION TO BID**

Drug Regulatory Authority of Pakistan (DRAP) invites sealed bids from authorized suppliers registered with Income Tax and Sales Tax Authorities having active taxpayer status for supply of filtered bottled water to DRAP offices at Islamabad using single stage-two envelope bidding procedure under the Public Procurement Rules, 2004 and the e-Pak Procurement Regulations, 2023. Interested bidders fulfilling the prescribed eligibility criteria in the bidding documents may submit their bids.

2. Bidding documents containing instructions to bidders, eligibility/evaluation criteria, general terms and conditions etc. are available at Public Procurement Regulatory Authority (PPRA)'s e-Pak Acquisition and Disposal System (EPADS) Online Portal i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as well as DRAP website i.e. [www.dra.gov.pk](http://www.dra.gov.pk) for free download.

3. The bids, prepared in accordance with instructions in the bidding documents, may be uploaded through EPADS i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before 26<sup>th</sup> August 2024 at 11:00 AM. Bids will be opened the same day atleast 30 minutes after the closing time at Drug Regulatory Authority of Pakistan, Prime Minister National Health Complex, Park Road, Islamabad in the presence of representatives of bidders, if they chose to attend the proceedings. This advertisement is also available on PPRA website i.e. [www.ppra.org.pk](http://www.ppra.org.pk) and DRAP website i.e. [www.dra.gov.pk](http://www.dra.gov.pk).

4. Only e-bids received through EPADS will be entertained.

**(Rabnawaz Khan)**  
Assistant Director (Admin-III)  
Ph.051-9255953



Drug Regulatory Authority of Pakistan

Tender No. DRAP-ISD/2024-25/01

# **Bidding Documents**

## **SUPPLY OF FILTERED BOTTLED WATER TO DRAP OFFICES AT ISLAMABAD**

### **(National Competitive Bidding)**

#### **Single Stage-Two Envelope Bidding Procedure**

Date & Time for Submission of Bids: As mentioned in Invitation to Bid

Date & Time for Opening of Proposals: As mentioned in Invitation to Bid



## **BIDDING DOCUMENTS**

### **SECTION I: INSTRUCTIONS TO BIDDERS**

#### **1. Scope of Bid**

1.1. Drug Regulatory Authority of Pakistan (hereinafter referred to as the Procuring Agency or DRAP) sealed bids from authorized suppliers fulfilling the eligibility/ evaluation criteria mentioned in these bidding documents for supply of filtered bottled water to DRAP offices during the financial year 2024-25 as per following estimated requirements, which may be increased or decreased as per actual need:

Sr.	Description	Approx. Quantity per annum
1.	19-Liter bottles	4800 Nos.
2.	500 ML bottles	1000 Nos.

1.2. The filtered bottled water will be regularly supplied at the following locations during the contract period as per daily needs of the procuring agency to be communicated to the supplier in advance:

- A. DRAP Headquarter, Prime Minister National Health Complex, Park Road, Islamabad.
- B. National Control Laboratory for Biologicals, Prime Minister National Health Complex, Park Road, Islamabad.

1.3. The procurement process will be governed by the Public Procurement Rules, 2004 and the e-Pak Procurement Regulations, 2023.

1.4. The bidders who do not meet the given eligibility/ evaluation criteria, specifications, requirements or lack the requisite technical and financial capacity will be rejected.

1.5. The bidder whose bid closely complies with the eligibility/ evaluation criteria and offers the lowest bid price will be accepted in accordance with PPRA rules.

#### **2. Preparation and submission of bids**

2.1. Single stage two envelope bidding procedure as provided in Public Procurement Rules, 2004 shall be used for preparing/ submission of bids.

2.2. Technical Bids to be prepared/ submitted on the attached **Bid Form-I** should accompany with such supporting documents that determine eligibility/ qualification of the bidder as per prescribed eligibility/ evaluation criteria.



**Drug Regulatory Authority of Pakistan**

**Tender No. DRAP-ISD/2024-25/01**

2.3. Financial bids to be prepared/ submitted on attached **Bid Form-II** should accompany with a valid bid security as mentioned in these bidding documents.

2.4. Both technical and financial bids should be signed/ stamped by authorized representative or CEO of the bidder company.

2.4. Bids prepared in accordance with single stage-two envelope bidding procedure as per instructions should be submitted through the PPRA's E-Pak Acquisition and Disposal System (EPADS) i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as per procedure for submission of encrypted electronic bids in the e-Pak Procurement Regulations, 2023.

2.5. Technical Bid and Financial Bid separately prepared must reach the procuring agency through EPADS on or before the closing date as mentioned in the invitation to bid. Bids received through any other mode i.e. printed bids will not be entertained being in violation of the prevailing instructions of Government.

### **3. Bid security, performance security and penalties**

3.1. Bid security @ 5% of total bid price in Pakistani Rupees in the shape of a bank draft/ pay order drawn in favor of Drug Regulatory Authority of Pakistan must be submitted with the financial bid. Bids without valid bid security shall be rejected. Original bank draft/ pay order shall be submitted and verified at the time of bid opening. In case the bidder fails to submit original bank draft/ pay order, his bid will be rejected for being incomplete.

3.2. Bid security of unsuccessful bidders will be released after award of contract to the successful bidders. Whereas bid security of successful bidder will be converted into a performance security (5% of total bid price) and retained till successful completion of the contract.

3.3. In case of delay in supplies beyond the prescribed delivery period or default on part of the bidder to comply with the conditions of contract, a penalty @ 0.5% per day maximum up to 5% of the total value of work order will be imposed and recovered from the invoice/ bill or performance security of the bidder.

### **4. Opening of bids/ financial proposals.**

4.1. The Procuring Agency will open the bids in the presence of the bidders or their authorized representatives, if they choose to attend, as per date, time and venue mentioned in the notice.



### 5. Eligibility/ Evaluation Criteria

The bidders in order to become eligible for participation in the tender must comply with the following eligibility/ evaluation criteria and shall submit the requisite documents with his bid. The bidders complying with these mandatory conditions shall be declared as qualified bidders for consideration of their financial bids.

S. No.	Eligibility Evaluation Criteria	Requirement
1.	Technical Proposal/ Bid Form-I along with supporting documents	Mandatory
2.	Financial Proposal/ Bid Form-II containing detailed specifications with units rates, quantity and total bid prices inclusive of taxes and valid bid security	Mandatory
3.	Registration with Tax Authorities/ FBR (NTN & Sales Tax Registration Certificates having active filer status	Mandatory
4.	Copy of CNIC in case of Sole Proprietor or Copy of Firm Registration/ Partnership Deed in case of partnership firm or copy of Incorporation certificate in case of company.	Mandatory
5.	Affidavit on stamp paper that the bidder has never been blacklisted by any government organization.	Mandatory
6.	Audited Statements of Accounts or Annual Tax Returns for the last three years of the firm showing that the bidder has annual turnover/ total sales of minimum Rs.5 Million.	Mandatory
7.	Satisfactory water analysis/ laboratory reports issued by a government laboratory	Mandatory
8.	Certificate of quality issued by the Pakistan Standards and Quality Control Authority (PSQCA)	Mandatory
9.	Minimum five years' experience in processing/ supply of filtered bottled water with minimum five satisfied clients (business registration certificate along with experience letters from clients would be required)	Mandatory
9.	The Bidder must have its own water filtration plant/ warehouse/ office at Islamabad having the following minimum facilities: a. In-house raw water source; b. Raw-water storage tanks, filtration, softening, chlorination, ozonation, UV treatment; c. Fully functional testing lab with calibrated instruments,	Mandatory



	<p>standardized chemicals and qualified chemist/ analysts</p> <p>d. Sampling/ testing frequency</p> <p>e. Automatic filling equipment with isolated filling space having hygienic conditions.</p> <p>f. Safe, secure and clean storage space/ warehouse for finished products.</p> <p>g. In-house automatic equipment for cleaning of 19-liter water bottles.</p> <p>h. Own carriage vehicles for finished products.</p> <p>i. Sufficient number of permanent skilled labor.</p>	
--	--	--

### **6. Evaluation and comparison of bids/ proposals.**

6.1. The bids/ proposals will be checked for compliance to the above eligibility criteria and the bids fully complied with the aforesaid mandatory conditions of eligibility criteria declared as qualified bidders for further evaluation of their financial bids.

6.2. Financial proposals will be evaluated on the basis of least-cost basis and a comparative statement of rates offered by bidders will be prepared.

6.3. The bid that is fully complied with the eligibility criteria/ required specifications and offering the lowest rates will be declared as successful bidder and offered the contract for supply of filtered bottled water in DRAP offices for financial year 2024-25.

### **7. Procuring Agency's Right to Accept or reject:**

7.1. The Procuring Agency reserves the right to accept or reject any or all bids/ financial proposals and to cancel the bidding process at any time prior to the award of the Contract in accordance with public procurement rules, 2004.

### **8. Announcement of results and purchase orders.**

8.1. Prior to the issuance of purchase order, the bid evaluation report will be announced to all participants in a reasonable time as well as uploaded on PPRA website as per rules.

8.2. The successful bidders who has offered the lowest rates and whose bids have been accepted will be issued contract/ purchase orders as per terms and conditions.



## **SECTION II: TERMS AND CONDITIONS OF CONTRACT**

### **1. Payments**

- 1.1. The Supplier request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the job delivered and upon fulfillment of other obligations stipulated in the Contract/ purchase order.
- 1.2. Separate invoice/ bill shall be generated for each month supplies.
- 1.3. Payments shall be made promptly by the procuring agency on monthly basis within fifteen days after submission of an invoice or claim by the Supplier. Payments will be made in respect of the supplied items duly verified by the concerned officer of DRAP.
- 1.4. Provided that if the supplier delivered any item of inferior quality, such items will be returned and payment thereof will be deducted from invoice besides other action as per bidding document/ rules.
- 1.5. Failure to deliver supplies within the stipulated time will render the bidder's invoice/ bills for deduction of penalty as provided hereinabove.

### **2. Taxes**

- 2.1. The Supplier will be responsible for all taxes in accordance with the laws of Pakistan. Production of Sales Tax Invoice shall be mandatory for receiving payments under the contract.
- 2.2. All taxes as per applicable rates shall be deducted at source by the procuring agency and deposited with concerned tax office. Tax deduction/ deposit certificates will be issued to the suppliers upon request.

### **3. Bid Validity and prices**

- 3.1. The bids/ rates offered by the bidders shall remain valid for minimum 120 days from the date of submission of financial bids. However, the bid validity period may be extended with the prior consent of the bidder. The rates once accepted will remain valid for entire period of contract and no escalation will be granted on any ground.
- 3.2. Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its financial proposals.



#### **4. Inspections**

4.1. The inspections may be conducted at the plant, point of delivery or at the final destination. If inspections are conducted, all reasonable facilities and assistance shall be provided by the supplier at no charge to the procuring agency.

#### **5. Force Majeure**

5.1. Either party may terminate the Contract by giving a thirty (30) days' notice to the other party for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

**6. Warranty:** The bidder shall be responsible to supply filtered bottled water of standard quality and any damage caused to human health in DRAP due to consumption of the water supplied by the bidder will render the bidder liable for legal action.

#### **7. Termination:**

**7.1 Termination for Default.** The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver the items on regular basis during the contract period as per requirement of the procuring agency;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract;
- (c) if the Supplier, in the judgment of the procuring agency has engaged in corrupt or fraudulent practices, as defined in Rule 19 of Public Procurement Rules, 2004, in competing for or in executing the Contract; or
- (d) if the Supplier becomes bankrupt or otherwise insolvent.

**7.2 Termination for Convenience:** The Procuring Agency, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience.

The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the supplier under the Contract is terminated, and the date upon which such termination becomes effective.





Drug Regulatory Authority of Pakistan

Tender No. DRAP-ISD/2024-25/01

FORM-I

**Letter of Application**  
**(THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID)**

*[Letterhead paper of the Applicant firm/  
company including full postal address,  
telephone Nos. fax nos., telex nos., cable and  
e-mail address]*

Date:.....

To: **Assistant Director (Admin-III)**  
**Drug Regulatory Authority of Pakistan**  
PM National Health Complex, Park Road,  
**Islamabad.**

Sirs,

1. Being duly authorized to represent and act on behalf of M/S .....  
(hereinafter "the bidder"), and having reviewed and fully understood all the  
information provided, the undersigned hereby submit this tender/ bid for "**Supply  
of filtered bottled water to DRAP Offices at Islamabad during the FY 2024-  
25**", which is strictly in accordance with the terms and conditions of tender  
document and fully in compliance with the specifications/ technical  
requirements of the procuring agency.
2. Attached to this letter are copies of original documents defining:
  - (a) Registration with Tax Authorities/ FBR (NTN & Sales Tax Registration  
Certificates
  - (b) Copy of CNIC in case of Sole Proprietor or Copy of Firm  
Registration/Partnership Deed in case of partnership firm or copy of  
Incorporation certificate in case of company.
  - (c) Affidavit /undertaking on stamp paper that the firm has never been  
blacklisted by any government organization.
  - (d) Audited Statements of Accounts or Annual Tax Returns for the last three  
years of the firm showing that the bidder has annual turnover/ total sales  
of minimum Rs.5 Million.
  - (e) Satisfactory water analysis/ laboratory reports issued by a government  
laboratory.
  - (f) Certificate of quality issued by the Pakistan Standards and Quality  
Control Authority (PSQCA)
  - (g) Details of five years' experience in processing/ supply of filtered bottled  
water with minimum five satisfied clients (business registration  
certificate along with experience letters from clients would be required)



- (h) Detailed profile of the company showing address, contact numbers of the plant / warehouse/ office and the following information thereof:
1. In-house raw water source;
  2. Raw-water storage tanks, filtration, softening, chlorination, ozonation, UV treatment;
  3. Fully functional testing lab with calibrated instruments, standardized chemicals and qualified chemist/ analysts
  4. Sampling / testing frequency
  5. Automatic filling equipment with isolated filling space having hygienic conditions.
  6. Safe, secure and clean storage space/ warehouse for finished products.
  7. In-house automatic equipment for cleaning of 19-liter water bottles.
  8. Own carriage vehicles for finished products.
  9. Sufficient number of permanent skilled labor
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application/ bid form. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

<b>Owner(s)/ Chief Executive of the Business/ firm</b>	
Name of Owner/ CEO:	<b><u>Other Partners:</u></b>
CNIC Number:	Name Partner 1: CNIC:
Phone Number:	Name Partner 2: CNIC:
	Name Partner 3: CNIC:



Technical Inquiries related to the bid/ tender	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by applicants will be subject to verification of all information submitted for qualification at the time of bidding;
  - (b) your Agency reserves the right to:
    - (i) amend the scope and quantity of any item/ service under this contract; and
    - (ii) Reject any bid of firms/ companies who did not apply for all the tender items/ services;
    - (iii) reject or accept any bid, cancel the bidding process, and
  - (c) your Agency shall not be liable for any such actions at Sr. No. 5 above and shall be under no obligation to inform the Applicant of the grounds for actions.
  - (d) your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.
6. We hereby submit the specifications of supplies/ item(s) as under, which fully comply with the required specifications of the procuring agency:

S.No.	Specifications Required	Detailed Specifications offered by the Bidder Company (indicate brand along with necessary details)
1.	<b>Filtered Bottled Water</b> , 19-liter bottles and 500 ML bottles, delivered in plastic bottles as per the specifications of drinking water of Pakistan Standards and Quality Control Authority (PSQCA) <b>Note: One free of charge sample shall also be provided on procuring agency's demand</b>	

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed & Stamped
Name of Owner/ CEO
For and on behalf of (name of bidder company)



Drug Regulatory Authority of Pakistan

Tender No. DRAP-ISD/2024-25/01

FORM 2

[Letterhead of the Firm Containing Address, Phone Numbers]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

“Supply of Filtered Bottled Water to DRAP Offices at Islamabad”

**FINANCIAL BID FORM**

S.No.	Description/ Specifications	Qty.	Unit	Unit Price (Without GST) (PKR)	GST Amount (PKR)	Unit Price (Price + GST)	Total Bid Price (PKR)
1.	<b>Filtered Bottled Water</b> , 19-liter plastic bottle as per the specifications of drinking water of Pakistan Standards and Quality Control Authority (PSQCA)	4800	Nos				
2.	<b>Filtered Bottled Water</b> , 500 ML plastic bottle as per the specifications of drinking water of Pakistan Standards and Quality Control Authority (PSQCA)	1000	Nos.				
<b>Total Bid Price</b>							
<b>Total (In Words)</b>							

**We agree and understand:**

- i. That quoted price is inclusive of all the applicable taxes in Pakistan.
- ii. That our rate is firm and final and unconditional.
- iii. That incase our bid (Price) is found conditional, you are not bound to accept our Proposal and same will be liable to be rejected straightaway without any further consideration.
- iv. That the rates are valid for minimum 120 days from date of opening of bids.

Signed & Stamped
Name of Owner/ CEO
For and on behalf of (name of bidder company)