



Tender # GIKI/PD/MC-1104/26

**OUTSOURCING OF PHARMACY ON RENTAL BASIS AT GIK INSTITUTE MEDICAL
CENTRE**

March 2026

**Deputy Director Procurement
Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology,
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GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
(PROCUREMENT DEPARTMENT)

**SCHEDULE OF REQUIREMENTS FOR OUTSOURCING OF THE PHARMACY AREA / SHOP AT
THE MEDICAL CENTRE, GIK INSTITUTE.**

Tender No.: GIKI/PD/MC-1104/26

Bid Submission deadline: 06.04.2026, 03:00 P.M.

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	Rs.100,000/- (One Lakh only)
Downloading of Tender Document	https://qiki.edu.pk/tenders-notices/
Last date and time for submission of tenders	06.04.2026 at 03:00 P.M.
Date and time of opening of technical bids	06.04.2026 at 03:30 P.M.
Venue for Submission & Opening of Bids	SOPREST Office, Rooms No. 305 & 306, 3rd Floor, Islamabad Stock Exchange Tower, Jinnah Avenue, Blue Area, Islamabad
Bidding Method	Single Stage Two Enveloped

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ANNEXURE A- INVITATION TO BIDS

GIK Institute of Engineering Sciences and Technology, Topi, a leading engineering and computing university (hereinafter referred to as “the Purchaser”), invites sealed bids from eligible bidder(s) under the Single Stage Two-Envelope Bidding System (i.e., Technical and Financial Bids in separate envelopes) for the outsourcing of the Pharmacy at the Medical Centre of GIK Institute.

At present, GIK Institute provides drugs and medicines prescribed by the Institute’s Medical Officers to its employees & students on a cashless basis. The approximate total beneficiary population (employees, students, and dependents) is 6,000.

Tender No.	GIKI/PD/MC-1104/26
Category	Goods
Contract Period	The contract period shall be one (01) year, with a further one-year renewal, subject to satisfactory performance and mutual consent of both parties
Last date & time of submission of Tender	April 06, 2026, 03:00 P.M
Method of Bids	Single Stage Two Envelope Procedure
Opening Date & Time	April 06, 2026, 03:30 P.M.
Bid Security/ Earnest Money Deposit	Earnest Money / Bid security of Rs. 100,000/- (Rupees One Lakh Only) in the form of a CDR in favor of GIK Institute of Engineering Sciences and Technology, Topi , shall be attached with the Technical Bid .
Other Terms & Conditions (Pre-Bid Site Visit)	All prospective bidders are required to visit the Medical Centre Pharmacy premises at GIK Institute and physically inspect the site on 30th and 31st March 2026, during working hours (09:00 a.m. to 05:00 p.m.), in coordination with the Procurement Department. Bids submitted without undertaking the mandatory site visit shall be treated as non-responsive and may be rejected accordingly.

ANNEXURE-B – ELIGIBILITY CRITERIA

Sr. No.	Eligibility Requirement	Documents to be Submitted (Technical Bid)	Remarks	Status (Yes/No)
1	The Pharmacy/Firm should be in existence for at least three (03) consecutive years	Copy of Certificate of Incorporation/Registration issued by SECP or relevant authority	Mandatory	
2	The bidder must hold a valid Drug Sale/Pharmacy License (Retail/Wholesale, as applicable) issued by the relevant Provincial Drug Control Authority, KPK	Copy of a valid license duly attested	Mandatory	
3	The Pharmacy/Firm must be registered with the Federal Board of Revenue (FBR), and if applicable, should provide GST / KPRA registrations (if applicable)	Copy of NTN Certificate and relevant registrations	Mandatory	
4	The bidder must not have been convicted by any court of law or regulatory authority and must not have been blacklisted, debarred, or suspended by any Government, Semi-Government, or Autonomous organization.	Original Affidavit on stamp paper is required	Mandatory	
5	The Pharmacy/Firm must possess relevant experience of at least three (03) years in providing pharmacy services. The bidder must have successfully executed at least one (01) annual contract valuing PKR 5 million or above during the last three years with a Government, Semi-Government, Autonomous Body, University, Medical Complex, or Hospital etc.	Copies of Purchase Orders/Contracts and Satisfactory Performance Certificates	Mandatory	
6	The bidder must have an average annual cash flow of not less than PKR 5 million during the last three (03) financial years. Copies of audited financial statements and/or bank statements for the last three years shall be submitted	Copies of audited financial statements and/or bank statements for the last three years shall be submitted	Mandatory	
7	The Pharmacy/Firm must have inventory management software	Name and brief specifications of software	Mandatory	

Note: Only those bidders who fulfill all of the above eligibility criteria shall be considered technically qualified. Failure to meet any single criteria shall result in disqualification.

ANNEXURE-C

1. INSTRUCTION TO THE BIDDERS

- 1.1. All Annexures form an integral part of the Tender Document. Each Annexure must be duly signed and stamped by the bidder and submitted with the proposal. Non-compliance shall result in rejection of the bid.
- 1.2. Technical Bids shall be opened first on the date and time mentioned in the Tender Notice.
- 1.3. Financial Bids of only those bidders who are declared technically qualified shall be opened publicly on a date to be notified later.
- 1.4. In case of any ambiguity in the Tender Documents, bidders may seek clarification in writing not later than five (05) days before the bid submission deadline.
- 1.5. Any clarification or amendment to the Tender Documents shall be issued through an addendum and uploaded on the GIK Institute website. Bidders are advised to regularly check the website for updates.
- 1.6. Bids must be clearly marked "CONFIDENTIAL" and should mention the relevant Tender Number as per the Tender Notice.
- 1.7. GIK Institute shall not be responsible for late receipt or non-receipt of bids due to courier or any other agency.
- 1.8. GIK Institute reserves the right to increase, decrease, or cancel the scope of outsourcing without assigning any reason.
- 1.9. GIK Institute may inspect the pharmacy operations, facilities, or systems through its own representatives or a third party, if required.
- 1.10. The bidder must confirm that the proposal fully complies with the technical specifications, eligibility criteria, and terms & conditions of the Tender.
- 1.11. GIK Institute reserves the right to accept or reject any bid, annul the bidding process, or reject all bids at any stage prior to award of contract without incurring any liability.
- 1.12. Any unsolicited communication, clarification, or personal approach during the evaluation process shall lead to disqualification.
- 1.13. Failure to submit complete information or submission of a non-responsive bid shall result in rejection.
- 1.14. Bidders are advised to carefully read and understand all instructions, terms, and conditions before submitting their bids.
- 1.15. The Blacklisting Policy of GIK Institute is attached as Appendix-L and shall be applicable to all bidders.
- 1.16. GIK Institute reserves the right to cancel the contract in case of non-performance, late service delivery, or violation of agreed terms.

2. BID SECURITY MONEY & TENDER FEE:

- 2.1 Sealed bids must be submitted to the office of the Deputy Director Procurement, GIK Institute, along with
 - **Bid Security of Rs. 100,000/- (CDR)**
 - **Tender Fee of Rs. 2,000/- (Pay Order)**in favor of **GIK Institute of Engineering Sciences and Technology, Topi**
- 2.2 The Bid Security shall be attached to the **Technical Proposal**. Bids without the required instruments shall be treated as non-responsive
- 2.3 Short Bid Security Money or Crossed Cheque as Bid Security Money is not acceptable.
- 2.4 The Bid Security Money of unsuccessful bidder(s) will be returned after award of Contract to successful bidder(s). The Bid Security Money of successful bidder(s) will be discharged / returned upon bidder(s) furnishing the executing the order/contract (Subject to the satisfactory report without any objection from the end user).
- 2.5 The Bid Security Money shall be forfeited:
 - 2.5.1 If a bidder withdraws its bid during the period of bid validity.
 - 2.5.2 In the case of a successful bidder who fails (a) to sign the contract agreement, and/or (b) to furnish the required performance security within the prescribed time period, the bid security shall be forfeited and the bid shall be liable to cancellation, without prejudice to any other rights or remedies available to GIK Institute under the applicable rules.

3. BID PRICES:

3.1 Prices must be quoted in Pak Rupees (F.O.R Basis only) inclusive of all taxes. Conditional bid / bid having any price adjustment formula will be rejected.

3.2 Quoted prices will be valid for **60 days** from the opening date of the **Financial Bid.**

4. SEALING AND MARKING OF BIDS:

4.1 The bidder(s) shall furnish Technical & Financial Bid(s) in two separate sealed envelopes.

4.2 Technical Bids will be opened first.

4.3 Earnest money as mentioned in the Press Tender Notice must be enclosed with a Financial Bid.

4.4 Only Financial Bid(s) of Technically responsive bidder(s) will be opened publicly.

4.5 Financial Bids of technically nonresponsive bidder(s) will be returned after award of Purchase Order to the successful bidder(s).

4.6 The bid shall be submitted in a sealed envelope marked as under:

PROCUREMENT DEPARTMENT

4.7. The envelope shall also bear the word "CONFIDENTIAL" and following identifications: -

TENDER NO. GIKI/PD/MC-1104/26

DON'T OPEN BEFORE (AS PER SCHEDULE MENTIONED IN THE TENDER NOTICE/SOR)

TECHNICAL/FINANCIAL BID(s) (INDICATE ONE ON EACH ENVELOPE)

4.8. If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of bid(s).

5. DEADLINE FOR SUBMISSION OF BIDS:

5.1 The bids must be delivered at the **SOPREST Office, Rooms No. 305 & 306, 3rd Floor, Islamabad Stock Exchange Tower, Jinnah Avenue, Blue Area, Islamabad** on or before as per schedule mentioned in Press Tender Notice and the same will be opened accordingly:

6. LATE BIDS:

6.1 Any bid received by the Purchaser after the prescribed deadline for submission of bids mentioned in the Press Tender Notice will not be accepted and returned unopened to the bidder(s).

7. BID OPENING:

7.1 The purchaser will open the Technical Bid, in the presence of bidder's representative(s) who may choose to attend on date, time and location mentioned above.

7.2 The bidder(s) names, bid prices including bid price modification and bid withdrawals, if any, will be announced at the time of financial bid opening.

7.3 The Purchaser will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.

7.4 Arithmetical errors found will be corrected as follows:

7.4.1 Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

7.4.2 Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.

7.5 In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

8. DETERMINATION OF RESPONSIVENESS:

- 8.1 After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.
- 8.2 For this clause, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means inconsistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or which limits in any substantial way, the Purchaser's right, or the bidder's obligation under the contract.
- 8.3 A bid determined to be non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder(s) by correction of the non-conformity.
- 8.4 The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).
- 8.5 To assist in determining a bid's responsiveness the bidder(s) may be asked for clarification of his bid. The bidder(s) is not permitted, however, to change the bid price or substance of his bid. The bidder(s) may lodge a written complaint for redressed of their grievances and disputes to Dispute Resolution Committee within fifteen days of the placement of the Technical Evaluation report on the web.
9. **AWARD OF CONTRACT:** The contract shall be awarded to the technically qualified bidder who offers the highest monthly rent along with the highest discount on medicines' Maximum Retail Price (MRP).

10. CANCELLATION OF TENDER:

- 10.1 Notwithstanding anything specified in this tender document, Purchaser / GIK Institute, in its sole discretion, unconditionally and without having to assign any reasons, reserves the rights:
- 10.1.1 To accept OR reject the highest tender or any other tender or all the tenders.
 - 10.1.2 To accept any tender in full or in part.
 - 10.1.3 To reject the tender offer not confirming to the tenders terms.
- 10.2 Conditional Tenders and Unsigned Tenders will not be accepted.

11. TRANSFER AND SUBLETTING:

The contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other contractor or organization by whatever name be called without the prior written consent of the Authority of GIK Institute.

12. **ARBITRATION:** In the event of any dispute or difference arising out of or in connection with this contract, the matter shall, in the first instance, be resolved through mutual consultation. If the dispute cannot be resolved amicably, it shall be referred to the Rector, GIK Institute, whose decision shall be final and binding on both parties.
13. **FORCE MAJEURE:** Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

ANNEXURE- D (SCOPE OF WORK)

- The outsourced pharmacy shall stock drugs, medicines, and surgical items strictly in accordance with the lists provided by the In-Charge Medical Centre, GIK Institute, upon award of the contract. All medicines shall be supplied only as per the specified and approved brands prescribed by the Incharge, Medical Centre.
- The outsourced pharmacy shall ensure that all listed medicines are readily available at all times. In case any medicine is temporarily unavailable in the market, the pharmacy shall provide the **best available alternative**, subject to prior approval of the In-Charge, Medical Centre, GIK Institute.
- The outsourced pharmacy shall issue medicines to students, employees of GIK Institute, and their dependents strictly in accordance with the rules and regulations of GIK Institute, and only against a valid requisition and/or prescription duly approved by the In-Charge, Medical Centre. The pharmacy shall dispense medicines **strictly in cut strips**, exactly as per the prescribed quantity.
- The outsourced pharmacy shall use appropriate pharmacy management software for **recording and monitoring stock** and for the **generation of invoices**.
- The outsourced pharmacy shall be authorized to sell medicines on a cash basis to persons other than those prescribed by the In-Charge, Medical Centre, and may also stock medicines not included in the approved list, subject to prior mutual consent of GIK Institute. There shall be no restriction on cash sales, provided that all such sales are carried out in strict compliance with applicable laws, rules, and regulations.
- The Outsourced Pharmacy will have to stock the inventory having the 2/3 rd of the shelf life.
- The outsourced pharmacy shall remain open from **Monday to Sunday from 08:00 a.m. to 11:00 p.m., except for Prayer & Lunch Break from 01:00 p.m. to 02:00 p.m.** Medicines shall be issued at all times during operational hours. The approved pharmacy/firm shall deploy an adequate number of qualified pharmacists, appropriately dressed in white coats and identification cards, as per operational requirements. In case of any deficiency or non-compliance, GIK Institute reserves the right to cancel the contract without prior notice.
- The outsourced pharmacy shall be established and operated within the designated outlet/room provided at the Medical Centre of GIK Institute.
- The pharmacy at GIK Institute comprises **three interconnected rooms** with the following details and fixtures:
 - Room #1** (Used for Medicine Sale) Size L x W: 14 x 12 (approx.)
 - Room # 2** (Used for Stock of Medicines & drugs) Size L x W: 14 x 12 (approx.)
 - Room # 3** (Used for storage of medicines, particularly life-saving drugs) Size L x W: 14 x 13 (approx.)All **utility bills** and **other operational expenditures** related to the pharmacy shall be borne by the bidder/contractor.
- GIK Institute shall not provide any labour or personnel to the outsourced pharmacy. The pharmacy/firm shall engage, for each shift, **at least one qualified pharmacist** of good conduct, holding a **diploma or degree from a government-recognized institute**. The pharmacists shall be **properly trained in dispensing of medicines**.
- The Outsourced Pharmacy should have all mandatory licences required to stock and dispense the medicines.
- The pharmacy shall dispense medicines to the eligible community of GIK Institute strictly against prescriptions issued or approved by the In-Charge, Medical Centre, GIK Institute.
- The Outsourced Pharmacy will have provision for the supply of other specialized items as per the list provided.
- The pharmacy/firm shall maintain inventory management and billing software for maintaining complete records of all medicines at the Medical Centre of GIK Institute. No charges whatsoever shall be

payable by GIK Institute for the purchase, licensing, operation, or maintenance of the said inventory and billing software.

- The appointed Outsourced Pharmacy will, as and when required, attend the meeting fixed by the GIK Institute authorities or by the Institutes Committee.
- The Outsourced Pharmacy should have its own approved letter pad, rubber stamp, seal etc.
- Besides, the Pharmacy should engage/appoint one Manager/Supervisor, who shall be responsible to communicate with the beneficiaries/Institute directly and shall act as point of contact.
- The outsourced pharmacy outlet shall be allotted on a **monthly rental basis** to the bidder offering the **highest rent and highest discount on medicines**. Utility charges shall be payable by the successful bidder on the basis of **actual consumption**. The tenant/licensee shall pay the monthly rent **in advance**, not later than the **7th day of each calendar month**. In case of default, the Institute reserves the right to deduct the rent from the monthly payable bill.
- **The stock of** life-saving drugs and medicines, **as per** standard medical practice and guidelines prescribed by the In-Charge, Medical Centre, GIK Institute, **shall be made available** immediately upon placement of demand.
- In case a specific brand of medicine is prescribed, no substitution shall be allowed. However, if the prescribed brand is not available in the market, an alternative brand may be dispensed only after obtaining prior approval from the In-Charge, Medical Centre, GIK Institute.
- If the quality of medicines/ consumables/ pathological kits products and services provided is not found satisfactory, GIK Institute reserves the right to cancel or amend the contract without notice.

ANNEXURE-E – TERMS AND CONDITIONS

I. TERMS OF PAYMENT:

1. The outsourced pharmacy shall submit a computer-generated, duly maintained bill on a monthly basis to the Finance Department, along with the relevant prescriptions. The bill shall clearly indicate the details of daily dispensing, including the name of the item, name of the manufacturer, name of the patient, prescription slip number with date, as per the terms of the contract, and any other information as may be required by GIK Institute. Payment shall be made after due verification by the Finance Department.
2. Payment shall be made by electronic fund transfer or any such other mode offered by the Bank.

II. PENALTY:

1. In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, GIK Institute reserves rights to forfeit the performance Guarantee.

- III.** In the event of any dispute arising out of or in connection with this contract, the decision of the Rector, GIK Institute, shall be final and binding on both parties.

ANNEXURE-F – COMMERCIAL BID

To
The Deputy Director (Procurement)
GIK Institute of Engineering Sciences & Technology
Topi, District Swabi, Khyber Pakhtunkhwa, Pakistan

Sr. No.	Item Description	Discount/Rent
1	Drugs, Medicines, Diagnostic & Surgical Discount % on Maximum Retail Price (M.R.P) (incl of taxes)	Write the Uniform Discount % on the Maximum Retail Price (M.R.P) (including all taxes)
2	Monthly Rent	Monthly Rent Offered for Pharmacy Outlet in PKR
The bidder offering the highest discount on medicines and the highest monthly rent shall be considered for award of the contract, subject to fulfillment of all eligibility and technical requirements		

1. I/We undertake to keep the above uniform quoted rate of discount on the Printed Maximum Retail Price on all the supplies made till the duration of this contract/extension of contract.
2. I/We hereby undertake that the above-mentioned monthly rent shall be paid regularly and in full for the entire duration of the contract, in accordance with the terms and conditions of the agreement.
3. I/We further undertake that all medicines/drugs shall be stocked strictly in accordance with the instructions of the GIK Institute Medical Centre and as per the terms of the contract and/or any extension thereof. No substitute medicines/drugs shall be stocked or dispensed. However, if a first alternate is required due to non-availability, the same shall be dispensed only after prior verification and approval from the In-Charge, Medical Centre.

Name of the Bidder: _____

Date: _____

Signature & Stamp: _____

ANNEXURE G
DECLARATION REGARDING NON-BLOCKLISTING / NON-DEBARRING FOR
TAKING PART IN TENDER

Form 4

Mandatory for participation in the bidding process

AFFIDAVIT

I, _____ S/o _____ aged _____ years _____ working as Proprietor/Managing Partner/Director of M/s _____ having its registered office at _____ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been blacklisted/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round otherwise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the GIK INSTITUTE.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)