



**PESHAWAR INSTITUTE OF CARDIOLOGY
(MTI)
BID SOLICITATION DOCUMENTS
FOR
Cleaning of Window Panes of Hospital Building
2021-23
Tender Ref: PIC-043**

S. No	Name of Item	Bid security	Tender Process
2	Cleaning of Window Panes of Hospital Building	200,000	Single Stage Two Envelope

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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1. INTRODUCTION:

Peshawar Institute of Cardiology Medical Teaching Institution (PIC-MTI) invites item wise sealed bids from the eligible bidders (Suppliers) for procurement of **Professional Camera** of Hospital through open Competitive Bidding under rule 6(2) (b) **“Single Stage Two Envelope”** bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

Description	Dates
Pre-bid meeting	04-11- 2021 at 10:00 Hours
Closing/Last submission/Opening	16-11-2021 11:00 Hours & 11:30 Hours
Bid security	200,000
Tender Procedure	Single Stage Two Envelope

2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked **“1-Technical Bids”** and **“2-Financial Bids”** which should be packed in one outer envelope.
3. The technical bids will be opened on ***the above-mentioned time and date*** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
4. An affidavit is mandatory; in the Technical Bid that bid security is placed in the financial bid. Duly attested by notary public.
5. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
6. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
7. The bid should be complete in all respect and must be signed by the bidder.
8. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. PIC Peshawar is exempted from GST.
9. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.

10. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
11. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
12. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. Dep't:
 - g. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be pre printed and hand written quoted price will not be acceptable. The tenders must be according to hospital specification; alternate rates will not be acceptable.
13. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
14. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
15. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
16. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
17. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the PIC-MTI Peshawar's future bids.

3. ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- **The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and Professional tax.**
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPPRA Rules 2014.

4. GENERAL CONDITIONS: -

1. PIC Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified

requirements.

2. At any time prior to the deadline for submission of bids, PIC-MTI Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
3. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
4. PIC-MTI Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.
5. Non-Provision of mandatory documents mention in these SBDs shall lead to disqualification of the firm / quoted items.
6. Bid document and required documents must be submitted in Hard Tap binding, Bids in the Clip or box file will not be allowed
7. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.
8. The Procuring Agency has the right to inspect the premises of bidder to inspect the setups ensuring proper after sales services, documents mentioned in technical bids and any other relevant details. Premises (office/workshop) of bidder shall be insured through ownership/or Rent agreement.
9. The Bid security shall be shall be from bank account of the bidder. Ordinary cheque and Payment Order (PO) in the form of bid security shall result in bid rejection.
10. The Unit price quoted by the bidder shall be **inclusive** of all applicable duties and taxes. All prices shall include relevant taxes & duties, where applicable. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
11. In case of the Importers/Authorized Dealers, the firm will ensure that the items are acquired from the original manufacturer and are procured through proper channel as advised by the original manufacturer.
12. Different models/ prices offered for a single item by the same bidder shall be considered as alternate bid and shall be non-responsive.
13. All reservations in SBDs shall be submitted in writing in the pre-bid meeting by authorized person/representative of the firm.
14. The schedule for supply of goods shall be as under:
 - i. Within 90 days from the date of issuance of supply order by the Purchasing Agency for items to be imported.
 - ii. Within 60 days from the date of issuance of supply order by the Purchasing Agency for items to be locally manufactured.
 - iii. Within 30 days from the date of issuance of supply order by the Purchasing Agency for items to be locally available.
15. The Penalty on late supply of goods shall be charged as under
 - i. Penalty @ 2% for late supply up to 15 days.
 - ii. Penalty @ 5% for late supply beyond 15 days

INVITATION FOR BIDS

(REF NO PIC-043)

Sealed Bids are invited from the **reputed firms**. Bids should reach to the office of the undersigned on or before **16-11-2021** at **11:00** which will be opened on the same day at **11:30 AM** in presence of bidders or their representatives. Bid security/earnest money is required to be submitted in favor of **Hospital Director, Peshawar Institute of Cardiology**.

S. No	Name of Item	Bid security	Tender Process
1	Transport Monitors	200,000	Single Stage Two Envelope
2	Cleaning of Window Panes of Hospital Building	200,000	Single Stage Two Envelope
3	Filters for Generators & Dialysis Machine.	50,000	Single Stage Single Envelope

TERMS AND CONDITIONS: -

1. Only typed Bids on original letter pad, sealed & signed should be submitted, hand written tenders would not be acceptable. The tenders must be according to hospital specification; alternate rates will not be acceptable.
2. The Income Tax, stamp duty and Professional Tax or any other Government tax will be charged as per rules. (However, this hospital is exempted from the General Sales Tax). (Only those firms will be honored that are on Active Taxpayer's List of FBR).
3. A Pre-Bid Meeting will be held on **04-11- 2021** at **10: 00 am** in the Material Management Department of Peshawar Institute of Cardiology
4. Interested bidders can obtain the Standard Bidding Documents from the Procurement & Material Management Department of PIC or electronically download the same from the official website of Peshawar Institute of Cardiology www.pic.edu.pk. (Free of cost)
5. The Bid Security in the shape of Pay order (PO) will not be accepted.
6. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
7. The competent Authority has the right to reject all bids under Rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KP-PPRA) Procurement Rules 2014.

5. BID SECURITY

Bid security 200,000. An affidavit is mandatory in the technical bid that bid security is placed in the **financial proposal**.

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract.

6. BID VALIDITY:

- i) The bids should be valid for a period of 120 days
- ii) In exceptional circumstances, PIC-MTI Hospital may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

7. Statement of Requirement

General Terms of reference.

(For the bid of cleaning of all the window panes internally & externally)

1. Scope of the job shall be cleaning of all the window panes internally & externally.
2. Bidder will quote per job price.
3. No conditional bids will be accepted.
4. Contractor will be called for the job, when needed.
5. Contractor will ensure their presence within two days after issuance of work order.
6. The payment will be made after satisfactory completion of each job.
7. The contractor will provide all equipment, as well as environment friendly cleaning supplies for carrying out the work.
8. The contractor will be responsible for cleaning all the Windows glass of outside building as well as inside including OTS (open to sky) area windows glass.
9. The contractor will be responsible for providing all the consumables required.
10. The Hospital will not be responsible for any mishape.
11. Each job once started must be completed within 15 days.
12. The job will not be considered complete until satisfactory report is signed by Building & facilities Management Department.
13. Contractor will also be responsible for cleaning the marbles attached to windows from outside.
14. The contractor will only be allowed to use finest quality products for cleaning.
15. The contractor will be responsible for safe disposal of waste generated from windows cleaning.
16. Any other tax levied by the Govt. subsequent to signing of the agreement, shall be paid by the contractor according to Govt. instruction/rules/directives.
17. Firm must have trained staff who is able to work safely on heights.
18. All the legal requirements for working on heights are to be fulfilled by the firm.
19. Staff shall have a criminal free record with proper police clearance.
20. Firm will be responsible for the safety of its employees and shall provide all the necessary safety kits to its employees on site.
21. Price quoted by the bidder shall not increase during the contract term period.
22. No subletting of contract is allowed to a second or third party, if violated, the hospital administration reserve the right to cancel the contract agreement with the notice of one month.
23. The successful contractor must execute formal contract agreement within 15 days from the date of award of the contract, failing which the bid shall stand cancelled and call deposit will be forfeited. In case of successful bidder, call deposit will be released within 15 days subject to provision of the deposition of security.
24. The contractor will have to provide formal contract agreement on stamp paper of Rs.100/- dully attested by 1st class Magistrate and notary public for running of the contract.
25. The contractor should provide well behaved and well mannered staff.
26. In case of any dispute, the decision of the Hospital Director PIC will be final and binding.
27. There will be proper handing / taking over of the contract charge from the hospital administration after fulfilling the requirements of the contract. Moreover, the successful bidder will report to Building and Facilities Management Department only and will not bypass the reporting line failing which disciplinary proceedings may be initiated against him.

8. EVALUATION CRITERIA

Evaluation Criteria for Procurement of Medical Equipment

Total Marks (Technical Criteria + Financial Criteria): TM: 50 + 50 =100

(Technical Evaluation Marks: 50) = 35 Passing Marks

The bids / proposals will be evaluated on the basis of advertisement, bid solicitation documents and the point system as specified below.

A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements if it fails to achieve the minimum score as indicated in the below mentioned table. Relevant certificates / documents must be attached.

S #	Parameters	Sub-parameters	Marks
1	Legal Requirement		
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		KPRA	Mandatory
2	Relevant Experience		24
	Experience in Cleaning of Window Panes of Hospital Building	(Purchase Order/work order/Agreement should be attached (1 PO/WO/Agreement carry 4 mark).	
3	Company Office		4
		Office in Peshawar	2
		Office at National Level	2
4	Equipment's/Tools		8
		List of tools, equipment relevant to the product	2
	Cherry Picker/ crane truck	The firm providing the Cherry Picker/ crane truck will get additional marks. Will be submitted by the firm on affidavit on stamp paper.	6
5	(SOP)	Standard Operating Procedure	4
		Standard Operating Procedure should be provide on the letter head for Cleaning of Window Panes of Hospital Building	4
6	Financial Capabilities		10
a	Turnover in Millions Audit Report Should be attached	i. 1-5 million ii. 6-10 million	3 3

b	Audit Report	Most Recent Audit Report duly signed by external Auditor (from chartered accountant)	4
	Total Marks		50
	Qualifying Marks		35

Total Marks in Technical Criteria: **50**

Financial Criteria (50 Marks):

S #	Parameters	Sub-Parameters	Total Marks: 50
	Price		50
		<p>Lowest Price will get full marks.</p> <p>The formula to calculate the marks for the price submitted is:</p> <p>[Lowest Price (Fm)/Price of Bid under consideration (F)] x100 x 0.50</p>	50

Total Marks (Technical Criteria + Financial Criteria): 100

Financial bids of only technically responsive bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the best evaluated bid.

Merit Point Evaluation Methodology: Contract will be awarded to the best evaluated responsive bid which gets the maximum marks and becomes the highest ranking in the Combined Evaluation calculated through the Merit Point Average Methodology which puts greater emphasis on non-price factors like stringent global certifications on Conformance Specifications (i.e., meeting the required technical specifications), Performance Specifications (i.e., meeting the requirements the product is designed for) leading to customer satisfaction verification, certifications of the technical staff, provision of maintenance & services and post-warranty services etc.

9. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklistment of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

- a. Consistent failure to provide satisfactory performances.
- b. Found involved in corrupt/fraudulent practices.
- c. Abandoned the place of work permanently

Conditions for debarment of Defaulted Bidder/Contractor

- I. Failure or refusal to;
- II. Accept Purchases Order / Services order terms;
- III. Make supplies as per specifications agreed:
- IV. Fulfill contractual obligations as per contract
- V. Non execution of work as per terms & condition of contract.
- VI. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- VII. Persistent and intentional violation of important conditions of contract.
- VIII. Non-adherence to quality specifications despite being importunately pointed out.
- IX. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Peshawar Institute of Cardiology Peshawar.

Procedure for blacklistment and debarment

1. Competent authority of Peshawar Institute of Cardiology may on information, or on its own motion, issue show cause notice to the bidder.
2. The show because notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The duration of debarment may vary up to five years depending upon the nature of violation.

10. REDRESSING OF GRIEVANCES

- a. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- b. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
- c. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
- d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- e. Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

11. AWARD OF CONTRACT:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the PIC Peshawar.

12. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made within 60 days after successful supply, installation/inspection/test run of all requisite items, upon submission of invoice.