



**PESHAWAR INSTITUTE OF CARDIOLOGY
(MTI)
BID SOLICITATION DOCUMENTS
FOR
SELECTION & RATE CONTRACTING
Printing for Hospital
FOR THE YEAR 2021-22
Tender Ref: PIC-039**

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.

TABLE OF CONTENTS

S #	Contents
1.	Introduction
2.	Instruction To Bidders
3.	Eligible Bidders
4.	General Conditions
5.	Invitation For Bids
6.	Bid Security
7.	Bid Validity
8.	Statement of Requirement with Specification
9.	Blacklistment of Defaulted Bidder/Contractor
10.	Redressing of Grievances
11.	Award of Contract
12.	Payment
13.	Term & Conditions

1. INTRODUCTION:

Peshawar Institution of Cardiology-MTI invites. Item wise sealed bids from the eligible bidders (General Order Suppliers) for Printing for Hospital items for Hospital Open Competitive Bidding under rule 6(2) (a) “**Single Stage Single Envelope**” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

Description	Dates
Pre-bid meeting	09-09- 2021 at 10:00 am
Closing/Last submission/Opening	28-09-2021 11:00 hours & 11:30 Hours
Bid security	Rs. 300,000/-
Tender Process	Single Stage Single 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. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3. 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.
4. The bid should be complete in all respect and must be signed by the bidder.
5. 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.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. 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.
8. 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.
9. 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/optional i.e. advance payment, or currency fluctuations etc.
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. dept.
 - g. Hand written bids shall NOT be accepted; it must be typed.
 - h. Only typed tender on original prescribing letter pad, sealed & signed (Every Page)

should be submitted. The quoted Price must be preprinted and hand written quoted price will not be acceptable. Optional or double rates for single item is not allowed.

10. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
11. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
12. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
13. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
14. 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 Peshawar's future bids.

3. ELIGIBLE BIDDERS:

- a. 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.
- b. The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR. NTN and KPK Professional tax.
- c. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- d. 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 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. Rates will be valid till 30 June 2022.
15. 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
16. 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

5. INVITATION FOR BIDS

Hospital Director, **Peshawar Institution of Cardiology-MTI** invites sealed tenders on National Competitive Bidding for the Printing for Hospital for Hospital, under rule 6(2)(a) ***“single stage Single envelope procedure”*** of KPPRA Rules 2014, from reputed firms registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security @ 300,000/- in the name of Hospital Director PIC Peshawar. An affidavit is mandatory, without indicating the figure in the technical bid that bid security is placed in the financial bid. Pre-bid meeting with the interested bidders will be held on 09-09-2021 at 10:00 hrs at the address given below.

The tenders complete in all respect must reach the undersigned by 11:00 hrs. on 28-09-2021, which will be opened at 11:30 hrs. on the same day in Material Management Department of PIC-MTI in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID SECURITY

Bid security @ 300,000/- in favor of "Hospital Director PIC Hospital" should be kept sealed in the financial proposal.

Bid security of the successful bidder will be released after submission of Performance Guarantee.

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 Or to furnish performance Guarantee.

7. BID VALIDITY:

- i) The bids should be valid for a period of 120 days.
- ii) In exceptional circumstances, PIC 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.



8. STATEMENT OF REQUIREMENT WITH SPECIFICATION

List of Printing Items & Specification

Registers

<u>S.No</u>	<u>ITEMS NAME</u>	<u>Size</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>
1.	Register (Any Format)	13 x 8.5 inch	75 gram 300 leafs with Hard Binding	
2.	Register (Any Format)	13 x 8.5 inch	75 gram 500 leafs with Hard Binding	
3.	Register (Any Format)	13 x 8.5 inch	75 gram 100 leafs with Hard Binding	
4.	Vehicle Entry Register	9 x 6 inch	Carbonized 200 leafs	
5.	Bio-Medical Engineering Book	6 x 8 inch	75gm Carbonized 200 leafs	
6.	Dak Book(100 leafs)	8.35" x6.5"	75gm	
7.	Indent Book(200 leafs)	A4	75gm	
8.	Receipt Book (200 leafs)	8.35" x 3.75"	75 gm 2 Nos on each leaf	
9.	PHARMACY DEPARTMENT MIN BOOK	A4	75 gram 1 side printing	
10.	Maintenance Book	6x8	75gm Carbonized 200 leafs	

Forms

<u>S.No</u>	<u>ITEMS NAME</u>	<u>Size</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>
1.	CPR Record Form	13 x 8.5 inch	Carbonized 200 leafs Duplicate Pad	
2.	Lab Requisition form (basic Metabolic Chemistry/ Hematology, Microbiology)	A4	Carbonized 200 leafs Duplicate Pad	
3.	Consultation Record	A4	Carbonized 200 leafs Duplicate Pad	
4.	Consultant Request	A4	Carbonized 200 leafs Duplicate Pad	
5.	Musculoskeletal Assessment Form	A4	75 gram 1 side Printing	

6.	Neurological Assessment Forms	11.5 x 18 inch	75 gram 2 side Printing	
7.	In-patient/ Wards/ ICU Assessment Forms	11.5 x 18 inch	75 gram 2 side Printing	
8.	Back Exercise Programmer Information	A4	115 Art Paper 4 Color Printing	
9.	Physiotherapy notes continuation sheet	A4	75 gram 2 side Printing	
10.	General Anesthesia Form	A4	75 gram 1 side Printing	
11.	Diagnostic Radiology Consultation Request	A4	Carbonized 200 leafs Duplicate Pad	
12.	Interventional Radiology	A4	Carbonized 200 leafs Duplicate Pad	
13.	Computerized Tomography order Requisition	A4	Carbonized 200 leafs Duplicate Pad	
14.	Non-Invasive Cardiology Procedure Requisition	A4	Carbonized 200 leafs Duplicate Pad	
15.	Transesophageal Echocardiogram(Tree) Requisition	A4	Carbonized 200 leafs Duplicate Pad	
16.	Anatomic Pathology/CV Requisition	A4	Carbonized 200 leafs Duplicate Pad	
17.	Blood and Blood Components order sheet	A4	Carbonized 200 leafs Duplicate Pad	
18.	Diabetes foot screening & Risk Strafication Form	A4	75 gram 1 side Printing	
19.	Blood Sugar Level Checking Performa	A4	75 gram 1 side Printing	
20.	Cardiovascular Anesthetic Form	A4	75 gram 1 side Printing	
21.	Any Other Pad	A4	Carbonized 200 leafs Duplicate Pad	
22.	Any Other	A4	Carbonized paper	
23.	Any Other	A4	75 gm Single side	

			printing	
24.	Any Other	A4	75 gm Double Side Printing	
25.	Any Other	half of A4	75 gm Single size printing	
26.	Gate Pass	A4	Carbonized 200 Leafs	
27.	IPD Room Quality Checklist	A4	75 gram (One Side Printing)	
28.	Admission Performa (Inpatient Department)	A4	75 gram (one Side Printing)	
29.	Patient Transfer Checklist	A4	75 gram (one side printing)	
30.	Mews chart	A4	75 gram color printing (one side)	
31.	Full CMR Folder for ED (Including necessary forms)		<ul style="list-style-type: none"> Confidential file cover 300 gm Art card 4 color Plastic clip Admission order carbon copy(2 Pages) Physician order Carbon copy(2 Pages) Discharge summary carbon copy (3 Pages) Color cards (3 Nos) Nurses Notes Nursing Assessment Gaphic chart Medication Administration record History & Physical examination Physical examination Physician Note Physician progress record Consent for medical/surgical Pre-operating checkform Operation note 	
32.	Consent Form	A4	75 gram 1 side Printing	
33.	Case Summary	A4	75 gram 1 side Printing	
34.	Management Plan	A4	75 gram 1 side Printing	
35.	Insulin Regimen	A4	75 gram 1 side Printing	
36.	Flow Sheet	18" x 23"	80 gram 2 side printing	

37.	PRESCRIPTION PAD For IBP (100 leafs)	A4	80gm	
38.	ADMINISTRATION PAD (100 leafs)	8.25" x 5.75"	75 gram	
39.	Baby Notes	A4	75 gram 1 side Printing	
40.	Blood Sugar Level Checking Performa	A4	75 gram 1 side Printing	
41.	Cardiovascular Anesthetic Form	A4	75 gram 1 side Printing	
42.	Pre-Anesthesia Form	A4	75 gram 2 side Printing	
43.	General Anesthesia Form	A4	75 gram 1 side Printing	
44.	Tender Form	Legal	75 gram 1 side Printing	

Confidential Files

<u>S.No</u>	<u>ITEMS NAME</u>	<u>Size</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>
1	Confidential File cover	19" x14"	300 gm Art Card 4 color printing	
2	HISTORY AND PHYSICAL EXAMINATION	A4	75 gram 1 Color Printing	
3	PHYSICAL EXAMINATION	A4	75 gram 2 side Printing	
4	PHYSICIAN'S NOTE	A4	75 gram 2 side Printing	
5	COLOR CARDS	A4	210 gram Art Card As per sample	
6	DISCHARGE SUMMARY	A4	Carbonized 3 copies	
7	Admission Order	A4	75 gram carbonized 200 leafs (2 Copies)	
8	PHYSICIAN PROGRESS RECORD	A4	75 gram 2 side printing	
9	GRAPHIC CHART	A4	75 gram 2 side printing	
10	MEDICATION ADMINISTRATION RECORD	A4	75 gram 2 side printing	
11	NURSES NOTES	A4	75 gram 2 side printing	
12	NURSING ASSESSMENT	A4	75 gram 2 side printing	
13	DIABETIC CHART	A4	75 gram 2 side printing	

14	CONSENT FOR MEDICAL SURGICAL FORM	A4	75 gram 2 side printing	
15	PRE OPERATING CHECK FORM	A4	75 gram 2 side printing	
16	DAILY FLUID BALANCE RECORD	A4	75 gram 2 side printing	
17	PATIENT ACTIVITY CHECK LIST	A4	75 gram 2 side printing	
19	General Physical Examination	A4	75 gram 2 side Printing	
20	Operation/ Delivery Notes	A4	75 gram 1 side Printing	
21	FILE COVER PRINTED PIC	14" x 22"	230 gram ALBASTER 1 Color Printing	
23	Any Other		80 gm 2 side printing	
24	Any other		80gm single side printing	
25	Any other		Carbonized	



Other Items

<u>S.No</u>	<u>ITEMS NAME</u>	<u>Size</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>
1.	OPD CHIT (Blue)	A4	80 gram 3 Color	
2.	OPD CHIT (Red)	A4	80 gram 2 Color	
3.	OPD CHIT (Blue)	A4	100 gram 3 Color	
4.	OPD CHIT (Red)	A4	100 gram 2 Color	
5.	IBPP CHIT	A4	100 gram 2 Color	
6.	Certificate	A4	260 gram Art Card 4 color printing	
7.	Information Leaflet	Leaf let 7 x 10 128 gram Art paper	Both side 4 color printing with crease	

8.	Visiting Cards	Standard Size	300 gm Art Card Color Printing	
9.	Panaflex (Material & Printing)	Per sqft	Best Quality	
10.	Color Card (Material & Printing)	A4		
11.	Color Card (Material & Printing)	Legal		
12.	Envelope A4 Size PIC Printed	A4		
13.	Envelope A5 Size PIC Printed	A5		
14.	Envelope Legal Size PIC Printed	Legal		
15.	Envelope Letter Size PIC Printed	9 x 4		
16.	Envelope Letter Size with Window PIC Printed	9 x 4		
17.	Letter Head PIC Printed	A4	80 gm	

Physiotherapy Printing List

S.#	Item Name	Size	Description	Unit Price
1	Service User File	A4	80 gram 8 pages 2 side	
2	Consent Form	A4	80 gram 8 page 1 side	
3	Subjective Examination	A4	80 gram 1 page 1 side	
5	Ass Check List –Paediatrics	A4	80 gram 5 pages 2 side	
7	Ass Check List – SCI	A4	80 gram 3 pages 2 side	
9	Assessment Summery	A4	80 gram 2 pages 2 side	
10	Conclusion of Patient Assessment	A4	80 gram 1 page 1 side	
11	Daily Notes	A4	80 gram 1 pages 1 side	

12	Discharge Summery Physiotherapy Unit	A4	80 gram 1 pages 1 side	
13	Referral Form	A4	80 gram 1 pages 1 side	
31	Walking Aids Paper Form	A4	80 gram 1 page 1 side	
32	Walking Aids Repair Paper Form	A4	80 gram 1 page 1 side	
33	Wheelchair paper Form	A4	80 gram 1 page 1 side	
34	Wheelchair Repair Card Paper Form	A4	80 gram 1 page 1 side	
35	Patient Appointment Card Physiotherapy	3.5 x 5 Every card	card 2 sides	
36	Patient Appointment Card Prosthetics & Orthotics	A4	80 gram 1 page 1 side	
40	ICU Physiotherapy Assessment Form	A4	80 gram 2 pages 2 sides	
41	In-Patient Ward Physiotherapy Assessment Form	A4	80 gram 2 pages 2 sides	
43	Physiotherapy SOAP Notes Continuation Sheet	A4	80 gram 2 pages 2 sides	
44	Exercise Program Information Leaflet	Leaf let 7 x 10 128 gram Art paper	Both side 4 color printing with crease	

Note: Sample will be called at the time of selection if required.

BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklisting 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 reputation of the Peshawar Institute of Cardiology Peshawar.

Procedure for blacklisting 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 order past as above shall be duly conveyed to the PKPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

9. 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.

10. AWARD OF CONTRACT:

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

11. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.

