



**PESHAWAR INSTITUTE OF CARDIOLOGY
(MTI)
BID SOLICITATION DOCUMENTS
FOR
Operation & Maintenance of Lifts
Single Stage Two Envelope
FOR THE YEAR 2021-22
PIC-42**

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. BACKGROUND:

Peshawar Institute of Cardiology - MTI (PIC-MTI) Hospital is situated in phase 5, Hayatabad. PIC-MTI has 250 beds including 6 Intensive Care Units (ICU), Cardiac Care Units, 6 Operation Rooms and 6 Catheterization Laboratories. Also having state of the art diagnostics services (Laboratory & Radiology).

2. INTRODUCTION:

Peshawar Institute of Cardiology-MTI invites the eligible bidders for the **Operation & Maintenance of Lifts at Peshawar Institute of Cardiology-MTI** 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	21-10- 2021 at 10:00 am
Closing/Last submission/Opening	04-11-2021 11:00 hours & 11:30 Hours
Bid security	200,000/- RS
Tender Process	Single Stage Two Envelope

3. 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:
- Received without earnest money;
 - It is received after the date and time fixed for its receipt;
 - The tender document and the bid is unsigned;
 - The offer is ambiguous;
 - The offer is conditional/optional i.e. advance payment, or currency fluctuations etc.
 - The offer is from blacklisted firm in any Federal / Provincial Govt. dept.
 - Hand written bids shall NOT be accepted; it must be typed.
 - 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.

4. ELIGIBLE BIDDERS:

- 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 KPK 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.
- The bidder must be registered with PEC for the relevant Specialty & having minimum of five years of experience in maintenance of Absorption Chiller system.
- No Joint Venture Will Be Considered.

5. GENEAL CONDITIONS:

1. The Contractor Shall Provide Services for smooth and uninterrupted operation as well as Maintenance, services & repairing works of **Elevators** with parts. Parts and spares shall be provided by the contractor, in case of purchase of the parts and spares by the service provider. Payment to the contractors will be made only on "satisfactory work certificate" duly signed by the Engineer in charge & Manager Building & facilities PIC-MTI.
2. Contractor shall refer to O&M (Operation and Maintenance) manuals of lift system for performing maintenance and upkeep work and follow instructions.
3. The Contractor shall ensure that the Contractors employee(s) attend to any instruction/call from the hospital immediately upon such communication. The Contractor employees shall obtain confirmation/ approval from the hospital Authorized representative) before execution of services.
4. A complete daily general checking of the entire installation shall be carried out by the contractor's employees and they will immediately convey any abnormality in the equipment and allied system, as well as make immediate arrangements to set right such abnormalities. Moreover, contractor shall maintain related records.
5. The Contractor shall attend to the maintenance or repair works on priority basis after office hours or on holy days Sunday if so warranted, or at any time due to emergencies and will provide services for smooth operation in the possible time. The contractor site engineer's supervisor shall inform the hospital engineer in-charge will in advance about any Maintenance /repaired/service works scheduled to be done by the contractor after office hours or Sunday/holydays so that necessary security arrangement and access for the contractor staff be made the engineer in-charge.(In case of emergency bidder can be called any time)
6. A compete general checking of the entire System and its allied equipment / accessories shall be carried out by the contractor at least once a month during which the defective parts shall be replaced by new ones, if required.
7. Routine maintenance will not be limited to the limited to the working schedule. The contractor must carry out other repair/Maintenance operation & services upkeep as when required so as to keep the equipment in top running condition.
8. The contractor employees at site shall immediately report to the contractor and the hospital representative, if the fault is beyond their capability, and the contractor shall depute its team immediately to resolve the issue.
9. Contractor will attend to all types of faults, defects, repair, servicing, maintenance, break down/failures promptly.
10. Cotton, duster, cleaning brush, vacuum cleaner all types of tools etc. will be arranged by the contractor from its own sources for which no extra payment will be made by the hospital.
- Amendment
11. The contractor shall carry out the services in accordance with professional codes and instructions and with the required skilled labor under the direction of the experienced engineer in charge of the contractor and in line with service manual of the supplier / manufacture. The contactor personal shall provide servicing for all system. Contractor will not make any alternation/ modification etc., in exiting system machinery without prior written approval from the hospital.
12. All routine maintenance and normal repairs will be done by the contractor.
13. The contractor shall submit reports for modification in equipment or processes to improve the performance of system for smooth operation.
14. contractor must keep sufficient stock & record of running spare parts for immediate

replacement to avoid interruption in smooth operation.

15. Lift Control room and its vicinity /area pertain to system and allied equipment will be kept clean and tidy and light / fan etc. repairing shall be performed by the contractor, s staff.
16. The contractor shall submit an estimate to the hospital representative for approval before carrying out any major repairs which is not covered under this contract. The estimate shall be submitted expeditiously so as not to disturb the plant operation. The contractor shall under take the work on approval by the employed of the estimate indicating there in the extent up to which employer
17. The contractor shall ensure round the clock 24/7 support including on Saturdays, Sundays and other holidays. In this regard, the contractor shall dispatch its assigned technical staff as and when required by the hospital at the earliest.
18. The contractor shall ensure that in the absence of any staff member, a replacement/reliever must be provided immediately.
19. The contractor must provide accommodation for his staff near to hospital.
20. The Owner reserves the right to direct the contractor to terminate any staff member found misbehaving or involved in any unfair or anti-social activities within the Institute premises.
21. Maintaining & working on preventive maintenance checklists approved by PIC-MTI representative as per schedule.
22. The contract can be terminated by either party with one-month prior notice.

6. The Penalty clause includes:

Sr No.	Problem	Penalty
1	If the personnel working are not found in proper uniform and displaying their photo identity card.	Rs: 500/- per day per staff
2	If the personnel found indulging in smoking/drinking/sleeping during duty hours.	Rs: 500/- per day per staff
6	Improper/ uncivilized behavior	Warning/termination letter
7	Late coming & not present during duty hours	Rs: 500/- Per day & Warning/termination Letter
8	Negligence & careless during duty hours.	Rs: 500/- per day per staff
9	If lift rooms and equipment's found dirty.	Rs: 1,000/- per day
10	If not working/maintaining preventive maintenance checklists as per schedule.	Rs: 500/- per day

7. INVITATION FOR BIDS

Hospital Director, **Peshawar Institution of Cardiology-MTI** invites sealed tenders on National Competitive Bidding for the procurement of Operation & Maintenance of Elevators, under rule 6(2)(a) ***“single stage Two 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 @ **200,000/-** 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 the above mentioned time and date at the address given below.

The tenders complete in all respect must reach the undersigned by which will be opened the time and date mentioned above , in 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.



INVITATION FOR BIDS
(REF NO PIC-042)

Sealed Bids are invited from the **reputed firms**. Bids should reach to the office of the undersigned on or before **4-11-2021** 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	Parts & Consumable Items for Ventilators	100,000	Single Stage Single Envelope
2	Hiring of pharmacy for LP (Local Purchase)	300,000	Single Stage Single Envelope
3	Medical Gases Spare Parts	200,000	Single Stage Single Envelope (2 nd Time)
4	Leftover Hardware & Electrical	50,000	Single Stage Single Envelope
5	Fire & Safety Complete Solution Along with FM 200 & Integration in Existing/Installed System.	500,000	Single Stage Two Envelope (2 nd Time)
6	Operation & Maintenance of Lifts	200,000	Single Stage Two Envelope
7	GYM Items	100,000	Single Stage Two Envelope

TERMS AND CONDITIONS: -

- 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.
- 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).
- A Pre-Bid Meeting will be held on **21-10- 2021** at **10: 00 am** in the Material Management Department of Peshawar Institute of Cardiology
- 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)
- The Bid Security in the shape of Pay order (PO) will not be accepted.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- 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.

Hospital Director

Peshawar Institute of Cardiology-MTI

Address of Pre-Bid Meeting & Bid Submission/Opening:

Peshawar Institute Cardiology-MTI

5-A, Sector B-3, Phase –V Hayatabad Peshawar,

mmd@pic.edu.pk

0091-9219645



8. BID SECURITY

Bid security @ **200,000/-** 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.

9. BID VALIDITY:

- i) The bids should be valid for a period of **180** 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.



10. TECHNICAL EVALUATION CRITERIA

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

Total Marks = 100 (50+50)

Technical Marks = 50

Financial Marks = 50

S #	PARAMETERS	SUB-PARAMETERS	MARKS
1	Legal / Financial Requirements		
		PEC Registration	Mandatory
		NTN Registration Certificate	
		KNTN Registration Certificate	
		Sales & Professional Tax Certificate	
		Must have maintained at least 2 projects of similar nature in 2 different organizations. (performance certificate/work order should be attached)	
		Authorization letter from Principle Manufacturer (MP Spain)	
		Letter of Commitment	
2	TECHNICAL STAFF		16
	List of Skilled Staff members (Full Time) (Qualifications & Experience) Technical Staff Working with the Bidding Firm for ATLEAST 03 Years (Job Proof)	<u>PROJECT DEDICATED</u> <ol style="list-style-type: none"> 1. Engineer (Mechanical/Electrical) 2. Supervisors (DAE Mechanical) 3. Lift Technicians (DAE Mechanical) 4. Lift Operators (DAE Mechanical) 5. Electricians (DAE Electrical) (Degree should be attached)	8 2 2 2 2
3	RELEVANT EXPERIENCE		14
	Experience in O&M of Projects of Same Nature/Quantum (Provide W/O, Satisfactory Certificates etc.)	I. 2 Institutes ii. 4 Institutes iii. 6 Institutes (Performance certificate /work order should be attached)	03 05 06
4	Financial Capabilities		10

	Turnover in Millions Audit Report Should be attached	i. 1-5 Million ii. 6-10 Million iii. 11 and above	2 3 5
5	LOCAL/ REGIONAL OFFICE		05
	Firm's office	Availability of Office /Workshop in Peshawar.	05
6	TESTING & CALIBRATION TOOLS/EQUIPMENT		05
		<ul style="list-style-type: none"> List of the relevant tools to be provided on site for Operation & Maintenance Spare Parts readily available in Stock 	02 03
		(List should be attached on the Bidder Letter head)	
	Total Marks		50
	Qualifying Marks		35

11. FINANCIAL CRITERIA (50 MARKS)

S #	PARAMETERS	SUB-PARAMETERS	TOTAL: 50
	PRICE		50
		<p>Lowest total Price will get full marks.</p> <p>The formula to calculate the marks for the price submitted is:</p> <p>$\frac{[\text{Lowest Price (FM)} / \text{Price of Bid under consideration (F)}] \times 100 \times 0.50}{1}$</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 50 marks, the two scores will be combined to identify the best evaluated bid.

Financial Bid

S.NO	CATEGORY	COST (PKR Per Month)
1.	Per Month Charges Per Lift	Rs-
Note: - <ul style="list-style-type: none">Costs Includes of all taxes.		



12. TECHNICAL STAFF REQUIRED:

Sr No.	Designation	Qualification	Required Number of Technical Staff Per Shift
1	Lift Technician	DAE Mechanical	01
2	Lift Technician	DAE Electrical/Electronics	01

13. COPE OF WORKS (LEAST REQUIRED): ROUTINE MAINTENANCE

1	<p>➤ The service provider will be responsible for smooth Operations, Maintenance & repairing of the lift system 24/7 coverage. Parts will be provided by the contractor.</p> <p>➤ The staff should be well qualified, trained and preferably professional.</p> <p>➤ The Minimum Required Staff should be present in each shift (24/7) even on Gazette Holidays and Religious Occasions.</p> <p>This contract shall be valid for an initial period of one year. Based on the satisfactory performance, the period may be extended on yearly basis for a further maximum period of 01+01 years i.e. (01+01+01=03 years) at the sole discretion of the Competent Authority</p>
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- Contractor will follow the updated checklists, approved by Client.
1. Maintenance and servicing including emergency maintenance, regular maintenance and preventive maintenance of lift:
 2. The General Servicing will be rendered once a month and shall include:
 3. Manual cleaning of control panel.
 4. Cleaning of Machine room.
 5. Check adjustment of Brake.
 6. Check Gear oil level/Condition.
 7. Check the condition of main traction rope.
 8. Check and clean Speed Governor.
 9. Check the condition of Speed Governor Rope.
 10. Check and clean all safety switches.
 11. Check and clean induction plates.
 12. Clean and grease MAIN and C. Wt. Guides.
 13. Check and adjust the Guide Shoes.
 14. Check Guide Clips of the brackets.

15. Check and clean main emergency breaks.
16. Filling of oil in oil cups {Car & C. Wt.}
17. Check and clean door locks and door contacts.
18. Check and clean door drive unit.
19. Check and clean landing doors and sills.
20. Check and Clean Lift Car, False Ceiling and Sills.
21. Check the operation of Car Control Panel.
22. Clean Car Top and Maintenance Box Buttons.
23. Check and Clean Landing Push Buttons Boxes.
24. Checking all safety system.
25. Checking and cleaning of hoisting unit.
26. Checking and greasing of guide rails.
27. Checking tension of suspension ropes.
28. Checking of all safety devices.
29. Checking electric wires.
30. Checking smooth travel of car.
31. Checking smooth opening and closing of doors.
32. Checking power supply voltage.
33. Checking weight/capacity.
34. Checking floor to floor speed(1m/second).

35. CONTRACTOR'S RESPONSIBILITIES:

- i. After physical checkup of the system, recommend the details of critical spares, minimum inventory level which are required to be kept in stock for routine maintenance and servicing of the system.
- ii. Maintaining the related Equipment and Surroundings Clean and presentable.
- iii. Specify the Spare parts/consumables etc. along with their quantity and specification which are required for annual preventive maintenance.
- iv. Will responsible for efficient operation and maintenance of above lift system. will submit the details of staff to be deputed, as per qualification and experience mentioned. And should depute reliever in case of absence of any. Or otherwise penalty will be imposed.
- v. Provide the names and CNIC No, Detailed Document and other details of their staff with shift Wise Details. Staff will not be changed from site; in case they will take prior approval.
- vi. Ensure economical consumption of materials and spares supplied. All efforts should be made to repair old parts for its re-use. New part should only be substituted when the old part cannot be satisfactorily repaired & re-used.

- vii. Arrange tools and instruments for its technicians who are required for operation, maintenance, servicing, overhauling and minor repair of above equipment.
- viii. Submit weekly report, regarding the overall performance of above equipment and pin point any action to be taken.
- ix. Shall be responsible for purchasing of parts. In case of parts replacement Contractor shall handover defective part to PIC-MTI representative. And shall maintain a Register to record new parts taken and defective parts handed.
- x. The resolution time for diagnosis and rectification of breakdown/emergent fault shall be 24-48 hrs. depending on the nature of fault.

36. PIC-MTI RESPONSIBILITIES:

- i. Providing electricity.
- ii. Provision of suitable working space to contractor's staff for carrying out repairs

37. 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.

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 showcase 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.

38. AWARD OF CONTRACT:

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

39. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made on performances basis and by the recommendation of building & facilities Manager PIC-MTI.

