



**Peshawar Institute of Cardiology
(MTI)**

BID SOLICITATION DOCUMENTS

For

SELECTION & RATE CONTRACTING OF OFFICE FURNITURE

2021-2022

PIC-035

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 **Hospital Furniture and Office Furniture** for 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.

<i>Description</i>	<i>Dates</i>
Pre-bid meeting	13 -07- 2021 at 10:00 am
Last date and time for Bid submission	28-07-2021 11:00 hours & 11:30 Hours
Bid Security	Rs: 300,000/-
Tender Process	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 **28-07-2021** at **11:00 am** 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. Pre-bid meeting with the interested bidders will be held on 13-07-2021 at 10:00 AM hrs in Material Management Department PIC- MTI.
6. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
7. 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.
8. The bid should be complete in all respect and must be signed by the bidder.
9. 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.

10. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
11. 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.
12. 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.
13. 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.
14. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
15. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
16. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
17. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
18. 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. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. 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.
4. 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.
5. PIC-MTI Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.

5. INVITATION FOR BIDS

Hospital Director, **Peshawar Institute of Cardiology Peshawar-MTI** invites sealed tenders under National Competitive Bidding for the procurement of **Office Furniture** for Hospital, under rule 6(2)(b) ***“single stage two envelope procedure”*** of KPPRA Rules 2014, from (General order supplier) 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-MTI Peshawar. An affidavit is mandatory, in the technical bid that bid security is placed in the financial bid. Pre-bid meeting with the interested bidders will be held on 13-07-2021 at 10:00 hrs at the PIC, Peshawar.

The tenders complete in all respect must reach the undersigned by 11:00 hrs on 28-07-2021, which will be opened at 11:30 hrs on the same day in Material Management Department in the presence of the 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/-(refundable) drawn in favor of "Hospital Director PIC-MTI" should be kept sealed in the financial proposal. 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.

7. BID VALIDITY:

- i) The bids should be valid for a period of 30-6-2022.
- 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.

8. STATEMENT OF REQUIREMENT WITH SPECIFICATION

Office Furniture list 2021-22

S#	ITEM NAME	SPECIFICATION	PRICE
1.	CABINET WALL (Wooden)	Size: length 600mm x height 600mm x depth 450mm. one door with heavy duty locking system and good quality handle. Structure made of best quality lamination.	
2.	CABINET WALL (Wooden)	Size: length 3ft , height 4ft , depth 1ft. 04 shelves and central partition. Height between shelves 425mm Structure made of best quality lamination.	
3.	CENTER TABLE LARGE	Size: length 900mm x 600mm. frame made of wood with 25mm thickness and top made of venboard with fine polish finishing.	
4.	CENTER TABLE SMALL	Size: length 500mm x width 500mm. frame made of wood and top made of venboard with fine polish finishing.	
5.	LOCKER FOR SECTION	Size: width 450mm x depth 600mm x height 1300mm. four drawers. Structure made of 22 gauge steel. Heavy duty bearing and rollers for smooth drawer operation. Powder coated oven backed finish with central locking system. Light gray in color. Anti – rust and corrosion resistant.	
6.	OFFICE CHAIRS	Seat size: 460mm x 460mm. back size 460mm x 230mm. seat height 460mm. Arms height 650mm. Arms 02 Nos size 450mmx 55mm x 25mm. legs width 25mm. structure made of shesham wood and cushioned with best quality polish.	
7.	EXECUTIVE REVOLVING CHAIRS	Professional dual function ergonomic high back leather chair with adjustable padded arms, thick padded contour seat and back with built in lumbar support, one touch pneumatic seat height adjustment dual function control, back height adjustment, padded height and width adjustment arms, heavy duty base, dimension 46", height 27.5", seat dimension: height 20.5" x width 19.5" x depth 5", back dimension: 20.5" width 26.25" x height	

		5" thick.	
8.	REVOLVING CHAIRS	Height back (750mm), black leatherette seat and back with molded foam cushion, lockable tilting mechanism pneumatic height adjustment, five legged steel base with heavy duty twin caster and polyurethane arms.	
9.	OFFICE TABLE LARGE	Free standing table Size: length 1500mm x 900mm x height 750mm. 03 drawers on one side. Each drawer size: 450mm x 425mm & with best quality channel and handle. One upper drawer is installed with heavy duty best quality lock. Keyboard tray of standard size for CPU with best quality wheels. Heavy duty strip for good step. Table structure made of best quality shesham venboard and finishing with antique polish.	
10.	CHAIRS For Meeting Room	Height back (700mm), black leatherette seat and back with molded foam cushion, lockable tilting mechanism pneumatic height adjustable, five legged steel base with heavy duty twin caster and polyurethane arms.	
11.	CHAIRS For Waiting Area	03 seater steel chairs, 18 gauge steel heavy duty, dimension sapn: 1772 x 790 x 810mm, seat height 400mm, chrome colour and weight more than 35 kg.	
12.	CHAIRS (For Private Room)	Seat size: 500mm x 500mm. back size 500mm x 250mm. seat height 500mm. Arms height 650mm. Arms 02 Nos size 425mm x 55mm x 20mm. legs wood width 25mm. structure made of shesham wood and cushioned with best quality foam & rakcin and finished with best quality polish.	
13.	CHAIRS For General Use	Seat size: 475mm x 475mm. back size 470mm x 250mm seat & back cushioned back cushioned with black leatherette upholstery and armrests matching the Sr. Executive chair and chrome sled legs.	
14.	WOODEN CUPBOARD	Size: length 1800mm x width 1200mm x depth 450mm. 04 shelves and central partition. Height between shelves 425mm. 02 doors with heavy duty lock mechanism and best quality handle, structure made of best quality 25mm lamination. Base is strongly supported by 18 gauge 25mm mild steel square pipe. 04 Nos 25 x 25mm	

		rubber shoes good quality.	
15.	EASY CHAIRS (For Administrative Office)	Seat Size: 470mm x 450 mm. back size 470 mm x 230 mm. seat height 450mm. Arms height 650mm. Arms 02 Nos size 400mm x 50mm x 20mm. structure made of mild steel square pipe 25mm x 25mm, wall thickness 1.2mm. Finished with nitrocellulose silver paint/ powdered coated and 4 Nos 25mm x 25mm rubber shoes good quality , Arms made of shesham wood good quality properly polished with lacquer. Seat & back made of wood structure and covered with properly cushioned having rubber strips with raw cotton filling fixed with best quality foam and covered with durable or best quality cloth/ rakcin.	
16.	FIXED CHAIR	Fiber glass three seater channel chair (large) Paralle pipe square shape pipe 1.25" x 1.25" swg 18. Stand weight: 11.5kg.	
17.	OFFICE TABLE SMALL	Free standing table Size: Length 1200mm x 750mm x height 750mm. 03 drawers on one side. Each drawer size 450mm x 425mm & with best quality channel and handle. One upper drawer is installed with Heavy duty best quality lock. Keyboard tray of standard size with best quality channel. CPU tray standard size for CPU with best quality wheels. Heavy duty strip for food step. Table structure made of best quality shesham venboard and finishing with antique polish.	
18.	OFFICE TABLE FOR MANAGERS	Free standing table size: length 1800mm x 900mm x height 750mm. 03 drawers on one side. Each drawer size 450mm x 425mm & with best quality channel and handle. One upper drawer is installed with heavy duty best quality lock. Keyboard tray of standard size with best quality channel. CPU tray of standard size for CPU step. Table structure made of best quality shesham venboard and finishing with antique polish.	
19.	OFFICE TABLE ADMIN	Free standing table Size: length 1500mm x 900mm x height 750mm. 03 drawers on one side. Each drawer size: 450mm x 425mm & with best quality channel and	

		handle. One upper drawer is installed with heavy duty best quality lock. Keyboard tray of standard size for CPU with best quality wheels. Heavy duty strip for good step. Table structure made of best quality shesham venboard and finishing with antique polish.	
20.	EXECUTIVE OFFICE TABLE	Size: Length 6.5ft x width 3.5ft x height 2.5ft. 03 drawers on one side while 02 drawers & one box on another side. Each drawer size: length 450mm x width 425 mm & with best quality channel, handle & heavy duty locking mechanism. MDF material made beveled edges, rounded corners, integrated cable and mahogany finished.	
21.	SIDE TABLE	Size: length 900mm x 325mm, 02 shelves, keyboard of standard size with best quality channel, 01 lockable drawer with channel and lockable standard size box. Structure made of best quality shesham venboard & fine polish finishing.	
22.	WOODEN BENCHES WITHOUT BACK SUPPORT (For Ward)	<p>Wood work: Top strips 06 Nos in quantity size 1200mm x 50mm x 20mm, strips made of hard seasoned shesham wood.</p> <p>Steel frame structure: Steel frame made of 18 gauge mild steel square pipe structure consist of 02 Nos top long rails of frame of size 1175mm x 25 x 25mm. Legs 04 Nos of size 450mmx25x25mm. center support rail 01 Nos of size 1175mm x 25x25mm. Rubber shoe 04 Nos of best quality. Nails (steel/brass) and lacquer, thinner, powder coated paint & wood sealer must be ICI or equivalent.</p>	
23.	TABLE WOODEN (For Rest Room)	Size: 600mmg x width 500mm x Height 550mm, 01 lockable drawer of size 450mm x 425mm & cabinet (box) lockable. Structure made of shesham venboard and fine polish finishing.	
24.	SOFA SET WITH TABLE (For Executive Office)	<p>05 Seater sofa set: (3+1+1) with arms. Structure made of good quality wood and seat & back cushioned completely with best quality foam and leather.</p> <p>Center table with sofa set size: length 3ft x width 2ft.</p>	

		frame made of wood and top made of vem board with 5mm glass & fine polish finishing.	
25.	SIDE TABLE FOR OFFICE (Wooden)	Size: Length 900mm x 325mm. 02 shelves, 01 lockable drawer with best quality channel, 01 lockable standard size box. Structure made of best quality shesham venboard & fine polish finishing.	
26.	ROUNDED TABLE 08 SEATER (For Meeting Room)	Size: Length 2000mm x width 1050mm x Height 750mm, minimum dimension 2", boat shaped surface table top with black beveled edge, burnt walnut veener finish, built in cable management panel.	
27.	SOFA CUMBED (03 Seater)	Standard size: 03 seater, seat and back cushioned with best quality foam & cloth/ rakcin, longer service life, termite resistance, dimensional accuracy and quality finishing.	
28.	BOOK CUPBOARD (Wooden)	Size: Height 1800mm x width 1200mm x depth 450mm, 04 shelves (height between shelves 400mm) with central partition, structure made of best quality lamination.	

9. EVALUATION CRITERIA

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 OR 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		10
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Professional Tax Certificate	Mandatory
		Most recent Sales Tax Return from FBR	3
		IT-1 or IT-2 Form showing net annual sales	3
		Bank Statement of Last Years (2 Marks for each year)	4
2	Product Sample		30
	Product that 100% comply with the advertised specifications will be considered for evaluation	Samples will be examined & accepted by the Technical & Evaluation Committee	
	Sample(s) of successful bidder(s) shall be kept by PIC. Supplies, when received, will be cross checked against the samples. Should the supplies fall below the standard of the supplied samples, they will be rejected and subsequently returned to the vendors.	satisfactory	30
		Unsatisfactory	0
		Note : Sample of the Quoted Item shall be submitting to the technical Evolution Committee	
3	Relevant Experience		15
	Market experience in Furniture	I 1 – 2 years	5
		ii 3 – 5 years	10
		iii Above 5 years	15
4	Financial Capabilities		15
	Turnover in Millions	i. 1-5 million	5
		ii. 6-10 million	10
		iii. 11-15 millions	15
	Total Marks		70
	Qualifying Marks		49

Total Marks in Technical Criteria: **70**

Financial Criteria (30 Marks):

S #	Parameters	Sub-Parameters	Total Marks: 30
	Price		30
		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: [Lowest Price (Fm)/Price of Bid under consideration (F)] x100 x 0.30	30

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.

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;

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

Conditions for debarment of Defaulted Bidder/Contractor

- Failure or refusal to;
- Accept Purchases Order / Services order terms;
- Make supplies as per specifications agreed:
- Fulfill contractual obligations as per contract
- Non execution of work as per terms & condition of contract.
- Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- 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 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.

REDRESSING OF GRIEVANCES

1. 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.
2. 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.
3. 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.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
5. Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

8. Award of Contract:

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

9. 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.