



**PESHAWAR INSTITUTE OF CARDIOLOGY (PIC)
(MTI)
BID SOLICITATION DOCUMENTS
For
Furniture for Library
Turnkey
FOR THE YEAR: 2021-22**

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 **Furniture for Library** 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.

Description	Dates
Pre-bid meeting	8 March 2021 at 10:00 Hours
Closing/Last submission/Opening	25 March 2021 at 11:00 Hours & 11:30 Hours
Bid security	4% of the total Bid Value
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 contract will be awarded to the bidder as complete project. (Turnkey)
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 Institute of Cardiology Peshawar-MTI** invites sealed tenders under National Competitive Bidding for the procurement of **Furniture for Library** 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 @ 4 % of the total bid value 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.

The tenders complete in all respect must reach the undersigned by the above-mentioned time and date, which will be opened at 11:30 hrs on the same day in conference room of the Complex 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 @ 4 % of the total bid value 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 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.





8. Statement of Requirement (Specification Furniture for Library)



S. No.	Item Description	Qty	Ref. Image
1	<p>Single Seater Sofa</p> <p>Approximate Size 2362 W x 840 D x 800 H (mm) Single Seat Sofa. Sofa has the internal structure made of durable seasoned solid wood and commercial ply. Seat, backrest and armrest are covered with best quality foam. The upholstery is of leatherette in black color, completely cushioned. Base footing is made of solid wood. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment. The footing complete finish is UV polished in Jacobean finish. Poly urethane finishes and has scratch resistant. Polish has 3 base coats and 2 top coats.</p>	04	
2	<p>Two Seater Sofa</p> <p>Approximate Size 1750 W x 840 D x 800 H (mm) Two Seat Sofa. Sofa has the internal structure made of durable seasoned solid wood and commercial ply. Seat, backrest and armrest are covered with best quality foam. The upholstery is of leatherette in black color, completely cushioned. Base footing is made of solid wood. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment. The footing complete finish is UV polished in Jacobean finish. Poly urethane finishes and has scratch resistant. Polish has 3 base coats and 2 top coats.</p>	04	
3	<p>Three Seater Sofa</p> <p>Approximate Size 1092 W x 840 D x 800 H (mm) Three Seat Sofa. Sofa has the internal structure made of durable seasoned solid wood and commercial ply. Seat, backrest and armrest are covered with best quality foam. The upholstery is of leatherette in black color, completely cushioned. Base footing is made of solid wood. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment. The footing complete finish is UV polished in Jacobean finish. Poly urethane finishes and has scratch resistant. Polish has 3 base coats and 2 top coats.</p>	04	

4	<p>Center Table</p> <p>Approximate Size Size: 1200 W x 600 D x 460 H -mm Top 25mm & vanity panel 18mm thick Imported Cherry # 331 Color Laminated Board with matching PVC edging. Structure: MS 32mm square pipe 18 S.W.G Structure Finish: Charcoal Grey.</p>	03	
5	<p>Side Table</p> <p>Table Size: 600 W x 600 D x 460 H-mm Top 25mm & vanity panel 18mm thick Imported Cherry # 331 Color Laminated Board with matching PVC edging. Structure: MS 32mm square pipe 18 S.W.G Structure Finish: Charcoal Grey.</p>	06	
6	<p>Computer Table with Base (Single person sitting)</p> <p>Table Size Size: L:600mm W:1200mm H:760mm Structure top made of 18mm thick MFC with matching PVC edging.</p> <p>Base Size Size: L:520mm W:1180mm H:742mm</p> <p>Base Structure M.S pipe legs 1-1/2" x 3/4" x 14 S.W.G and M/S PIPE 2-1/2" x 1" x 14 S.W.G rectangular pipe with rubber glide made of M.S Sheet powder coated finish.</p>	11	
7	<p>Table Desk for 2 Persons with Base stand</p> <p>Table Size Size: L:1200mm W:1200mm H:760mm Structure top made of 18mm thick MFC with matching PVC edging & Upper panel made of soft board & fabric fixed with bison kit.</p> <p>Base Size (Support for 2 Persons) Size: L:1180mm W:1135mm H:742mm</p>	05	

	Base Structure M.S pipe legs 1-1/2" x 3/4" x 14 S.W.G and M/S PIPE 2-1/2" x 1" x 14 S.W.G rectangular pipe with rubber glide made of M.S Sheet powder coated finish.		
8	8 Persons Rectangular Meeting Table Approximate Size Size: L:1000mm W:2400mm H:760mm Structure top made of 18mm thick MFC with matching PVC edging + M.S pipe powder coated frame & legs with rubber glide & vertical ducting.	02	
9	NEWS Paper Stand (Free Stand) Approximate Size Size : L:1000.00mm W:600.00mm H:1200.00mm Structure Over all Made of MFC board with matching PVC edging & Mild Steel pipe powder coat finish for hanging.	01	
10	Book Shelf Rack (Single Side) Approximate Size Size: L:1,000.00mm W:300.00mm H:1,980.00mm Structure: Over all made of MFC Board with Matching PVC Edging. Shelf Support: M.S Pipe 3/4" x 3/4" thick 18 S.W.G Powder Coated Powder Coat: Charcoal Gray	06	
11	Book Shelf Rack (Double Sided) Approximate Size Size: L:1,000.00mm W:600.00mm H:1,980.00mm Structure: Over all made of MFC Board with Matching PVC Edging. Shelf Support: M.S Pipe 3/4" x 3/4" thick 18 S.W.G Powder Coated Powder Coat: Charcoal Gray	06	
12	Two Seater Sofa Approximate Size Size:- 1395 W x 760 D x 635 Hmm. Double Seat sofa has the internal structure made of durable seasoned solid wood and commercial ply. Seat, backrest and armrest are covered with best quality foam. The upholstery is of leatheritre in black color, completely cushioned. Base structure made of M.S 1-1/4" 18 S.W.G square pipe charcoal gery powder coated finish. Metal pedestal having rubber glide. Wood should be proper	02	

	seasoned with 8 to 10 percent moisture with termite treatment .		
13	<p>Single Seat Sofa</p> <p>Approximate Size Size:- 850 W x 760 D x 635 H mm. Single Seat sofa has the internal structure made of durable seasoned solid wood and commercial ply. Seat, backrest and armrest are covered with best quality foam. The upholstery is of leatheritire in black color, completely cushioned. Base structure made of M.S 1-1/4" 18 S.W.G square pipe charcoal gery powder coated finish. Metal pedestal having rubber glide. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment .</p>	04	
14	<p>Visitor Chair</p> <p>Approximate Size Size: L:500mm W:560mm H:890mm Backrest: PA with lumbar support+Mesh, Seat: fabric with 30%spandex+70%polyester and 40kg/sqm protogenous foam, Armrest: PA, Base: spray lacquer base.</p>	24	
15	<p>Revolving Executive Chair (Manager)</p> <p>Approximate Size Size: L:500mm W:560mm H:985mm Backrest: PA with lumbar support & Mesh Armrest: plastic 40kg/sqm high-density sponge, Single Butterfly mechanism, Class 3 gas lift, Base: #320 PA plastic base & wheels, BIFMA approved.</p>	15	
16	<p>Reception Counter</p> <p>Approximate Size Size: L:1600mm W:600mm H:1140mm Top & Back Panel: Made of (18+18) mm Thick MFC board on both side with 2mm thick matching PVC Edging. Other Structure: Made of 18mm Thick MFC board on both Side with 2mm Thick Matching PVC Edging. Cable Cover: OF-37CBP-42412</p>	01	

17	<p>Base Low Height Cabinet Approximate Size Size: L:425mm W:1000mm H:825mm Structure front shutter made of 18mm thick MFC (Melamine Face Chipboard) with all around 2mm matching PVC edging. long handle. Carcass & Shelf are made of 18mm thick white laminated board with front matching PVC edging & all assembling with imported K.D fitting, wooden dowel and Screws. Base legs made of MS square pipe 2" x 2" 18 S.W.G. 3mm MS plate. white powder coat finish.</p>	01	
18	<p>Notice Board Approximate Size Size: 1200 (W) X 1200 (D) X 35 (H)MM BOARD:18mm Thick MDF + 6mm Thick Cock Sheet and Green Color Fabric DX # 113. Fabric with Solid Beech Wooden Border Key Hook On Back Side for Hanging On Wall. WOOD: BEECH POLISH: MATCHING</p>	01	
19	<p>Student Tablet Chair (Class Room) Approximate Size Size 560 (W) X 504 (D) X 866 H)MM Tablet: MDF with black color UV paint seat, back: upholstered with best quality foam covered with fabric. structure: M.S square pipe (18 x 18) 18 S.W.G powder coat</p>	40	
20	<p>Executive Chair Approximate Size Size: 680W x 1185 H-mm Back + Seat: PU Leather hydrolysis resistance, Armrest: PA Nylon with PU – faced, Multifunctional mechanism, Class 3 as lift, M22 # 350 Chromed Base #660 black PU wheels, Headrest pillow & lumbar pillow, a pillow blanket with 2 using function, Color: Black & Brown</p>	02	

21	<p>Straight Desk</p> <p>Approximate Size Size: H:760 mm D:762 mm as per Std.</p> <p>Top, Front vanity & sides All Made of 25mm thick imported MFC (Malamine Face Chipboard) marinus walnut color with all around 2mm imported PVC edging, all assembling with imported K.D fitting, wooden dowel & Screws.</p>	02	
22	<p>SIDE RACK</p> <p>Approximate Size Size: 1065 (L) x 400 (D) x 670 (H) –mm</p> <p>Rack has a Fix Shelf and a cabinet with shutter & two drawers. Wire cup on top & back for cables Overall Made of MFC (Melmaine Faced Chipboard) imported from Malaysia, Shutter & Drawers Having imported (Hafele Germany) Hinges & Channels Overall assembled with dowels & imported K.D fitting. Footing Made of M.s Pipe & M.s Sheet 18 (S.W.G) Powder Coated Finish with rubber show fixed with imported L- Key Bolt & studs.</p> <p>All details and sizes are as per drawing and samples as approved by consultant.</p>	02	

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
		Most recent Sales Tax Return from FBR	3
		Income Tax Returns of last three years	3
		Organizational profile, list of clients and references (showing the installation of Library/Auditorium/Conference rooms)	4
2	Product Specification		30
		Samples will be examined & accepted by the Technical & Evaluation Committee	
		Satisfactory	30
		Unsatisfactory	0
		Note: Sample of the Quoted Item shall be submitting to the technical Evaluation Committee	
4	Relevant Experience		10
	Satisfactory Performance Certificates (Library)	Certificates should be attached for completion of project. Max 5 : Each carry 2 marks	10
5	Office in Peshawar		5
		Office/Showroom in Peshawar	3
		Office/Showroom at national Level	2
6	Financial Capabilities		15
	Turnover in Millions Audit Report Should be attached	i. 1-10 million ii. 11-15 million iii. 16-20 Million	5 10 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.

10. 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 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.

11. 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.

12. AWARD OF CONTRACT:

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

13. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made within 60 days in PKR, after successful supply, installation/inspection and submission of invoice.