



**PESHAWAR INSTITUTE OF CARDIOLOGY
(MTI)
BID SOLICITATION DOCUMENTS
FOR
SELECTION & RATE CONTRACTING OF STATIONARY ITEMS FOR
THE YEAR 2021-22
Tender Ref: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 Institution of Cardiology-MTI invites. Item wise sealed bids from the eligible bidders (Suppliers) for procurement of stationary 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 | 13-07- 2021 at 10:00 am |
| Closing/Last submission/Opening | 28-07-2021 11:00 hours & 11:30 Hours |
| Bid security | 50,000/- RS |

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 Withdrawn bids will be returned unopened to the Bidders.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 i.e. advance payment, or currency fluctuations etc.;
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt;
 - g. Hand written bids shall NOT be accepted; it must be typed.
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) KPP 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. 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 Items wise under National Competitive Bidding for the procurement of Stationary items 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 @ 50,000/- 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 13-07-2021 at 10:00 hrs at the address given below.

The tenders complete in all respect must reach the undersigned by 11:00 hrs. on 28-07-2021, which will be opened at 11:30 hrs. on the same day in Material Management Department of PIC-MTI .0in 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 @ 50,000/- in favor of "Hospital Director PIC Hospital" should be kept sealed in the financial proposal. An affidavit is mandatory without indicating the figure in the technical bid that bid security is placed 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

| STATIONARY ITEMS LIST | | | |
|------------------------------|---|-------------|--------------|
| Sr. No | Description | Unit | Price |
| 1. | Yo Yo Card Holder Clip with Printed PIC | No's | |
| 2. | Card Holder Ribbon Printed Black/Blue/Green/ Red/Yellow with Printed PIC | No's | |
| 3. | Card Holding Jacket | No's | |
| 4. | Card Holding Rack (PMP) | No's | |
| 5. | Blank RFID Card For Employees | No's | |
| 6. | Box File 2" Multi Color Imported Ideal (No.556, 554, 555,1270) | No's | |
| 7. | Box File 3" Multi Color Imported Ideal (No.556, 554, 555,1270) | No's | |
| 8. | Lamination Sheet Legal | No's | |
| 9. | Display File (Data Bank) 20 Pockets | No's | |
| 10. | Lamination Sheet A-4 | No's | |
| 11. | Presentation File (Data Bank) | No's | |
| 12. | Hanging File | No's | |
| 13. | 2 Hole Ring Binder Data Binder | No's | |
| 14. | 3 Hole Ring Binder Data Binder | No's | |
| 15. | Calculator Simple Citizen 9300 | No's | |
| 16. | Bulldog Clips Large | No's | |
| 17. | Clip Board Plastic | No's | |
| 18. | Common Pin 50gram | Packets | |
| 19. | Duster | No's | |

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|-----|--|------|--|
| 20. | Eraser (Bahadar) | No's | |
| 21. | File Clip Plastic | No's | |
| 22. | Glue Stick (Large) Amose 35gram | No's | |
| 23. | Glue Stick (Medium) Amose 15gram | No's | |
| 24. | Measuring Tape/ Inch Tape | No's | |
| 25. | Notice Board 2'X3' | No's | |
| 26. | Notice Board 3'X4' | No's | |
| 27. | Notice Board 30"x15" | No's | |
| 28. | Binder Clips (Small/Medium/Large) | No's | |
| 29. | Paper Clip (Three Flower 30MM) | Box | |
| 30. | Paper Cutter Knife (Deli) | No's | |
| 31. | 2 Tier Document Tray (Organize It All) | No's | |
| 32. | 3 Tier Document Tray (Organize It All) | No's | |
| 33. | Pen Holder | No's | |
| 34. | Rubber Band/ Q Band | Box | |
| 35. | Scale Steel 12" | No's | |
| 36. | Scissor Medium (M&G) | No's | |
| 37. | Scotch Tape 1" (Deer) | No's | |
| 38. | Binding Tape 2", 3" | No's | |
| 39. | Sharpener (Bahadar/Kita) | No's | |
| 40. | Stamp Pad Black/Blue (Crystal/Dollar) | No's | |
| 41. | Tape Dispenser with Tape | No's | |
| 42. | Thumb Pin (Multi color) | Box | |
| 43. | Paper/ Patient File holder | No's | |
| 44. | 2 Hole Punch Machine (Extra Large) Heavy Duty (Deli/Eagle) | No's | |
| 45. | 2 Hole Punch Machine (Large) (Deli/Eagle) | No's | |

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|-----|--|--------|--|
| 46. | 3 Hole Punch Machine (Deli/Eagle) | No's | |
| 47. | Stapler Extra Large (Heavy Duty) (Deli/Eagle) | No's | |
| 48. | Stapler Large 24/6 (Deli/Eagle) | No's | |
| 49. | Stapler Pins Extra Large (Different Sizes) Washin | Box | |
| 50. | Stapler Pins Large (no. 24/6 Dollar) | Box | |
| 51. | Stapler Pins Remover (Genmes) | No's | |
| 52. | Stapler Pins Small (no. 10) (Dollar) | Box | |
| 53. | Stapler Small (Delux/Deli/Eagle) | No's | |
| 54. | Visiting Card Album | No's | |
| 55. | Drafting Notebook | No's | |
| 56. | Drafting Pad (Large) | No's | |
| 57. | Drafting Pad (Small) | No's | |
| 58. | Register Plain (18 No. Ideal) | No's | |
| 59. | Paper Rim A-4 (80gm) Imported Navigator/BLC/Copymate (Full/cut) | Rim | |
| 60. | Paper Rim Legal (80gm) Imported Navigator/BLC/Copymate/PPC | Rim | |
| 61. | Carbon Paper (KCR) | No's | |
| 62. | Colored Paper 80gram Imported (Spectra) | No's | |
| 63. | Glossy Paper (A-4 Size) | Packet | |
| 64. | Label Tag Color Flag 3 Color & 4 Color | Packet | |
| 65. | Paper Rim A-4 (80gm) Double A | Rim | |
| 66. | Paper Rim Legal (80gm) Double A | Rim | |
| 67. | Paper Rim A-4 (80gm) Imported | Rim | |
| 68. | Paper Rim Legal (80gm) Imported | Rim | |
| 69. | Plain Envelope Brown (9"x4" Size) | No's | |
| 70. | White Envelop with window (9.3" x 4.3") with PIC Logo | No's | |

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| | and address 80gram paper | | |
| 71. | PIC logo and address Envelope Brown 9"x4" | No's | |
| 72. | Plain Envelope Brown (File Size) | No's | |
| 73. | Plain Envelope Brown (A-4 Size) | No's | |
| 74. | Plain Envelope White (9"x4" Size) | No's | |
| 75. | Plain Envelope White (file Size) | No's | |
| 76. | Plain Envelope White (A-4 Size) | No's | |
| 77. | White Sticker (A-4 Size) | No's | |
| 78. | Separator Sheet 10s | pack | |
| 79. | Separator Sheet 5s | pack | |
| 80. | Thermal Paper Roll For Fax Machine Fan Roll (Panasonic) | No's | |
| 81. | Ball Point Black Piano Blue/Red/Green | No's | |
| 82. | Ball Point Piano Clipper Blue & Black | No's | |
| 83. | Fluid pen (Kita) | No's | |
| 84. | Correction Pen Uni | No's | |
| 85. | Gel Pen Black Signo | No's | |
| 86. | Gel Pen Blue Signo | No's | |
| 87. | High Lighter Dollar (Multi color) | No's | |
| 88. | Lead Pencil (Gold Fish) | No's | |
| 89. | Ink for Stamps Black/Blue/Red (Dollar) | No's | |
| 90. | Board Marker Black Black/Blue/Red (Dollar) | No's | |
| 91. | Permanent Marker Black/Blue/Red (Dollar) | No's | |
| 92. | Pointer Black/Blue/Green (Dollar) | No's | |
| 93. | Token Roll 80mm | No's | |
| 94. | Continuous Sheet (small) 80 column 1000sheets Arrow | No's | |
| 95. | Duplicating Paper 90 Grams | No's | |

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| 96. | Fancy File Cover with clips | No's | |
| 97. | Gum small (Nafees 142ml) | No's | |
| 98. | Ink Medium size (blue/black/red) (Dollar) | No's | |
| 99. | Short Hand Book (Ideal) | No's | |
| 100 | Paper Pins (Size No. 21/16) | No's | |
| 101 | Pen Printed PIC | No's | |
| 102 | Pencil (Adult) Red & Blue | No's | |
| 103 | Pen stand with pin/Diary full set (9 pieces set) | No's | |
| 104 | Printing Papers 132 Column (Part-1) (1000 Sheets) | No's | |
| 105 | Printing Papers 80 Column (Part-II) (300 Sets) | No's | |
| 106 | Printing Papers 80 Column (Part-III) (300 Sets) | No's | |
| 107 | Stencil Papers | No's | |
| 108 | Stencil ink | No's | |
| 109 | Stick Note Pad (Large size) 3x5 | No's | |
| 110 | Stick Note Pad (Small size) 2x3 & 3x3 | No's | |
| 111 | Typing Papers | No's | |
| 112 | Uniball eye pen Blue/Black/Green (Mitsubishi Japan) | No's | |
| 113 | File Board | No's | |
| 114 | Tags/ Laces (Small size) | packet | |
| 115 | Tags/ Laces (large size) | packet | |
| 116 | CD | No's | |
| 117 | DVD | No's | |
| 118 | Type Rubber | No's | |
| 119 | White Board 2x3 feet | No's | |
| 120 | Paper Tray (A4 size) color blue/black | No's | |
| 121 | Pen Jar (metal mesh) color black | No's | |

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|-----|----------------------|------|--|
| 122 | Plastic Dorie | Role | |
| 123 | White Board 4x8 feet | No's | |

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



9. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

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

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

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

Conditions for debarment of Defaulted Bidder/Contractor

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

Procedure for blacklistment and debarment

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

10. REDRESSING OF GRIEVANCES

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

11. AWARD OF CONTRACT:

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

12. PAYMENT:

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