



**PESHAWAR INSTITUTE OF CARDIOLOGY
(MTI)
BID SOLICITATION DOCUMENTS
FOR
Shops on Rent**

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.

Total Number of Shops

- 1. Tuck Shop A**
- 2. Tuck Shop B**
- 3. Floral shop**
- 4. News Paper & Photocopier Shop**

Note: Bidder will apply separately if they apply for more than one shop.

1. INTRODUCTION:

Peshawar Institution of Cardiology-MTI Seale bids are invited from reputed firm/individuals/contractors for Renting of Shops.

<i>Description</i>	<i>Dates</i>
Pre-bid meeting	23 Dec 2020 at 10:00 am
Closing/Last submission/Opening	31-12-2020 14:00 hours & 14:30 Hours
Bid security	Rs. 100,000/-
Tender Process	<i>Single Stage Single Envelope</i>

2. INSTRUCTIONS TO BIDDERS:

1. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
2. The bid should be complete in all respect and must be signed by the bidder.
3. All Rent quoted must be in Pak Rupees (PKR).
4. Bidders are essentially required to provide correct and latest postal addresses, phone/mobile numbers for actively and timely communication.
5. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least Three day prior to the opening date.
6. 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 Withdrawn bids will be returned unopened to the Bidders.
7. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional/optional i.e. advance payment, or currency fluctuations etc.
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. dept.
8. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
9. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
10. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
11. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
12. 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. GENERAL CONDITIONS:

1. The successful contractor will deposit two months' advance rent as a security within 07 days of signing of the agreement and monthly rent upto 10th of each month, failing which the contractor will be charged Rs.1000/-per day as penalty till 20th of that month to clear the liability. After the 20th 7-days' notice including counseling and warning will be served failing which the administration will have the right/power to terminate the contract and close the business.
2. Out of the four number of shops, 2 shops will be utilized as tuck shop, one for floral shop and one for Newspaper shop.
3. Rate list of the items for sale should in no way be more than the prevailing market rates.
4. No prohibited items will be sold in the shops.
5. The contractor will be responsible for safe disposal of the waste generated in the shop(s).
6. Any other tax levied by the Govt. subsequent to the signing of the agreement, shall be paid by the contractor according to Govt. instructions / rules/directives.
7. Tender of those contractors will not be accepted who are either defaulter/ have outstanding dues of more than 3 months in any other institution or involved in any dispute / judicial proceedings or any other case with the hospital administration or any other Govt. institution.
8. On the expiry of contract period, the administration will be authorized to take over possession of the contract.
9. Flat rate of Rupees 5,000/- will be charged for the utility bills.
10. The call deposit of the first three bidders shall be retained till the finalization of the contract agreement. The call deposit of the unsuccessful bidders will be released / returned on the next day.
11. The successful contractor must execute formal contract agreement within 15 days from the date of award of the contract, failing which the bid shall stand cancelled and call deposit will be forfeited. In case of successful bidder, call deposit will be released within 15 days subject to provision of the deposition of security.
12. The contractor will have to provide formal contract agreement on stamp paper of Rs.100/- duly attested by 1st class Magistrate and notary public for running of the contract.
13. The contractor will be responsible for cleanliness of contract area upto the required standard, failing which he may be charged Rs.1000/- per day as penalty.
14. The contractor should provide well behaved and well-mannered staff and will be in uniform and badges and submit the names of his workers including watchman, cleaners and other workers with full particulars i.e. NIC No. etc. to the hospital administration for record and necessary action before the contract is awarded.
15. No subletting of contract is allowed to a second or third party, if violated, the hospital administration reserve the right to cancel the contract agreement with the notice of one month.
16. After taking over of contract, the contractor will be responsible for its repair and replacement thereof in case of any sort of break down etc.
17. In case of any dispute, the decision of the Hospital Director PIC will be final and binding.
18. There will be proper handing / taking over of the contract charge from the hospital administration after fulfilling the requirements of the contract. Moreover, the

successful bidder will report to Building and facilities Management Department only and will not bypass the reporting line failing which disciplinary proceedings may be initiated against him.

19. The contractor if needs a separate telephone line, will use telephone on his own and no connection/facility of telephone will be provided from the hospital exchange.
20. The shops will be rented for the period of two years. (Extendable).
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B. SPECIFIC POINTS OF TERMS AND CONDITIONS

1. The contractor will use the area for shop(s) as specified to him.
2. The contractor agrees and under takes that the business activity shall be strictly in accordance with the policy of the Institution.
3. The Contractor further agrees and under takes that he will not undertake any business activity of the following items and services;
 - a. Opening and starting any business activity related to the sale and purchase of drugs and medicines in these shops.
 - b. He shall not start and open any business activity related to Music, Video and CDs business.
4. The contractor agrees and under-takes that all the electrical/electronic appliances will be provided by him and that PIC management will not be responsible for any damage caused at any time.
5. The successful bidder will take prior permission from the PIC Management before starting any necessary civil works in the area specified.
6. The contractor shall be responsible for any damage(s) caused to the structure or system(s) in use and that he/she will be responsible for any fixtures required in the area allocated.

4. BID SECURITY

Bid security @ 100,000/- 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.

5. 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.

Bid Submission Form

Applied for (Name of Shop): _____

Name of Bidder : _____

Father Name: _____

CNIC Number: _____

Quoted Rent per Month in PKR in figures	
Quoted Rent per Month in PKR in Words	

Name _____

Signature _____

6. 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.

7. AWARD OF CONTRACT:

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