BIDDING DOCUMENTS

Frame work contract for purchase of Frame work contract for purchase of Biomedical Gases

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
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</thead>
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</tr>
<tr>
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<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
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</tr>
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<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1

Invitation to Bid
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
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<tr>
<th>Sr. No.</th>
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<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
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<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation&amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
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1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document Carefully.
Tender Notice

The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

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Medical Superintendent
THQ Hospital Talagang, District Chakwal
Contact: 0543-690261

IPL-8341
SECTION II

Instructionsto
Bidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully.
1. Scope of Bid

1.1 Tehsil Head Quarter Hospital Talagang, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in Section III of the Bidding Documents Schedule of Requirements & Technical Specifications.

2. Source of Funds

Tehsil Head Quarter Hospital Talagang

3. Eligible Bidders.

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Biomedical Gases more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.

The Government of Punjab defines Corrupt and Fraudulent Practices as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time. The following are the events which would lead to initiate under the PPRA Rules 2014 Blacklisting / Debarment process;

i. Submission of false fabricated / forged documents for procurement in tender.

ii. Not attaining required quality of work.

iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.

iv. Non-execution of work as per terms & condition of contract.

v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.

vi. Involvement in any sort of tender fixing.

vii. Persistent and intentional violation of important conditions of contract.

viii. Non-adherence to quality specification 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 procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at a liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. **THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.**

THE BIDDING PROCEDURE

8. The Governing Rules.


“Single stage – Two Envelops bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
(viii) the lowest evaluated bidder shall be awarded the contract;

THE BIDDING DOCUMENTS
10. Contents of the Bidding Documents
The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:
(a) Instructions to Bidders (ITB) (Section-II)
(b) Schedule of Requirements & Technical Specifications (Section-III)
(c) Evaluation Criteria (Section-IV)
(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms
(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,
The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.
10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.
A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. **Amendment(s) to the Bidding Documents.**
At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s)

In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**PREPARATION OF BIDS**

13. **Language of Bids.**

All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

14. **Documents comprising the Bids.**

The Bid shall comprise of the BID FORMs, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

15. **Bid Price.**

The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The
technical specifications of goods, different from the required specifications, shall straightway be rejected.
The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.
The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
Prices offered should be for the entire quantity of an item demanded in the Section III i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightaway be rejected.
Conditional offer shall also be considered as non-responsive bid.
While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

Prices shall be quoted in Pak Rupees.

17. **Samples.**

17.1 The Bidder may be asked to provide samples or Boucher of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**

The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

Refer to Bid Data Sheet.

21. **Bid Validity.**

Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

Bidders who;

(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.

The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

SUBMISSION OF BIDS

23. Sealing and Marking of Bids.

The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope marked with Bid Reference Number & Tender No.

The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late.”
If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.**

The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

**OPENING AND EVALUATION OF BIDS**

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who chose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. Clarification of Bids.

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. Preliminary Examination.

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. Evaluation of Bids.

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. Qualification of Bidder

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification.

Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
33. Re-Bidding

If the Procuring Agency rejects all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. Announcement of Evaluation Report

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. Contacting the Procuring Agency

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Repot. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. Procuring Agency’s Right

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. **Notification of Award**

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. **Limitation on Negotiations.**

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. **Signing of Contract.**


41. **Performance Guarantee.**

Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. **Price Reasonability.**

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

Respective Consignee’s End:

i. General Store THQ Hospital Talagang

Free delivery to Consignee’s end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)</td>
<td></td>
</tr>
</tbody>
</table>
### LIST, TECHNICAL SPECIFICATIONS FOR BIOMEDICAL GASES (2019-20)

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oxygen – 48 Cubic Feet</td>
<td>Per Cylinder rate required</td>
</tr>
<tr>
<td>2</td>
<td>Oxygen – 240 Cubic Feet</td>
<td>Per Cylinder rate required</td>
</tr>
<tr>
<td>3</td>
<td>Nitrous – 30 kg</td>
<td>Per Cylinder rate required</td>
</tr>
<tr>
<td>4</td>
<td>Nitrous – 5 kg</td>
<td>Per Cylinder rate required</td>
</tr>
<tr>
<td>5</td>
<td>CO₂ – 30 kg</td>
<td>Per Cylinder rate required</td>
</tr>
<tr>
<td>6</td>
<td>CO₂ – 5 kg</td>
<td>Per Cylinder rate required</td>
</tr>
</tbody>
</table>

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
# BID EVALUATION CRITERIA FOR THE PROCUREMENT OF BIOMEDICAL GASES

1. **COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (5) years or more = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sole Proprietorship = 10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>- Limited Company (Private / SMC) = 15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Income Tax Paid / Income Tax Return = 30</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
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</tr>
<tr>
<td></td>
<td>- Bank statements with closing balance upto 2 Million = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>- Bank statements with closing balance upto 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be considered for score Calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Government organizations PO less than 5 organizations = 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>- Government organizations PO less than 3 organizations=10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be **60%**. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
BID COVER SHEET

Bid Ref. Tender ------------------------ Date------------------------
Name of the Supplier/Firm Contractor: -------------------------------
------------------------------------------------------------------------------------------------------------------
------------------------------------------------------------------------------------------------------------------
Address:----------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------
E-mail:____________________
Phone:____________________
Facsimile:____________________
Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
BID FORM 2

AFFIDAVIT

(Judicial Stamp paper Rs.100/-)

I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I /We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
Price Schedule

*User Note: This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.*

Name of the Firm:  
Date of opening of Bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price <em>(offered)</em></th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<td>5</td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:  
Designation:  
Date:  
Official Stamp:  
BIDFORM 5

Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5 % of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the_______day of_______, 201__

Signature and Seal of the Guarantors/ Bank

Address

Date
BIDDING DOCUMENTS
Frame work contract for purchase of X-RAYS & Chemicals

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
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   4. Corruption and Fraud & Mechanism of Blacklisting
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   6. Cost of Bidding.
      The Bidding Procedure.
   8. The Governing Rules
      The Bidding Documents
   10. Contents of the Bidding Documents
   11. Clarification(s) on Bidding Documents
   12. Amendment(s) to the Bidding Documents.
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   13. Language of Bids
   14. Documents comprising the Bids.
   16. Bid Currencies.
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   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A)
   BID FORM 5(B)
   BID FORM 6.
## BID DATA SHEET

<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
## Tender Notice

The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

---

**Medical Superintendent**

THQ Hospital Talagang, District Chakwal.

Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document carefully.
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagents</td>
<td>1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5</td>
<td>Frame work contract for Procurement of Linen Items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.
2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of non-refundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.
3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.nic.punjab.gov.pk) until the closing date for submission of bids.
4. Separate fee and bidding documents are required for every item.
5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 90 days as mentioned above in the form of CD, Pay Order and Demand Draft in favor of MS THQ Hospital Talagang.
6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.
7. The bidders are requested to give their best and final prices as no negotiations are expected.
8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent

IPL-8341

THQ Hospital Talagand, District Chakwal

Contact: 0543-690261
SECTION II

InstructionstoBidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. Scope of Bid

1.1 Tehsil Head Quarter Hospital Talagang invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in Section III of the Bidding Documents Schedule of Requirements & Technical Specifications.

2. Source of Funds

Tehsil Head Quarter Hospital Talagang

3. Eligible Bidders.

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of X-Ray Films & Radiology Accessories more specifically described in the Section III, Schedule of Requirements & Technical Specifications. The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.

The Government of Punjab defines Corrupt and Fraudulent Practices as: “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attemptstomislead, apartytoobtainingfinancial or other benefit ortoavoidanoobligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.
The following are the events which would lead to initiate under the PPRARules2014 Blacklisting/Debarment process;

i. Submission of false fabricated / forged documents for procurement intender.
ii. Not attaining required quality of work.
iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.
iv. Non-execution of work as per terms & condition of contract.
v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
vi. Involvement in any sort of tender fixing.

vii. Persistent and intentional violation of important conditions of contract.

viii. Non-adherence to quality specification 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 procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III, i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III, i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

THE BIDDING PROCEDURE

8. The Governing Rules.


“Single stage – Two Envelops bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;

(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;

(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) the financial bids found technically non-responsive shall be returned unopened to the respective bidders; and
(viii) the lowest evaluated bidders shall be awarded the contract;

THE BIDDING DOCUMENTS
10. Contents of the Bidding Documents
The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:
(a) Instructions to Bidders (ITB) (Section-II)
(b) Schedule of Requirements & Technical Specifications (Section-III)
(c) Evaluation Criteria (Section-IV)
(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms
(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of the Contract,
The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.
10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.
A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. Amendment(s) to the Bidding Documents.

At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s).

In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

13. Language of Bids.

All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translations shall take precedence.

14. Documents comprising the Bids.

The Bid shall comprise of the BID FORMs, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.


The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page must be signed and stamped at the bottom.

The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document.
technical specifications of goods, different from the required specifications, shall straightway be rejected.

The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.

The benefit of exemption from or reduction in the taxes and duties shall be passed onto the Procuring Agency. Prices offered should be for the entire quantity of an item demanded in the Section III, i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightaway be rejected. Conditional offers shall also be considered as non-responsive bid.

While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

   Prices shall be quoted in Pak Rupees.

17. **Samples.**

   17.1 The Bidder may be asked to provide samples or brochure of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

   Bidders shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualification to perform the contract if its bid is accepted.

   The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**

   The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

   Refer to Bid Data Sheet.

21. **Bid Validity.**

   Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend the respective bid validity period. Such extensions shall be for not more than the period equal to the period of the original bid validity.

Bidders who:
(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and
(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.
The Bidders shall prepare and submit their bids and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder. The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or person signing the bid.

SUBMISSION OF BIDS
23. Sealing and Marking of Bids.
The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope marked with Bid Reference Number & Tender No. The inner and outer envelopes shall:
(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
(b) Tender No, Items/\textit{No. indicated in Section III, Schedule of Requirements & Technical Specifications} and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.

Page 16
If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. Deadline for Submission of Bids
All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.**

The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Bids

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. Withdrawal of Bids

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

OPENING AND EVALUATION OF BIDS

27. Opening of Bids by the Procuring Agency.

All bids received shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who choose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
The Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. **Clarification of Bids.**

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. **Preliminary Examination.**

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

- b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

- c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. **Evaluation of Bids.**

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. Abidonceopenedinaccordancewiththeprescribedprocedure shallbesubjecttoonlytheserules,regulationsandpoliciesthatarein forceatthetimeofissueofnoticeforinvitationofbids.

31. Qualification of Bidder

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification.

Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
33. **Re-Bidding**

If the Procuring Agency rejects all bids in pursuance to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary, may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014. The Procuring Agency before the invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. **Announcement of Evaluation Report**

The Procuring Agency shall announce the results of the bid evaluation in the form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. **Contacting the Procuring Agency**

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

**AWARD OF CONTRACT**

36. **Acceptance of Bid and Award Criteria**

The Bidder whose bid is found to be the most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations, or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. **Procuring Agency’s Right**

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. Notification of Award

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. Limitation on Negotiations.

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. Signing of Contract.


41. Performance Guarantee.

Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. Price Reasonability.

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

Respective Consignee’s End:

i. General Store THQ Hospital Talagang

Free delivery to Consignee’s end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02= 06 days the penalty shall be imposed from 04 days onwards)</td>
<td>02 Days</td>
</tr>
</tbody>
</table>

Page 23 | 33
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X-Ray Film (12*15)</td>
<td>Fuji/Agfa</td>
</tr>
<tr>
<td>2</td>
<td>X-Ray Film (10*12)</td>
<td>Fuji/Agfa</td>
</tr>
<tr>
<td>3</td>
<td>X-Ray Film (8*10)</td>
<td>Fuji/Agfa</td>
</tr>
<tr>
<td>4</td>
<td>Developer (Agfa or Equivalent)</td>
<td>Powder Form</td>
</tr>
<tr>
<td>5</td>
<td>Fixer (Agfa or Equivalent)</td>
<td>Powder Form</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
# BIDEVALUATION CRITERIA FOR THE PROCUREMENT OF X-RAY FILMS & RADIOLOGY ACCESSORIES

## 1. COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA**:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>5 years or more = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Organizational Structure</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietorship =10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limited Company (Private / SMC) =15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Financial soundness</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Income Tax Paid / Income Tax Return =30</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Liquidity</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Bank statements with closing balance up to 2 Million = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank statements with closing balance up to 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be considered for score calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Past Performance</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Government organizations PO less than 5 organizations = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government organizations PO less than 3 organizations = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be 60%. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
# BID COVER SHEET

Bid Ref. Tender: __________________________ Date: __________________________

Name of the Supplier/Firm/Contractor: ____________________________________________

Address: ________________________________________________________________

E-mail: __________________________ Phone: __________________________ Facsimile: __________________________

Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signed: __________________________

Dated: __________________________

Official Stamp: __________________________
BID FORM 1

Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
BIDFORM2

AFFIDAVIT

(Judicial Stamp paper Rs.100/-)

I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
Price Schedule

*UserNote:* This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal individually sealed envelope for each item in a single main sealed envelope for all items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price <em>(offered)</em></th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Signature:  
Designation:  
Date:  
Official Stamp: 
To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of , 201

Signature and Seal of the Guarantors/ Bank

Address

Date
BIDDING DOCUMENTS
Frame work contract for purchase of General Store Items & Consumables

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
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Letter of Invitation

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2. Source of Funds.
3. Eligible Bidders
4. Corruption and Fraud & Mechanism of Blacklisting
5. Eligible Goods and Services
6. Cost of Bidding.
   The Bidding Procedure.
8. The Governing Rules
   The Bidding Documents
10. Contents of the Bidding Documents
11. Clarification(s) on Bidding Documents
12. Amendment(s) to the Bidding Documents.
13. Preparation of Bids
14. Language of Bids
15. Documents comprising the Bids.
17. Bid Currencies.
18. Samples.
19. Documentation on Eligibility of Bidders.
20. Documentation on Eligibility of Goods
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25. Late Bids
26. Withdrawal of Bids
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27. Opening of Bids by the Procuring Agency
28. Clarification of Bids
29. Preliminary Examination
30. Evaluation of Bids
31. Qualification of Bidder
32. Rejection of Bids
33. Re-Bidding
34. Announcement of Evaluation Report
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37. Procuring Agency's Right to Vary Quantities at the Time of Award
38. Notification of Award.
39. Limitation on Negotiations
40. Signing of Contract
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   BID COVER SHEET
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   BID FORM 2
   BID FORM 3(A)
   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A)
   BID FORM 5(B)
   BID FORM 6.
## BID DATA SHEET

<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufactures, authorized Sales & Service Dealers for the supply of below-mentioned items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of non-refundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document carefully.
# Tender Notice

The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>2</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>3</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>4</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>5</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>6</td>
<td>Frame work contract for Procurement of Stationary items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
<tr>
<td>7</td>
<td>Frame work contract for procurement of CCTV Cameras, installation &amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019</td>
<td>11:00 Am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-10-2019</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016) and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of non-refundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 90 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

---

Medical Superintendent
THQ Hospital Talagang, District Chakwal
Contact: 0543-690261
SECTION II

InstructionstoBidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. Scope of Bid

1.1 Tehsil Head Quarter Hospital Talagang, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in Section III of the Bidding Documents Schedule of Requirements & Technical Specifications.

2. Source of Funds

Tehsil Head Quarter Hospital Talagang

3. Eligible Bidders.

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Pathology Lab more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.

The Government of Punjab defines Corrupt and Fraudulent Practices as "the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bids prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish bids prices at artificial, non-competitive levels for any wrongful gain;"
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrong fulgain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attemptstomislead,apartytoobtainafinancialorotherbenefit ortoavoidanobligation;
(v) obstructive practice by harming or threatening to harm, directlyorindirectly,personsortheirpropertytoinfluencetheir participationinaprocurementprocess,oraffecttheexecutionof a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.
The following are the events which would lead to initiate under the PPRARules2014 Blacklisting/Debarment process;

i. Submission of false fabricated / forged documents for procurement intender.
ii. Not attaining required quality of work.
iii. Inordinatetardinessinaccomplishmentofassigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.
iv. Non-executionofworkasperterms&conditionsofcontract.
v. Anyunethicalorunlawfulprofessionalorbusinessbehavior detrimental to good conduct and integrity of the public procurementprocess.
vi. Involvement in any sort of tender fixing.

vii. Persistentandintentionalviolationofimportantconditions ofcontract
viii. Non-adherence to quality specification despite being importunately pointedout.
ix. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. **THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.**

THE BIDDING PROCEDURE

8. The Governing Rules.


“Single stage – Two Envelops bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds. The procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
(iii) in the first instance, the “Technical Proposal” shall be opened and the envelop marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the procuring agency shall operate the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) the financial bids found technically non-responsive shall be returned unopened to the respective bidders; and
(viii) the lowest evaluated bidders shall be awarded the contract;

THE BIDDING DOCUMENTS
10. Contents of the Bidding Documents
The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:
(a) Instructions to Bidders (ITB) (Section-II)
(b) Schedule of Requirements & Technical Specifications (Section-III)
(c) Evaluation Criteria (Section-IV)
(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms
(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,
The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.
10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.
A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. Amendment(s) to the Bidding Documents.
At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).
All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

13. Language of Bids.
All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translations shall take precedence.

14. Documents comprising the Bids.
The Bid shall comprise of the BID FORMS, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the BID FORMS in Section V.
The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

The Bidders shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract. Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. The Bidder should quote the prices of goods according to the technical specifications as provided in Section II of this document. The
technical specifications of goods, different from the required specifications, shall straightway be rejected.
The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable, and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.
The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
Prices offered should be for the entire quantity of an item demanded in the Section III, i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightaway be rejected. Conditional offers shall also be considered as non-responsive bid.
While making a price quote, trends/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

Prices shall be quoted in Pak Rupees.

17. **Samples.**

17.1 The Bidder may be asked to provide samples or brochure of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

Bidders shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted. The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITBC Clause 3 above.

19. **Documentation on Eligibility of Goods.**

The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

Refer to Bid Data Sheet.

21. **Bid Validity.**

Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extensions shall be for not more than the period equal to the period of the original bid validity.

Bidders who;

(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.

The Bidders shall prepare and submit their bids and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder. The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

SUBMISSION OF BIDS

23. Sealing and Marking of Bids.

The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible lettersto avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Items / No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the dates specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.

If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.**

The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

OPENING AND EVALUATION OF BIDS

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who choose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
28. **Clarification of Bids.**

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. **Preliminary Examination.**

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. **Evaluation of Bids.**

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. Abidence opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of notice for invitation of bids.

31. Qualification of Bidder

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification. Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily. The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement...
33. Re-Bidding

If the Procuring Agency rejects all bids in pursuance to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. Announcement of Evaluation Report

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. Contacting the Procuring Agency

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. Procuring Agency’s Right

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. **Notification of Award**

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. **Limitation on Negotiations.**

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. **Signing of Contract.**


41. **Performance Guarantee.**

Before signing of Framework Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. **Price Reasonability.**

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

Respective Consignee’s End:

i. General Store THQ Hospital Talagang

Free delivery to Consignee’s end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)</td>
<td></td>
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</table>


<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>AA Size Cell Toshiba</td>
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<tr>
<td>2</td>
<td>AAA Size Battery Cell</td>
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<tr>
<td>3</td>
<td>Adhesive Tape Large</td>
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<tr>
<td>4</td>
<td>Adhesive Tape Small</td>
</tr>
<tr>
<td>5</td>
<td>Air Freshener</td>
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<td>6</td>
<td>AXE</td>
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<tr>
<td>7</td>
<td>Baby Weight Scale</td>
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<tr>
<td>8</td>
<td>Basket Plastic 10 Ltr</td>
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<tr>
<td>9</td>
<td>B.P Apparatus Bulb</td>
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<tr>
<td>10</td>
<td>B. P Apparatus</td>
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<tr>
<td>11</td>
<td>Battery 21 plates (Exide, Osaka)</td>
</tr>
<tr>
<td>12</td>
<td>Bell with Push Button</td>
</tr>
<tr>
<td>13</td>
<td>Bleaching Liquid (Robin or Equivalent)</td>
</tr>
<tr>
<td>14</td>
<td>Bleaching Powder(Sitara or Equivalent)</td>
</tr>
<tr>
<td>15</td>
<td>Blue Liquid (Robin or Equivalent)</td>
</tr>
<tr>
<td>16</td>
<td>Bottle for Water Dispenser</td>
</tr>
<tr>
<td>17</td>
<td>Branch Cutter</td>
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<tr>
<td>18</td>
<td>Broom Sticks Good quality</td>
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<tr>
<td>19</td>
<td>Brush for Paint</td>
</tr>
<tr>
<td>20</td>
<td>Ceiling Brush</td>
</tr>
<tr>
<td>21</td>
<td>Cleaning Detergent Powder Per Kg.</td>
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<tr>
<td>22</td>
<td>Dust bin 45 liter (Red,Yellow,White)</td>
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<tr>
<td>23</td>
<td>Drain Opener 3 liter</td>
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<td>24</td>
<td>Electric Kettle tea maker</td>
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<td>25</td>
<td>Fire Alarm</td>
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<td>26</td>
<td>Flush Tank Best quality</td>
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<td>27</td>
<td>Fragrance Automatic Dispenser Spray</td>
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<td>28</td>
<td>Electric Heater</td>
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<tr>
<td>29</td>
<td>Glucometer</td>
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<tr>
<td>30</td>
<td>Glucometer cell</td>
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<td>31</td>
<td>Grass Cutter Machine Automatic (Best Quality)</td>
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<tr>
<td>32</td>
<td>Hand Dryer</td>
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<td>33</td>
<td>Hand sanitizer</td>
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<td>Harpic Bottle</td>
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<td>35</td>
<td>Insulation Tape</td>
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<td>Khurpa</td>
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<td>Lime Quick (Choona)</td>
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<td>Linen trolley</td>
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<td>Broomstick with dustpan</td>
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<td>40</td>
<td>Mop</td>
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<td>41</td>
<td>mop with flexible handle</td>
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<tr>
<td>42</td>
<td>Lock</td>
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<td>43</td>
<td>Lota</td>
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<td>Mud Mat jali</td>
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<td>46</td>
<td>Oil Spray 800 ml Plastic / Tin (Typhoon)</td>
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<td>47</td>
<td>Paint All color</td>
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<tr>
<td>48</td>
<td>Paint Brush</td>
</tr>
<tr>
<td>49</td>
<td>Phenyl 3 Litter Plastic (Typhoon / Finis)</td>
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<tr>
<td>50</td>
<td>Polythene bags (shoppers) 45 liter basket 3Color</td>
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<tr>
<td>51</td>
<td>Polythene bags (shoppers) 10 liter basket 3Color</td>
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<tr>
<td>52</td>
<td>Sink</td>
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<tr>
<td>53</td>
<td>sink with complete fitting accessories</td>
</tr>
<tr>
<td>54</td>
<td>Smoke Detector</td>
</tr>
<tr>
<td>55</td>
<td>Soap (Lifebuoy, LUX or Equivalent)</td>
</tr>
<tr>
<td>56</td>
<td>Soap (Liquid)</td>
</tr>
<tr>
<td>57</td>
<td>Soap Box Steel wall mounted</td>
</tr>
<tr>
<td>58</td>
<td>Soap dispenser steel best quality</td>
</tr>
<tr>
<td>59</td>
<td>Spray Machine</td>
</tr>
<tr>
<td>60</td>
<td>Temperature + Humidity Meter</td>
</tr>
<tr>
<td>61</td>
<td>Tissue Paper Box (Rose petal or Equivalent)</td>
</tr>
<tr>
<td>62</td>
<td>Tissue Paper Roll (Rose petal or Equivalent)</td>
</tr>
<tr>
<td>63</td>
<td>Toilet Brush</td>
</tr>
<tr>
<td>64</td>
<td>Torch (Chargeable) Medium</td>
</tr>
<tr>
<td>65</td>
<td>Wall clock with digital digits and date</td>
</tr>
<tr>
<td>66</td>
<td>Water Cooler</td>
</tr>
<tr>
<td>67</td>
<td>Water dispenser</td>
</tr>
<tr>
<td>68</td>
<td>Water filter Aqua or equivalent</td>
</tr>
<tr>
<td>69</td>
<td>Water filter foam and jali</td>
</tr>
<tr>
<td>70</td>
<td>Steel glass</td>
</tr>
<tr>
<td>71</td>
<td>weighing Machine</td>
</tr>
<tr>
<td>72</td>
<td>weighing Machine with Height Measuring</td>
</tr>
<tr>
<td>73</td>
<td>Wiper Steel large best quality</td>
</tr>
<tr>
<td>74</td>
<td>Wiper steel small for washrooms</td>
</tr>
<tr>
<td>75</td>
<td>Plastic Balti Large Size</td>
</tr>
<tr>
<td>76</td>
<td>Bracket Fan (G.F.C or equivalent )</td>
</tr>
<tr>
<td>77</td>
<td>Ceiling Fan (G.F.C or equivalent )</td>
</tr>
<tr>
<td>78</td>
<td>Stethoscope (Certeza or Equivalent)</td>
</tr>
<tr>
<td>79</td>
<td>Chlorine With Bucket</td>
</tr>
<tr>
<td>80</td>
<td>Sharp Container</td>
</tr>
<tr>
<td>81</td>
<td>Insect Killer Spray</td>
</tr>
<tr>
<td>82</td>
<td>Thermometer Digital</td>
</tr>
<tr>
<td>83</td>
<td>Steri gauge Strips</td>
</tr>
<tr>
<td>84</td>
<td>Surgeon cap Disposable (Pack of 100) Best Quality</td>
</tr>
<tr>
<td>85</td>
<td>Face Mask Disposable (Pack of 50) Best Quality</td>
</tr>
<tr>
<td>86</td>
<td>I D Bracelet adult &amp;peads</td>
</tr>
<tr>
<td>87</td>
<td>Makintoshragzen</td>
</tr>
<tr>
<td>88</td>
<td>Plastic jar For Post Martum</td>
</tr>
<tr>
<td>89</td>
<td>Gown Tissue Green</td>
</tr>
<tr>
<td>90</td>
<td>Oxygen Regulator meter</td>
</tr>
<tr>
<td>91</td>
<td>oxygen cylinder stand</td>
</tr>
<tr>
<td>92</td>
<td>Stabilizer 3.5KVA National or equivalent</td>
</tr>
<tr>
<td>92</td>
<td>Stabilizer 5KVA National or equivalent</td>
</tr>
<tr>
<td>No.</td>
<td>Item Description</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>93</td>
<td>Stabilizer 10KVA National or equivalent</td>
</tr>
<tr>
<td>94</td>
<td>Telephone set with CLI</td>
</tr>
<tr>
<td>95</td>
<td>USB Flash Drive 32GB Kingston</td>
</tr>
<tr>
<td>96</td>
<td>Electric Extension lead</td>
</tr>
<tr>
<td>97</td>
<td>Drain Opener Pipe</td>
</tr>
<tr>
<td>98</td>
<td>Desktop BP Apparatus</td>
</tr>
<tr>
<td>99</td>
<td>Patient Stool</td>
</tr>
<tr>
<td>100</td>
<td>Caustic Soda per KG</td>
</tr>
<tr>
<td>101</td>
<td>Neil</td>
</tr>
<tr>
<td>102</td>
<td>BP Apparatus dail (Yamasu or Equivalent)</td>
</tr>
<tr>
<td>103</td>
<td>ECG Roll</td>
</tr>
<tr>
<td>104</td>
<td>Nebulizer Kit for Adult</td>
</tr>
<tr>
<td>105</td>
<td>Nebulizer Kit for peads</td>
</tr>
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<td>106</td>
<td>Nebulizer</td>
</tr>
<tr>
<td>107</td>
<td>Oxygen Mask</td>
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<tr>
<td>108</td>
<td>Scissors</td>
</tr>
<tr>
<td>109</td>
<td>Laptops Chargers as per sample</td>
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<tr>
<td>110</td>
<td>Formalin</td>
</tr>
<tr>
<td>111</td>
<td>Ultrasound gel</td>
</tr>
<tr>
<td>112</td>
<td>paraffin wax</td>
</tr>
<tr>
<td>113</td>
<td>Bedside Curtain Stand</td>
</tr>
<tr>
<td>114</td>
<td>Examination Couch</td>
</tr>
<tr>
<td>115</td>
<td>Laryngoscope (Childern,adult)</td>
</tr>
<tr>
<td>116</td>
<td>Electric Iron</td>
</tr>
<tr>
<td>117</td>
<td>Pujara</td>
</tr>
<tr>
<td>118</td>
<td>C.Set-Set(L.S.C.S Instrument Set)</td>
</tr>
<tr>
<td>119</td>
<td>OT Gown</td>
</tr>
<tr>
<td>120</td>
<td>General Instrument Set</td>
</tr>
<tr>
<td>121</td>
<td>Suction Pipe</td>
</tr>
<tr>
<td>122</td>
<td>Rubber Sheet</td>
</tr>
<tr>
<td>123</td>
<td>B.P Cuff</td>
</tr>
<tr>
<td>124</td>
<td>E.T.T 7.0, 6.5, 7.5</td>
</tr>
<tr>
<td>125</td>
<td>Wall Screen</td>
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<tr>
<td>126</td>
<td>Bracket fan G.F.C</td>
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<tr>
<td>127</td>
<td>OT Chappal</td>
</tr>
<tr>
<td>128</td>
<td>Bulb For surgical Microscope</td>
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<td>129</td>
<td>Slit Lamp Bulb</td>
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<tr>
<td>130</td>
<td>Wheel Chair</td>
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<tr>
<td>131</td>
<td>Weight Scale Charger</td>
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<tr>
<td>132</td>
<td>O2 Cylinder (Flow Meter) Set</td>
</tr>
<tr>
<td>133</td>
<td>Vim Liquid</td>
</tr>
<tr>
<td>134</td>
<td>Yellow Box Needle Box</td>
</tr>
<tr>
<td>135</td>
<td>Electric Insect Killer</td>
</tr>
<tr>
<td>136</td>
<td>Safety Box</td>
</tr>
<tr>
<td>137</td>
<td>Disposable Tongue Depressors</td>
</tr>
<tr>
<td>Sr. No</td>
<td>Item Name</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Latter Gloves</td>
</tr>
<tr>
<td>4</td>
<td>Medicaine Injections</td>
</tr>
<tr>
<td>5</td>
<td>Dental Needles</td>
</tr>
<tr>
<td>9</td>
<td>Triacid Disinfectant</td>
</tr>
<tr>
<td>10</td>
<td>Zinc Phosphate Cement</td>
</tr>
<tr>
<td>11</td>
<td>Zinc Oxide Eugenet</td>
</tr>
<tr>
<td>12</td>
<td>Cresophate</td>
</tr>
<tr>
<td>13</td>
<td>Pulparyl Dressing</td>
</tr>
<tr>
<td>14</td>
<td>Glass Ionomer Cement</td>
</tr>
<tr>
<td>15</td>
<td>Straight Furs</td>
</tr>
<tr>
<td>16</td>
<td>Round Furs</td>
</tr>
<tr>
<td>17</td>
<td>Syringes</td>
</tr>
<tr>
<td>18</td>
<td>Aweogyl Dressing</td>
</tr>
<tr>
<td>19</td>
<td>Fland Pieces</td>
</tr>
<tr>
<td>20</td>
<td>Suction Machine Portable</td>
</tr>
<tr>
<td>21</td>
<td>Extraction Kit Complete</td>
</tr>
<tr>
<td>22</td>
<td>Straight Elevators (Couplands)</td>
</tr>
<tr>
<td>23</td>
<td>Root Tip Pick (Aplexo)</td>
</tr>
<tr>
<td>24</td>
<td>Cryer Elevator (Mesial &amp; Distal Set)</td>
</tr>
<tr>
<td>25</td>
<td>Dental Stool</td>
</tr>
<tr>
<td>27</td>
<td>X-Ray (Periodical) Unit</td>
</tr>
<tr>
<td>28</td>
<td>Sutures (3-0) Silk</td>
</tr>
<tr>
<td>29</td>
<td>Dental Examination Sets</td>
</tr>
<tr>
<td>30</td>
<td>Filling (Plastic) Instrument</td>
</tr>
<tr>
<td>31</td>
<td>Mixing Spatula</td>
</tr>
<tr>
<td>32</td>
<td>Dental Plunger</td>
</tr>
<tr>
<td>33</td>
<td>K-Files (#15-#40)-25mm</td>
</tr>
<tr>
<td>34</td>
<td>K-Files (#45-#80)</td>
</tr>
<tr>
<td>35</td>
<td>Paper Points (#30, #35, #40)</td>
</tr>
<tr>
<td>36</td>
<td>GP Points (#20, #40)</td>
</tr>
<tr>
<td>37</td>
<td>Napkins</td>
</tr>
<tr>
<td>38</td>
<td>Sterilization Pouches</td>
</tr>
<tr>
<td>39</td>
<td>Endodoric Seales</td>
</tr>
</tbody>
</table>
# Electrical Items List

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Microphone (Wireless)</td>
</tr>
<tr>
<td>4</td>
<td>Capacitor 3.5UF (Fuji)</td>
</tr>
<tr>
<td>5</td>
<td>Capacitor 4.5UF</td>
</tr>
<tr>
<td>9</td>
<td>Duct Patti</td>
</tr>
<tr>
<td>10</td>
<td>Circuit Breaker 20 amp</td>
</tr>
<tr>
<td>11</td>
<td>Circuit Breaker 10 amp</td>
</tr>
<tr>
<td>12</td>
<td>Circuit Breaker 300 amp</td>
</tr>
<tr>
<td>13</td>
<td>Circuit Breaker 30 amp</td>
</tr>
<tr>
<td>14</td>
<td>Circuit Breaker 200 amp</td>
</tr>
<tr>
<td>15</td>
<td>Circuit Breaker 100 amp</td>
</tr>
<tr>
<td>16</td>
<td>Electric Extension lead</td>
</tr>
<tr>
<td>17</td>
<td>On / Off Switch</td>
</tr>
<tr>
<td>18</td>
<td>Fan Dimmer</td>
</tr>
<tr>
<td>19</td>
<td>Electric Shoe 2 pin</td>
</tr>
<tr>
<td>20</td>
<td>LED Bulb 30 Watt Ring</td>
</tr>
<tr>
<td>21</td>
<td>LED Bulb 30 Watt Pin</td>
</tr>
<tr>
<td>22</td>
<td>Piano Socket</td>
</tr>
<tr>
<td>23</td>
<td>LED Bulb 50 watt Ring &amp; Pin</td>
</tr>
<tr>
<td>24</td>
<td>LED Bulb 20 watt Ring &amp; Pin</td>
</tr>
<tr>
<td>25</td>
<td>Light Bulb Holder Ring &amp; Pin</td>
</tr>
<tr>
<td>27</td>
<td>Wire 3/29 Core (Copper)</td>
</tr>
<tr>
<td>28</td>
<td>Wire 7/29 Core (Copper)</td>
</tr>
<tr>
<td>29</td>
<td>Wire 7/44 Core (Copper)</td>
</tr>
<tr>
<td>30</td>
<td>Wire 7/52 Core (Copper)</td>
</tr>
<tr>
<td>31</td>
<td>Wire 7/64 Core (Copper)</td>
</tr>
<tr>
<td>32</td>
<td>Capacitor 50UF for AC</td>
</tr>
<tr>
<td>33</td>
<td>Light Plug</td>
</tr>
<tr>
<td>34</td>
<td>Power Plug</td>
</tr>
<tr>
<td>35</td>
<td>Wire 3 Core</td>
</tr>
<tr>
<td>36</td>
<td>Wire 4 Core</td>
</tr>
<tr>
<td>37</td>
<td>Solution tape</td>
</tr>
<tr>
<td>38</td>
<td>Electric Board Sheet 6x8 with box</td>
</tr>
<tr>
<td>39</td>
<td>Electric Board Sheet 8x10 with box</td>
</tr>
<tr>
<td>40</td>
<td>Volt Meter</td>
</tr>
<tr>
<td>41</td>
<td>Compressor AC 1.5ton</td>
</tr>
<tr>
<td>42</td>
<td>Compressor AC 2 ton</td>
</tr>
<tr>
<td>43</td>
<td>Compressor AC 4ton</td>
</tr>
</tbody>
</table>

Note: Any other Electric Item required in hospital can be added

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
BID EVALUATION CRITERIA FOR THE PROCUREMENT OF PATHOLOGY LAB ITEMS

1. COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA**:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (5) years or more = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship = 10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) =15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return =30</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 2 Million = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be considered for score calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations = 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 3 organizations = 10</td>
<td></td>
</tr>
</tbody>
</table>

**Total Marks** 100

The qualifying marks will be **60%**. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
BID COVER SHEET

Bid Ref. Tender ------------------------ Date ------------------------
Name of the Supplier/Firm/Contractor: -------------------------------
---------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
Address:---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
E-mail: __________________________________
Phone: __________________________
Facsimile: __________________________

Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
BID FORM 1

Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any commissions or gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of bidder]
**Price Schedule**

*UserNote:* This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.

Name of the Firm:
Date of opening of Bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price <em>(offered)</em></th>
<th>Total Price Offered</th>
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<tbody>
<tr>
<td>1</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Signature:  
Designation:  
Date:  
Official Stamp:  
BIDFORM5

Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of , 201

Signature and Seal of the Guarantors/ Bank

Address

Date
BIDDING DOCUMENTS
Frame work contract for purchase Linen Items

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT
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   3. Eligible Bidders
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   BID FORM 4
   BID FORM 5(A)
   BID FORM 5(B)
   BID FORM 6.
<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers; authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
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1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document carefully.
The THQ Hospital Talagang invites sealed bids form Eligible bidders, manufactures, authorized Sales & Service Dealers for the supply of below mention items.

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</tr>
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<td>2% of Estimated Cost</td>
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<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
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Medical Superintendent
THQ Hospital Talagang, District Chakwal
Contact: 0543-690261
SECTION II

InstructionstoBidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. **Scope of Bid**

1.1 Tehsil Head Quarter Hospital Talagang, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in **Section III of the Bidding Documents** Schedule of Requirements & Technical Specifications.

2. **Source of Funds**

Tehsil Head Quarter Hospital Talagang

3. **Eligible Bidders.**

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Stationary & Printing Items more specifically described in the Section III, Schedule of Requirements & Technical Specifications. The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. **Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.**

The Government of Punjab defines Corrupt and Fraudulent Practices as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract; collusive practices among bidders (prior to or after bid submission) designed to establish bids prices at artificial, non-competitive levels and to deprive the procuring agency of its benefits from free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attemptstomislead,apartytoobtainafinancialorotherbenefit or to avoidan obligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.
The following are the events which would lead to initiate under the PPRARules2014 Blacklisting/Debarment process;
   i. Submission of false fabricated / forged documents for procurement intender.
   ii. Not attaining required quality of work.
   iii. Inordinatetardinesstofulfillmentofassigned/agreed responsibilities / contractual obligations resulting loss to procuring agency /Government.
   iv. Non-executionofworkaspertermsofcontract.
   v. Any unethical or unlawful professional or business behaviour detrimental to good conduct and integrity of the public procurement process.
   vi. Involvement in any sort of tender fixing.
   vii. Persistent and intentional violation of important conditions of contract
   viii. Non-adherence to quality specification 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 procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after-sale service, etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

THE BIDDING PROCEDURE

8. The Governing Rules.


“Single stage – Two Envelopes bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;

(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;

(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) the financial bids found technically nonresponsive shall be returned unopened to the respective bidders; and
(viii) the lowest evaluated bidders shall be awarded the contract;

THE BIDDING DOCUMENTS
10. Contents of the Bidding Documents

The goods required, applicable bidding procedures, and contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:
(a) Instructions to Bidders (ITB) (Section-II)
(b) Schedule of Requirements & Technical Specifications (Section-III)
(c) Evaluation Criteria (Section-IV)
(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms
(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,

The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.
10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents, or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. Amendment(s) to the Bidding Documents.

At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s). All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s).

In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

13. Language of Bids.

All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translations shall take precedence.

14. Documents comprising the Bids.

The Bid shall comprise of the BID FORMs, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

The Bidder shall complete the BID FORM and an appropriate PRICESCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.


The Bidder shall indicate on the appropriate form prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document.
technical specifications of goods, different from the required
specifications, shall straightway be rejected.
The Bidder is required to offer a competitive price. All prices
must includethetaxes and duties, where applicable and all Ex-work &
inland transportation & storage charges till the destination (on free
delivery to Consignee’s end basis). If there is no mention of taxes, the
offered/quoted price shall be considered as inclusive of all prevailing
taxes/duties.
The benefit of exemption from or reduction in the taxes and
duties shall be passed onto the Procuring Agency.
Prices offered should be for the entire quantity of an item
demanded in the Section III, i.e., Schedule of Requirement & Technical
Specifications; partial quantity offers shall straightaway be rejected.
Conditional offers shall also be considered as non-responsive bid.
While making a price quote, trend/inflation in the rate of goods and
services in the market should be kept in mind. No request for
increase in price due to market fluctuation in the cost of goods and
services shall be entertained.

16. **Bid Currencies.**

   Prices shall be quoted in Pak Rupees.

17. **Samples.**

   17.1 The Bidder may be asked to provide samples or Broucher of
   quoted goods along with the bid at his own cost and in a quantity
   prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

   Bidders shall furnish, as part of its bid (Bid Form) as specified in
   Section V, documents establishing the Bidder’s eligibility to bid and its
   qualification to perform the Contract if its bid is accepted.
   The documentary evidence of the Bidder’s eligibility to bid shall establish
to the Procuring Agency’s satisfaction that the Bidder, at the
time of submission of its bid, is eligible as defined under ITB Clause
3 above.

19. **Documentation on Eligibility of Goods.**

   The Bidder shall furnish, as part of its bid (Bid Form) as specified in
   Section V, documents establishing the eligibility and conformity to
   the bidding documents of all goods, which the Bidder proposes to
   supply under the Contract.

20. **Bid Security.**

   Refer to Bid Data Sheet.

21. **Bid Validity.**

   Bids shall remain valid for the period identified in the Bid Data
   Sheet after the date of opening of technical bid prescribed by the
   Procuring Agency. A bid valid for a shorter period shall be rejected by
   the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bid shall be asked to extend their respective bid validity period. Such extensions shall be for not more than the period equal to the period of the original bid validity.

Bidders who;
(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and
(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.
The Bidders shall prepare and submit their bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder. The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory. Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

SUBMISSION OF BIDS
23. Sealing and Marking of Bids.
The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letter to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
(b) Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late.”
If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.**

The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

**OPENING AND EVALUATION OF BIDS**

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who choose to attend the bid opening, on the date, time, and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders shall sign an attendance sheet. The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. **Clarification of Bids.**

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. **Preliminary Examination.**

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

In the Financial Bids, the arithmetical errors shall be rectified on the following basis:

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. **Evaluation of Bids.**

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. Abidonceopenedinaccordancewiththeprescribedprocedure shallbesubjecttoonlythoserules,regulationsandpoliciesthatarein forceatthetimeofissueofnoticeforinvitationofbids.

31. Qualification of Bidder

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification. Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

The determination cannot take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
33. **Re-Bidding**

If the Procuring Agency rejects all bids in pursuance of ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary, may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014. The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. **Announcement of Evaluation Report**

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. **Contacting the Procuring Agency**

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

**AWARD OF CONTRACT**

36. **Acceptance of Bid and Award Criteria**

The Bidder whose bid is found to be the most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. **Procuring Agency’s Right**

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms and conditions as per PPRA 2014.
38. Notification of Award
Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. Limitation on Negotiations.
Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. Signing of Contract.
The Frame Work Contract is to be made on Judicial Paperworth of Rs. @ 25 paisa per every one hundred rupees of the total value of the contract, under section 22(A)(B) of schedule I of Stamp Duty Act 1899 read with Finance Act 1995 (Act VI of 1995) Notification No. JAW/HD/8-21/77(PG) dated 1st January, 2014.

41. Performance Guarantee.
Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. Price Reasonability.
The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
**Schedule of Requirements**

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

*Respective Consignee’s End:*

  i. General Store THQ Hospital Talagang

Free delivery to Consignee’s end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)</td>
<td></td>
</tr>
</tbody>
</table>
### LIST, TECHNICAL SPECIFICATIONS FOR LINEN ITEMS (2019-20)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>ItemName &amp; Specs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OT Gown Size &amp; Color may vary</td>
</tr>
<tr>
<td>2</td>
<td>OT Towel Size &amp; Color may vary</td>
</tr>
<tr>
<td>3</td>
<td>Rubber Sheet Size &amp; Color may vary</td>
</tr>
<tr>
<td>4</td>
<td>Make in Tosh Size &amp; Color may vary</td>
</tr>
<tr>
<td>5</td>
<td>Linen Size &amp; Color may vary</td>
</tr>
<tr>
<td>6</td>
<td>Bed Sheets. Blue With Pillow Cover : White With Pillow Cover : Brown With Pillow Cover Size &amp; Color may vary</td>
</tr>
<tr>
<td>7</td>
<td>Plastic Sheet for Emergency Couch Size &amp; Color may vary</td>
</tr>
<tr>
<td>8</td>
<td>Apron Size &amp; Color may vary</td>
</tr>
</tbody>
</table>

Size & Color may vary

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
### BIDEVALUATIONCRITERIAFORTHEPROCUREMENTOFGENERAL STORE ITEMS

1. **COMPULSORY PARAMETERS/KNOCKDOWNCRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the ActiveTax PayerList(ATL)availableonFederalBoardof Revenue (FBR)website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA**:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (5) years or more = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship =10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) =15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return =30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance up to 2 Million = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance up to 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be consider for score Calculation.</td>
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<tr>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 3 organizations = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be **60%**. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
BID COVER SHEET

Bid Ref. Tender: ------------------------ Date: ------------------------
Name of the Supplier/Firm/Contractor: ---------------------------------------------------------------
Address: ------------------------------------------------------------------------------------------------
E-mail: ------------------------------------------------
Phone: ------------------------------------------------
Facsimile: ---------------------------------------------
Bid for: 
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Signed: 

Dated: 

Official Stamp: 

Page 29/33
Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of bidder]
Price Schedule

*UserNote: This form is to be filled in by the Bidder for quoted items/products and shall submit with the Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.*

Name of the Firm: 
Date of opening of Bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price <em>(offered)</em></th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Total

Signature:  
Designation:  
Date:  
Official Stamp:  
Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of , 201

Signature and Seal of the Guarantors/ Bank

Address

Date
BIDDING DOCUMENTS
Frame work contract for purchase of Stationary & Printing Items

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
Bid Data Sheet

SECTION I
Invitation to Bid
Letter of Invitation

SECTION II
Instructions to Bidders

1. Scope of Bid
2. Source of Funds.
3. Eligible Bidders
4. Corruption and Fraud & Mechanism of Blacklisting
5. Eligible Goods and Services
6. Cost of Bidding.
   The Bidding Procedure.
8. The Governing Rules
   The Bidding Documents
10. Contents of the Bidding Documents
11. Clarification(s) on Bidding Documents
12. Amendment(s) to the Bidding Documents.
    Preparation of Bids
13. Language of Bids
14. Documents comprising the Bids.
16. Bid Currencies.
17. Samples.
18. Documentation on Eligibility of Bidders.
19. Documentation on Eligibility of Goods
20. Bid Security
21. Bid Validity
22. Format and Signing of Bids.
    Submission of Bids
23. Sealing and Marking of Bids
24. Deadline for Submission of Bids
25. Late Bids
26. Withdrawal of Bids
    Opening and Evaluation of Bids
27. Opening of Bids by the Procuring Agency
28. Clarification of Bids
29. Preliminary Examination
30. Evaluation of Bids
31. Qualification of Bidder
32. Rejection of Bids
33. Re-Bidding
34. Announcement of Evaluation Report
35. Contacting the Procuring Agency
   Award of Contract
36. Acceptance of Bid and Award Criteria
37. Procuring Agency’s Right to vary quantities at the time of Award
38. Notification of Award.
39. Limitation on Negotiations
40. Signing of Contract
41. Performance Guarantee
42. Price Reasonability Certificate

SECTION III
SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

SECTION IV
EVALUATION CRITERIA

SECTION V
BID FORM
   BID COVER SHEET
   BID FORM 1
   BID FORM 2
   BID FORM 3(A)
   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A).
   BID FORM 5(B)
   BID FORM 6.
<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers; authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; Services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document Carefully.
## Tender Notice

The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufactures, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5</td>
<td>Frame work contract for Procurement of Linen Items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
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3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppра.nmuab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 90 days as mentioned above in the form of CD, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 12-30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

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**Medical Superintendent**

**THQ Hospital Talagang, District Chakwal**

Contact: 0543-690261
SECTION II

Instructionsto Bidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. Scope of Bid

1.1 Tehsil Head Quarter Hospital Talagang, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in Section III of the Bidding Documents Schedule of Requirements & Technical Specifications.

2. Source of Funds

Tehsil Head Quarter Hospital Talagang

3. Eligible Bidders.

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Stationary & Printing Items more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender.

Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.

The Government of Punjab defines Corrupt and Fraudulent Practices as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.

The following are the events which would lead to initiate under the PPRA Rules 2014 Blacklisting / Debarment process;

i. Submission of false fabricated / forged documents for procurement in tender.

ii. Not attaining required quality of work.

iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.

iv. Non-execution of work as per terms & condition of contract.

v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.

vi. Involvement in any sort of tender fixing.

vii. Persistent and intentional violation of important conditions of contract.

viii. Non-adherence to quality specification 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 procuring agency.
All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.
The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at a liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

THE BIDDING PROCEDURE
8. The Governing Rules.

“Single stage – Two Envelops bidding procedure” shall be employed.

Single Stage: Two Envelope Bidding Procedure
Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:
(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
(viii) the lowest evaluated bidder shall be awarded the contract;

THE BIDDING DOCUMENTS

10. Contents of the Bidding Documents

The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

(a) Instructions to Bidders (ITB) (Section-II)
(b) Schedule of Requirements & Technical Specifications (Section-III)
(c) Evaluation Criteria (Section-IV)
(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms
(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,

The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. **Amendment(s) to the Bidding Documents.**

At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s).

In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**PREPARATION OF BIDS**

13. **Language of Bids.**

All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

14. **Documents comprising the Bids.**

The Bid shall comprise of the BID FORMS, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

15. **Bid Price.**

The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The
technical specifications of goods, different from the required specifications, shall straightway be rejected.

The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.

The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

Prices offered should be for the entire quantity of an item demanded in the Section III i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive bid.

While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**
   
   Prices shall be quoted in PakRupees.

17. **Samples.**
   
   17.1 The Bidder may be asked to provide samples or Broucher of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**
   
   Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

   The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**
   
   The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**
   
   Refer to Bid Data Sheet.

21. **Bid Validity.**
   
   Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

Bidders who:
(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and
(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.

The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder. The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

SUBMISSION OF BIDS

23. Sealing and Marking of Bids.

The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopesshall:
(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
(b) Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.

If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.** The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

**OPENING AND EVALUATION OF BIDS**

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who chose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded. No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. **Clarification of Bids.**

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. **Preliminary Examination.**

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. **Evaluation of Bids.**

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. Qualification of Bidder
The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification.

Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids
The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
Re-Bidding

The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

33. Re-Bidding

If the Procuring Agency rejects all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. Announcement of Evaluation Report

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. Contacting the Procuring Agency

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. Procuring Agency’s Right

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. **Notification of Award**

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. **Limitation on Negotiations.**

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. **Signing of Contract.**


41. **Performance Guarantee.**

Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. **Price Reasonability.**

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

**Respective Consignee's End:**

1. General Store THQ Hospital Talagang

Free delivery to Consignee's end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)</td>
<td></td>
</tr>
</tbody>
</table>
# LIST, TECHNICAL SPECIFICATIONS FOR STATIONARY & PRINTING ITEMS (2019-20)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Name &amp; Specs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ball Point (Piano/ Crystal / Picasso ) blue/red/black</td>
</tr>
<tr>
<td>2</td>
<td>Ball Point Segno / Gel pen</td>
</tr>
<tr>
<td>3</td>
<td>Blue/Black/Red Ink (Dollar 60ml)</td>
</tr>
<tr>
<td>4</td>
<td>Boarded file double (fine board solid hard)</td>
</tr>
<tr>
<td>5</td>
<td>Box File / Ring File</td>
</tr>
<tr>
<td>6</td>
<td>Brown Paper China</td>
</tr>
<tr>
<td>7</td>
<td>Calculator 12 digit Casio, Citizen Original japan,</td>
</tr>
<tr>
<td>8</td>
<td>Carbon paper box</td>
</tr>
<tr>
<td>9</td>
<td>Common Pins China</td>
</tr>
<tr>
<td>10</td>
<td>Computer paper (Imported) A4 size 80gm (480 paper per Rim)</td>
</tr>
<tr>
<td>11</td>
<td>Computer Paper Letter Size, 72gm (480 paper) per Rim</td>
</tr>
<tr>
<td>12</td>
<td>Computer Papers Legal 80gm Imported</td>
</tr>
<tr>
<td>13</td>
<td>Envelopes Large Size (post)</td>
</tr>
<tr>
<td>14</td>
<td>Envelopes small size (post)</td>
</tr>
<tr>
<td>15</td>
<td>File board with flapper 9 ½ x 13 ½ size</td>
</tr>
<tr>
<td>16</td>
<td>File Cover</td>
</tr>
<tr>
<td>17</td>
<td>Fluid Marker / Whitener</td>
</tr>
<tr>
<td>18</td>
<td>Four Flapper Folder</td>
</tr>
<tr>
<td>19</td>
<td>Glaze paper Blue ) 27x47, 55gm</td>
</tr>
<tr>
<td>20</td>
<td>Gum Bottle</td>
</tr>
<tr>
<td>21</td>
<td>Gum Sticks</td>
</tr>
<tr>
<td>22</td>
<td>Highlighter Marker</td>
</tr>
<tr>
<td>23</td>
<td>Led pencil</td>
</tr>
<tr>
<td>24</td>
<td>Marker Permanent / Non-Permanent</td>
</tr>
<tr>
<td>25</td>
<td>Paper cutter</td>
</tr>
<tr>
<td>26</td>
<td>Pen stand marble 7x4</td>
</tr>
<tr>
<td>27</td>
<td>Pin clipper</td>
</tr>
<tr>
<td>28</td>
<td>Pin cousin</td>
</tr>
<tr>
<td>29</td>
<td>Thumb pin</td>
</tr>
<tr>
<td>30</td>
<td>Punch Machine</td>
</tr>
<tr>
<td>31</td>
<td>Rubber</td>
</tr>
<tr>
<td>32</td>
<td>Printer toner as per sample</td>
</tr>
<tr>
<td>33</td>
<td>Scale steel</td>
</tr>
<tr>
<td>34</td>
<td>Scotch tape</td>
</tr>
<tr>
<td>35</td>
<td>Sharpener</td>
</tr>
<tr>
<td>36</td>
<td>Stamp pad medium size</td>
</tr>
<tr>
<td>SR.No</td>
<td>ITEMS</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>01</td>
<td>OUT DOOR REGISTER</td>
</tr>
<tr>
<td>02</td>
<td>OUT DOOR TICKET</td>
</tr>
<tr>
<td>03</td>
<td>EXPENSE BOOK</td>
</tr>
<tr>
<td>04</td>
<td>ATTENDANCE REGISTER</td>
</tr>
<tr>
<td>05</td>
<td>DISPATCH REGISTER</td>
</tr>
<tr>
<td>06</td>
<td>DIARY REGISTER</td>
</tr>
<tr>
<td>07</td>
<td>STOCK REGISTER MEDICINE</td>
</tr>
<tr>
<td>08</td>
<td>STOCK REGISTER FURNITURE</td>
</tr>
<tr>
<td>09</td>
<td>MEDICAL LEGAL REGISTER</td>
</tr>
<tr>
<td>10</td>
<td>POSTMORTEM REGISTER</td>
</tr>
<tr>
<td>11</td>
<td>BIN CARD</td>
</tr>
<tr>
<td>12</td>
<td>RECEIPT BOOK</td>
</tr>
<tr>
<td>13</td>
<td>INDENT BOOK</td>
</tr>
<tr>
<td>14</td>
<td>BED HEAD TICKET</td>
</tr>
<tr>
<td>15</td>
<td>DRUG CHART</td>
</tr>
<tr>
<td>16</td>
<td>LOG BOOK</td>
</tr>
<tr>
<td>17</td>
<td>CHALLAN FORM</td>
</tr>
<tr>
<td>18</td>
<td>MLC REGISTER FEMALE</td>
</tr>
<tr>
<td>19</td>
<td>OUT DOOR TICKET CARBONLESS DUPLICATE</td>
</tr>
<tr>
<td>20</td>
<td>LAB REGISTER</td>
</tr>
<tr>
<td>21</td>
<td>OBSTETRIC REGISTER</td>
</tr>
<tr>
<td>22</td>
<td>CENTRAL REGISTRATION POINT REGISTER</td>
</tr>
<tr>
<td>23</td>
<td>INDOOR REGISTER</td>
</tr>
</tbody>
</table>
Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
BID EVALUATION CRITERIA FOR THE PROCUREMENT OF GENERAL STORE ITEMS

1. **COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (5) years or more = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship = 10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) = 15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return = 30</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 2 Million = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be consider for score Calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations = 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 3 organizations=10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be 60%. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
BID COVER SHEET

Bid Ref. Tender ------------------------ Date------------------------
Name of the Supplier/Firm Contractor: -------------------------------------------------------------
Address:---------------------------------------------------------------------------------------------
E-mail:-------------------------------------------------
Phone:-------------------------
Facsimile:----------------------
Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
BID FORM 1

Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
**Price Schedule**

*User Note: This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.*

Name of the Firm: 
Date of opening of Bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price (offered)</th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Signature: -------------------------------------------------------------
Designation: -------------------------------------------------------------
Date: -------------------------------------------------------------
Official Stamp: -------------------------------------------------------------
BIDFORM 5

Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.
And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the________ day of______, 201__

Signature and Seal of the Guarantors/ Bank

Address
Date
BIDDING DOCUMENTS
Frame work contract for purchase of CCTV Cameras, Installation & Services

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
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   The Bidding Procedure.
8. The Governing Rules
   The Bidding Documents
10. Contents of the Bidding Documents
11. Clarification(s) on Bidding Documents
12. Amendment(s) to the Bidding Documents.

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16. Bid Currencies.
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   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A)
   BID FORM 5(B)
   BID FORM 6
## BID DATA SHEET

<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee's end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014(amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000(One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact: 0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document carefully.
Tender Notice

The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufactures, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent</td>
<td>1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5</td>
<td>Frame work contract for Procurement of Linen Items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation &amp; services</td>
<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage — Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.
2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of non-refundable fee of Rs. 1000 (One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.
3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.
4. Separate fee and bidding documents are required for every item.
5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 90 days as mentioned above in the form of CDH, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.
6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 10:30 AM in the office of undersigned on 10-10-2019.
7. The bidders are requested to give their best and final prices as no negotiations are expected.
8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal
Contact: 0543-690261

IPL-8341
Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. **Scope of Bid**

1.1 Tehsil Head Quarter Hospital Talagang, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in **Section III of the Bidding Documents** Schedule of Requirements & Technical Specifications.

2. **Source of Funds**

Tehsil Head Quarter Hospital Talagang

3. **Eligible Bidders.**

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of X-Ray Films & Radiology Accessories more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

The **Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company** must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender. Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. **Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.**

The Government of Punjab defines Corrupt and Fraudulent Practices as "the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or contract execution, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish bid prices at artificial, non-competitive levels for any wrongful gain;"
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attemptsto mislead, a party to obtain a financial or other benefit or to avoid an obligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.
The following are the events which would lead to initiate under the PPRARule 2014 Blacklisting/Debarment process;

i. Submission of false fabricated / forged documents for procurement intender.
ii. Not attaining required quality of work.
iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.
iv. Non-execution of work as per terms & conditions of contract.
v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
vi. Involvement in any sort of tender fixing.

vii. Persistent and intentional violation of important conditions of contract.
viii. Non-adherence to quality specification despite being improperly pointed out.
ix. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

THE BIDDING PROCEDURE

8. The Governing Rules.


“Single stage – Two Envelopes bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;

(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;

(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;

(v) during the technical evaluation no amendments in the technical proposal shall be permitted;

(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

(vii) the financial bids found technically nonresponsive shall be returned unopened to the respective bidders; and

(viii) the lowest evaluated bidders shall be awarded the contract;

THE BIDDING DOCUMENTS

10. Contents of the Bidding Documents

The goods required, applicable bidding procedures, and contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

(a) Instructions to Bidders (ITB) (Section-II)

(b) Schedule of Requirements & Technical Specifications (Section-III)

(c) Evaluation Criteria (Section-IV)

(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms

(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,

The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents sorto submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. Amendment(s) to the Bidding Documents.

At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s)

In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

13. Language of Bids.

All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translations shall take precedence.

14. Documents comprising the Bids.

The Bid shall comprise of the BID FORMs, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Form in Section V.

The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.


The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The
technical specifications of goods, different from the required specifications, shall straightway be rejected. The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable, and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the taxes and duties shall be passed onto the Procuring Agency. Prices offered should be for the entire quantity of an item demanded in the Section III i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightaway be rejected. Conditional offers shall also be considered as non-responsive bid. While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

Prices shall be quoted in Pak Rupees.

17. **Samples.**

17.1 The Bidder may be asked to provide samples or Brochure of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

Bidders shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted. The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**

The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

Refer to Bid Data Sheet.

21. **Bid Validity.**

Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend the respective bid validity period. Such extensions shall be for not more than the period equal to the period of the original bid validity.

Bidders who;

(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.

The Bidders shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder. The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or person signing the bid.

SUBMISSION OF BIDS

23. Sealing and Marking of Bids.

The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope marked with Bid Reference Number & Tender No. The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the dates specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.

Page 16
If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.**

The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of bid during this period may result in initiation of legal action against the firm.

**OPENING AND EVALUATION OF BIDS**

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who choose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above. All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open none Bid at a time and read out aloud its contents which may include the name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. Clarification of Bids.

During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. Preliminary Examination.

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. Evaluation of Bids.

The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. Abidonceopenedinaccordancewiththeprescribedprocedure shallbesubjecttoonlythoserules,regulationsandpoliciesthatarein forceatthetimeofissueofnoticeforinvitationofbids.

31. Qualification of Bidder

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification. Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily. The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/ production capacity/ warehousing system/ practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
33. Re-Bidding

If the Procuring Agency rejects all bids in pursuance of ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. Announcement of Evaluation Report

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. Contacting the Procuring Agency

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. Procuring Agency’s Right

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. **Notification of Award**

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. **Limitation on Negotiations.**

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. **Signing of Contract.**


41. **Performance Guarantee.**

Before signing of Framework Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the manner prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the then next lowest evaluated bidder or call for new bid.

42. **Price Reasonability.**

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

Respective Consignee’s End:

i. General Store THQ Hospital Talagang

Free delivery to Consignee’s end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
</tbody>
</table>

With penalty @0.134% per day. After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)
## Annex-A

**Detail of Items with Specifications for Supply, Installation, Testing & Commissioning of CCTV Cameras**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Items Name</th>
<th>Specifications</th>
<th>Requirement</th>
<th>Total Quantity</th>
<th>Accounting Unit</th>
<th>Quoted Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Network Video Recorder (NVR) 32-Channel 8-Port Switch</td>
<td>i. Video/Audio input: 32-ch; Two-way audio input: 1-ch, RCA/2.0 Vp-p Network; Incoming bandwidth 160Mbps; Outgoing bandwidth 80Mbps; Remote connection: 128</td>
<td>Hik Vision or equivalent, must share brochure with Technical Bid</td>
<td>01</td>
<td>PCS</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Operationalization of Surveillance & Security System all components as well as end to end installation is included.
| 02 | IPCCTV Camera with Night Vision Capability | vi. Video compression H.264/MJPEG image resolution.  
    vii. 2688x1520 or 4 MPixels  
    viii. Frame rate: 20fps @2688x1520, 20fps @2304x1296, 30fps @1920x1080, 1280x720  
    ix. Image settings: Saturation, brightness, contrast, sharpness adjustable. Alarm trigger: Motion detection, tampering alarm, network disconnect, IP address conflict, storage exception.  
    xi. Protocols: TCP/IP, HTTP, DHCP, DNS, DDNS, FTP, RTSP, PPPoE, SMTP, NTP, SNMP, HTTPS, RTP, 802.1X, QoS  
    xii. Security: User Authentication, reset button, flicker less, dual stream, heartbeat, mirror, watermark.  
    xiii. Communication interface: RJ45, 10/100Mbps Ethernet interface; Power supply: 12VDC ±10%, PoE (802.3af); Power Consumption Max. SW (7W with ICR on)  
    xiv. IR range up to 30m, Weather Proof Rating: IP67  
    xv. 1-Year comprehensive Warranty including parts & labor for all components on site.  
    NOTE: Operationalization of Surveillance & Security System all components as well as End to end installation is included. |
| 03 | Installation of 9-Channel Cable System for Broadcasting Different Videos on All LEDs | Best Brand, must share brochure with Technical Bid |
| 04 | Cable Boaster | Best Brand, must share brochure with Technical Bid |
| 05 | Channel | Maxcom, Inc.  
    i. Complying with ISO / IEC 11172 (MPEG-1) and ISO / IEC 13818 (MPEG-2) standards  
    ii. Various A/V input modes  
    iii. Forward filtering  
    iv. Audio/video synchronization Support a variety of network interfaces. Support ISO13818-1 TS demultiplexing (up to 32PID). Support ISO13818-2 Main Profile @ Main Level video |
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Decoder</strong></td>
<td><strong>decoding Support ISO11172-3 and ISO13818-3 audio decoding Support graphic display up to 16 bits/pel (OSD) English/Chinese Menu display, as well as display of teletext from the network Execute control by panel keys and network interface Configure and check working status over network Configure and control the decoder by network interface Communication protocol and remote control software package for third-party networking and application development Update software version via serial port Multi-Program Menu</strong></td>
<td><strong>must share brochure with Technical Bid</strong></td>
<td><strong>01</strong></td>
</tr>
<tr>
<td><strong>06</strong></td>
<td><strong>Channel Encoder</strong></td>
<td><strong>Maxcom, Inc.</strong> Complying with ISO / IEC 11172 (MPEG-1) and ISO / IEC 13818 (MPEG-2) standards, Various A/V input modes, Forward filtering, Audio/video synchronization, MPEG- 2 self-adaptive field/frame dynamic prediction and DCT, Motion prediction: 100 horizontal and 50 vertical searching, Semi-pixel precision motion statistics, TBC (Time Base Correct), One RS-232 interface supporting independent low-rate datachannel, Encoding parameters adjustment in accordance with the user’s requirements, Multiple network interfaces supported, Local/remote configuration and control supported, Communication protocol and remote control software package for third-party networking and application development, Luminance/chrominance adjustment, Network access permit issued by the National Radio &amp;TV (General) Bureau.</td>
<td><strong>Best Brand, must share brochure with Technical Bid</strong></td>
</tr>
<tr>
<td><strong>07</strong></td>
<td><strong>Audio / Video Box</strong></td>
<td><strong>4K Android TVTM set-top box, HDR video support, Bluetooth voice remote included</strong></td>
<td><strong>Mi Box or equivalent, must share brochure with Technical Bid</strong></td>
</tr>
<tr>
<td><strong>08</strong></td>
<td><strong>Server Rack for I.T. Devices</strong></td>
<td><strong>Standard Size</strong></td>
<td><strong>Best Brand, must share brochure with Technical Bid</strong></td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Features</td>
<td>Package Contents</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>09</td>
<td>UPS 3KVA</td>
<td>Brand New, 1-Year Warranty with service &amp; Installation.</td>
<td>APC or equivalent, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>10</td>
<td>Dry Battery 150 MAH</td>
<td>Narada or equivalent</td>
<td>Best Brand, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>11</td>
<td>Patch Cord Cable 3-Meter Cat-6</td>
<td>Hikvision or equivalent</td>
<td>Independently, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>12</td>
<td>Patch Cord Cable 1-Meter Cat-6</td>
<td>Hikvision or equivalent</td>
<td>Independently, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>13</td>
<td>LAN Cable</td>
<td>UTP Networking Cat-6 Cable</td>
<td>Schneider/Hikvision or equivalent, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>14</td>
<td>Access Point AP- LR</td>
<td>FEATURES</td>
<td>Ubiquity or equivalent, must share brochure with Technical Bid</td>
</tr>
<tr>
<td>15</td>
<td>24-Port Gigabit Ethernet PoE Switch (Managed) Layer- 2/Layer-3</td>
<td>24-Ports: 10/100/1000Mbps Rj45 Ports (Auto Negotiation/Auto MDI/MDI-X) 4 Combo 100/1000Mbps SFP Slots. ii. Bandwidth/Backplane:108Gbps iii. Packet forwarding Rate: 71.4Mbps iv. MAC Address Table: 16K v. Jumbo Frame: 9216 Bytes; PoE+Ports(Rj45); Standard: 802.3at/af compliantPoE+Ports: 24 Ports vi. Power Supply:180W vii. L2/L3 (Layer 2 &amp; Layer 3 Features) viii. IGMP Snooping V1/V2/V3; 802.3ad LACP (Up to 6 aggregation groups, containing 4 ports per group) ix. Snapping Tree</td>
<td>Ubiquity, Cisco or equivalent, must share brochure with Technical Bid</td>
</tr>
</tbody>
</table>
STP/RSTP/MSTP: LLDP, LLDP-Med » BPDU filtering/Guard; TC/Root Protect Loop backdetection 802.3x Flowcontrol;

x. VLAN: Supports 1023 VLANs simultaneously(outof4KVLAN IDs)

xi. Security SSH v1/v2/SSL v2/v3/TLSv1

xii. Port Security Broadcast/Multicast/Unknown unicast stormcontrol.

xiii. 3-Year comprehensive Warranty including parts & labor for all components on site.

**NOTE:** Installation and integration with respective system is included.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Switch PoE 4 Port</td>
<td>must share brochure with Technical Bid</td>
<td>5</td>
<td>Pcs</td>
</tr>
<tr>
<td>17</td>
<td>Switch PoE 8 Port</td>
<td>must share brochure with Technical Bid</td>
<td>5</td>
<td>Pcs</td>
</tr>
<tr>
<td>18</td>
<td>Patch Panel with I-O Ports &amp;</td>
<td>Best Brand, must share brochure with Technical Bid</td>
<td>5</td>
<td>Pcs</td>
</tr>
<tr>
<td>19</td>
<td>Duct Patti 2&quot;</td>
<td>Good Quality</td>
<td>As per Requirement</td>
<td>Pcs</td>
</tr>
<tr>
<td>20</td>
<td>Duct Patti 1&quot;</td>
<td>Good Quality</td>
<td>As per Requirement</td>
<td>Pcs</td>
</tr>
</tbody>
</table>
Important Instructions:

1. Separate proposals for IP LAN, Wi-Fi and coaxial networks (depending on the IP, analogue or hybrid cameras proposed);
2. Tentative location plan to install the cameras will be provided on demand. The CCTV is required for surveillance through outdoor and indoor locations as specified at the Annexure-A. Cameras shall sense the objects even when the illumination is minimum during night.
3. The bidder should complete the entire job in all respects on Turnkey basis, as per Tender documents, specifications, drawings, discussions, site requirements to the satisfaction of the hospital.
4. The successful bidder/vendor shall give comprehensive hands on training to the Officials of the Institute or concerned person on operation, preventive maintenance, recording, and retrieval of the CCTV recordings, operating system of the installed equipment of the CCTV surveillance system. The vendor shall also provide simplified write ups about operating systems, playback, downloading images to a local PC etc.
5. Bidder shall continue to provide maintenance and support during the warranty period (minimum Three years).
7. The bidders have to provide optional prices for maintenance charges for 3 years after expiry of warranty period for two years along with bids. However, the hospital reserves the rights to consider the quoted price of maintenance charges or not.
8. works means Supply, installation, testing and commissioning of CCTV, cameras and security and surveillance system projects.

9. **Note: Quantities are for estimation purpose only. May vary depending upon the actual Work.**

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
BIDEVALUATIONCRITERIAFORTHEPROCUREMENTOFX-RAY FILMS & RADIOLOGYACCESSORIES

1. COMPULSORY PARAMETERS/KNOCKDOWNCRITERIA:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA**:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 years or more = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship =10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) =15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return =30</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance up to 2 Million=20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance up to 1 Million=10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be consider for score Calculation.</td>
<td></td>
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<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations=15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 3 organizations=10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be **60%**. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V

BIDFORM
BID COVER SHEET

Bid Ref.Tender------------------------ Date------------------------
NameoftheSupplier/FirmContractor:------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
Address:----------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------------------
E-mail:________________________
Phone:_______________________
Facsimile:__________________
Bidfor: Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: [Add name e.g., Supply of Drugs & Non-Drugs etc.]

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
### Price Schedule

UserNote: This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.

Name of the Firm:  
Date of opening of Bid:  

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price <em>(offered)</em></th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Signature:  
Designation:  
Date:  
Official Stamp:  

---
Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _______ day of _______ 201

Signature and Seal of the Guarantors/ Bank

Address

Date
BIDDING DOCUMENTS
Frame work contract for purchase of Pathology Lab Items

(FINANCIAL YEAR 2019-20)

Tehsil Head Quarter Hospital Talagang

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
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4. Corruption and Fraud & Mechanism of Blacklisting
5. Eligible Goods and Services
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8. The Governing Rules
   The Bidding Documents
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11. Clarification(s) on Bidding Documents
12. Amendment(s) to the Bidding Documents.
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   Submission of Bids
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   Opening and Evaluation of Bids
27. Opening of Bids by the Procuring Agency
28. Clarification of Bids
29. Preliminary Examination
30. Evaluation of Bids
31. Qualification of Bidder
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   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A).
   BID FORM 5(B)
   BID FORM 6.
## BID DATA SHEET

<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>90 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>Medical Superintendent, THQ Hospital Talagang</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee: It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
The THQ Hospital Talagang invites sealed bids form Eligible bidders, manufactures, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Frame work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2.</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3.</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4.</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5.</td>
<td>Frame work contract for Procurement of Linen items</td>
<td>0.2 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6.</td>
<td>Frame work contract for Procurement of Stationary Items</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>7.</td>
<td>Frame work contract for procurement of CCTV Cameras, Installation&amp; services</td>
<td>0.4 Million</td>
<td>2 % of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
</tbody>
</table>

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage – Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014(amended Jan 2016),and is open to all eligible bidders as defined in the bidding document.

2. Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of nonrefundable fee of Rs. 1000(One Thousand) only. Bidding documents are available till 10-10-2019 till 11:00 AM.

3. Bidding documents are also available on Punjab Procurement Regulatory Authority Website (www.ppra.punjab.gov.pk) until the closing date for submission of bids.

4. Separate fee and bidding documents are required for every item.

5. Sealed bids must be delivered to the above office on or before 11:00 AM on 10-10-2019 and must be accompanied by a bid security valid for 120 days as mentioned above in the form of CDR, Pay Order and Demand Draft in Favor of MS THQ Hospital Talagang.

6. Bid will be opened in the presence of bidders or their authorized representative who choose to attend at 11:30 AM in the office of undersigned on 10-10-2019.

7. The bidders are requested to give their best and final prices as no negotiations are expected.

8. The procuring agency may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Taxes will be deducted as per applicable government rules. Active NTN and Sales Tax registration certificates must be provided.

Medical Superintendent
THQ Hospital Talagang, District Chakwal.
Contact:0543-690261
Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document Carefully.
The THQ Hospital Talagang invites sealed bids from Eligible bidders, manufacturers, authorized Sales & Service Dealers for the supply of below mention items.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Estimated/ Approx. Budget</th>
<th>Bid Security</th>
<th>Last Date of Submission</th>
<th>Date of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frame-work Contract for Procurement of Pathology, Lab Items &amp; Reagent.</td>
<td>1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>2</td>
<td>Frame work contract for Procurement of Medical Gases</td>
<td>0.1 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>3</td>
<td>Frame work contract for Procurement of X-rays films &amp; Chemicals</td>
<td>0.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>4</td>
<td>Frame work contract for Procurement of General Store Items</td>
<td>1.5 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>5</td>
<td>Frame work contract for Procurement of Linen Items</td>
<td>0.2 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
<td>6</td>
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<td>0.4 Million</td>
<td>2% of Estimated Cost</td>
<td>10-10-2019 11:00 Am</td>
<td>10-10-2019 11:30 Am</td>
</tr>
<tr>
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<td>10-10-2019 11:00 Am</td>
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Medical Superintendent
THQ Hospital Talagang, District Chakwal
Contact: 0543-690261
Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. **Scope of Bid**

Tehsil Head Quarter Hospital Talagang invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in Section III of the Bidding Documents Schedule of Requirements & Technical Specifications.

2. **Source of Funds**

Tehsil Head Quarter Hospital Talagang

3. **Eligible Bidders.**

This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Pathology Lab more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration with valid NTN and ATL (Active Tax-payer List) can participate in this tender.

Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. **Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.**

The Government of Punjab defines Corrupt and Fraudulent Practices as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

- (i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- (ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.
The following are the events which would lead to initiate under the PPRA Rules 2014 Blacklisting / Debarment process;

i. Submission of false fabricated / forged documents for procurement in tender.

ii. Not attaining required quality of work.

iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.

iv. Non-execution of work as per terms & condition of contract.

v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.

vi. Involvement in any sort of tender fixing.

vii. Persistent and intentional violation of important conditions of contract

viii. Non-adherence to quality specification 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 procuring agency.

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.


A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at a liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. **THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.**

8. The Governing Rules.


“Single stage – Two Envelops bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified requirements;

(v) during the technical evaluation no amendments in the technical proposal shall be permitted;

(vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

(vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and

(viii) the lowest evaluated bidder shall be awarded the contract;

THE BIDDING DOCUMENTS

10. Contents of the Bidding Documents

The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

(a) Instructions to Bidders (ITB) (Section-II)

(b) Schedule of Requirements & Technical Specifications (Section-III)

(c) Evaluation Criteria (Section-IV)

(d) Bid Forms (Section-V)
   i) Letter of Intention
   ii) Affidavit
   iii) Technical Forms
   iv) Financial Forms

(f) Draft Standard Contract (Section-VI)
   i. Contract Form
   ii. General Conditions of the Contract
   iii. Special Conditions of Contract,

The “Invitation for Bids” is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

11. Clarification(s) on Bidding Documents.

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring
Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. **Amendment(s) to the Bidding Documents.**

   At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

   All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s).

   In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**PREPARATION OF BIDS**

13. **Language of Bids.**

   All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

14. **Documents comprising the Bids.**

   The Bid shall comprise of the BID FORMS, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

   The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

15. **Bid Price.**

   The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

   Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

   The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The
technical specifications of goods, different from the required specifications, shall straightway be rejected.
The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee’s end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.
The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
Prices offered should be for the entire quantity of an item demanded in the Section III i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive bid.
While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

Prices shall be quoted in Pak Rupees.

17. **Samples.**

17.1 The Bidder may be asked to provide samples or Broucher of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring Agency’s satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**

The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

Refer to Bid Data Sheet.

21. **Bid Validity.**

Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

Bidders who;

(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. Format and Signing of Bids.

The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

SUBMISSION OF BIDS

23. Sealing and Marking of Bids.

The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopesshall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.
If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. **Deadline for Submission of Bids**

All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.** The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. **Late Bids**

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. **Withdrawal of Bids**

The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

**OPENING AND EVALUATION OF BIDS**

27. **Opening of Bids by the Procuring Agency.**

All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who chose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

All Bidders in attendance shall sign an attendance sheet.

The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.

The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.

No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder,
the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. Clarification of Bids.
During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. Preliminary Examination.
The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
c) If there is a discrepancy between words and figures, the amount in words shall prevail.

The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. Evaluation of Bids.
The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.
All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. **Qualification of Bidder**

The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder’s capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence. The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification. Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

The determination can take into account the Bidder’s financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder’s bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. **Rejection of Bids**

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement
33. **Re-Bidding**

If the Procuring Agency rejects all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. **Announcement of Evaluation Report**

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. **Contacting the Procuring Agency**

Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder’s bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

**AWARD OF CONTRACT**

36. **Acceptance of Bid and Award Criteria**

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. **Procuring Agency’s Right**

The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.
38. **Notification of Award**

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. **Limitation on Negotiations.**

Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. **Signing of Contract.**


41. **Performance Guarantee.**

Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.

42. **Price Reasonability.**

The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.
SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS
### Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

**Respective Consignee's End:**

1. **General Store THQ Hospital Talagang**

Free delivery to Consignee's end (DDP) basis as per Annex -F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty (X)</th>
<th>Special Grace Period (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>04 Days after PO Delivery Date as Grace Days</td>
<td>02 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 04+02=06 days the penalty shall be imposed from 04 days onwards)</td>
<td></td>
</tr>
</tbody>
</table>
## LIST, TECHNICAL SPECIFICATIONS FOR PATHOLOGY LAB ITEMS

(2019-20)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item No.</th>
<th>Brand Name</th>
<th>Specifications/Packing</th>
<th>Certifications Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Albumin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Alcohol Swab</td>
<td></td>
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<tr>
<td>3</td>
<td>ALP</td>
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<td>4</td>
<td>ALT</td>
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<tr>
<td>5</td>
<td>AST</td>
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<td></td>
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<tr>
<td>6</td>
<td>Anti-Sera</td>
<td></td>
<td></td>
<td>ISO</td>
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<tr>
<td>7</td>
<td>Bilirubin</td>
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<tr>
<td>8</td>
<td>Blood Lancet</td>
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<tr>
<td>9</td>
<td>Blood Sugar</td>
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<tr>
<td>10</td>
<td>Blue Tips</td>
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<tr>
<td>12</td>
<td>CBC Diluent</td>
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<td>13</td>
<td>CBC Cleaner</td>
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<td>14</td>
<td>CBC Lyse</td>
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<tr>
<td>15</td>
<td>CBC Vial</td>
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<tr>
<td>18</td>
<td>Cleaver 10</td>
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<td></td>
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<tr>
<td>19</td>
<td>Clotted Vial</td>
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<tr>
<td>20</td>
<td>Cover Slip</td>
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<td>CBC controls</td>
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<td>Creatinine</td>
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<tr>
<td>23</td>
<td>Dengue Device</td>
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<td>24</td>
<td>Dengue NS-1</td>
<td></td>
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<tr>
<td>25</td>
<td>ESR Disposable Tube</td>
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<tr>
<td>26</td>
<td>Glass Slides</td>
<td></td>
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<tr>
<td>27</td>
<td>Halogen Lamp</td>
<td></td>
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<tr>
<td>29</td>
<td>HBs Ag</td>
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<td></td>
<td>ISO</td>
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<tr>
<td>30</td>
<td>HCV</td>
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<td>32</td>
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<tr>
<td>33</td>
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<tr>
<td>34</td>
<td>Plastic Tube</td>
<td></td>
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<tr>
<td>36</td>
<td>Pregnancy Test Strips</td>
<td></td>
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<tr>
<td>37</td>
<td>Tips 10ul</td>
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<td>No.</td>
<td>Item</td>
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<tr>
<td>38</td>
<td>Tips 100ul (Yellow)</td>
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<tr>
<td>39</td>
<td>Thermal Role</td>
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<td>40</td>
<td>Urea</td>
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<tr>
<td>41</td>
<td>Uric Acid</td>
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<td>42</td>
<td>Widal</td>
<td></td>
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<td>43</td>
<td>BSR Strips</td>
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<tr>
<td>44</td>
<td>Typhi Dot</td>
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<td>45</td>
<td>Hpylori</td>
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<td>46</td>
<td>Cappilary</td>
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<tr>
<td>47</td>
<td>20% Sodium Hypo chloride</td>
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<tr>
<td>48</td>
<td>35% Sodium Hypochloride</td>
<td></td>
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<td>49</td>
<td>EDTA Solution</td>
<td></td>
<td></td>
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<tr>
<td>50</td>
<td>22% Bovine Albumin</td>
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<tr>
<td>51</td>
<td>Combi reagent</td>
<td></td>
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</tr>
<tr>
<td>52</td>
<td>Blood Bags 500ml JSM</td>
<td></td>
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<tr>
<td>53</td>
<td>Blood Bags 250ml JSM</td>
<td></td>
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</tr>
<tr>
<td>54</td>
<td>Cholesterol</td>
<td></td>
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<tr>
<td>55</td>
<td>Serum Calcium</td>
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<td></td>
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<tr>
<td>56</td>
<td>Syringe Cutter</td>
<td></td>
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<td>57</td>
<td>Combi 3</td>
<td></td>
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<td>58</td>
<td>RA Factor</td>
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<td></td>
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<td>59</td>
<td>I.V Set Blood Bag ISO</td>
<td></td>
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<tr>
<td>60</td>
<td>Glass Slides</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>EDTA Regents</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Diluent, Lyse & Cleaner shall be compatible with Hematology Analyzers make by Abacus

Any further information can be obtained from the office of MS THQ Hospital Talagang/Procurement Officer.
SECTION IV
EVALUATION CRITERIA
## BID EVALUATION CRITERIA FOR THE PROCUREMENT OF
PATHOLOGY LAB ITEMS

1. **COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
2. **SCORECARD CRITERIA:**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (5) years or more = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship = 10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) = 15</td>
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<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
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</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return = 30</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 2 Million = 20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 1 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be consider for score Calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
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</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations = 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 3 organizations=10</td>
<td></td>
</tr>
</tbody>
</table>

| Total Marks | 100 |

The qualifying marks will be 60%. Samples (on demand) are necessary for technical evaluation otherwise firm/company will not qualify.
SECTION V
BIDFORM
BID COVER SHEET

Bid Ref. Tender ------------------------ Date------------------------

Name of the Supplier/Firm Contractor: ------------------------------------------------------------------------

Address:----------------------------------------------------------------------------------------------------------------

E-mail:________________________
Phone:________________________
Facsimile:____________________

Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
BID FORM 1

Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: {Add name e.g., Supply of Drugs & Non-Drugs etc.}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:
In the capacity of [insert: title or position]
Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
BID FORM 2

AFFIDAVIT

(Judicial Stamp paper Rs.100/-)

I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
## Price Schedule

*User Note: This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items.*

Name of the Firm:
Date of opening of Bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Unit Price (offered)</th>
<th>Total Price Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**Total**

Signature: -------------------------------------------------------------

Designation: -------------------------------------------------------------

Date: -------------------------------------------------------------------

Official Stamp: ----------------------------------------------------------
BIDFORM 5
Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ________ day of ________, 201__

Signature and Seal of the Guarantors/ Bank

Address
Date