

Punjab Social Security Health Management
Company

PSS/PRO/23/21

TenderSerialNo._____

Dated:_____

Name of the firm to which tender documents are being issued:

Signature Of Tender Issuing Officer

We M/s._____ here by undertake to accept all the terms and conditions laid down by PSSHMC with respect to award of this contract.

Signature of Bidder

Enclosure:

1. Terms and Conditions (2pages)

PSSHMC Tender No.PSS/PRO/23/21

**TERMS AND CONDITIONS FOR OBTAINING PHOTOCOPIER MACHINES ON RENTAL
BASIS FOR PSSHMC**

1. Sealed tenders are invited from authorized firms / companies (rental photocopier services provider , preferably having as etupat Lahore) for Photocopier Services at the PSSHMC Head Office (30-E/3, Model Town, Lahore) & PSSHMC Hospital Raiwind (8-Km Manga Raiwind Road), as per the following specifications:

No.of Photocopy Machines required	2 units with all latest features
CPM Per Photocopier Machine	80 pages approximate
Page size	A-4, F-4
PaperBank	Must be available
Computer Attachment Feature	Must be available
Reduction & Enlargement Feature	Must be available

*Note:*A-4 size pages would be provided by PSSHMC, however machines for photocopies on these pages would be arranged by the Successful Rental Photocopier Services Provider. Moreover, No. of copies as stated below may variate on monthly basis; therefore, the payment would be made on pro-rata basis as per actual. Approximate Number of prints per year 200,000 prints approx.

2. Only those companies and firms who have valid sales tax registration can participate. The Income Tax and Sales Tax registration certificates must be attached with the sealed bid.
3. The bidding firm must provide the following:
- NTN & SalesTaxCertificate
 - Proof that the firm has aset-upisin Lahore
 - Proof of minimum 3 years photocopy experience
 - List of major clients
 - Affidavit that the bidding firm has not been blacklisted by PPRA or any other Authority
 - Last 2 years bank statement.

Technical Evaluation Procedure

Description	MaxMarks	Detail
Year of Establishment/Experience [4marksperyear] Maximum 05 Years.	20	Date of establishment will be taken from NTN certificate.
Similar Job / Contract (Completed) [08 Marks each job, maximum 05 contracts/ jobs]	40	Proof must be provided.
Financial Soundness	30	Bank certificate with last two years' statement must be provided ; where in annual turnover above Rs. 4-5 Lacs would be considered.
Litigation History [10 marks will be awarded to the applicants having no litigation processed/ in process against them]	10	Affidaviton Rs.20/-stamp paper must be attached.
Total	100	

Note: The above data can be verified independently by PSSHMC and any fabricated statement by the bidder may result in termination of contract, for forfeiture of pending payments along with retention money and black listing of company etc

Financial Evaluation Procedure

Description	Qty	Rate(Rs.) inclusive of all taxes
Photocopy per page	1	Rs. _____ per page valid for one year.

4. The Financial proposal should accompany 2% bid security in the form of CDR, pay order (refundable) in the name of PSSHMC. No bid will be entertained without the bid security
5. The bidder will have to sign the agreement within 7 days after intimation of his success by PSSHMC, otherwise, his bid will be cancelled.
6. Successful bidder will submit 5% Bid Security (refundable) in the form of CDR, Pay order in the name of PSSHMC along with the signed agreement and 5% performance guaranty which will be released on completion of successful completion of the contract period.
7. Delivery of the photocopier machines shall be made within 30 days after placement of work order / signing of contract agreement.
8. Bidding price shall be valid for a period of one (01) years.
9. Bidder himself will be responsible for ensuring that his bid submitted in accordance with the instructions stated herein. Any bid submitted after the deadline prescribed for submission of the bids will not be considered/entertained.
10. The firm shall not be allowed to transfer, assign, pledge or subcontract the assigned photocopier job to any other firm.
12. Deduction of tax will be made at source according to law.
13. PSSHMC reserves the right to accept or reject all the bids or proposals at any time prior to acceptance of a bid or proposal.
14. Since the number of pages for each month can increase or decrease, therefore, payment will be made as per actual on pro-rata basis after delivery of original sales tax invoice.
15. The bid process will be single stage two envelope and the minimum threshold for qualifying in the technical proposal is 60%. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL". Initially only envelope marked "TECHNICAL PROPOSAL" shall be opened, whereas envelope marked as "FINANCIAL PROPOSAL" shall remain in the custody of PSSHMC without being opened.
16. PSSHMC shall evaluate the technical proposal, in a manner prescribed in advance, without reference to the price, and reject any proposal which doesn't conform to the specified requirements. All the bidders who have qualified for the Financial Bidding Phase would be considered equally, and amongst the qualified bidders contract would be awarded to the firm with the lowest financial bid.

17. However, if two or more qualified bidder so btain equal marks in Financial Bidding Phase, the contract would be awarded to the bidder who has attained highest marks in Technical proposal.
18. Payment will be made on production of the following documents:
- I. Bill in original/ Sales tax invoice
 - II. Month report for each photocopier machine, wherein, digital counter is shared with PSSHMC.
 - III. Assurance by the supplier that the photocopier machines are according to the PSSHMC required specification.
19. Sealed tenders along –with required documents must be delivered at PSSHMC Head Office located at 30-E/III Model Town, Lahore. On August 25, 2021 before 11:00am which will be opened the same day at 11:30 a m in the presence of the available representative of participating firms.
20. The cost of services related to provided Photocopier Machines Services i.e. repair & maintenance, refill/ replacement of Toner Cartridges etc. shall be included in the per page rate quoted by the bidder. The qualified contractor will have to replace the malfunctioning machine/ trouble making machine within 01 working day so IF inquiry being placed byPSSHMC at his own expense.
21. **Bid Security. (2% of Estimated price To be deposited with Tender)**

**Dy. Manager P & P
PSSHMC Head Office.**