

SHEIKH ZAYED MEDICAL COLLEGE / HOSPITAL RAHIM YAR KHAN

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INVITATION FOR BIDS

BIDDING DOCUMENTS FOR THE FRAMEWORK

CONTRACT FOR THE BULK PURCHASE OF DENTAL

MATERIAL ITEMS, FINANCIAL YEAR 2022-23

THIS DOCUMENT CONTAINS FOLLOWING PARTS	
Section-I	Advertisement (Letter of Invitation)
Section-II	Bidding Documents for Dental Material Items
Section-III	Evaluation Criteria & Bid Forms
Section-IV	Schedule of Requirements and Technical Specifications.

SECTION-I
Advertisement
(Letter of Invitation)

SHEIKH ZAYED MEDICAL COLLEGE/HOSPITAL, RAHIM YAR KHAN.

INVITATION FOR BIDS (FINANCIAL YEAR 2022-23)

ADVERTISEMENT NOTICE OF THE TENDERS FOR THE BULK PURCHASE OF SURGICAL DISPOSABLE MEDICAL DEVICES (DRUG & NON-DRUG AND PPE, S ITEMS ETC) SURGICAL DISPOSABLE MEDICAL DEVICES (SYRINGES & IV CATHETERS, IV TRANSFUSION SETS ETC.) ANGIOGRAPHY / ANGIOPLASTY ITEMS, CARDIAC SURGERY ITEMS, DENTAL MATERIAL, FINANCIAL YEAR 2022-23.

Management of Sheikh Zayed Medical College/ Hospital Rahim Yar Khan, invites sealed bids / tenders from the eligible bidders i.e. manufacturers / their authorized distributors and in case of imported goods, their authorized sole agents / importers / distributors in Pakistan who are registered with income tax and sales tax authority / Licensed with Drug Regulatory Authority of Pakistan, for the procurement of Surgical Disposable Medical Devices (Drug & Non-Drug And PPE, s Items etc.), Surgical Disposable Medical Devices (syringes & iv catheters, iv transfusion sets etc.) Angiography / angioplasty items, cardiac surgery items, dental material. List of items to be purchased with estimated quantities and estimated prices are given in the bidding documents. Only Local suppliers / contractors can participate for the pre-qualification of vendors for the local purchase of medicines / surgical disposable items (chit system / Zakat Fund).

Detail of sale and receipt of tenders are shown against each item head.

1. Interested bidders may get the bidding documents from Procurement section of this institution on submission of written application along with payment of non-refundable fee of Rs. 1000/- (One thousand only), as per schedule given below during working hours only, immediately after the publication of this advertisement. A copy of the bidding documents/ requirements is also available for information on institutional website / PPRA website. www.szmc.edu.pk info@szmc.edu.pk / www.ppra.gov.pk
2. The bidder shall furnish a bid security of 2% of estimated cost in the form of call deposit / Bank Guarantee/ Banker,s cheque in the name of the Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan (Refundable) in Pak Rupees, without which the offer shall be ignored. Sealed bids are required to be brought in person by the authorized representative of the interested bidders on proposed dates up-to 10:30 am and will be opened on the same day at 11:00 am in the committee room of this institute in the presence of the bidders or their authorized representatives. Bids received after due time will not be entertained.
3. PPRA Rules 2014 along-with all amendments will be followed.
4. Rates should be on FOR basis as free delivery to the consignee's end in Pak Rupees, however bidder can quote rates in foreign currency as L.C. and C&F basis.
5. For detailed terms and conditions / method for the preparation and submission of bids, please consult the bidding documents.
6. Samples of each item must be provided at the time of submission of bid in the quantity / specification as mentioned in bidding documents.

7. In case the date of opening or last date of sale is declared as the public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly, the time and venue shall remain the same.
8. Single stage- two envelop procedure, as per Rule 38 (2) (A) of PPRA Rules 2014, shall be applied.

Note: All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules 2014.

Sr. No.	Description/ Tender Name	Issuance Date of Tender Documents	Date of Receipt /opening of bids 10:30am / 11:00am	Call Deposit
01	Bulk purchase of surgical disposable medical devices (Drug & Non-Drug and PPE, s Items etc.),	Immediately after publication of advertisement	09-04-2022	2% of the estimated cost of quoted items
02	Bulk purchase of surgical disposable medical devices (syringes & iv catheters, iv transfusion sets etc.)		09-04-2022	2% of the estimated cost of quoted items
03	Bulk purchase of Angiography / Angioplasty items		09-04-2022	2% of the estimated cost of quoted items
04	Bulk purchase of Cardiac Surgery Items,		09-04-2022	2% of the estimated cost of quoted items
05	Bulk purchase of Dental Material		09-04-2022	2% of the estimated cost of quoted items

MEDICAL SUPERINTENDENT

Sheikh Zayed Hospital, Rahim Yar Khan.
Ph # 068-9230165-165, Ext # 117 Ph # 068-9230127

BID DATA SHEET

Description	Detail
Commencement of Sale of Bidding Documents	From the date of advertisement on all working days during office timing.
Last date of sale of Bidding Documents	09-04-2022
Last date and time for the receipt of bids	09-04-2022 up to 10:30am
Date, time and venue of opening of technical bids	09-04-2022 up to 11:00 am Committee room of Sheikh Zayed Hospital, RYK.
Bid Currency	PKR on free delivery to the consignee's end basis including all ex-work, transportation, storage charges till the destination
Language of bid	Urdu / English
Amount of bid security	2% of the estimated prices of the quoted items preferably in the shape of Bank Guarantee (irrevocable) or CDR or Banker's cheque
Performance Guarantee	5% of the contract value preferably in the shape of Bank Guarantee (irrevocable) or CDR or Banker's cheque
Bid validity period	180 Days
Bidding procedure	Single Stage – Two Envelop Procedure
Address for communication: -	
<p>OFFICE OF THE DIRECTOR TECHNICAL / DRUGS CONTROLLER PROCUREMENT SECTION (MEDICINE) SHEIKH ZAYED HOSPITAL RAHIM YAR KHAN. Ph # 068-5870395 Ph # 068-9230164-117, Fax # 068-9230162</p>	

SECTION-II

Instructions to Bidders

**Bidding Documents for the Framework
Contract for the Bulk Purchase of Dental
Material Items Financial Year 2022-23**

SUBJECT:- BIDDING DOCUMENTS FOR BULK PURCHASE OF DENTAL MATERIAL ITEMS FOR TENDER YEAR 2022-23.

INTRODUCTION

Medical Superintendent Sheikh Zayed Hospital, Rahim Yar Khan invites sealed bids from eligible bidders for the purchase of Dental Material as described in the schedule of requirement.

INSTRUCTIONS TO BIDDERS

1. General Instructions:

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. The "invitation for bids" does not form part of the bidding documents and is included as a reference only. In case of discrepancies between the invitation for bids and the bidding documents, bidding documents shall take precedence.

2. Source of Funds.

The Government of Punjab has allocated funds to the institutions / hospitals for purchase of Dental Material under the relevant head of Account during the financial year 2022-23 (herein referred to as the "Procuring Agency").

3. Eligible Bidders.

- 3.1. This invitation for bids is open to all Manufacturers / their authorized sole agents / suppliers / Sole Distributors / Authorized Distributors / wholesaler and in case of imported goods their authorized / Sole Agents of Foreign Principals / importers and suppliers can participate.
- 3.2. The bidder must possess valid authorization from the Foreign Principal / Manufacturer and in case of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.
- 3.3. The Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization.

4. Cost of Bidding.

- 4.1. 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.
- 4.2. In case of any doubt as to the meaning of any portion of the specification of other terms and conditions, bidder may seek clarification of the same in writing but not later than one week prior to dead line for submission of bid prescribed by the Medical Superintendent.
- 4.3. Bidders are required to submit their bid that will bear words "CONFIDENTIAL" and Tender No. _____ for the purchase of Dental Material.
- 4.4. The bidder may quote the rates in PKR.
- 4.5. Rates should be on FOR Basis as free delivery to the consignee's end in Pak Rupees.

5. Bid Security

- 5.1. The bidder shall furnish separately against each quoted item / tender enquiry, as part of its financial bid, a Bid Security of 2% of the estimated cost of the quoted items (denominated in Pak Rupees) in the shape of call deposit / Banker's Cheque / Bank Gurantee in the name of the Medical Superintendent, Sheikh Zayed Hospital, Rahim Yar Khan. Failure to furnish the prescribed Bid Security shall result in the rejection of bid.

6. Bid Validity

- 6.1. 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.
- 6.2. Offer will remain valid for the financial year 2022-23 from the date of opening of the tender till the expiry of total tender period / total contract period.
- 6.3. The firm will not be allowed to withdraw its offer during the validity period or after submission / finalization of the tender whichever is earlier.
- 6.4 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.

6.5 Bidders Who: -

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

7. Amendment of Bidding Documents.

- 7.1. 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 requested by a prospective Bidder, may modify the bidding documents by amendment.

8. Qualification and Disqualification of Bidders.

- 8.1. The firms which are pre-qualified with Health Department should submit the pre-qualification certificate accordingly, however the Procuring Agency shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily, in accordance with the criteria listed in ITB evaluation criteria.
- 8.2. The determination shall 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, pursuant to ITB evaluation criteria, as well as such other information as the Procuring Agency deems necessary and appropriate.
- 8.3. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.
- 8.4. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false and materially inaccurate or incomplete.
- 8.5. Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be black listed.

9. Corrupt or Fraudulent Practices.

- 9.1. The Procuring Agency requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. The bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices, declared by any Government (Federal/Provincial/District), a local body or a Public Sector Organization. Any affirmative determination will be pre-requisite for award of the purchase order of the bidder. A negative determination will be result in rejection of the bidders bid. The bidder should provide an affidavit on legal stamp paper of (Rs. 100/-) for this purpose. The bidder should be debarred from bid on account of submission of false statement. Procuring Agency can reject a proposal for award if it determines that the bidders recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing a contract.
- 9.2. The Procuring Agency 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.

10. Bidding for Selective Items

10.1. A bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section IV i.e. schedule of requirements & technical specifications. A bidder is also at a liberty to bid for all the goods mentioned in the Section IV 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 requirement & technical specifications. THE BID MUST BE FOR THE WHOLE QUANTITY OF AN ITEM REQUIRED IN THE SECTION III I.E., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.

10.2. **BIDDERS ARE DIRECTED TO PREPARE & SUBMIT ONE BID (FIRM WISE) ENLISTING ALL THE ITEMS / PRODUCTS INTENDED TO THE QUOTED AND ATTACHING ALL RELEVANT REQUIRED DOCUMENTS PERTAINING TO EACH QUOTED ITEM / PRODUCT.**

10.3. **ONE PERSON SHALL SUBMIT ONE BID AGAINST ONE ITEM, IF ONE PERSON SUBMITS MORE THAN ONE BID, THE PROCURING AGENCY SHALL REJECT ALL SUCH BIDS.**

11. The Bidding Procedure

11.1. The Governing Rules

The Bidding procedure shall be governed by the Punjab Procurement Rules, 2014 (Amended) of the Government of Punjab.

11.2. Applicable Bidding Procedure.

The bidding procedure is governed by Rule 38 "Procedures of Opened Competitive Bidding" sub-rule 2(a) "Single stage –Two Envelop procedure". Bidders are advised also to refer to the Bid Data Sheet above to confirm the Bidding procedure applicable in the present bidding process.

- I. The bidding procedure prescribed in the Bid Data Sheet above is explained in the table below.
- II. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- III. The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.
- IV. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
- V. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of Procuring Agency without being opened.
- VI. The Procuring Agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements;
- VII. During the technical evaluation no amendments in the technical proposal shall be permitted;
- VIII. The financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance.
- IX. After the evaluation and approval of the technical proposal the Procuring Agency shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids

- found technically non-responsive shall be returned un-opened to the respective Bidders; and
- x. The bid found to be the lowest evaluated bid shall be accepted.

PREPARATION OF BIDS

12. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. 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, in which case, for purposes of interpretation of the Bid, the translation shall govern.

13. Documents comprising the bids.

- 13.1. The bid shall comprise of the Bid Forms of this bidding document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms.
- 13.2. The bidder shall complete the Bid Forms 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.

14. Bid Prices

- 14.1. 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 under the Contract.
- 14.2. Form for Price Schedule is to be filled in very carefully, and should be typed / computerized. Hand written price list should not be considered. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow marker.
- 14.3. The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straightway be rejected.
- 14.4. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. 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 GST or other taxes shall be passed on to the Procuring Agency.
- 14.5. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder.
- 14.6. While tendering your quotation, the present 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 after the bid has been submitted.
- 14.7. In case of monopoly items, monopoly certificate must be provided by the firm regarding sole manufacturer / distributor of foreign principal in Pakistan.
- 14.8. In case of purchase of imported items bidder has to provide bill of lading at the time of submission of rates / supply of stock of quoted items and has to assure that he has enough stocks for supply at the time of award issuance so that smooth running of hospital may not suffer.

15. Documents Establishing Bidder's Eligibility and Qualification

- 15.1. The Bidder shall furnish, as part of its technical bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- 15.2. 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 tender form.
- 15.3. The documentary evidence to be submitted in the Technical Proposal for the purposes of qualification and technical evaluation shall include:
 - a. The Supplier/ agent shall have to produce letter of authorization from Manufacturer and in case of Manufacturer, documentary proof to the effect that they are the original Manufacturer of the required goods shall be provided strictly as per specimen form attached.
 - b. National Tax Number (NTN) and General Sales Tax Number with documentary proof shall have to be provided by each Bidder in the tender.
 - c. ***The Bidder should have minimum one-year experience in the market / institutions. Similarly it is mandatory that the item to be quoted by the Bidder should have already been used in different public/ private Institution/ hospitals. Documentary proof shall have to be provided in this regard.***
 - d. The Bidder is required to provide with the technical proposal the name of item(s), tender number and serial number in the exact manner as quoted in the financial proposals.
 - e. The Bidder must indicate the country of origin of the goods, capacity of production of the firm (in case of manufacturer), its financial status, necessary assurance of quality production, Certificate(s) for conformity (original or attested certification)
 - f. In case of non-local manufacturers the list of Countries in which the specific product is available and is in use. Information to be duly certified by the appropriate Punjab Chapter of the Chamber of Commerce.
 - g. The Bidder shall provide firm's balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.

SUBMISSION OF BIDS

16. Format and Signing of Bids.

- 16.1. The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.
- 16.2. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 16.3. All bidding documents to be duly attested (signed and stamped) by the authorized person of company.

17. Sealing and Marking of Bids

- 17.1. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope.
- 17.2. The inner and outer envelopes shall:-
 - a) be addressed to the Procuring Agency at the address given in the Invitation for Bids and
 - b) bear the Institution/Hospital name and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the invitation for Bid.
- 17.3. 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.

- 17.4. If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

18. Deadline for Submission of Bids

Bids must be submitted by the Bidder and received by the Procuring Agency at the address specified under invitation for bids not later than the time and date specified in the Invitation for Bids / according to advertisement schedule.

19. Late Bid

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder. In case of Dental Material Items, submission of samples last date will be same as last date of receipt of bids.

20. Withdrawal of Bids.

- a) The bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids.
- b) 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

21. Opening of Bids by the Procuring Agency

- 21.1. The Procuring Agency shall initially open only the envelopes marked "TECHNICAL PROPOSAL" in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders' representatives who are present shall sign the Attendance Sheet as evidence of their attendance. However, the envelope marked as "FINANCIAL PROPOSAL" shall remain unopened and shall be retained in safe custody of the Procuring Agency till completion of the evaluation process.
- 21.2. The Bidders' names, item(s) for which they quoted their rate and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced at the opening of technical proposal. No bid shall be rejected at technical proposal/ bid opening, except for late bids, which shall be returned unopened to the Bidder. However, at the opening financial proposals (the date, time and venue would be announced later on), the bid prices, discounts (if any), and the presence or absence of requisite bid Security and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be announced.
- 21.3. The Procuring Agency shall prepare minutes of both the technical proposal as well as the financial proposal bid opening.

22. 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.

23. Preliminary Examination.

- 23.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made (at the time of opening the financial proposal), whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 23.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. 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. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

24. Evaluation and Comparison of Bids.

- 24.1. The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB evaluation criteria.
- 24.2. The Procuring Agency's evaluation of technical proposal/ bid shall be on the basis of previous performances, test reports, inspection of plant/ factory/ premises, previous experience, financial soundness and such other details as already highlighted. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties.
- 24.3. All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding documents.
- 24.4. **Submission of Samples:** The samples shall be submitted as per sample Proforma at the last date of receipt of technical bid, samples (free of cost) of quoted products. No technical proposal / bid shall be considered in absence of samples in sufficient quantity.
- 24.5. Detail of samples provided with brand / manufacturer name and quantity must be attached in writing.
- 24.6. The bidder shall provide samples of quoted items along-with the bid at his own cost and in a quantity prescribed by the procuring agency.
- 24.7. Latest price lists of Dental Material Items with quoted firms must be provided (if applicable).

25. Contacting the Procuring Agency

- 25.1. No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 25.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will result in the rejection of the Bidder's bid and subsequent black listing. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

26. Rejection of Bids.

The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. 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.

27. Announcement of Evaluation Report.

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with Rule 37 of the PPRA-2014 giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

AWARD OF CONTRACT

28. Acceptance of Bid and Award criteria

The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.

29. Procuring Agency's right to vary quantities at time of Award.

The Procuring Agency reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions keeping in view the availability of budget / urgency of item.

30. Limitations on Negotiations.

- 30.1. Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder: provided that the extent of the negotiation permissible shall be subject to the regulations issued by the PPRA.
- 30.2. The contractors are requested to give their best and final prices since, as far as possible; there will be no negotiation on the prices, however, if necessary, the negotiation will be done by the Purchase Committee of this institute with the lowest evaluated firm. The Purchase Committee reserves the rights to accept or reject any or all quotations / offers without assigning any reason.
- 30.3. Where response to a tender inquiry will be poor or a single offer will be received or rate received will otherwise consider to be on the higher side the following certificate shall be demanded from the bidder to ensure the reasonableness of the quoted price

“Certified that the prices quoted to this Department against the items mentioned at sr. No. _____ are not more than the prices charges from any Purchase Organization in the country and in case discrepancy the bidder hereby undertakes to refund the price charged in excess”.

31. Notification of Award.

- a. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter that its bid has been accepted. Institution may ask the successful bidder to furnish a proformance guaranty which will be 5% of total bid value before issuance of supply order, after which bid security shall be released to the bidder.
- b. **Performance Guarantee**
 - i) Institution require the successful bidder to furnish a performance guarantee which will be 5% of total bid value (preferably in the shape of Bank Guarantee (irrevocable) or CDR or Banker's cheque) within ten days before issuance of supply order, after which bid security shall be released to the bidder.
 - ii) 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

iii) Signing of Contract

In this regard procuring agency may send the bidder the contract form incorporating all agreements between the parties. Within one week of receipt of contract form the successful bidder and the procuring agency shall sign the contract in accordance with the legal requirements in vogue.

32. Schedule of Requirement

- a. The supplies shall be delivered within 30 days w.e.f. the next date after the date of issue of Purchase Order. 15 days relaxation period may be granted to the firm on request justifying the genuine grounds.
- b. In case of late delivery of goods beyond the periods specified in the schedule of requirements, the penalty @ 2% per month, 0.067% per day of the cost of purchase order or a part thereof, if supply is made late upon the supplier.

Following documents should be attached with the bill.

- Invoice/Bill with warranty of concerned batches.
- Sale Tax invoice. (If applicable)
- Delivery Challan in triplicate copies
- Supplier Supply order copy.
- National Tax Number.
- Any other specific documents concerned to that drug/medicines.

33. In case of imported Items, the bill of lading should be submitted with the bill.**34. Force Majeure**

1. Notwithstanding the provision of GCC clause 20 & 21 the Supplier shall not be for forfeiture of its performance guaranty or termination / blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure. For the purposes of this clause force majeure means an act of god or an even beyond the control of the supplier and not involving the supplier's fault or negligence directly or indirectly purporting to mismanagement, mismanagement and / or lack of foresight to handle the situation, such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes.

2. If a force majeure situation arises, the supplier shall promptly notify the procuring agency in writing with sufficient and valid evidence of such condition and the cause thereof. The committee of Sheikh Zayed Medical College / Hospital, Rahim Yar Khan constituted for redressing of grievances, shall examine the merits of the case and all reasonable alternative means for completion of purchase order under the contract and shall submit its recommendations to the competent authority.

3. However, purchaser inform the supplier in writing of its agreement on the application of force majeure, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the force majeure event.

35. Inspections and Tests.

The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency

36. Physical Examination/ Inspection of Goods.

The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.

37. Delivery, Documents & Expiry.

The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods along-with the details of documents to be furnished by the Supplier. Fresh stock should be supplied with maximum shelf life. The payment will be made after satisfactory report from the end user.

38. Shelf Life

In case of Dental Material Items, the bidder will be bound to provide with maximum shelf life as per Government guidelines. However, in case of imported / bio-technical items with due justification provided by the bidder and after recommendation of End User, shelf life upto 60% may be accepted without penalty after which 1% penalty for each shortfall will be imposed.

39. REPLACEMENT OF UNCONSUMED / EXPIRED / SUBSTANDARD / BANNED / ADULTERATED / SPURIOUS ITEMS.

a. The bidder shall submit an affidavit on legal stamp paper of Rs. 100/- with the following wording: (i) Their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization (ii) Replacement of unconsumed / expired / sub-standard-spurious items / stocks free of cost (iii) The quoted prices are not higher than the prices quoted in any institution of Pakistan. On account of submission of false statement the bidder shall be disqualified forth with and subsequently black listed.

b. The supplier shall certify on judicial stamp paper that the prices quoted to its institution against the items mentioned at Tender Enquiry No. _____ . Are not fore than the Trade Prices as per MRP (maximum Retail Price) fixed by the Federal Government under Drugs Act, 1976/DRAP Act, 2012.

c. All supplies will comply with the provision of Drugs Act, 1976/DRAP Act, 2012 and rules framed there under. Expired / banned / adulterated supply of items will be governed by drug act 1976, suppliers / manufacturers will also furnish warranty certificate on form 2A at the time of delivery. That the firms will replace un-consumed /expired / substandard/banned/adulterated drugs/medicines without any further charges. The replacement will be made as per following instructions.

- a. Expired items should be destroyed by the inspection team constituted by the Medical Superintendent Rahim Yar Khan in the presence of representative of the firm concerned.
- b. Replacement of expired / substandard / adulterated / unconsumed Dental Items would be made either with the same items in its quantity or if the same items are not needed the other items from PVMS list / formulary would be accepted at the same amount of that items.
- c. Regarding the price to be charged for such replacement, if the firm has concluded the contract with this hospital for the said drug, it would replace such medicines on the same price on which rate contract has been finalized. In case the replacement is to be made by the firm with non-tender items, price should be determined on the basis of MRP minis 15% (as discount) or the its price fixed by the firm whichever is less.
- d. ***In case drugs/medicines required to be replaced are no longer being acceptable medicine, the firm would refund the amount due.***

40. LABELING AND PACKING.

The bidder shall supply Dental Material Items as far as possible as per tender requirement in special packing with Logo of the Government of the Punjab and the following words / insignia should be printed in bold letters in English / Urdu in

indelible red colour ink on the label of each unit/pack and addition of the outer packing.

**“Punjab Govt. Property”
“SZH, R.Y.Khan PROPERTY”
NOT FOR SALE**

In case of items supplied by the foreign manufactures the condition of colour pack is relaxed, but the above mentioned stamp is mandatory.

41. EXORBITANT RATES.

41.1. The bidders will certify that the price quoted against the tender are not more than the price charged from any other purchase organization in the country and in case of any discrepancy the tender will be bound to refund the price charge in excess.

41.2. The rates quoted by the bidder should be special discount rates for Govt. Institution which is less than trade price.

42. RISK PURCHASE.

If the first lowest contractor failed to supply the product in prescribed time of delivery, risk purchase will be made and the extra amount will be deducted from first lowest C.D.R./Bills lying in this institution.

43. WARRANTY

43.1. The supplier shall warrant that all goods supplied under purchase order shall have no defect arising from materials of workmanship or from any act of omission of the supplier that may develop under normal use of the supplied goods under the condition prevailing at final destination. The Medicine warranty should be under the rules of Drug Act 1976.

43.2. The Medical Superintendent, Sheik Zayed Hospital, Rahim Yar Khan shall notify the supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the supplier shall replace the defective, near to expiry medicines without cost.

44. Mode of Payment.

Payment mechanism will be as per PPRA Rule, 2014, however, 100% payment may be made on production of Inspection Certificate and receipt certificate from consignee after recovery of government dues including professional taxes, part supply and part payment may be allowed.

SECTION-III
Evaluation Criteria & Bid Forms

(BID FORM-I)**BID COVER SHEET**

Bid Ref. No. -----

Date-----

Name of the Supplier/Firm Contractor: -----

Address: -----

E-mail: _____

Phone: _____

Facsimile: _____

Bid for Selected Items from the Schedule of Requirements.

Bid Enquiry No.	Name of the Tendered Item/ Generic	Brand Name	Manufacturer / Importer (With Name and Country of Origin)	Specifications of the quoted brands

NOTE:-

- i) *The bidders are required to complete this proforma exactly in conformance of required data, failing which bid may be considered as rejected.*

Signed:**Dated:****Official Stamp:**

(BID FORM-II)**COMPULSORY PARAMETERS FOR ELIGIBILITY FOR BIDDERS / FIRMS**

Every bidder must have to fill this form carefully and attach the relevant documents just along-with this form in the same sequence as prescribed in the bid form. This criteria will described the eligibility of bidder.

Name of the Firm ----- Name of Tender -----

Date of Opening of Bid -----

Sr. #	Detail	Yes/No	Page #
01	Original receipt for purchase of tender.		
02	Attested copy of CNIC		
03	Acceptance of terms and condition, tender documents duly signed and stamped.		
04	An affidavit on stamp paper of Rs.100/- submitting following clauses: <i>i) replacement of unconsumed / expired / substandard spurious drugs / stocks free of cost, ii) that the firm is never blacklisted on any grounds whatsoever. iii) Price Reasonable certificate. (iv) Certificate that prices are not more than trade price.</i>		
05	An affidavit on stamp paper submitting that the price quoted to this institute against the quoted items mentioned in the bid are not more than the prices charged from any Purchase Organization in the country and in case of discrepancy the bidder hereby undertakes to refund the price charged in excess".		
06	Affidavit on Original Letter Head (as per specimen proforma attached on Page No.25.		
07	Call deposit / Banker's Cheque / Bank Gurantee as Bid Security required (2% of estimated price)		
08	National Tax Number (NTN)		
09	General Sale Tax Number Certificate (STN)		
10	Professional Tax		
11	Bank Statement last one year.		
12	Experience Certificate / Past Performance Certificate		
13	Sample provided as per Proforma attached (Page No.27)		
14	The Original price List of the firm indicating the inclusion of the item / product of quoted item (Latest) (if applicable)		
15	The bidder is required to provide Financial Proposal with the name of items, tender number and serial number in the exact manner as quoted in the Technical Proposal		
16	Price should not be mentioned on technical bid.		
17	Letter of Intention (as per specimen proforma attached)		

Note:- Attested copies of all the documents mentioned above must be attached with this list.

(BID FORM-IV)**ORDINARY PARAMETERS**

The bid complying with compulsory parameter shall be evaluated for below mentioned parameters:-

Sr.	Parameters	Detail		Total Marks	Remarks	
1	Past Performance of the Bidder (Last Two Year)	Major institutions (Govt./Semi-Govt.) served		10	The Clime requires documentation (purchase orders, receipt certificates and delivery challans etc) of the institution (s)	
		I	1			2
		II	2 to 3			4
		III	4 to 5			6
		IV	6 to 7			8
V	8 and above	10				
2	Market Experience of quoted product	I	1-2 years	2	10	For Parameter (i) to (iii) market availability of quoted item relates to availability in open market other than pharmacies & leading chain stores. The firm will attach purchase order of quoted item of any Govt. / Semi-Govt. institution / private institution registered with income tax department.
		II	3-4 years	6		
		III	Above 5 years	10		
3	Financial Status of Bidders	I	Last year Audited Balance Sheet issued by bank.	10	30	Acknowledgement of Tax Returns must be attached last three years.
		II	Bank Statement / Certificate	10		
		III	Tax Returns last three years	10		
4	Letter of Authorization	Valid manufacturer authority letter / Sole Agent / Distributor (Where apply)		10	10	
The bidder will provide requisite documents i.e. Federal Board of Revenue document showing the annual sale of the firm.						

Note:

- **Total Marks: 60**
- **Qualifying marks 60% i.e 36 and above.**

The financial bids of technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

Grievances Redreassal Committee

In case of any grievances bidders shall approach within ten days in writing after opening of technical bids for redressed. Late received application will not be entertained.

(BID FORM-V)

LETTER OF INTENTION

(To be attached with eligibility Criteria of Bidder)

Bid Ref No.

Date of the Opening of Bids

Name of the Contract

To:

Dear Sir/Madam

Having examined the bidding documents, including Addenda Nos. -----, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the about-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 price schedule or such other sums as may be determined in accordance with the terms and conditions of the contract. The above amounts are in accordance with the price schedules attached herewith and are made part of this bid.

We undertake, 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 (if required) 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.

Date -----

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-VI)

AFFIDAVIT

(To be attached with eligibility Criteria of Bidder)

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the bidding document and have fully understood it.
- 2) The bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The items that we propose to supply under this contract are eligible items within the meaning of clause ----- of the ITB.
- 4) The undersigned are also eligible bidders within the meaning of clause ----- 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.

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 for and on behalf of [insert: name of Bidder]

(BID FORM-VII)

MANUFACTURER'S AUTHORIZATION FORM

To (Name of Procuring Agency)

WHEREAS *[name of the Manufacturer]* who are established and reputable Manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against *[reference of the Invitation to Bid]* for the goods manufactured by us. We hereby extend our full guarantee and warranty as per tender terms and conditions for the goods offered for supply by the above firm against this Invitation for Bids for a period of -----.

Signature -----

Designation -----

Official Stamp -----

Note: This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid in the bid form of eligibility criteria of bidder.

(BID FORM-VIII)**SPECIMEN SAMPLES PERFORMA**

Following items quoted for financial year 2022-23 with required specification are provided in mentioned quantities.

SR.	TENDER SR #	BRAND NAME	COUNTRY OF ORIGIN	SPECIFICATION / PACK SIZE	QTY.

1. The bidder shall provide sufficient quantity of samples along with its bid on the date of submission. Without samples bid will be considered incomplete & technically rejected. Moreover not be challengeable at any court of law.
2. Any further information can be obtained from the office of Director Technical / Drugs controller, Sheikh Zayed Medical/ Hospital, Rahim Yar Khan

Sign & Stamp of Bidder -----

Date -----

(BID FORM-X)**PRICE SCHEDULE**

User Note:- *This form is to be filled by the Bidder for each individual item and shall submit with Financial Proposal.*

Name of the Firm:

Bid. Ref. No.

Date of opening of Bid.

Sr. #	Name of the Item	Unit Price (Inclusive all applicable taxes)	Discounts (if any)	Final Price (Inclusive of all taxes)
TOTAL				

Note:-

1. Valid price lists of quoted items indicated M.R.P. and T.P. must be attached with financial proposal.
2. The bidder must mentioned rates per unit / per ml / per test / per pack, to be used as reference to evaluate the 1st lowest bidder according to price list / catalogue / brochure as reference.

Signature:

Designation

Date

Official Stamp

49. **SECTION-IV INCLUDING SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS IS ATTACHED WITH THIS BIDDING DOCUMENTS.**

MEDICAL SUPERINTENDENT
Sheikh Zayed Hospital,
Rahim Yar Khan.

Bidder's Signature and Stamp

Name: - _____ Designation:- _____

CNIC No. _____ Address:- _____

Phone Office _____ Fax No. _____

Mobile No. _____ Email Address _____