

# ADP SCHEME



## BIDDING DOCUMENT

FOR

PROCUREMENT OF MEDICAL EQUIPMENT, FURNITURE, IT EQUIPMENT,  
CROCKERY ITEMS, PLANT & MACHINERY EQUIPMENT, LIBRARY BOOKS, LINEN  
AND GENERATOR

(FOR THE FINANCIAL YEAR 2023 - 2024)

On FOR BASIS

Rawalpindi Medical University,  
Rawalpindi

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# A. Instructions to Bidders (ITB)

## General Instructions:

### 1. Content of Bidding Document

1.1 The goods required, 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);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Schedule of Requirements;
- (e) Technical Specifications;
- (f) Contract Form;
- (g) Manufacturer's Authorization Form;
- (h) Performance Guarantee Form;
- (i) Bid Form; and
- (j) Price Schedule

1.2 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 Bid and the Bidding Documents listed in 1.1 said Bidding Documents shall take precedence.

1.3 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.

### 2. Source of Funds

2.1 Rawalpindi Medical University has received the funds from Government of the Punjab Finance Department for ADP Scheme for "Up-Gradation of College of Nursing & Public Health Nursing School DHQ Hospital Chakwal".

### 3. Eligible Bidders

3.1 This Invitation for Bids is open to all well reputed Firms/Companies/Sole Proprietors (Sole Distributors)/ General order Suppliers/original Manufacturers/authorized sole Agents of Foreign/ Local manufacturers in Pakistan for supply of goods.

3.2 The bidder must possess valid legal enforceable exclusive authorization from the Foreign/Local Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.

3.3 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. Eligible Goods and Services

4.1 Country of manufacturer should be of USA, Europe and Japan; unless otherwise any other country of manufacturer is mentioned in specifications. However, country of origin of equipment could be from any geographical region of the world as per laws of Pakistan.

4.2 For the purpose 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 services such as transportation, insurance, installation, commissioning, after sale service, spare parts availability, etc. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. In case of the "manufacturer" the "origin" means the firm is based and registered in that country and registered with their stock exchange.  
Goods

are produced when, through manufacturing or processing, or substantial and major assembly of components, a commercially recognized product is produced that is substantially different in basic characteristics or in purpose or utility from its components.

## **5. Cost of Bidding**

**5.1** 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.

## **6. Clarification of Bidding Documents**

**6.1** A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives not later than seven (07) 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.

## **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.

**7.2** All prospective Bidders that have received the bidding documents shall be notified of the amendment in writing, and shall be binding on them.

**7.3** In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

## **8. Qualification and Disqualification of Bidders**

**8.1** In the absence of prequalification, 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 Clause 29.2.

**8.2** The determination shall take into account the Bidder's financial, technical or production capabilities (in case of manufacturer), infrastructure of the firm, past performance in similar contracts, engineering staff and their capabilities, inventory of spare parts, repair and calibration tools, workshop facilities to provide the after sales services. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 29.2, as well as such other information/ premises visit as the Procuring Agency deems necessary and appropriate.

**8.3** An affirmative determination shall be a pre-requisite 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.

**8.4** 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.

**8.5** 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.

**8.6** 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. In pursuance of rule 2 (P) of PPRA 2014 and its subsequent amendments, if any, the Procuring Agency:

a. defines, for the purposes of this provision, the terms set forth below as follows:

(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.

b. shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or 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 or fraudulent practices in competing for, or in executing, a Contract.

## **Preparation of Bids**

### **10. Language of Bid**

**10.1** 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.

### **11. Documents Comprising the Bid**

**11.1** The bid prepared by the Bidder shall comprise the following components:

- (a) A Bid Form and Price Schedule completed in accordance with ITB Clauses 12 and 13 (to be submitted along with financial proposal);
  - (b) Documentary evidence established in accordance with ITB Clause 15 that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
  - (c) Documentary evidence established in accordance with ITB Clause 15 that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents.
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## **12. Bid Form and Price Schedule**

**12.1** The Bidder shall complete the Bid Form and an appropriate Price Schedule furnished in the bidding documents (Annexure A Form), indicating the goods to be supplied, a brief description of the goods, specifications, taxes, quantity, prices, make, model, country of origin, country of manufacturer and port shipment.

## **13. Bid Prices**

**13.1** The Bidder shall indicate on the Price Schedule the unit prices and total Package Price of the goods, it proposes to supply under the Contract.

**13.2** Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/correction must be initialled. 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.

**13.3** 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.

**13.4** 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.

**13.5** Prices offered should be for item wise of each package with accessories; detail of which is already mentioned in the technical specifications.

**13.6** 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. Bid Currencies**

**14.1** In Pak Rupees

**14.2** The price for each item, standard accessories; detail of which is already mentioned in the technical specifications will be considered for determining the lowest bidder. Optional items will not be considered while determining the lowest bidder.

## **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 ITB Clause 3.

**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 Exclusive letter of authorization / Sole Agency Certificate 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, or joint venture/ consortium/ alliance of the local Sole agents/manufacturers.
  - (b)** National Tax Number (NTN) and General Sales Tax Number with documentary proof shall have to be provided by the bidder(s).
  - (c)** The Bidder shall submit an affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a
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local body or a public sector organization. On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently black listed.

- (d) The Bidder should have strong engineering background and necessary tools/ test equipment, trained staff for the goods required after sales services.
- (e) 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.
- (f) The Bidder must indicate the country of origin of the goods, Country of manufacturer, capacity of production of the firm (in case of manufacturer), its financial status, necessary assurance of quality production, Certificate(s) for conformity with International standards of Quality and list of qualified technical persons along with qualification and trainings, list of main service, testing and calibration tools and in case of manufacturer; the supervisory staff working in the production and quality control departments in the manufacturing plant.

## **16. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

**16.1** Pursuant to ITB Clause 11, the Bidder shall furnish along with technical proposal, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

**16.2** The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods offered.

**16.3** Submission of sample if so required by the Technical Committee; the bidder shall provide the sample or give demonstration as per requirement for evaluation/ satisfaction of the Committee.

**16.4** Submission of Original Purchase Receipt of tender.

**16.5** Alternative bid is not allowed also a bidder cannot submit two bids. If the bidder quotes an alternative bid or submit two bids then the bidder will be considered as non-responsive.

## **17. Bid Security**

**17.1** 2% Bid Security of each item mentioned in bidding document in the shape of CDR/Bank Guarantee/Pay Order/ Demand Draft from scheduled bank in the name of Vice Chancellor RMU Rawalpindi. Bid Security less than mentioned amount shall not be acceptable. Bid Security should be submitted in Pak Rupees with technical offer/ Bid.

**17.2** As a part of Technical bid envelop, failing which will cause rejection of bid;

**17.3** Have a minimum validity period of 120 days from the last date for submission of the tender or until furnishing of the Performance Security, whichever is later.

**17.4** The Bid Security shall be forfeited, on the occurrence of any / all of the following conditions:

**17.4.1** If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or

**17.4.2** If the Tenderer does not accept the corrections of his Total Tender Price; or

**17.4.3** If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

**17.5** The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security

## **18. Bid Validity**

**18.1** Bids shall remain valid for a period of 120 days after 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.

**18.2** 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 reasons 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. Such extension shall not be for more than the period equal to the period of the original bid validity.

**18.3** 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, if any.

## **Submission of Bids**

### **19. Format and Signing of Bid**

**19.1** The bid shall be typed and shall be signed by the Bidder or Lead Bidder (in case of tender with the permission of alliance/ Joint venture for the bidding of complete package i.e. more than one equipment in a single tender) 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.

**19.2** Any alternation, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

**19.3** All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder or Lead Bidder.

### **20. Sealing and Marking of Bids**

**20.1** 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. It should contain the package name and its number. Every item / package shall be quoted separately.

**20.2** 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 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.

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

**20.4** 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.

### **21. Deadline for Submission of Bids**

**21.1** Bids must be submitted by the Bidder and received by the Procuring Agency at the address specified under ITB Clause 19.1 not later than the time and date specified in the Invitation for Bids.

**21.2** The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7 , 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.

## **22. Late Bid**

**22.1** Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 21 shall be rejected and returned unopened to the Bidder.

## **23. Withdrawal of Bids**

**23.1** The Bidder may withdraw its bid prior to the deadline specified in the invitation to bid.

**23.2** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in ITB Clause 18.2. Withdrawal of a bid during this interval will make the bidder eligible to be debarred for further procurements for a period as deemed necessary by the Procuring Agency.

## **The Bidding Procedure**

### **24. Single stage – two envelopes bidding procedure**

**24.1** Single stage – two envelopes bidding procedure shall be applied:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Procuring Agency without being opened;
- (v) 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;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) 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;
- (viii) 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 unopened to the respective Bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.
- (x) The procuring agency may adopt any other bidding procedure depending on the nature of procurement / Type of Goods / Equipment to be procured as per the methods of procurement prescribed in PPRA 2014 and its subsequent amendments, if any.

## **Opening and Evaluation of Bids**

### **25. Opening of Bids by the Procuring Agency**

**25.1** 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.

**25.2** 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 pursuant to ITB Clause 21. 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.

**25.3** The Procuring Agency shall prepare minutes of both the technical proposal as well as the financial proposal bid opening.

## **26. Clarification of Bids**

**26.1** 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 bid like indication or re-indication of make/model/brand etc. shall be sought, offered, or permitted.

## **27. Preliminary Examination**

**27.1** 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.

**27.2** 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.

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

**27.4** Prior to the detailed evaluation, pursuant to ITB Clause 27 the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, 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 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.

**27.5** 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.

## **28. Evaluation and Comparison of Bids**

**28.1** The Procuring Agency shall evaluate and compare the bids on the basis of Single item /Complete package (As demanded in the list), which have been determined to be substantially responsive, pursuant to ITB Clause 25.

**28.2** 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 of similar contracts, availability of engineering staff and their capabilities, inventory of spare parts, workshop facility to provide the after sales services, financial soundness and such other details as already highlighted. However, the evaluation of financial proposal shall be on the basis of price.

**28.3** All bids shall be evaluated in accordance with the evaluation criteria (ITB Clause 29) and other terms and conditions set forth in these bidding documents.

**28.4** In case of procurement on CIF basis; for the purpose of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees in pursuant to ITB Clause 13. The rate of exchange shall be the selling rate, prevailing on the date of opening of Financial Bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

**28.5** 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.

## **29. Evaluation Criteria**

**29.1** For the purposes of determining the lowest evaluated bid, factors other than price such as previous performances, previous experience, engineering/ technical capabilities, repair/ calibration tool, workshop facilities, financial soundness and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration and these should be available with the bidder. The following evaluation factors/ criteria will be employed on **technical proposals**.

### **29.2 Technical Evaluation Criteria**

#### **Technical Evaluation Criteria**

1. For evaluation of bids **KNOCKED DOWN CRITERIA** will be applied. The bids conforming to the specifications and pre-requisite conditions indicated in specifications and evaluation criteria will be considered for further technical evaluation.
2. The technical evaluation of tenders will be carried out by the designated Technical Evaluation Committee of Procuring Agency.
3. The bid must comply with the advertised technical specifications of the quoted item/items. Incomplete offer will straightaway be rejected.
4. The bidder must possess Exclusive/Sole authorization agreement from the Foreign Manufacturer. Unless otherwise specifically mentioned in the specifications of advertised tender that the exclusive authorization of foreign manufacturer is not required. This can be applied only on general machinery and on a nature of medical / other equipment, where the extensive after sales services is not required or due to the any other technical reasons. This need to be identified by the procuring agency in the advertised specifications / Tender, if any.
5. The Manufacturer should have documentary evidence to the effect that they are the original Manufacturer of the quoted product with indication of manufacturing site and its location.
6. Certificate from the manufacturer that the after sales services / backup services shall be provided jointly with the local sole agent and in case of change of local agent, they will provide the after sales services themselves or through newly appointed agent for the period mentioned from the date of commissioning.
7. A Certificate from the manufacturer that the installation will be conducted in conformity with the system requirements by following the professional approach.
8. Satisfactory Past performance of the bidder for quoted product.

9. Sufficient Technical and Engineering capabilities of the firm; where after sales services are necessary (attach a list of technical and engineering staff, special testing equipment/calibration/ repair tools for equipment).
10. The firm must have all kind of testing and calibration equipment which is required to maintain the products which they are dealing. The list of all required testing equipment will be provided along with the bid including its model number and serial numbers. The available testing equipment must be calibrated. The offers without non-availability of required testing equipment will be straightaway rejected.
11. Submission of valid legally enforceable exclusive authorization letter of manufacturer assuring full guarantee and warranty obligations as per enclosed manufacturer authorized form with the bid document.
12. The medical equipment offered from foreign countries of USA, Europe and Japan shall be eligible to participate and must bear FDA510k, CE (MDD) or MHLW (Ministry of Health, Labour and Welfare) standard, respectively and those products should be marketed world widely; in case the origin is not mentioned in the specifications. (The product manufactured and marketed for certain region shall be knocked down). In case of high-tech equipment, any of the above mentioned two certificates are mandatory. The country of manufacturer other than USA, Europe and Japan will be acceptable only if it is specifically mentioned in the advertised tender/Specifications.
13. The non-medical equipment / Machinery items must bear the relevant international applicable quality standards.
14. The quoted model of imported product shall be available on the current official website of the manufacturer; otherwise the quoted product shall be considered obsolete/ redundant and will straight away be rejected.
15. Infrastructure for execution of after sales services mentioned by the bidder shall be evaluated for its suitability as per provisions given in specifications and other requirements detailed in the technical specifications of the bidding documents.
16. The firms shall also declare the make, model, country of origin of all accessories to be provided with the equipment.
17. The Procuring Agency has the right to inspect the premises of bidder to inspect the setups ensuring proper after sales services.
18. An affidavit from bidder of Rs.100/- stating that their firm is not blacklisted by any of the Federal and Provincial Government or organizations of the State/ Central Government in Pakistan.
19. The template of bid evaluation report is attached as Annex - . The Technical status of offers will be declared as Responsive, Non Responsive and Substantially Responsive.
20. The offer will be considered as responsive if it fully meets the tender requirement and specifications. The offer which will not be as per requirement of tender and specifications is to be declared as non- responsive. The offer which contains the minor deviations from the specifications and the deviations would not have any kind of effect on the quality, efficiency, reliability and durability of products will be declared as substantially responsive, This need to be determined by the Technical Evaluation Committee. The offers which are declared as Responsive and Substantially Responsive will be considered as equivalent for the onward proceedings of tender.

**29.2.1** Bidders are required to submit the information in the following format along with documentary evidence as under.

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### 29.2.2 Profile of the Bidder

Sr.#	Particulars	
1.	Name of the company	
2.	<b>Registered</b>	
	Office Address	
	Office Telephone Number	
	Fax Number	
3.	<b>Contact</b>	
	Person Name	
	Personal Telephone Number	
	Email Address	
4.	<b>Local office if any</b>	
	Address	
	Office Telephone Number	
	Fax Number	
5.	<b>Bid Signing</b>	
	Authority Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bidding	
6.	Address for communication under the current Bidding	
7.	<b>Registration Details</b>	
	NTN Registration Number	
	GST Registration Number	
	Banker's Name, Address and Account Numbers	

#### a) Bid Security

#	Particulars	Please furnish details
1.	Name of the Bank	
2.	CDR / Bank Guarantee	
3.	Date	

#### b) Details of Balance Sheet (last three years)

#	Audited Balance Sheets	Bidder
1.	2020-21	
2.	2021-22	
3.	2022-23	
4.	Please enclose audited annual balance sheets.	

#### c) Details about Income Tax (last three years)

#	Audited years	Bidder
1.	2020-21	
2.	2021-22	
3.	2022-23	
4.	Please enclose Income Tax Returns	

**d) Details about Annual Turnover (last three years)**

#	Audited years	Bidder
1.	2020-21	
2.	2021-22	
3.	2022-2023	

29.2.3 Submission of original receipt of purchase of tender.

**29.3 Financial proposals would be evaluated as follows:**

- i) After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
- ii) Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidders shall be read aloud. The financial proposal of the technically responsive bidders shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of technically non-responsive Bidders shall be returned unopened). These financial proposals shall be then opened, and the total prices read aloud and recorded.
- iii) Incomplete bid shall stand rejected. All items described in the technical proposal must be priced in financial proposal. Items described in the technical proposal but not priced, shall be assumed to be included in the price of other items.
- iv) Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the formers will prevail.
- v) The bidders will quote the Price Schedules. The total price of the system will be calculated by converting the price to single currency (Pak Rs.) on the rate of date of opening of Financial Proposal; in case of import of item.
- vi) The lowest responsible bidder will be declared with standard accessories. The price of optional items will not be considered while establishing the lowest bid.

**30. Contacting the Procuring Agency**

**30.1** 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.

**30.2** 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.

**31. Rejection of Bids**

**31.1** 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.

**31.2** The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 30.1 towards Bidders who have submitted bids.

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



**31.4** The items contained in the tender / package should be bid in total and technical rejection of any item not complying with the technical specifications may lead to the rejection of complete package/Tender.

### **32. Re-Bidding**

**32.1** If the Procuring Agency rejects all bids in pursuant to ITB Clause 30, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement.

**32.2** 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.

### **33. Announcement of Evaluation Report**

**33.1** The Procuring Agency shall announce the results of bid evaluation of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

### **Award of Contract**

#### **34. Acceptance of Bid and Award criteria**

**34.1** The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government or having less Bid Security shall be awarded the Contract, within the original or extended period of bid validity.

**34.2** The Bidder having lesser Bid Security will be rejected as non-responsive and Acceptance of Bid be awarded to next bidder; being the responsive lowest bidder.

#### **35. Procuring Agency's right to vary quantities at time of Award**

**35.1** The Procuring Agency reserves the right at the time of Contract award to increase/ 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.

#### **36 Limitations on Negotiations**

**36.1** 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 2014 and its subsequent amendments, if any.

#### **37. Notification of Award**

**37.1** 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.

**37.2** The notification of Award shall constitute the formation of the Contract.

#### **38. Signing of Contract**

**38.1** At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.

**38.2** Within ONE week of receipt of the Contract Form, both the successful Bidder and the Procuring Agency shall sign and date the Contract. The Procuring Agency shall issue Purchase Order after completion of all codal formalities. If the successful Bidder, after completion of all codal formalities shows inability to sign the Contract then their Bid Security/ Performance Security to the extent of proportionate percentage shall be forfeited and the firm shall be blacklisted minimum for three years for future participation. In such situation the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

The contract is to be made on stamp paper worth of Rs. @ 25 paisa per every one hundred rupees of the total value of the contract, under section 22(A)(B) of schedule 1 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.

#### **39. Performance Guarantee**

**39.1** On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guarantee/Security in accordance with the Special Conditions of Contract, in the Performance Guarantee/Security Form. The Performance Guarantee will be 5% of the contract amount. The performance security shall be deposited in the shape of Deposit at Call/ irrevocable Bank Guarantee.

**39.2** Failure of the successful Bidder to comply with the requirement of ITB Clause 37 or ITB Clause 38.1 shall constitute sufficient grounds for the annulment of the Award, in which event the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

**40. Schedule of Requirement**

**40.1** The supplies shall be delivered/ shipped within 60 days w.e.f the next date after the date of issue of Purchase Order (without penalty)/ opening of LC, and with prescribed penalty, as per following schedule of requirement:

Mode of penalty	Shipping/Delivery Period
Without Penalty	60 Days

**40.2** However, in special cases, delivery period can be fixed shorter or higher than the abovementioned schedule of requirement as deem appropriate by the Procuring Agency.

**40.3** In case of late delivery of goods beyond the periods specified in the Schedule of Requirements, penalty @ 0.1% per day of the cost not exceeding 10% of the purchase order/contract value for late delivered supply shall be imposed upon the Supplier after reaching the maximum penalty the supply order shall be cancelled and performance guarantee will be forfeited and the procuring agency may award the contract to the next lowest bidder.

**40.4** In case of DDP the delivery period will be started from the date of issuance of Purchase order to the Contractor.

**41. Redressal of grievances by the Procuring Agency**

**41.1** The Procuring Agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

**41.2** Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

**41.3** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

**41.4** Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

**41.5** Any bidder not satisfied with the decision of the committee of the Procuring Agency may lodge an appeal in the relevant court of jurisdiction.

## **B. General Conditions of Contract (GCC)**

### **1. Definitions**

**1.1** In this Contract, the following terms shall be interpreted as indicated:

- a. "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. "The Goods" means medical equipment and machinery and other items which the Supplier is required to supply to the Procuring Agency under the Contract.
- d. "The Services" means those services ancillary to the supply of above goods, such as printing of special instructions on the label and packing, design and logo of the Institute/ Hospital, Insurance, transportation of goods up to the desired destinations, commissioning, training and other such obligations of the supplier covered under the Contract. It also includes all necessary requirements of goods and service for installation and commissioning of equipment / machinery.
- e. "GCC" mean the General Conditions of Contract contained in this section.
- f. "SCC" means the Special Conditions of Contract.
- g. "The Procuring Agency" means the Vice Chancellor, or the procuring agency advertised the tender.
- h. "The Procuring Agency's Country" is the country named in SCC
- i. "The Supplier" means the individual or firms or joint venture supplying the goods under this Contract.
- j. "Day" means calendar day.

### **2. Application**

**2.1** These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

### **3. Country of Origin**

**3.1** Country of manufacturer should be of USA, Europe and Japan; unless otherwise any other country of manufacturer is mentioned in specifications. However, country of origin of equipment could be from any geographical region of the world as per laws of Pakistan

### **4. Standards**

**4.1** The medical equipment of USA must comply with 510(K) FDA (Food & Drug Administration), in case of Europe MDD (Medical Device Directive) and for Japan MHLW (Ministry of Health, Labour & Welfare) for specific quoted model. In case of high-tech equipment, any of the above mentioned two certificates are mandatory. The other/non-medical equipment should comply with the relevant National/International product quality standards of respective origins.

### **Use of Contract Documents and Information**

**5.1** The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

**5.2** The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

**5.3** Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.

## **6. Patent Rights**

**6.1** The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the country.

## **7. Submission of Samples**

**7.1** The samples shall be submitted as per detail in ITB 16.3.

## **8. Ensuring Storage/ Installation Arrangements**

**8.1** To ensure storage and installation arrangements for the intended supplies, the Supplier shall inform end user for pre-requisites well in time for proper installation. In case the Supplier abides by the given time frame he shall not be penalized for delay.

**8.2** In case of late delivery of goods beyond the periods specified in the Schedule of Requirements, penalty @ 0.1% per day of the cost not exceeding 10% of the purchase order/contract value for late delivered supply shall be imposed upon the Supplier.

## **9. Inspections and Tests**

**9.1** 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.

**9.2.** For the purpose of inspections and tests of equipment. The Supplier shall furnish all reasonable facilities and assistance, to the inspectors at no charge to the Procuring Agency. In the event that inspection & testing is required prior to dispatch and categorically mentioned in the LC clauses, the goods shall not be supplied unless a satisfactory inspection report has been issued in respect of those Goods by the Procuring Agency. However, if the Supplier proves an undue delay in conduct of inspection on the part of Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such lab tests shall be borne by the Manufacturer/ Supplier.

**9.3** The Procuring Agency's right to inspect, test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations.

**9.4** The Procuring Agency's right to inspect the premises of bidders/ lead bidders/ firms of alliance to inspect their premises/ setups ensuring proper after sales services.

**9.5** Nothing in GCC Clause 9 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **10. Physical Examination/ Inspection of Goods**

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

**10.2** The Inspection Team will be designated by the Procuring Agency which will inspect each of the equipment/ goods as per contracted specifications and installation protocols recommended by the manufacturers.  
accordance

## **11. Delivery and Documents**

**11.1** The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods which is maximum 60-days from the date of issuance of this contract. The details of original documents to be furnished by the Supplier are as follows;

- a. Operational Manuals of the medical equipment
- b. Service Manuals indicating step by step service/ maintenance protocols of each of the equipment.
- c. Periodic Preventive Maintenance schedules with recommended list of parts/ kits to be replaced during PPM.
- d. Any other requirement by the procuring agency.

## **12. Insurance**

**12.1** The goods supplied under the Contract shall be delivered duty paid (DDP) or CIF as mentioned under which risk is transferred to the buyer after having been delivered; hence, marine and inland insurance coverage is Supplier's responsibility. The Supplier shall ensure insurance in advance in full on prevailing premium rates at the time of such of the Goods on the behalf of the Purchaser for which the cost is inclusive in the Contract Price.

## **13. Transportation**

**13.1** The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Schedule of Requirement.

**13.2** Transportation including loading/ unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price. The addresses of destinations/ offices shall be provided at the time signing of Contract.

## **14. Incidental Services**

**14.1** The Supplier shall be required to provide all the incidental service charges and the cost of such incidental services include in total Contract price.

**14.2** The Procuring Agency will not pay any extra amount against any expenditure incurred on it, as the Contract shall be construed as fixed amount Contract and includes all costs.

**14.3** The Procuring Agency will provide all the necessary documentations for facilitation but no amount to be given in any case except the Contracted amount.

**14.4** All Custom Duties, if any, Octroi, Clearing Charges, transportation etc. will be borne by the Contracting firm. However, Procuring Agency will provide all necessary documents for facilitation but no amount to be given in any case except the Contracted amount.

## **15. Warranty**

**15.1** A comprehensive warranty of three (03) years of medical equipment and one (1) year warranty for other equipment. The procuring agency may increase or decrease the span of warranty period as per their institutional requirement. The supplier will categorically mention the disposable/consumable items of the equipment good in advance along with the submitted tender, any item declaration as consumable /disposable after the submission of bid/quotation will not submitted.

## **16. Payment**

**16.1** The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

**16.2** In case of imported goods to be procured on CIF basis; the payment will be made 100% via establishing the LC in favour of manufacturer at sight and receiving the shipping documents/ Bill of lading, Insurance, Inspection certificate of the manufacturer, Country of origin, compliance of International standards of quality as per INCOTERMS of latest version Contract. The procuring agency may define its own financial values for the establishment of LC, in case of any special requirement.

**16.3** In case of DDP; the payment will be made 100% after presentation of the delivery/Installation/commissioning/completion/execution report of the contract and all other works described in Contract. Unless otherwise part payment, part delivery mentioned in the specifications.

## **17. Prices**

**17.1** Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid and shall remain the same till expiry of the original bid validity period provided the Procuring Agency's request for bid validity extension.

## **18. Contract Amendments**

**18.1** No variation in or modification of the terms of the Contract shall be made.

**18.2** No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

## **19. Assignment**

**19.1** The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent.

## **20. Subcontracts**

**20.1** The Supplier shall not be allowed to sublet the job and award subcontracts under this Contract except the firms involved in the Joint Venture/ Consortium.

## **21. Delays in the Supplier's Performance**

**21.1** Delivery of the goods shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

**21.2** If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the goods, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.

**21.3** Except as provided under GCC Clause 8.2, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of liquidated damages.

## **22. Penalties/Liquidated Damages**

**22.1** In case of late delivery beyond the presented period, penalty as specified in SCC shall be imposed upon the Supplier/ Manufacturer. The above Late Delivery (LD) is subject to GCC Clause 24, including late delivery for reasons beyond control. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 23.

**22.2** If the firm provide substandard item and fail to provide the item the payment of risk purchase (which will be purchased by the indenter) the price difference shall be paid by the Firm

## **23. Termination for Default**

**23.1** The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- a. if the Supplier fails to deliver any or all instalments of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 8.2; or
- b. if the Supplier fails to perform any other obligation(s) under the Contract.
- c. if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: **"corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution.

**"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice 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.

## **24. Force Majeure**

**24.1** Notwithstanding the provisions of GCC Clauses 21, 22, and 23, the Supplier shall not be liable for forfeiture of its Performance Guarantee/ bid Security, 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 event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. 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 Ministry of Health, constituted for Redressal of grievances, shall examine the pros and cons 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. However, unless otherwise directed by the Procuring Agency in writing, 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.

#### **25. Termination for Insolvency**

**25.1** The Procuring Agency may at any time terminate the Contract by giving written notice of one month time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

#### **26. Arbitration and Resolution of Disputes**

26.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

26.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

26.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator will be appointed with mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on the Parties.

#### **27. Governing Language**

27.1 The Contract shall be written in English language. Subject to GCC Clause 28, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the Parties, shall be written in English

#### **28. Applicable Law**

**28.1** This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

#### **29. Notices**

**29.1** Any Notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and confirmed to other party's address specified in SCC.

**29.2** A notice shall be effective when delivered or on the notice's effective date, whichever is later.

# Special Conditions of Contract (SCC)

Special Conditions of Contract shall be concluded between the Procuring Agency and the successful bidder(s) as per specific requirement of the specific Product. In case where there is a conflict between the general conditions of the contract and the special conditions of contract, the special condition of contract shall prevail.

## **1. General:**

**1.1** The imported goods shall be of USA, European or Japanese Origin firms; unless otherwise any other country of manufacturer is mentioned in specifications however their delivery/ provision may vary according to geographical location of their factories.

**1.2** The fee of all necessary licenses required to install and operate the equipment shall be born by the Supplier and Procuring agency will facilitate through documents only.

**1.3** The Bank Guarantee will be discharged after successful installation, commissioning, servicing and completion of warranty period (or for any other period mentioned in the specifications). A clearance letter/NOC will be issued by the head of concerned institution.

**1.4** The Supplier shall be deemed to have obtained all the information regarding facilities and charges, in respect of port clearance, loading and unloading, storage, transportation, congestion, Octri, licensing fee and confirmed the requirements thereof at his own responsibility and all such costs and charges are deemed to be included in the rates and prices mentioned in the Priced BOQ and the Procuring Agency will not pay any amount over this contracted amount whether in case of CIF or free delivery consignments.

**1.5** Certificate from the manufacturer that they will provide after sales services through its agent and in case of change of its agent, it will provide the services itself or newly appointed Sole agent/ Sole distributor.

**1.6** The Supplier shall arrange the necessary arrangements for training of hospital staff including doctors, technician, paramedical staff and biomedical engineers. The supplier shall provide a factory training of quoted medical equipment to the hospital biomedical engineer and clinical training to the doctors, if specifically demanded in the advertised specifications/ tender.

**1.7** For smooth functioning and management of medical and other equipment, it is mandatory for the bidders to provide sufficient technical training for high-tech equipment for the biomedical engineers and allied staff from factory trained experienced engineers at the concerned institute.

## **2. Insurance of Local Goods**

**2.1** Insurance of Local Goods and other materials from factory to Site shall include all insurance costs covering the responsibility of all losses or damages, while loading, unloading, storing, trimming on the carrier and transporting to Site up to the installation, testing & commissioning of the medical equipment.

**2.2** Checking and verifying of consignments, issuance of receiving reports and damage reports (when applicable) shall be the Contractor's responsibility.

**2.3** The cost of insurance shall be quoted on the basis of insurance through National Insurance Company (NIC) of Pakistan or any other insurance company operating in Pakistan acceptable to the Procuring Agency.



### 3. Payment

In case of DDP; the payment will be made 100% after presentation of the delivery/Installation/commissioning/completion report of the equipment and all other works described in Contract. Unless otherwise part payment, part delivery mentioned in the specifications.

### 4. Execution of Warranty

**4.1** A Log Book for the medical equipment which needs regular after sales services (To be specified by the procuring agency in bidding document) shall be maintained by the Supplier Service Engineer in consultation with the end user department. This will include the name of the equipment, down time, preventive maintenance schedule, replacement of parts, down time etc.

**4.2** The Warranty will start from the date of acceptance of equipment (properly installed, as per contracted specifications and handing over of related documents mentioned in GCC and will last for its warranty period at 95% uptime.

**4.3** The maintenance will be the responsibility of the manufacturer / their agent. An annual optimal uptime of 95% is considered as acceptable level of performance.

**4.4** Software and hardware up gradation of the computing system should be carried out as available during warranty period as recommended by the manufacturer.

**4.5** Manufacturer / Supplier shall be responsible for rectifying with all possible speed at their own expense any defect or fault in the system which may develop at any time during installation, commissioning period.

**4.6** Manufacturer will guarantee the availability of spare parts and accessories.

**4.7** Uptime shall be defined as the time available to the user for doing procedures/ data acquisition and processing during working hours throughout the year.

**4.8** Manufacturer /Supplier shall check system performance during and after every 4-months. An "Optimal Percentage" will be calculated by dividing "System in Service" hours by hours available, both measured on the basis of working hours as detailed above.

**4.9** If the uptime percentage for the measurement period (04-months) shall fall short of 95%the following formula will be applied to determine additional days in the warranty / service contract period.

a.	100% - 95%	No Penalty
b.	95% - 60%	The warranty period will be extended by 2.0 times the number of days as extra down time.
c.	60% - 80%	The warranty period will be extended by 3.0 times the number of days as extra down time
d.	Below 80%	The warranty period will be extended by 4.0 times the number of days as extra down time

**4.10** Down time is defined as the failure in the equipment operation to acquire or process the data or procedure, resulting in inability to carry out the required procedure properly.

**4.11** The firm will be bound to make arrangements for availability of qualified technical staff in site for prompt execution/coordination of after sale services.

**4.12** Down time will start when the end user/ Staff In-charge notifies the designated service facility verbally or in writing to qualified technical staff of the firm stationed in the Hospital.

**4.13** Down time will end once the repairs have been affected and the system is again available for clinical use.

**4.14** The firm will provide the recommended preventive maintenance schedule of each of the equipment at the time of delivery.

**4.15** The firm will bound to execute the installation/ maintenance according to the Installation/ service protocol and will replace the components/ kits recommended by the manufacturers for installation and Periodic Preventive maintenance.

**4.16** The scheduled preventive maintenance shall be in accordance with Service Protocol recommended/ advised by the manufacturer.

**4.17** Remote service via modem shall be preferred if provided by the manufacturer to pick-up early faults at no cost to the hospital for the high-tech equipment.

**4.18** The manufacturer / supplier will be responsible for preventive maintenance of equipment as per manufacturers' Service Manuals and shall keep a check for electrical / magnetic/ temperature and humidity conditions. Such a check should be made monthly and record should be maintained in the log book.

**5. Packing & Marking**

**5.1** Packing: Usual export packing to ensure safe journey up to the site of consignee.

Marking: Each packing should be clearly marked in suitable size in bold letters as per requirement.

**6. Trans-shipment**

**6.1** Trans-shipment is not allowed (In case of no direct flight from the shipping country to the destination, this may be reviewed by the procuring agency on case to case basis).

**7. Place of delivery**

**7.1** College of Nursing & Public Health Nursing School DHQ Hospital Chakwal

**8. Correspondence addresses**

Purchase Officer, Inside Holy Family Hospital New Teaching Block Rawalpindi Medical University Rawalpindi

**Procuring Agency**

Purchase Department Rawalpindi Medical University Rawalpindi

**Contracting Firm**

M/S-----

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR PREPARATION OF BIDS**

- 1. The Quoted Rates must be in PKR i.e. FOR basis**
- 2. Items should be quoted separately (as mentioned in the list as per serial number) i.e separate Financial & Technical Bid for each quoted item**
- 3. CDR to be attached should be attached with Technical Offer as per item mentioned in the list.**
4. The bidder quoting for more than one tender item may submit a single copy of supporting documents of firm. However technical quotation of each item with its supporting technical documentation should be submitted separately.
5. The bidder must submit bid in a spiral binding or ring binding for the ease of technical evaluation committee.
6. The bidder must submit soft copy of technical bid, viz a viz of advertised specifications with the product with supporting documents including technical data sheet, brochure and manuals etc. **The soft copy can be submitted in USB Flash Memory Device.**

### **NOTE:**

**The bid is liable to be straight away rejected in case of non-compliance of above stated instructions.**



## ADP Scheme

### INVITATION FOR BIDS FOR PROCUREMENT OF MEDICAL EQUIPMENT, FURNITURE, IT EQUIPMENT, CROCKERY ITEMS, PLANT & MACHINERY EQUIPMENT, LIBRARY BOOKS, LINEN

1. Rawalpindi Medical University has received the funds for the ADP Scheme "Up-Gradation of College of Nursing & Public Health Nursing School DHQ Hospital Chakwal". Now University invites sealed bids on Item Wise basis of each Category from well reputed Firms/Companies/Sole Proprietors (Sole Distributors)/ General order Suppliers for **"Procurement of Medical Equipment, Furniture, IT Equipment, Crockery Items, Plant & Machinery Equipment, Library Books, and Linen"**.
2. Bidding shall be conducted on **'Single Stage Two Envelopes'** basis. The name of the Bidder and tender description shall be clearly marked on the envelopes both Technical and Financial, separately.
3. Bidders are required to submit the documents along with following information
  - The bidder should be registered with FBR.
  - Income tax/sales tax certificate /professional tax certificates(Punjab) from relevant department
  - List of relevant major supplies.
  - Evidence for supporting financial soundness.
  - Estimated amount of each item of each Package is mentioned in bidding documents.
  - 2% Bid security of estimated amount in shape of CDR/Bank Guarantee/Pay Order/ Demand Draft of each item of each Category is mentioned in bidding documents must be attached with technical bids.
4. Conditional, optional, incomplete and bid not meeting the evaluation criteria shall be considered as **'Non-Responsive'**.
5. The complete Bidding Documents may be purchased by the interested bidders on the submission of a written application to the address below upon payment of a non -refundable fee of Pak Rs.1, 000/- against each item before **30-10-2023** till office hours from Purchase Office, **New Teaching Block Rawalpindi Medical University inside Holy Family Hospital Rawalpindi, Pakistan.**
6. Bidding documents containing evaluation criteria, specifications and other terms & conditions can be downloaded from [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and [www.rmur.edu.pk](http://www.rmur.edu.pk)
7. Prospective bidders are requested to drop their sealed bids on / before **31-10-2023 till 10:30 a.m.in the Purchase Office, New Teaching Block Rawalpindi Medical University inside Holy Family Hospital Rawalpindi, Pakistan**
8. Technical bids will be opened on the same date at 11:00 a.m. in the presence of bidders who intend to witness the proceedings. In case of official holiday on the day of submission, next day will be treated as closing date. RMU may reject all the bids subject to relevant provision of Punjab Procurement Rules 2014

Vice Chancellor  
Rawalpindi Medical University  
New Teaching Block  
Rawalpindi  
[Phone No. 051-9291511]

## List of items

### PROCUREMENT OF MEDICAL & LABORATORY EQUIPMENT

Sr.No	Name of item	Qty.	Estimated Unit Cost Rs.	Total Estimated Cost Rs.	2% bid Security Rs.
1	Adult Nursing Essential	3	1,400,000	4,200,000	84,000
2	Baby Nursing Essential	3	1,350,000	4,050,000	81,000
3	Human Torso (27 parts), Male, Female	4	350,000	1,400,000	28,000
4	Wall Hanging Charts of all Human Body Organs	10	50,000	500,000	10,000
5	Intramuscular Injection Stimulator	3	400,000	1,200,000	24,000
6	CPR Mannequin Adult	3	800,000	2,400,000	48,000
7	Child Bearing	3	600,000	1,800,000	36,000
8	Nasogastric tube Simulators Adult	3	400,000	1,200,000	24,000
9	O2 Cylinders	6	50,000	300,000	6,000
10	Suction Machine	6	200,000	1,200,000	24,000
11	Color Coded Waste Bins	16	15,000	240,000	4,800
12	Skeleton articulated with stand	3	65,000	195,000	3,900
13	Syringe Cutters	10	2,000	20,000	11,160
	Hamper Trolley	2	5,000	10,000	
	IV Stand	2	5,000	10,000	
	Stretcher	3	40,000	120,000	
	Wheel chair	2	20,000	40,000	
	Weight & Height Scale	3	35,000	105,000	
	Screen With Curtains	3	5,000	15,000	
	Soap Dish			2,000	
	Nail Cutter			1,000	
	Baby Cot			90,000	
	Spirit Lamp			25,000	
	Mercury Thermometers			75,000	
	Sphygmomanometers			45,000	

## PROCUREMENT OF FURNITURE

Sr.No	Name of item	Qty.	Estimated Unit Cost Rs.	Total Estimated Cost Rs.	2% Bid Security Rs.
1	Iron Beds Single (With Mattress)	200	40,000	8,000,000	160,000
2	Study Chair	200	8,000	1,600,000	32,000
3	Wooden Dressing Tables	70	30,000	2,100,000	42,000
4	Wooden Students Chairs with Arm rest	200	9,500	1,900,000	38,000
5	Chairs	100	5,000	500,000	10,000
6	Tables (4 x 6)	20	25,000	500,000	10,000
7	Dining Tables (for 10 persons)	6	125,000	750,000	15,000
8	Dining Chairs	60	12,000	720,000	14,400
9	Computer Tables	20	22,000	440,000	8,800
10	Library Study Tables	20	20,000	400,000	8,000
11	Wooden Library Chairs	40	8,000	320,000	6,400
12	Chair wooden for Auditorium	100	8,000	800,000	16,000
13	Conference Table (Round shape)	2	90,000	180,000	3,600
14	Sofa Set (5 seater)	4	60,000	240,000	4,800
15	Sofa Set (5 seater)	4	80,000	320,000	6,400
16	Office tables	4	20,000	80,000	7,860
	Wooden screen	2	26,500	53,000	
	Wooden Rostrum	4	30,000	120,000	
	Steel Almirah	4	35,000	140,000	

**PROCUREMENT OF IT EQUIPMENT**

Sr.No	Name of item	Qty.	Estimated Unit Cost Rs.	Total Estimated Cost Rs.	2% bid Security Rs.
1	Laptop for Principal	2	200,000	400,000	8,000
2	Computers for Lab with accessories	20	130000	2,600,000	52,000
3	Server (Computer)	2	500,000	1,000,000	20,000
4	Computer for Office	10	160,000	1,600,000	32,000
5	Server Rack with LED	2	30,000	60,000	1,200
6	UPS for Computers and Server	4	30,000	120,000	2,400
7	Laser Printer	4	80000	320,000	6,400
8	Laser Printer (Colour)	2	150000	300,000	6,000
9	Photo Copier Machine	2	400,000	800,000	16,000
10	Network switch 24 points	2	100000	200,000	4,000
11	Multimedia with Accessories	4	250,000	1,000,000	20,000
12	LEDs for CCTV Cameras 40"	2	100,000	200,000	4,000
13	CCTV Cameras with Installation	20	25,000	500,000	10,000

**PROCUREMENT OF CROCKERY  
(Items to Be Quoted as Package)**

Sr.No	Name of item	Qty.	Estimated Unit Cost Rs.	Total Estimated Cost Rs.	2% bid Security Rs.
1	Gas Burners	2	13,600	27,200	14,472
2	Daigcha Big Size 4x6	4	17,000	68,000	
3	Daigcha Small Size 7x10	4	13,600	54,400	
4	Daigcha Small Size 4x6	4	8,000	32,000	
5	Tub Steel 9x12	2	17,000	34,000	
6	Balti Steel 9x12	4	17,000	68,000	
7	Konchy Big Size	2	1,700	3,400	
8	Konchy Jali Wali	2	1,700	3,400	
9	Karcha	4	1,700	6,800	
10	Chanana	2	1,700	3,400	
11	Parat Steel full Size	4	6,800	27,200	
12	Roti Koncha	4	1,700	6,800	

13	Tandoor	2	25,000	50,000	
14	Dishes	10	1,700	17,000	
15	Bowls for Salan	10	1800	18,000	
16	Plate for Rice Big	100	600	60,000	
17	Plate Small size	100	450	45,000	
18	Rice Stainer Steel Large Size	2	12,000	24,000	
19	Karahi	2	17,000	34,000	
20	Taway	2	12,000	24,000	
21	Jugs(Steel)	10	1500	15,000	
22	Rice Dishes	20	1850	37,000	
23	Hotpot Large Size	10	6,500	65,000	

#### PROCUREMENT OF PLANT & MACHINERY EQUIPMENT

Sr.No	Name of item	Qty.	Estimated Unit Cost RS.	Total Estimated Cost Rs.	2% bid Security
1	LED TV 55,	2	155,000	310,000	18,200
	LEDs 65'	2	300,000	600,000	
2	Deep Freezer double door Dawlance or equivalent Inverter Series 400 liter or above	2	100,000	200,000	8,400
	Refrigerator 12qbf with Inverter Dawlance or equivalent	1	80,000	80,000	
	Deep Freezer small single door	2	70000	140,000	
3	Microwave Oven (20L)	2	40,000	80,000	6,200
	Washing Machine 12 Kg	2	50,000	100,000	
	Dryer/ Spinner	2	40000	80,000	
	Vacuum Cleaner	2	25,000	50,000	
4	Spilt Air Conditioner 2 Tons	4	200,000	800,000	16,000
5	Air Conditioner (1.5 ton)	4	100,000	400,000	8,000
6	Generator (30kva)	2	3,500,000	7,000,000	140,000



7	Sound system	2	30,000	60,000	7,000
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### PROCUREMENT OF LIBRARY BOOKS

S. No.	Name of Items.	Per Unit Cost	Qty.	Total cost	
1.	Basic pathology: an introduction to the mechanisms of disease 5th Ed.	8000	10	80000	1600
2.	Philosophical and theoretical perspectives for advanced nursing practice 5th Ed.	9000	10	90000	1800
3.	Applying nursing process: the foundation for clinical reasoning 8 <sup>th</sup>	9000	10	90000	1800
4.	Trans-cultural nursing 7th Ed.	7000	10	70000	1400
5.	Fundamentals of anatomy and physiology 4th ed	8000	10	80000	1600
6.	Psychiatric mental health nursing concepts of care in evidence-based practice 8th ed	8000	10	80000	1600
7.	Pharmacology and the nursing process, 8th ed	6000	10	60000	1200
8.	Psychiatric mental health nursing 4th ed	8000	10	80000	1600
9.	Qualitative research in nursing: advancing the humanistic imperative 5th ed	8000	10	80000	1600
10.	Knowledge development in nursing, 10th ed	15000	10	150000	3000
11.	Leadership roles and management functions in nursing theory and application with online access south asian 8th ed	3000	10	30000	600
12.	2018 lippincott pocket drug guide for nurses	3000	10	30000	600
13.	Brunner & suddarth's textbook of medical-surgical nursing 2 vols set with online access South Asian 13 <sup>th</sup> ed	5000	10	50000	1000
14.	Fundamentals of Nursing.(Kozier)	2500	10	25000	500
15.	Anatomy and Physiology for Nurses (Nirmal Kaur)	2500	10	25000	500
16.	Anatomy and Physiology for Nurses. Photocopy coloured. (Rose and Willson)	1000	10	10000	200
17.	Nutrition for BSc and Post Basic Nursing Students ( Deepti Chauhan)	1000	10	10000	200
18.	Text Book For Microbiology for Nursing Students. (Sandeep Kaur)	1000	10	10000	200
19.	Biochemistry for BSc Nursing Students. (Gurpreet Kaur)	1000	10	10000	200
20.	Text Book For Community Health Nursing. (Neeraj Sethi)	1000	10	10000	200
21.	Community Health Nursing. (BT Basavanthappa).	1200	10	10000	200

22.	Pakistan Study.	1000	10	10000	200
23.	Islamic Study ( M.Shaffi)	1000	10	10000	200
24.	Lotus Nurses Dictionary	1000	10	10000	200
25.	Bate's Nursing Guide to Physical Examination & History Taking. ( Beth Hogan)	8000	10	80000	1600
26.	Nursing Research (Principles & Practice) 5 <sup>th</sup> Edition. (Denise F.Polite)	3000	10	30000	600
27.	Essentials Nursing Management In Service & Education. (Shabnam Masih)	1000	10	10000	200
28.	Biostatistics For Medical & Nursing Students. (C.S. Aggarwal).	1000	10	10000	200
29.	Pharmacology For Nurses 3 <sup>rd</sup> Edition. (Shabnam Masih).	1000	10	10000	200
30.	Foundations Of Nursing Research. (Rose Mari).	1000	10	10000	200
31.	Community Health Nursing-I. (Simrat Kaur).	1500	10	150000	3000
32.	Text Book For Medical & Surgical Nursing (Full coloured). (Lakhwinder Kaur).	4000	10	40,000	800
33.	Medical & Surgical Nursing. (Burnner).	4000	10	40000	800
34.	Math For Nurses. ( Mary Jo Boyer).	1800	10	18000	360
35.	Wong's Pediatric Nursing. (Wong).	3500	10	35000	700
36.	Essentials Of Pediatric Nursing. ( Sethi).	1000	10	10000	200
37.	Critical Care Nursing Diagnosis & Management 8 <sup>th</sup> Edition. (Urden)	18000	10	180000	3600
38.	Nursing Ethics. (Nisha Clement).	1000	10	10000	200
39.	Adult Health Nursing II.	1200	10	120000	2400
40.	Leadership / Management Nursing.	2000	10	20000	400
41.	Nurse as Educator. Learning/Teaching Principles & Practice.	12000	10	120000	2400
42.	Nursing Theories.	12000	10	120000	2400
43.	Fundamentals of Nursing. (Kozier).	3000	10	30000	600
44.	Pathophysical Concept of Altered Health States. (Porth's).	20000	10	200000	4000
45.	Textbook of Microbiology for Nurses. (Sandeep Kaur).	1000	10	10000	200
46.	Biochemistry for BSc Nursing Students. (Gurpreet Kaur)	1000	10	10000	200
47.	Anatomy and Physiology for Nurses. (Nimral Kaur)	2000	10	20000	400
48.	Text book of Nursing Research and Biostatistics. (Manjo Kumar)	1500	10	15000	300

49.	Bate's Guide to Physical Examination and History Taking. 12 <sup>th</sup> Ed, Full Coloured (L.Y. Bickley)	6000	10	60000	1200
50.	Psychology for Nurses (Harish Kumar)	1000	10	10000	200
51.	Psychology for Nurses (Stephen Babu)	1000	10	10000	200
52.	Sociology for BSc Nursing Students. (Prem Sharma)	1000	10	10000	200
53.	Sociology for Nurses (Sharma Lohuml)	1000	10	10000	200
54.	Nursing Education (BT Basavanthappa)	2500	10	25000	500
55.	Nursing Administration (BT Basavanthappa)	1600	10	16000	320
56.	Pharmacology, Photocopy (Karen Whalen)	1000	10	10000	200
57.	Instructional Manual of Clinical Assignment and assessment (Maj. Gen. S. Bala)	1000	10	10000	200
58.	Basic Computer for Nurses (C.P. Sharma)	1000	10	10000	200
59.	Lotus Nurses Dictionary fir Byrses	1000	10	10000	200
60.	Pakistan Study (M. Shaffi)	1000	10	10000	200
61.	Islamic Study	1000	10	10000	200
	Total			2,609,000	52180

#### PROCUREMENT OF LINEN

Sr.No	Name of item	Qty	Estimated Unit Cost Rs.	Total Estimated Cost Rs.	2% bid Security Rs.
1	Curtain cloth	500 meter	1,000	500,000	10,000

# Performance Guarantee Form

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 \_\_\_\_\_, 202\_\_

Signature and Seal of the Guarantors/Bank

Address

Date

- Note:** 1. It should be valid for a period equal to the warranty period.  
2. The contract will be signed/ issued after submission of this Performance Security.

(Sample)

## Manufacturer's Sole Authorization Form

[See Clause 3.1 (a) of the Instruction to Bidders]

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 Exclusively authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids. We further undertake that the *[name of supplier]* is a sole agent /exclusively authorized dealer for the Rawalpindi Medical University, Rawalpindi, Pakistan.

*[Signature for and on behalf of Manufacturer]*

- Note:**
1. 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.
  2. It should be included by the Bidder in its bid.
  3. The standard authorization letter without the declaration of Sole Distribution / Exclusive authorization by the manufacturer will not be considered and rejected Straight way.
  4. The nonexclusive authorization letter is acceptable only in the case of general Machinery and minor nature of medical equipment where extensive after sales services is not required. In this particular case, the procuring agency need to specify the requirement in the advertised specifications / tender.

# Contract Form

(On stamp paper worth Rs. @ 25 paisa per every one hundred rupees of the total value of the contract)

**THIS CONTRACT** is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2023, between the (Hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (*firm name*) a firm having its registered office at (*address of the firm*) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

**WHEREAS** the Procuring Agency invited bids for procurement of goods, in pursuance where of M/s (*firm name*) being the Manufacturer/ authorized Supplier/ authorized Agent of (*item name*) in Pakistan and ancillary services offered to supply, Install and commission the required item (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (*item name*) and services in the sum of Rs (*amount in figures and words*) cost per unit, the total amount of (*quantity of goods*) shall be Rs (*amount in figures and words*) for free delivery items.

## **NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
  - a. the Price Schedule submitted by the Bidder,
  - b. the Schedule of Requirements;
  - c. the Technical Specifications;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract;
  - f. the Procuring Agency’s Notification of Award;
  - g. the scope of work;
  - h. the Contract; and
  - i. the Bid & its clarifications.
  - j. the contracted specifications (attached as annexure)
  - k. any undertaking provided by the firm
3. In consideration of the payments to be made by the Procuring Agency to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Procuring Agency to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [*The Supplier*] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Pakistan or any administrative subdivision or

Agency thereof or any other entity owned or controlled by it (Government of the Pakistan) through any corrupt business practice.

6. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Pakistan, except that which has been expressly declared pursuant hereto.
7. [The Supplier] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Pakistan and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Pakistan under any law, Contract or other instrument, be void able at the option of Government of the Pakistan.
9. Notwithstanding any rights and remedies exercised by Government of the Pakistan in this regard, [The Supplier] agrees to indemnify Government of the Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Pakistan in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/ Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Pakistan.
10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The decisions taken and/or award made by the arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the Manufacturer/  
authorized Supplier/ authorized Agent

Signed/ Sealed by Procuring Agency

1.

1.

2.

2.

**Note: 1. In case of alliance; all the firms have to sign this document jointly along with Procuring Agency, as all firms will bear equal responsibility in execution of the contract.**

# Bid Form

Date:

Tender No:

Name of the Item:

To: *[Name and address of Procuring Agency]*

Respected Sir

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the supply and deliver the goods specified in and in conformity with the said Bidding Documents for the sum of *[Total Bid Amount]*, *[Bid Amount in words]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and 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 shall obtain an unconditional guarantee of a bank in the sum of \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid for a period of *[number]* days from the date fixed for bid opening under ITB Clause 18 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof 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. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of bidder  
(if none, state "none")."

Amount and Currency

Dated this day of \_\_\_\_\_, 202-

Signature  
(in the capacity of)

Duly authorized to sign bid for and on behalf of

Attachment



# Price Schedule

(DDP Tender)

Name of Bidder \_\_\_\_\_

Tender No. and the name of the Tender -----

Item. NO.	Name of Item (as defined in the RFP)	Make	Model	Country of Origin	Country of Manufacturer	Supplier	Qty	Unit Price/Rs	Total Price for item (Rs)
<b>Total Cost (Rs.)</b>									

Sign and Stamp of Bidder \_\_\_\_\_

**Note:** In case of discrepancy between unit price and total, the unit price shall prevail.

(TEMPLATE)

## **BID EVALUATION SHEET( For Medical Equipment)**

Tender Name :-----

Name of the Equipment and Qty:-----

### **PART- I**

#### **KNOCK DOWN CRITERIA - (COMMERCIAL EVALUATION)**

**(All evaluation parameters defined below are mandatory for compliance)**

<b>Sr. No.</b>	<b>Evaluation Parameters</b>	<b>M/S ABC</b>	<b>M/S XYZ</b>
1.	<b>Complete Package requirement (NTN, PST, GST etc.)</b>	Yes / No	Yes / No
2.	<b>Original Receipt of Tender</b>	Yes / No	Yes / No
3.	<b>Affidavit from Bidder</b>	Yes / No	Yes / No
4.	<b>Bid Security</b>	Yes / No	Yes / No
5.	<b>Bid Validity</b>	Yes / No	Yes / No
6.	<b>Delivery Period</b>	Yes / No	Yes / No
<b>Remarks:</b>		(Eligible/ Not Eligible for further evaluations of PART-II)	(Eligible/ Not Eligible for further evaluations of PART-II)

**PART- II****KNOCK DOWN CRITERIA - (VENDOR EVALUATION)****(All evaluation parameters defined below are mandatory for compliance.)**

Sr. No.	Evaluation Parameters	M/S ABC	M/S XYZ
1	Exclusive Authorization / Sole Agent Certificate by the Manufacturer	Yes / No	Yes / No
2	Technical & Engineering capability(As defined for the specific tender in specifications)	Yes / No	Yes / No
3	Certificate from the Manufacturer about the after sales services through agent or itself (In case specifically demanded in the specifications)	Yes / No	Yes / No
4	Vendor Past performance (In case of unsatisfactory performance, details must be mentioned)	Satisfactory / Unsatisfactory	Satisfactory / Unsatisfactory
5	Availability of relevant Tools and Testing / Calibration Equipment	Yes / No	Yes / No
6	Compliance of Warranty as per tender	Yes / No	Yes / No
	Remarks:	(Eligible/ Not Eligible for further evaluations of PART-III)	(Eligible/ Not Eligible for further evaluations of PART-III)

Detail of technical and engineering capability attached as Annex A.

**PART – III**

**KNOCK DOWN CRITERIA - PRODUCT EVALUATION**

**(All evaluation parameters defined below are mandatory for compliance.)**

**SPECIFICATION COMPLIANCE /EVALUATION PARAMETERS**

Sr.No	Item	Brand		
1	Name of Equipment	Model		
Country of Manufacturer				
Country of Origin of Product/Model Number				
Compliance with defined quality standards				
<b>Specification Compliance features wise:</b>			<b>Remarks</b>	<b>Remarks</b>
<b>Specifications:</b>			Technically Acceptable  /Not  (Mention the reasons)	Technically Acceptable /Not (Mention the reasons)
<b>Technical Eligibility of Product:</b>			Eligible / Not Eligible	Eligible / Not Eligible
<b>Technical Eligibility of Firm:</b>			Eligible / Not Eligible	Eligible / Not Eligible
<b>BID STATUS:</b>			<b>Responsive/Substantially Responsive/Non Responsive</b>	<b>Responsive/Substa ntially Responsive / Non Responsive</b>

**Note:**

1. Non- compliance of any of above evaluation parts will lead to the rejection of bid straight way.
2. Detail of rejection of any bid will be mentioned in detail.
3. The Technical status of offers will be declared as Responsive, Non Responsive and Substantially Responsive.
4. The offer will be considered as responsive if it fully meets the tender requirement and specifications.
5. The offer which will not be as per requirement of tender and specifications is to be declared as non-responsive.
6. The bid with minor deviations without any effect on the quality, efficiency, reliability and durability of products will be declared as substantially responsive. The minor deviations will be determined by the Technical Evaluation Committee.

7. The bids declared either as Responsive or Substantial Responsive will be considered as acceptable bid for further processing.
8. Sample, where required by the procuring agency will be evaluated by the Sample Evaluation Committee by analysing its Production quality, Design, Reliability, Conformance to the specification and safe for the usage etc. This report will become the part of above Performa as sample evaluation report.
9. In case of requirement, Procuring Agency / Technical Evaluation committee may inspect the premises of bidder to inspect the Technical and Managerial Capability/ setups for ensuring proper after sales services.

**ANNEX : A**

**Bid Evaluation Sheet Part-II (Knock Down Criteria, Vendor Evaluation)**

**Firm must score at least 70% to qualify for above-mentioned clause of Bid Evaluation Sheet Part-II (Knock Down Criteria, Vendor Evaluation).**

**Technical Advisory Committee / Technical Scrutiny Committee reserve the right to inspect the Bio Medical Workshop of the firm.**

**A. Bio Medical Workshop**

S. No.	Description	Marks	MARKS OBTAINED
1	Bio Medical Workshop in Rawalpindi / Islamabad with facility of local land line telephone/fax.	10	
2	Spare Parts Inventory for each product	10	
3	Service Manuals with circuit diagram for repair and maintenance of Medical Equipment.	10	
4	Organized record of repair and maintenance of Medical Equipment i.e. Filing System, Service Reports, Installation Reports etc.	10	
5	Protocols or SOPs for repair and maintenance of Medical Equipment.	5	
6	Means of Transportation for Technical Staff for carrying, handling of Medical Equipment	5	

**B. Technical Staff**

S. No.	Description	Marks	MARKS OBTAINED
1	<b>Bio-Medical Engineer at Rawalpindi / Islamabad Bio Medical Workshop. 4 marks for each engineer for maximum up to 2 engineers.</b>	8	
1a	<b>Qualification:</b> M. Sc. Elect or Bio Medical / B.Sc. Elect or Bio Medical from a recognized Institution by the Govt. 5 additional marks for Master degree or higher qualification up to 1 person.	5	
1b	<b>Experience:</b> Must have minimum five years of overall experience and minimum one year experience with the current firm for repair and maintenance of Medical Equipment. Copy of Experience Certificate and Appointment Letter must be attached.	5	
1c	<b>Trainings:</b> Must be factory trained Engineer. Firm should attach a training certificate as an evidence. Each certificate will obtain 3 marks with maximum up to 2 persons.	6	
2	<b>Bio-Medical Technician at Rawalpindi / Islamabad Bio Medical Workshop.</b>		
2a	<b>Qualification:</b> B-Tech or DAE from a recognized Institution by the Govt. 3 marks for each technician for maximum up to 3 technicians.	9	
2b	<b>Experience:</b> Must have minimum three years of overall experience and minimum one year experience with the current firm for repair and maintenance of Medical Equipment. Copy of Experience Certificate and Appointment Letter must be attached.	3	
2c	<b>Trainings:</b> Must be locally trained by the factory trained Bio Medical Engineer. Firm must attach a training certificate as an evidence. Each certificate will obtain 3 marks for maximum up to 2 certificates.	6	
3	<del><b>Biomedical Technician Assistant at Rawalpindi / Islamabad Bio Medical Workshop.</b></del>		

3a	<b>Qualification.</b> Sc. Pre-Engg. or Matric with Science, Must have one year Diploma or Certificate from any reputable Govt / Public Sector Institution. 2 marks for each with max up to 2 persons.	4	
3b	<b>Experience:</b> Must have minimum two years of overall experience and minimum one year experience with the current firm for repair and maintenance of Medical Equipment. Copy of Experience Certificate and Appointment Letter must be attached.	2	
3c	<b>Trainings:</b> Must be locally trained by the factory trained Bio Medical Engineer/Technician. Firm must attach a training certificate as an evidence. Each certificate will obtain 1 mark for maximum up to 2 certificates.	2	
<b>Total Marks</b>		<b>100</b>	

### **BID EVALUATION SHEET (Non-Medical Equipment)**

SR. #	KNOCK OUT CLAUSE	YES/NO
1	Original receipt for purchase of tender	
2	Valid Computerized National Identity Card (Copy) of Bidder	
3	Company Profile (Name, Address, Tel No.)	
4	Bid Security 2% of each item in shape of CDR/PO/DD/Bank Guarantee attached with Technical Bid (Original)	
5	Valid National Tax Registration No. Certificate (NTN)	
6	Valid Sales Tax Registration No. Certificate (STRN)	
7	Valid Professional Tax Certificate (Punjab Only)	
8	Active Tax Payer Certificate (Print of Online Verification)	
9	Annual Turn Over Minimum Rs.2.0 Million for Last One Year (Attach Bank Statement/Income Statement/Balance Sheet of last one year)	
10	Minimum one-year Experience of Working with any Government Department/Autonomous Body /Attached Department (Supply Orders from Government Department Must be Attached)	
11	Affidavit of Non-blacklisting & Pricing at stamp paper worth Minimum Rs. 100/- (Format Attached Annex-B)	
12	Price should not be mentioned on technical bid	
13	Samples of Crockery, Furniture and Linen items must be provided to Nursing College DHQ Hospital, Chakwal & satisfactory samples submission certificate is mandatory with technical bid. In case of non-provision of certificate with bid the Bid will straight away Rejected	
	<b>Technically Qualified (TQ) or Technically Not Qualified (TNQ)</b>	