

BIDDING DOCUMENT

**OUT SOURCING OF PRINTERS INCLUDING PRINTER
TONER, REPAIR, REFILL AND BACKUP FACILITY
(EXCLUDING PAPERS)
FOR THE YEAR 2020-2021**



Name of Procuring Agency:-	The Children's Hospital & The Institute of Child Health, Lahore
Corresponding Address:-	Ferozepure Road, Lahore
Phone No:-	042-99230901-23
Fax No:-	042-99231560
Website:-	<u>www.chich.edu.pk</u>



INVITATION FOR BIDS

BID REFERENCE NO. 48785 /CH&ICH Dated 02-11-2020

OUT SOURCING OF PRINTERS INCLUDING PRINTERS, TONERS, REPAIR, REFILL AND BACKUP FACILITY (EXCLUDING PAPERS) FOR THE CHILDREN'S HOSPITAL & THE INSTITUTE OF CHILD HEALTH, LAHORE FOR THE YEAR 2020-2021

1. The Children's Hospital & the Institute of Child Health, invites sealed bids from authorized distributor / contractor for **out sourcing of printers including printers, toners, repair, refill and backup facility (excluding papers)** for the year **2020-2021** on free delivery to Consignee's end basis. Detailed specifications along with quantities of Items are given in the bidding documents.
2. Interested bidders may get the bidding documents & detailed specifications from the office of **Purchase Department** on submission of written application on their letter head and a copy of CNIC along with payment of non-refundable fee of **Rs. 1000/- (One thousand only)** for each set of bidding documents & detailed specifications.
3. Bidding documents including detailed specifications, terms & conditions shall be issued up to **Last Date as mentioned in the advertisement during office hours**. However, a copy of the bidding documents is also available for information only on the websites of Punjab Procurement Regulatory Authority (www.ppra.punjab.gov.pk) & The Children's Hospital & the Institute of Child Health, Lahore (www.chich.edu.pk) until the closing date for the submission of bids. Moreover signed and stamping of each page of bidding document is mandatory otherwise bid shall be rejected straightway.
4. Bidding shall be conducted through **Single Stage – Two Envelopes** bidding procedure, as per Rule 38(2)(a) of Punjab Procurement Rules, 2014 (amended, 2016). The envelopes shall be marked as **"FINANCIAL PROPOSAL"** & **"TECHNICAL PROPOSAL"** in bold and legible letters. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
5. Sealed bids are required to be submitted by the interested bidders on **17-11-2020 till 11:00 a.m.** positively in the **Conference Room (Admin Block)**. The bids received till the stipulated date & time shall be opened on the same day at **11:30 a.m.** in the presence of the bidders or their authorized representatives by the purchase committee. All bids should be submitted in tape or ring binding. Otherwise bid will be rejected.
6. Bid Security @ **2%** of the estimated cost of total bid value in the shape of Deposit at **irrevocable Bank Guarantee preferably / Call Deposit (CDR)** from any scheduled bank is required to be furnished with the **Technical Bid** otherwise bid will be rejected. Late bids shall not be entertained.
7. In case the date of opening or last date of sale is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly. The time and venue shall remain the same.

Note: The procurement shall be governed by the Punjab Procurement Rules, 2014. (Amended, 2016).

Prof. Dr. Muhammad Saleem
(FCPS, MME-HPE)
Professor of Paediatric Surgery
Medical Director

1. **Compulsory Parameters (Annexure "A")**

- i) Original Bid Receipt.
- ii) Copy of Bidders Computerized National Identity Card.
- iii) Original Irrevocable Bank Guarantee / CDR attached with the technical bid.
- iv) National tax number (attached attested copy).
- v) General sales tax number (attached attested copy).
- vi) The bidder with relevant experience of any public sector organization will be considered/ preferred.
- vii) Undertaking regarding the firm never black listed of Items on the legal stamp paper of Rs. 100/-
- viii) Undertaking regarding the firm uninterrupted supply of Items on the legal stamp paper of Rs. 100/-
- ix) Undertaking regarding that the prices quoted against each items mentioned at bid are not more than any other Government Institution in Punjab on the legal stamp paper of Rs. 100/- **(Price Reasonability Certificate)**
- x) Indicate the number, date & name of issuing authority of Deposit at call from any scheduled bank in the technical proposal.
- xi) Samples of the quoted items (Product should comply 100% with the advertised specifications) must be submitted at the time of bid opening for evaluation.
- xii) **All bids should be submitted in tape binding.** All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person. Moreover, signing and stamping of each page of bidding documents / form is mandatory

2. **Bid Validity**

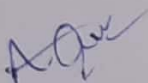
Bids shall remain valid for the period of **120 Days** after of opening of Technical Bid. A bid valid for a shorter period shall be Rejected as Non-Responsive.

3. **Bidding Procedure**

The bidding procedure shall be Governed by the Punjab Procurement Rules (PPR) 2014, amended 2016. Single stage two envelope bidding procedure shall be employed as per Rule 38(2)(a) of Punjab Procurement Rules, 2014 (**Amended, 2016**). The envelopes shall be marked as "**FINANCIAL PROPOSAL**" & "**TECHNICAL PROPOSAL**" in bold and legible letters. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

4. **Bid Evaluation Criteria**

The information provided by the firm should be relevant, concise & to the point as per bid evaluation criteria, unnecessary documentation will have a negative impact. During the technical evaluation, no amendments in the technical proposal shall be permitted.



5. **Grievance Petition Period**

Prior to the opening of Financial bid, all Technically qualified bidders may be given a margin of ten (10) days after the announcement of technical evaluation report where after the Financial bid may be opened. After lapse of given time between the declaration of Technical Evaluation report and opening of the Financial, no grievance petition would be entertained regarding the Technical qualification of successful bidders. The objection after the opening of the Financial bid remain restricted to the Financial bid only.

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

The Bidder, whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section "4" and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract. **The bid must be for the whole quantity of an item as required and advertised.** The validity of the contract Should be one year from the date of issuance of contract further extendable for three months or till the completion of next contract for the year **2021-2022** whichever is earlier.

The procuring agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2011, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract

7. **Procuring Agency's Right to vary quantities at the time of Award.**

The Procuring Agency reserves the right at the time of award of contract to increase or decrease, the quantity of goods originally specified in the technical specifications without any change in unit price and other terms & conditions.

8. **Performances Guarantee**

The Performance Guarantee will be 5% of the total value of contract amount. The performance Guarantee shall be deposited in the shape of Deposit at Call (CDR) / irrevocable Bank Guarantee from any scheduled bank. In case of the breach of the contract, the security will be forfeited. **The Performance guarantee will be retained till the completion of contract period.**

The procuring agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2011, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract

9. **Rejection of Bids (as prescribed in Rule 35 of Punjab Procurement Rules-2014, amended, 2016).**

- i). The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- ii). The Procuring Agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- iii). The Procuring Agency shall incurs no liability, solely by virtue of its invoking sub-rule (I) towards the bidders.
- iv). The bidders shall be promptly informed about the rejection of the bids, if any.
- v). A procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement contained in rule 4 and shall immediately communicate the decision to the bidders.



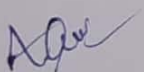
10. Terms and Conditions

Firms will have to supply the items as per the specifications and following terms and conditions must be abided by the lowest evaluated bidder.

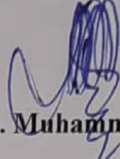
- i). Contractor will provide the best quality printers (Medium duty / Heavy duty) at different sites of hospital as decided by the hospital authority.
- ii). Contractor will provide the one backup printer for the coverage of every 5 printers.
- iii). Contractor will be responsible to arrange the best printing quality toners for each printer.
- ix). Contractor will provide backup toners for each printer.
- v). Printer related accessories e.g (data cable, power cable etc.) should be provided by the contractor.
- vi). Toner refilling quality should be up to mark as authority recommended.
- vii). Printer technician will visit on daily basis to resolve the queries regarding printers.
- viii). Contractor will provide services 24/7.
- ix). Response time should be maximum 2 to 3 hours round the clock.
- x). If printer is out of order then it should be repaired / replaced same day within response time.
- xi). If Authority is not satisfied with the contractor's services, they have the right to terminate the contract at any time with one month written notice.

11. Penalties / Liquidated Damages

- i). Where in the Supplier fails to provide services as per signed contract & purchase order and within the stipulated time frame specified in the schedule of requirement, the contract to the extent of non-delivered portion of services shall stand cancelled.
 - ii). After the cancellation of the contract no services shall be accepted and the amount of security to the extent of non-delivered portion of services shall be forfeited.
 - iii). If the Supplier fails to provide services of the whole consignment and not able to deliver to consignee's end, the entire amount of security shall be forfeited to the government account and the firm shall be blacklisted minimum for two years for future participation.
 - iv). Contractor will provide services 24/7 in case of failure to provide continuous services, **a penalty @ 0.067% per day of the cost of late delivered supply shall be imposed upon the Supplier.**
12. Tax deduction will be according to Government Rules. All taxation, whether International, Federal, Provincial or Local, shall be borne by the Supplier.
13. Any conditional or ambiguous bid will not be accepted.
14. Any erasing / cutting / crossing etc. appearing in the offer will not be accepted.



15. List of products with detail specification is hereby attached. **Annexure "C"**
16. All prices shall be quoted in Pak rupees on the prescribed Performa of Financial Proposal as Annexure **"B"**.


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The terms and conditions read and agreed.

1. Bidder's Name. _____
2. Bidder's Signature. _____
3. Name of Firm. _____
4. Mailing Address. _____
5. Land Line No. _____
6. Mobile No. _____
7. Seal Stamp. _____



Evaluation Criteria (Check List)

Compulsory Parameters

BID REFERENCE NO. 48785 /CH&ICH Dated 02-11-2020

Sr. No.	Parameters	Relevant Page Number in the Bid (to be filled by the bidder)	Compliance Status (Yes / No)
1.	Original Bid Receipt		
2.	Copy of Bidders Computerized National Identity Card.		
3.	Original CDR attached with the technical bid.		
4.	National tax number.(attached attested copy)		
5.	General sales tax number (attached attested copy)		
6.	The bidder with relevant experience of any public sector organization will be considered/ preferred.		
7.	Undertaking regarding the firm never black listed, on the legal stamp paper of Rs. 100/-		
8.	Undertaking regarding the firm, uninterrupted supply of items on the legal stamp paper of Rs. 100/-		
9.	Undertaking regarding that the prices quoted against each items mentioned at bid are not more than any other Government Institution in Punjab on the legal stamp paper of Rs. 100/- (Price Reasonability Certificate)		
10.	Indicate the number, date & name of issuing authority of Deposit at call from any scheduled bank in the technical proposal.		
11.	Samples of the quoted items (Product should comply 100% with the advertised specifications) must be submitted at the time of bid opening for evaluation.	N/A	
12.	All bids should be submitted in tape binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person. Moreover, signing and stamping of each page of bidding documents/form is mandatory.	N/A	

Note:- The provision of check list is essential prerequisites along with submission of bid.



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- Bidder's Name. _____
- Bidder's Signature. _____
- Mailing Address. _____
- Land Line No. _____ Mobile No. _____
- Seal Stamp. _____



The Children's Hospital & The Institute of Child Health
Ferozepur Road, Lahore Phone # (92) (42) 99230901-23 Fax # 99231560



Annexure "B"

Financial Proposal

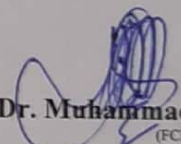
Name of Firm. _____

Bid Reference No. _____/CH&ICH Dated _____

Sr. No	Name of Items	with Specification	Brand Name	Pack Size	Offered Rate (Rs.)	Anticipated Demand	Total Amount (Rs.)

Note:

- The Firms will quote only one brand against each item if firm quote more than one brand against the item, such brand will not be considered in the technical evaluation.


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- Bidder's Name _____
- Bidder's Signature. _____
- Mailing Address. _____
- Land Line No. _____ Mobile No. _____
- Seal Stamp. _____

**List of printers including printer Toner, repair, refill and backup facility (excluding papers)
for the year 2020-2021**

Sr. No.	Item Name	Demanded Qty	Estimated Unit Price (Rs.)	Total Amount (Rs.)	Total Amount Annually (Rs.)	Bid Security (2 %)
1.	Printer (Medium duty & Heavy Duty)	20	3,150/- (Per month for a single Printer)	63,000/- (Per month for Twenty Printers)	756,000/-	15,120/-

Note:

- Quoted rate offered by the bidder are inclusive of all taxes.