

BIDDING DOCUMENT

Procurement of Photocopier, Refrigerator, Water Dispenser, Cabinet Air Conditioner Heat & Cool Floor Standing 4 Ton, Anatomy Models (SAHS), Anatomy Models (College of Nursing), Printing of Journal Child Health Sciences, Iron Bunk Bed with Mattress, Bed Side Table Wooden for the Year 2023-24



University of Child Health Sciences,
The Children's Hospital, Ferozpure Road, Lahore

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INVITATION FOR BIDS

BID REFERENCE NO. PC-1-9/UCHS/2024- 837

Dated 24-04-2024

Procurement of Photocopier, Refrigerator, Water Dispenser, Cabinet Air Conditioner Heat & Cool Floor Standing 4 Ton, Anatomy Models (SAHS), Anatomy Models (College of Nursing), Printing of Journal Child Health Sciences, Iron Bunk Bed with Mattress, Bed Side Table Wooden for the Year 2023-24

1. Sealed bids on Framework Basis (item wise) are invited from Bidders i.e. Local Manufacturers / Sole Agents / Importers of foreign principals / distributors / contractors registered with relevant Registration Authorities and Tax Department / Authority (Income Tax, Sales Tax & Punjab Sales Tax etc). The bids shall be received as per single stage two envelope procedures as per PPRA-14. Bidding document, in the English language, can be purchased by the interested bidders on the submission of a written application to the Medical Director, The Children's Hospital, University of Child Health Sciences, Lahore and upon payment of a non-refundable fee of Pak Rs. 2,000/-; deposited in Accounts Department of the UCHS, Lahore.
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. 2,000/- (Two 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, University of Child Health Sciences, 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 for bid reference No. **PC-1-9/UCHS/2024-837 Dated 24-04-2024**, till at 11:00 a.m. on 18th May, 2024 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 (who choose to attend) 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 Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft 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.
8. The bidders are requested to give their lowest and best prices with their bids as no negotiations on the prices are allowed.
9. The bidder shall provide the required number of sample of the quoted product to concerned store for evaluation, otherwise bid will be rejected.

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

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

- i) Original Bid Receipt.
- ii) Copy of Bidders Computerized National Identity Card.
- iii) Original Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft attached with the technical bid.
- iv) National tax number (attached attested copy).
- v) General sales tax number (attached attested copy).
- vi) Professional Tax (attached attested copy).
- vii) Previous Experience in the relevant field (less than one year will not be considered The bidder shall provide verifiable documentary evidences
- viii) Undertaking regarding the firm never black listed of Items on the legal stamp paper of Rs. 100/-
- ix) Undertaking regarding the firm uninterrupted supply of Items on the legal stamp paper of Rs. 100/-
- x) 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**)
- xi) Bid Security @ **2%** of the total estimated cost (as determined by the procuring agency) in the shape of Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft from any scheduled bank is required to be furnished with the **Technical Bid**.
- 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 **180 days** after of opening of Technical Bid. A bid valid for a shorter period shall be rejected as Non-Responsive. The procuring agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

3. **Bidding Procedure**

The bidding procedure shall be Governed by the Punjab Procurement Rules (PPR) 2014, (amended). Single stage two envelope bidding procedure shall be employed as per Rule 38(2)(a) of Punjab Procurement Rules, 2014 (amended). 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.

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4. Bid Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding documents. 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 five (05) 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 bidding documents 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 is one year from the date of issuance or the completion of next contract 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 (PPR) 2014, (amended) 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 contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

8. Rejection of Bids as prescribed in Rule 35 of Punjab Procurement Rules-2014 (amended).

- 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 (1) 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.

The goods shall be accompanied by the necessary warranty in accordance with the provision of laws framed there under.

9. 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 Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft 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 successful bidder is bound to provide the defined performance guarantee within 07 days.

However case of failure the procuring agency on valid reasons may extend period for a specified period of time. Failure to provide a performance guarantee by the bidder will be sufficient ground for annulment of the award and initiation of legal action / debarring of firm by the procuring agency.

In such event the procuring agency may award contract to the next lowest evaluated bidder or call for new bid. In case of the breach of the contract the performance guarantee / security will be forfeited.

10. The successful bidder is bound to provide the defined performance guarantee within 07 days. However case of failure the procuring agency on valid reasons may extend period for a specified period of time. Failure to provide a performance guarantee by the bidder will be sufficient ground for annulment of the award and initiation of legal action / debarring of firm by the procuring agency.

In such event the procuring agency may award contract to the next lowest evaluated bidder or call for new bid. In case of the breach of the contract the performance guarantee / security will be forfeited.

11. Transportation / Delivery Requirements

- i). The Supplier shall arrange such transportation of the Items as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- ii). All costs associated with the transportation including loading/unloading of Items and road taxes shall be borne by the Supplier.

12. Warranty (where applicable)

The goods shall be accompanied by the necessary warranty in accordance with the provision of laws framed there under.

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13. **Penalties / Liquidated Damages**
- i). Wherein the Supplier fails to make deliveries 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 supplies shall stand cancelled.
 - ii). After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guaranty/Security to the extent of non-delivered portion of supplies shall be forfeited.
 - iii). If the Supplier fails to supply the whole consignment and not able to deliver to consignee's end, the entire amount of Performance Guaranty/Security shall be forfeited to the Government account and the firm shall be blacklisted minimum for two years for future participation.
 - iv). The exact time frame for making supplies without penalty for **45 days** shall be indicated in subsequent purchase orders.
 - v). In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a **penalty @ 0.067% per day of the cost of late delivered supply shall be imposed upon the Supplier.**
 - vi). The procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by him concerning his qualification as bidder was false and materially inaccurate or incomplete.
 - vii). If the lowest bid is rejected due to incompliance of terms and conditions laid down in the bidding documents and contract, the Procuring Agency may proceed (if feasible) on the same tender with next lowest bid.
14. **The following terms & conditions are required to be fulfilled by bidders.**
- i). If the Bid is accepted, bidder will have to deliver the goods to The Children's Hospital within stipulated time period mentioned in the supply order during the working hours.
 - ii). Partial supply will not be acceptable.
 - iii). If stores rejected by the inspection committee, it will be replaced by the bidder within a week, otherwise, the rejected items will be forfeited in favor of the hospital and bill of the remaining items, if present in the purchase order, will not be forwarded.
 - iv). The bidder will submit three copies of bill against supplies at the time of delivery to the office of the Medical Director, duly supported by three photocopies of purchase order, invoice, advance acceptance, Award Contract and delivery challan.
15. All prices shall be quoted in Pak rupees on the prescribed Performa of Financial Proposal as Annexure "B".
16. List of items with detail specification is hereby attached as Annexure "C".
17. Any conditional or ambiguous bid will not be accepted.
18. Any erasing / cutting / crossing etc. appearing in the offer will not be accepted.

Handwritten signatures and initials in blue ink.

19. Signing and stamping of each page of bidding document / form is mandatory.
20. Financial bid of only technically responsive bidder will be opened as successful technically evaluation of quoted brand by the end-user is mandatory.


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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. P.C. 1-9/UCHS/2024/837

Dated 24-04-2024

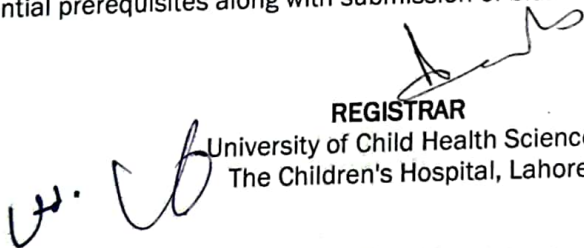
Sr. No.	Parameters	Relevant Page Number in the Bid (to be filled by the bidder)	Compliance Status (Yes / No)
1.	Original Bid Receipt		
2.	Copy of Bidders Computerized National Identity Card.		
3.	Original Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft attached with the technical bid.		
4.	National tax number (Status Active) (attached attested copy)		
5.	General sales tax number (Status Active) (attached attested copy)		
6.	Professional Tax (Status Active) (attached attested copy)		
7.	Previous Experience in the relevant field (less than one year will not be considered). The bidder shall provide verifiable documentary evidences.		
8.	Undertaking regarding the firm never black listed, on the legal stamp paper of Rs. 100/-		
9.	Undertaking regarding the firm, uninterrupted supply of items on the legal stamp paper of Rs. 100/-		
10.	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)		
11.	Bid Security @ 2% of the total estimated cost (as determined by the procuring agency) in the shape of Bank Guarantee preferably / Deposit at Call (CDR), Pay Order and Demand Draft from any scheduled bank is required to be furnished with the Technical Bid .		
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.		

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

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1. Bidder's Name.
2. Bidder's Signature.
3. Mailing Address.
4. Land Line No.
5. Seal Stamp.



 _____ Mobile No. _____



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



Annexure "B"

FINANCIAL PROPOSAL

Name of Firm. _____

BID REFERENCE NO. PC-1-9/UCHS/2024/837

Dated 24-04-2024

Sr. No	Name of Items	Specification	Brand Name	Pack Size	Offered Rate / Unit Price (Rs.)

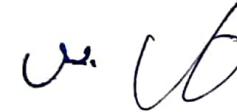
Note:

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


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





Tender No. PC-1-UCHS&CH/2024

Item Name	Specification		Qty
Photocopier	Copies per Minutes	55 Copies (A4)	01
	Printing resolution	1200x1200 DPI	
	Memory	8 GB	
	Storage Capacity	256 GB SSD	
	Maximum Original size	A3	
	Copy size	A3 to A5R	
	Zoom	25-400% with 0.1% increments	
	Printing & Scanning	USB and Ethernet	
	Document Feeder	Dual Scan Document Feeder	
	Processor	1.6 GHz Quad Core	

Tender No. PC-2-UCHS&CH/2024

Item Name	Specification	Qty
Refrigerator	Double Door Refrigerator (16 Cubic Feet) Inverter (Latest Model)	01

Tender No. PC-3-UCHS&CH/2024

Item Name	Specification	Qty
Water Dispenser	Water Dispenser 4 L (Latest Model)	02

Tender No. PC-4-UCHS&CH/2024

Item Name	Specification	Qty
Cabinet Air Conditioner	4 Tone	02
	Heat and Cool Floor Standing Air Conditioner (Latest Model)	

Note: With complete accessories & installation.

Handwritten signature

Handwritten signature



Tender No. PC-5-UCHS&CH/2024

Anatomy Model for School of Allied Health Sciences Lahore

Sr. No.	Description	Qty
1.	Upper Limb (A+ Quality)	05
2.	Lower Limb (A+ Quality)	05
3.	Brain Model 9-Parts	02
4.	Brain Model	02
5.	Heart Model	02
6.	Transparent Lungs	02
7.	Simple Lungs	03
8.	Larynx Model	02
9.	Stomach Model	02
10.	Liver Model	02
11.	Kidney Model	02
12.	Female Pelvis Model	02
13.	Male Pelvis Model	02
14.	Human Bones Set	05
15.	Histology Set (Carolina A+ quality)	01

Tender No. PC-6-UCHS&CH/2024

Anatomy Model for College of Nursing

Item Name	Specification	Qty
	Mini Human Spinal Column model with stand	01
	MRI Torso Model with 15 Transverse Section	01
Nursing Care Skills Trainer	Child CPR/Airway Management Torso	01
	3B Scientific Patient Care Manikin Basic	01
Clinical Skills Trainer	Infant ALS Manikin	01
	Neonatal patient Care simulation Option-1	01
	Premature Anne Task Trainer Option-2	01
	KERI Auscultation Manikin Nursing Skills Manikin Option-1	01
	GERI Auscultation Manikin Nursing Skills Manikin Option-2	01
	Chester Chest with Port Access Arm	01
	Pediatric Auscultation Trainer	01
Simulates a Twelve month-old Infant for Realistic Training	01	

Handwritten signatures and initials in Urdu script.



Tender No. PC-7-UCHS&CH/2024

Journal of University of Child Health Sciences, Lahore


Approximately 150 Pages with (113gm Art Paper with four color printing and color title page one art card 250gm with lamination) formatting for preparation of dummy included.
300 Copies required per issue.
Final formatted copies required in both PDF and MS word format.
Machine binding is required.
Four color designing.
Tables and figures will be redraw as required.
Each copy packed in plastic envelope.
Cost for Distribution within country.

Tender No. PC-8-UCHS&CH/2024

Item Name	Specification	Qty
Iron Bunk Bed with Mattress	Height 6' Width 3' Length 6'.25" Center Gap 44" Pipe Gauge 18 gauge Width of Pipe 1.5" Mattress size 3" Compatible with bed.	100

Tender No. PC-9-UCHS&CH/2024

Item Name	Specification	Qty
Bed Side Table wooden	Size 2'x2'	100


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