

# BIDDING DOCUMENT

BID REFERENCE NO. PC-I-CH&UCHS/2023/58003

Dated 27-09-2023

PROCUREMENT OF MATTRESS SINGLE BED  
WITH REXINE COVER ALONGWITH ZIPPER  
FOR THE YEAR 2023-2024



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

Phone No:- 042-99230901-23

Fax No:- 042-99231560

Website:- [www.chich.edu.pk](http://www.chich.edu.pk)



**INVITATION TO BIDDERS**  
**THE CHILDREN'S HOSPITAL,**  
**UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE**



Sealed bids are invited from Bidders i.e. Manufacturers / distributors / contractors registered with relevant 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 CH&UCHS, Lahore.

Sr. No.	Reference No.	Description	Quantity	Estimated Cost	Closing	Opening
1	No. PC-1-CH&UCHS/2023	Mattress Single Bed (78" x 36" x 4") with Rexine Cover alongwith Zipper	700 Nos.	Rs. 20,000/- Each	19th Oct. 2023 11:00 a.m.	19th Oct. 2023 11:30 a.m.

Bids must be delivered to the office of Medical Director, CH&UCHS, Lahore as per above schedule. All bid must be accompanied by a Bid Security of 02% of the estimated price determined by the procuring agency in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. Late Bids shall be rejected. The Bids will be opened in the presence of the Bidder's representative who may choose to be present. Interested eligible Bidders may obtain further information from Purchase Cell, The Children's Hospital & UCHS, Lahore during office hours. Bid must be valid for 180 days.

The Children's Hospital & UCHS, Lahore will not be responsible for any cost of expense incurred by Bidders in connection with the preparation of delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding Document carrying all details can also be downloaded from the website of The Children's Hospital, University of Child Health Sciences, Lahore ([www.chich.edu.pk](http://www.chich.edu.pk)) and Punjab Procurement Regulatory Authority (<http://ppra.punjab.gov.pk>).

**Prof. Dr. TIPU SULTAN**

M.B.B.S. F.C.P.S. M.Sc (UK), (F.R.C.P.C.H (LONDON))

Professor of Paediatric Neurology  
Medical Director

## 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 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) Samples of the quoted items (Product should comply 100% with the advertised specifications) must be submitted at the time of bid opening for evaluation.
- xiii) **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.

**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 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 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 incur 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.

**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.

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.



 Medical Director  
The Children's Hospital &  
University of Child Health Sciences, Lahore.

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)

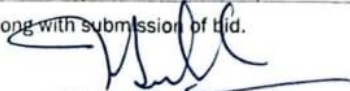
### Compulsory Parameters

BID REFERENCE NO. PC-I-CH&UCHS/2023/58003

Dated 27-09-2023

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 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/- ( <b>Price Reasonability Certificate</b> )		
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 <b>Technical Bid</b> .		
12.	Samples of the quoted items (Product should comply 100% with the advertised specifications) must be submitted at the time of bid opening for evaluation.		
13.	<b>All bids should be submitted in tape binding.</b> 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.

  
**Medical Director**  
 The Children's Hospital &  
 University of Child Health Sciences, Lahore.

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





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



Annexure "B"

FINANCIAL PROPOSAL

Name of Firm. \_\_\_\_\_

BID REFERENCE NO. PC-58003/CH&UCHS/2023- Dated 27-09-2023

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

**Note:**

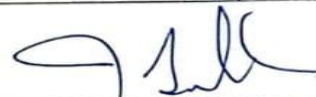
- The Firms will quote only one brand against each item if firm quote more than one brand against the item, such item will not be considered in the technical evaluation.

PROF.DR. TIPU SULTAN  
MBBS, FCPS, M.Sc (UK), (FRCPC (LONDON))  
Prof. of Paediatric Neurology  
Medical Director

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

**LIST OF FRAMEWORK FOR MATTRESS SINGLE BED FOR THE YEAR 2023-2024**

Sr. No.	Item Descriptions	Quantity	Estimated Cost (Rs.)	Total Price (Rs.)	Performance Security (Bank Guarantee / CDR to be submitted by the successful bidders 2%)
1	Mattress Single Bed (78"x36"x4") With Rexine Cover alongwith Zipper	700 Nos.	Rs. 20,000/-	Rs. 14,000,000/-	Rs. 280,000/-

  
**PROF.DR. TIPU SUL-FAN**  
 MBBS, FCPS, M.Sc (UK), (FRCPC) (LONDON)  
 Prof. of Paediatric Neurology  
 Medical Director

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