



**Bacha Khan Medical Complex (BKMC)
Swabi
Medical Teaching Institution (MTI)**

Contact No: 0938-280214

**BID SOLICITATION DOCUMENTS
FOR
HOSPITAL & OFFICE FURNITURE**

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

*Manager Material Management
MTI – BKMC / GKMC, SWABI*

*Manager Facilities Management
MTI – BKMC / GKMC, SWABI*

*Manager Maintenance & Engineering
MTI – BKMC / GKMC, SWABI*

*Director Finance
MTI – BKMC / GKMC, SWABI*

*Director Nursing
MTI – BKMC / GKMC, SWABI*

*Medical Director
MTI – BKMC / GKMC, SWABI*

*Hospital Director
MTI – BKMC / GKMC, SWABI*

Table of Contents

1. INTRODUCTION:	2
2. INSTRUCTIONS TO BIDDERS:	2
3. ELIGIBILITY CRITERIA:	4
4. GENERAL CONDITIONS: -	5
5. INVITATION FOR BIDS	6
6. BID SECURITY	7
7. BID VALIDITY:.....	7
8. SPECIFICATION HOSPITAL FURNITURE AND OFFICE FURNITURE 2021-22.....	8
9. EVALUATION CRITERIA	12
10. FINANCIAL CRITERIA (30 MARKS):	13
11. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR	14
12. REDRESSING OF GRIEVANCES	15
13. AWARD OF CONTRACT:.....	15
14. PAYMENT:	15

1. INTRODUCTION:

Medical Teaching Institution Bacha Khan Medical Complex Swabi/(MTI) invites. Item wise sealed bids from the eligible bidders (Suppliers) for procurement of **Hospital and Office Furniture** for Hospital through open Competitive Bidding under rule 6(2) (b) “*Single Stage Two Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

<i>Description</i>	<i>Dates</i>
Last date and time for Bid submission	
Bid Security	Rs: 150,000/-

2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “**1-Technical Bids**” and “**2-Financial Bids**” which should be packed in one outer envelope.
3. The technical bids will be opened on at **11:00 am** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
4. An affidavit is mandatory; in the Technical Bid that bid security is placed in the financial bid. Duly attested by notary public.
5. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
6. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
7. The bid should be complete in all respect and must be signed by the bidder.
8. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes and duties.
9. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
10. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
11. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
12. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;

- c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. Dept.;
 - g. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be pre printed and hand written quoted price will not be acceptable.
- The tenders must be according to hospital specification; alternate rates will not be acceptable.

13. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
14. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
15. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
16. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
17. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the BKMC Swabi's future bids.

3. ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- **The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and Professional tax**
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.
- **Manufacturers and Importers can apply only.**

4. GENERAL CONDITIONS: -

1. BKMC Swabi shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, BKMC Swabi may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
4. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
5. BKMC/MTI Swabi may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.
6. Rates will be applicable for BKMC, GKMC, THQ Topi Hospital and THQ Chota Lahor Hospital as well.

**Bacha Khan Medical Complex
Medical Teaching institute
Swabi**

Phone: 0938-280214

5. INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Bacha Khan Medical Complex Swabi** invites sealed tenders on item basis under National Competitive Bidding for the procurement of **Hospital and Office Furniture** for Hospital, under rule 6(2)(b) *“single stage two envelope procedure”* of KPPRA Rules 2014, from (manufacturer and importer) registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security @ 150,000/- in the name of Hospital Director BKMC Swabi. An affidavit is mandatory, in the technical bid that bid security is placed in the financial bid.

The tenders complete in all respect must reach the undersigned by [redacted] hrs on [redacted], which will be opened at [redacted] hrs on the same day at the Office of Hospital Director of the Complex in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID SECURITY

Bid security @ 150,000/- (refundable) drawn in favor of “Hospital Director BKMC Hospital” should be kept sealed in the financial proposal. An affidavit is mandatory in the technical bid that bid security is placed in the **Financial proposal**.

Bid Security in the shape of PO (Pay Order) is not acceptable.

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract.

7. BID VALIDITY:

1. The bids should be valid for a period of 90 days.
2. In exceptional circumstances, BKMC Hospital may solicit the Bidder’s consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

8. SPECIFICATION HOSPITAL FURNITURE AND OFFICE FURNITURE 2021-22

S#	ITEM NAME	SPECIFICATION	
1	CENTER TABLE LARGE	Size: Standard. Frame made of solid shesham wood which has been proper seasoned with 8 to 10 percent moisture with termite treatment. 32mm thick top made ofsheshamvenboard with complete high quality polish and lacquers for a longer lasting shine. Walnutfinished with 30% gloss with 1 base 1 top coat.	
2	CENTER TABLE SMALL	Size: Standard. Frame made of solid shesham wood which has been proper seasoned with 8 to 10 percent moisture with termite treatment. 32mm thick top made of sheshamvenboard with complete high quality polish and lacquers for a longer lasting shine. Walnut finished with 30% gloss with 1 base 1 top coat.	
3	LOCKER FOR SECTION	Size: Standard. four drawers (Separate lock for each drawer). Structure made of 22-gauge steel. Heavy duty bearing and rollers for smooth drawer operation. Powder coated oven backed finish with central locking system. Light gray in color. Anti – rust and corrosion resistant.	
4	OFFICE CHAIRS	Size: Standard. Complete structure of the chair is made ofsolid shesham wood which has been proper seasoned with 8 to 10 percent moisture with termite treatment. The seat of the chair is upholstered with best quality foam covered with brown color fabric. Back of the chair is wooden having 3 wooden strips.Complete high quality polish and lacquers for a longer lasting shine. Walnut finished with 30% gloss with 1 base 1 top coat.	
5	EXECUTIVE REVOLVING CHAIRS	Professional high back leather chair with thick padded contour seat and back with built in lumbar support, one touch pneumatic seat height adjustment dual function control, back height adjustment,	

		padded height and width adjustment arms, heavy duty base	
6	REVOLVING CHAIRS	MEDIUM BACK CHAIR (STRIPED BACK) Size: Standard Structure made of nylon seat & plywood back upholstered with best quality foam & fabric + arms in PP + revolving reclining PU gas lift mechanism pedestal.	
7	3 SEATER BENCH FOR WAITING AREA	Imported stainless steel 3-seater hospital waiting bench. Chrome color, Volume 0.098CBM/set and weight would be more than 33 kg per set.	
8	SIDE RACK	Size: Standard. Rack has a sliding keyboard tray of standard size, one drawer and a cabinet with door. Wire hole on back for cables. Overall structure made of sheshamvenboard, footing with solid shesham wooden base. Complete high quality polish and lacquers for a longer lasting shine.	
9	WOODEN BENCHES WITHOUT BACK SUPPORT (FOR WARD)	Wood work: Complete high quality polish and lacquers for a longer lasting shine. Walnut finished with 30% gloss with 1 base 1 top coat. Steel frame structure: Steel frame made of 18-gauge mild steel square pipe structure consist of 02 Nos top long rails of frame. Legs 04 Nos. Center support rail 01 Nos. Rubber shoe 04 Nos of best quality. Nails (steel/brass) and lacquer, thinner, powder coated paint & wood sealer must be ICI or equivalent.	
10	SOFA SET 3+1+1(FOR EXECUTIVE OFFICE)	Single seater. 3 seater Size: Structure made of solid seasoned wood and commercial ply. seat upholstered with best quality foam, backrest upholstered with best quality foam and Arm rest upholstered with best quality foam. Cushioned with best quality brown fabric. base footing is made of solid wood and walnut finished.	

11	CONFERENCE TABLE FOR 24 PERSONS (FOR MEETING ROOM)	Sides made of sheshamvenboard, and thick top in chipboard pressed with wide and thick inlay, Shesham veneer pressed in traditional patterns and inlay added between the veneer panels. built in cable management panel. Complete high quality polish and lacquers for a longer lasting shine. Walnut finished with 30% gloss with 1 base 1 top coat.	
12	SINGLE BED	Size: Standard. Fitting for the mattress should be on 18", having 4" best quality foam. Structure made of solid shesham wood with 8 to 10% moisture with termite treatment covered with best quality sheshamvenboard. Complete high quality polish and lacquers for a longer lasting shine. Walnut finished with 30% gloss with 1 base 1 top coat.	
13	SOFA CUMBED (03 SEATER)	Standard size: 03 seater, seat and back cushioned with best quality foam & cloth/ rakcin, longer service life, termite resistance, dimensional accuracy and quality finishing.	
14	WORK STATION	BUDGET LINEAR TOP 1 PERSON Size: Standard Made of laminated board with matching PVC edging fixed with M.S brackets. BUDGET PARTITION TYPE 04-PE2 Size: Standard Upper panel soft glass, center panel soft board & lower panel laminated board. Extruded aluminum channel powder coated. BUDGET PARTITION TYPE 04-PE1 Size: Standard Upper panel soft glass, center panel soft board & lower panel	
15	MANAGER DESK / Table	Made of top & vanity in laminated board with matching PVC edging, having M.S	

		powder coated base at both sides.	
16	Executive Table	Made of veneer pressed on particle board + solid wood & including inlay + printing leather wrapped on mdf top + polish finish.	
17	Study Table	Made from premium quality	
18	Student Chair	Made from premium quality	
19	FIBER GLASS 3 SEATER BENCH FOR WAITING AREA	Imported 3-seater hospital waiting bench.	
20	FIBER GLASS SINGLE CHAIR	-	
21	OT Scrub / Shank	Should be 3 Tap	
22	OT Scrub / Shank	Should be single Tap	
23	OMEGA FILING CABINET	FILING CABINET Carcass: Laminate sheet good quality With PVC Edging Front: Laminate sheet high quality With PVC Edging.	
24	Overhead table	Imported	
25	Side Locker	Imported	
26	Cash Safe Steel		
27	Medication Dispensing Trolley		
28	SS Trolley for Medications		

Note: Catalogue / Pictures of the above all should be provided along with the documents.

9. EVALUATION CRITERIA

The bids / proposals will be evaluated on the basis of advertisement, bid solicitation documents and the point system as specified below.

S #	Parameters	Sub-parameters	Marks
1	Legal Requirement		25
		Manufacturer / Importer	Mandatory
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Professional Tax Certificate / KPRA	Mandatory
		Most recent Sales Tax Return from FBR	5
		IT-1 or IT-2 Form showing net annual sales (Turnover will be verified from IT-1 or IT-2 form of FBR)	10
		<ul style="list-style-type: none"> • 8 – 10 million • 4 – 8 million 	10 5
		Bank Statement of Last Years (5 Marks for each year)	10
2	Product Sample		30
	Product that 100% comply with the advertised specifications will be considered for evaluation	Samples will be examined & accepted by the Technical & Evaluation Committee	
	Sample(s) of successful bidder(s) shall be kept by BKMC. Supplies, when received, will be cross checked against the samples. Should the supplies fall below the standard of the supplied samples, they will be rejected and subsequently returned to the vendors.		
		Satisfactory	30
		Unsatisfactory	0
		Note: Sample of the Quoted Item shall be submitting to the technical Evaluation Committee	
3	Relevant Experience		10
	Market experience in Furniture	I 1 – 2 years ii 3 – 5 years	5 10
4	Past Performance		5
	Performance/satisfactory certificate from previous organizations	i. 1-5 (one mark for each certificate)	5
Total Marks			70
Qualifying Marks			49

A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements OR if it fails to achieve the minimum score as indicated in the below mentioned table. Relevant certificates / documents must be attached.

Total Marks in Technical Criteria: 70

10.FINANCIAL CRITERIA (30 MARKS):

S #	Parameters	Sub-Parameters	Total Marks: 30
	Price		30
		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: $[\text{Lowest Price (Fm)}/\text{Price of Bid under consideration (F)}] \times 100 \times 0.30$	30

Total Marks (Technical Criteria + Financial Criteria): 100

Financial bids of only technically responsive bidders will be opened publicly at the time to be announced by the Procuring entity. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the best evaluated bid.

Merit Point Evaluation Methodology: Contract will be awarded to the best evaluated responsive bid which gets the maximum marks and becomes the highest ranking in the Combined Evaluation calculated through the Merit Point Average Methodology which puts greater emphasis on non-price factors like stringent global certifications on Conformance Specifications (i.e., meeting the required technical specifications), Performance Specifications (i.e., meeting the requirements the product is designed for) leading to customer satisfaction verification, certifications of the technical staff, provision of maintenance & services and post-warranty services etc.

11.BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklistment of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently

Conditions for debarment of Defaulted Bidder/Contractor

- Failure or refusal to;
- Accept Purchases Order / Services order terms;
- Make supplies as per specifications agreed:
- Fulfill contractual obligations as per contract
- Non execution of work as per terms & condition of contract.
- Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Bacha Khan Medical Complex MTI Swabi.

Procedure for blacklistment and debarment

1. Competent authority of Bacha Khan Medical Complex MTI Swabi may on information, or on its own motion, issue show cause notice to the bidder.
2. The show cause notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.

5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

12. REDRESSING OF GRIEVANCES

1. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
2. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
3. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchase officer within the prescribed period.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
5. Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

13. AWARD OF CONTRACT:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the BKMC/MTI Swabi.

14. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.