

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

**BID SOLICITATION DOCUMENTS
For
Stationary Items**

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
GKMC/BKMC/MTI Swabi*

*Director Finance
GKMC/BKMC/MTI Swabi*

*Director Nursing
GKMC/BKMC/MTI Swabi*

*Medical Director
GKMC/BKMC/MTI Swabi*

*Hospital Director
GKMC/BKMC/MTI Swabi*

TABLE OF CONTENTS

S #	Contents	Page #
1.	Introduction	2
2.	Instruction To Bidders	2
3.	Eligible Bidders	4
4.	General Conditions	5
5.	Invitation For Bids	6
6.	Bid Security	7
7.	Bid Validity	7
8.	Statement of Requirement with Specification	8
9.	Award of Contract and Payment	13

INTRODUCTION:

Medical Teaching Institution (MTI)/ Bacha Khan Medical Complex Swabi invites. Item wise sealed bids from the eligible bidders (General order supplier or firms or companies) for procurement of stationary items for Hospital Open Competitive Bidding under rule 6(2)(a) “*Single Stage Single Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1) 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. The bids will be opened on **24-10-2022** at **11:30 AM** in presence of the bidders/representatives who choose to attend.
3. Pre-bid meeting with the interested bidders will be held on **10-10-2022** at **11:00 AM** in MMD Office of the Institution.
4. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
5. The rates shall be valid till 30th June 2023 as per KPPRA Rule 31 (A) Framework Contract.
6. All the bidders are required to provide annexure wise complete requisite documents with page 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. Deptt;
 - g. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be preprinted and hand written quoted price

will not be acceptable. The tenders must be according to hospital specification; alternate rates (**Double rates for single Items**) 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.

GKMC-SWABI

2) 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
- 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.

GKMCS-MTI

3. 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. The Rates will be applicable for BKMC, GKMC, THQ Topi and THQ Chota Lahore hospital as well.
7. If the first lower bidder provides substandard which will reject by the end user, the same item will be purchase from the second bidder.

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

INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Bacha Khan Medical Complex Swabi** invites sealed tenders on under National Competitive Bidding for the procurement of stationary items for Hospital, under rule 6(2)(a) **“Single Stage Single Envelope Procedure”** of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security @ **50,000/-** in the name of Hospital Director BKMC Swabi. Pre-bid meeting with the interested bidders will be held on **10-10-2022** at **11:00 AM** at the address given below.

The tenders complete in all respect must reach the undersigned by **11:00 AM** on **24-10-2022**, which will be opened at **11:30 AM** on the same day in Hospital Director office of the Hospital 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.

4. BID Security

Bid security @ 50,000 (refundable) drawn in favor of “Hospital Director BKMC Hospital” in shape of CDR or BC.

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

5. BID VALIDITY:

- i) The bids should be valid for a period of 90 Days.
- ii) In exceptional circumstances, BKMC swabi 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.

Stationary Items List

Sr. No	Description	Unit	Unit Price
1.	2 Hole Punch Machine (Standard Size)	No's	
2.	2 Hole Punch Machine (Extra Large) Heavy Duty (Deli)	No's	
3.	2 Hole Punch Machine (Large) (Deli)	No's	
4.	2 Hole Ring Binder (Ideal)	No's	
5.	2 Tier Document Tray (Organize It All)	No's	
6.	3 Hole Punch Machine (Deli)	No's	
7.	3 Hole Ring Binder (Ideal)	No's	
8.	3 Tier Document Tray (Organize It All)	No's	
9.	Ball Point Black (Piano) Blue/Red/Green/Black	No's	
10.	Ball Point Piano Clipper Blue & Black	No's	
11.	Battery Cell (9 V) Energizer or Equivalent	No's	
12.	Battery Cell (AA) Energizer or Equivalent	No's	
13.	Battery Cell (AAA) Energizer, or Equivalent	No's	
14.	Battery Cell (AAA) Rechargeable	No's	
15.	Battery Cell (AG13 1.5V)	No's	
16.	Battery Cell (C size)	No's	
17.	Battery Cell (D Size 1.5V)	No's	
18.	Battery Cell (Micro Lithium 3V)	No's	
19.	Binder Clips (Small/Medium/Large)	Packet	
20.	Binding Tape 3" (Deer)	No's	
21.	Blank RFID Card For Employees	No's	
22.	Board Marker Black / Blue (Dollar)	No's	
23.	Bull Dog clips Large	Box	
24.	Bull Dog clips small	Box	
25.	Calculator Simple Citizen 9300	No's	
26.	Carbon Paper (KCR)	No's	
27.	Card Holder Ribbon Printed	No's	
28.	Card Holding Rack (PMP)	No's	
29.	Clip Board Plastic	No's	
30.	Colored Paper 80gram Imported (Spectra)	No's	

31.	Common Pin 50gram	Packets	
32.	Continuous Sheet 132 column (P-II)	No's	
33.	Continuous Sheet 132 Column (Part-III)	No's	
34.	Continuous Sheet 132 Column (Part-IV)	No's	
35.	Continuous Sheet 132 Column (P-I)	No's	
36.	Continuous Sheet 80 Column (Part-I)	No's	
37.	Continuous Sheet 80 Column (Part-II)	No's	
38.	Continuous Sheet 80 Column (Part-III)	No's	
39.	Continuous Sheet 80 Column (Part-IV)	No's	
40.	Diary (Annual)	No's	
41.	Drafting Notebook	No's	
42.	Drafting Pad (Large)	No's	
43.	Drafting Pad (Small)	No's	
44.	Duster	No's	
45.	Emergency Tape Red Strips	Roll	
46.	Engagement Diary	No's	
47.	Eraser (Bahadar)	No's	
48.	Fancy File Cover with clips	No's	
49.	File Board 13.5" x 9.75" (Standard)	No's	
50.	File Box 2" Multi Color Imported Ideal (No.556, 554, 555,1270)	No's	
51.	File Box 3" Multi Color Imported Ideal (No.556, 554, 555,1270)	No's	
52.	File Box 4" Multi Color Imported Ideal (No.556, 554, 555,1270)	No's	
53.	Fluid pen (Kita)	No's	
54.	Fluid Set	No's	
55.	Gel Pen Black / Blue Signo	No's	
56.	Glossy Paper (A-4 Size)	Packet	
57.	Glue Gun	No's	
58.	Glue Stick (Large) Amose 35gram	No's	
59.	Glue Stick (Medium) Amose 15gram	No's	
60.	Gum small (Nafees 142ml)	No's	
61.	Hanging File	No's	
62.	High Lighter Different Colors (Dollar)	No's	
63.	Ink for Epson Color Printer T60 pack of 6 color	Pack	
64.	Ink for Stamps (Dollar)	No's	

65.	Ink Medium size (blue/black/red) (Dollar)	No's	
66.	Label Tag Color Flag 3 Color & 4 Color	No's	
67.	Laminator Ribbon	No's	
68.	My Clear Bag Folder	No's	
69.	Notice Board 2'X3'	No's	
70.	Notice Board 3'X4'	No's	
71.	Notice Board 30"x15"	No's	
72.	Paint Marker White (Snowman)	No's	
73.	Paper Clip (Three Flower 30MM)	Box	
74.	Paper Cutter (Deli)	No's	
75.	Paper Pins (Size No. 21/16)	No's	
76.	Paper Rim A-4 (80gm) Double A	Rim	
77.	Paper Rim A-4 80gm Imported (Navigator/Brilliant) Full / Cut pages	Rim	
78.	Paper Rim Legal (80gm) Double A	Rim	
79.	Paper Rim Legal 80gm Imported (Navigator/Brilliant)	Rim	
80.	Pen Holder	No's	
81.	Pen Printed	No's	
82.	Pen stand with pin/Diary full set (9 pieces set)	No's	
83.	Pencil (Gold Fish/ My pencil / Deer/ Bahadar)	No's	
84.	Pencil (Adult) Red & Blue	No's	
85.	Pencil Dollar (My Pencil)	No's	
86.	Permanent Marker Black/ Blue/Red (Dollar)	No's	
87.	Plain Envelope Brown (9"x4" Size)	No's	
88.	Plain Envelope Brown (A-4 Size)	No's	
89.	Plain Envelope Brown (File Size)	No's	
90.	Plain Envelope White (9"x4" Size)	No's	
91.	Plain Envelope White (A-4 Size)	No's	
92.	Plain Envelope White (File Size)	No's	
93.	Plastic Coating sheet	No's	
94.	Pointer Black / Blue (Dollar)	No's	
95.	Push Pin	No's	
96.	PVC Cling Film Roll	roll	
97.	Raice Paper	No's	

98.	Register 320 pages (Imported)	No's	
99.	Register Plain (18 No. Ideal)	No's	
100.	Rubber Band/ Q Band	Box	
101.	Scale Steel 12"	No's	
102.	Scissor Small (M&G)	No's	
103.	Scotch Tape 1" (Deer)	No's	
104.	Scotch Tape 3" (Deer)	No's	
105.	Separator Sheet 10s	No's	
106.	Separator Sheet 5s	No's	
107.	Sharpener (Bahadar/Kita)	No's	
108.	Short Hand Book (Ideal)	No's	
109.	Stamp Pad Black/Blue (Crystal)	No's	
110.	Stamp Square/Round self ink	No's	
111.	Stapler Extra Large (Heavy Duty) (Deli)	No's	
112.	Stapler Large 24/6 (Deli/ Bahadar/)	No's	
113.	Stapler Machine 24/6 (Prominent)	No's	
114.	Stapler Pins Extra Large (Different Sizes) Washin	Box	
115.	Stapler Pins Large (No. 24/6 Dollar)	Box	
116.	Stapler Pins Remover (Genmes)	No's	
117.	Stapler Pins Small (No. 10) (Dollar)	Box	
118.	Stapler Small (Deli)	No's	
119.	Stencil ink	No's	
120.	Stencil Papers	No's	
121.	Stick Note Pad (Large size) 3x5	No's	
122.	Stick Note Pad (Small size) 76 x 19 mm x 4pcs	No's	
123.	Stick Note Pad 75 x 75 mm	No's	
124.	Tags/ Laces (Small/Large size)	No's	
125.	Tape Dispenser with Tape	No's	
126.	Telephone Set Panasonic	No's	
127.	Telephone Set Panasonic with Caller ID CLI (KXT Digital 7665)	No's	
128.	Thermal Paper Roll for Barcode Printer (Sticker Roll)	Roll	
129.	Thermal Paper Roll For Fax Machine Fan Roll (Panasonic)	No's	
130.	Thumb Pin (Multi color)	Box	

131.	Token Roll (Galaxy)	No's	
132.	Type Rubber	No's	
133.	Uniball eye pen (Mitsubishi Japan)	No's	
134.	Visiting Card Album	No's	
135.	White Board 2x3 feet	No's	
136.	White Board 4x8 feet	No's	
137.	White Envelope 9.5" x4.5"	No's	
138.	White Sticker (A-4 Size)	No's	
139.	Yo Yo Card Holder Clip	No's	
140.	Envelops 11x5 (Golden)	No's	
141.	Fax Roll	Roll	
142.	File Cover Packa	No's	
143.	Paper Weight	No's	
144.	Pin Cushion	No's	
145.	Sowa	No's	
146.	PVC Card	No's	
147.	Glass Board 8mm, 3.5x5, Spacer, Stand	No's	
148.	Glass Board 8mm, 3x4, Spacer, Stand	No's	
149.	Frost Paper		
150.	Flip Chart Stand	No's	
151.	White Board 3x4, 4x4	No's	
152.	Copy Mate Paper Ream Legal 70gm	Ream	
153.	Copy Mate Paper Ream Legal 80 gm	Ream	
154.	Copy Mate Paper Ream A4 70 gm	Ream	
155.	Copy Mate Paper Ream A4 80 gm	Ream	
156.	Ring File	No's	

Note:

- **Sample may be called from the Lowest bidder.**
- **All Supplies are subjected to acceptance by inspection committee Sample Acceptance Committee.**

8. Award of Contract:

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

9. Payment:

- a. No advance payment will be permissible, all applicable taxes and duties at the time of payment will be deducted at source.
- b. The payment will be made after successful supply and inspection

GKMCs-MTI