



## **BID SOLICITATION DOCUMENTS**

**Repair, Maintenance & overhauling of Easter Incinerator Machine  
installed at THQ Hospital Topi Swabi**

**FOR**

**THQ HOSPITAL TOPI - MTI, SWABI,**

**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 the submission of a bid that is not substantially responsive to the bidding documents in every aspect would result in the rejection of the bid.

**Manager Materials Management  
BKMC/GKMC-MTI, Swabi**

**Manager Facilities  
BKMC/GKMC-MTI, Swabi**

**Hospital Director  
BKMC-MTI, Swabi**

## INTRODUCTION:

**Medical Teaching Institution (MTI) / Bacha Khan Medical Complex (BKMC)**, located at Shah Mansoor, **Swabi, Khyber Pakhtunkhwa**, was established under the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015, to improve performance, enhance effectiveness, efficiency, and responsiveness in the provision of quality healthcare services to the people of Khyber Pakhtunkhwa.

Medical Teaching Institution (MTI), comprising Bacha Khan Medical Complex (BKMC) / GAJJU KHAN MEDICAL COLLEGE, invites separate item-wise sealed bids from the eligible bidders for the Repair, Maintenance and overhauling of ester Incinerator machine at THQ Hospital Topi, through open competitive bidding under rule 6(2)(a) "***Single Stage Single Envelope***" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

## INSTRUCTIONS TO BIDDERS:

1. This bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) laws, rules made thereunder, and standard bidding documents.
2. The rates shall be considered for THQ Hospital Topi - MTI, Swabi.
3. Bids complete in all respects must reach the undersigned by 11:00 a.m. on\_\_\_\_\_,\_\_\_\_\_, 2025, and will be opened at 11:30 a.m. on the same day in the committee room in the presence of the procurement committee and the bidders and representatives who choose to be present.
4. All the bidders are required to provide, annexure wise, the complete requisite documents with page marking.
5. **All prices quoted must be in Pakistani rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the quotation, it will be presumed that the prices /Costs include all the taxes.**
6. If any of the bidders requires any clarification regarding specifications or any other query, they may visit this office during working hours until the deadline for submission of the bids.
7. Bidders should be financially sound and have a proper office, telephone number, and fax number in Khyber Pakhtunkhwa.
8. Bidders are essentially required to provide correct and latest postal, email, and web addresses, phone, mobile, and fax numbers for active and timely communication.
9. The bidder may, after its submission, withdraw its bid prior to the expiry of the deadline prescribed for the submission of bids. Withdrawn bids will be returned unopened to the bidders.
10. The bidder must attach the original receipt along with the bid document submitted to this institution. In the case of a photocopy, a bank draft for an equal amount must be attached.
11. Any bid not received as per the terms and conditions laid down in this document is likely to be ignored. No offer shall be considered if:
  - a. received without bid security;

- b. received after the date and time fixed for its receipt;
  - c. The tender document and the bid are unsigned.
  - d. The offer is ambiguous.
  - e. The offer is conditional.
  - f. The bidder is from blacklisted firm in any Federal/Provincial Govt. Department:
12. The use of correction fluid and corrections will not be considered unless duly signed by the authorized person.
  13. Bids will be rejected if the bid is somehow connected to other bids submitted under names different from his own.
  14. In the event of a tie, the contract will be awarded to the firm with more experience than its competitors.
  15. Bidders are required to clearly mark the envelope as Bid for "Category Name."
  16. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of a contract may, besides the rejection of its bid, result in its disqualification from participation in future BKMC-MTI Swabi bids.
  17. The competent authority reserves the right to reject any or all of the bids as per provisions contained in Rule 47 of the KPPRA Rules 2014.

#### **BID SECURITY**

- a. The bidders are required to submit the Bid security of @ 2 % of the total Bid Value (refundable) drawn in favor of the **“Hospital Director Bacha Khan Medical Complex-MTI, Swabi.”**
- b. The bid security shall be retained till the closing of the contract period from the successful bidders.

S #	Description	Bid Security (PKR)
1.	Repair, Maintenance & overhauling of easter Incinerator machine at THQ Hospital Topi	2 % of total Bid Value

#### **Performance Guarantee:**

10 % Performance Guarantee will be submitted / deducted till the successful completion of warranty period.

## 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.

## ELIGIBILITY CRITERIA

Bidders must give compliance to the below mentioned clauses as these are mandatory to being Eligible for the bidding process. Relevant certificates / documents must be attached.

S #	Description	Remarks
-	<b>CLAUSES</b>	<b>YES/NO</b>
1.	<b>Registration</b> with NTN Valid Income Tax Registration, Valid <b>Sales Tax</b> Registration. ✓ Experience shall be counted / considered from the NTN Registration	<b>Mandatory</b>
2.	Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA) KNTN	<b>Mandatory</b>
3.	This undertaking should be tender specific. Submission of undertaking on legal valid and attested stamp paper that the firm is <b>NOT BLACKLISTED</b> by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. (Provide copy of affidavit attached as annex in this document on non-judicial stamp paper)	<b>Mandatory</b>
4.	The bidder has <b>NOT</b> been defaulter / insolvent nor bankrupt in past from any government department or financial institution.	<b>Mandatory</b>
5.	Account Maintenance Certificate.	<b>Mandatory</b>
6.	At least five work orders to be attached of similar nature from different Government / Private Organizations.	<b>Mandatory</b>
7.	One (01) Year Warranty of parts and services	<b>Mandatory</b>

## **EVALUATION AND COMPARISON OF BIDS**

1. The Department will evaluate and compare the bids that have been determined to be substantially responsive (Eligibility Criteria).
2. Bids shall be evaluated against the given specifications and other terms and conditions mentioned in the bid solicitation documents.
3. After preliminary examination, the responsive bidder(s) will be asked to provide sample(s) (where required) of their quoted item(s), and the same will be inspected and approved by the procurement committee, including technical members.
4. Rates for those items will be considered for comparison\] which are approved by the procurement committee.
5. The lowest reasonable offer will be accepted, meeting the specification and quality needs and ensuring efficiency, economy/ value for money.
6. Alternative bids or rates mentioned in the rate form shall not be considered and shall be rejected by the competent authority.

## **OTHER TERMS & CONDITIONS: -**

1. All the bidders will strictly follow the rate form attached as "Annexed-A."
2. Contracts shall be confirmed through a written agreement signed by the successful bidder and the BKMC-MTI, Swabi which has attached as "Annex-B."
3. All the bidders will sign the affidavit attached as "Annex-C."
4. If a successful bidder repudiates the contract or fails to execute/furnish performance, the firm shall proceed with blacklisting, and the supply order will be placed with the next successful bidder or from alternative sources at the cost and risk of the concerned firm.
5. Bidders are advised that it is in their best interest to maintain the required quality and not to quote for counterfeited or substandard items, as the inspection committee will ensure the quality of products at the time of supply.
6. If any of the given specifications or parameters do not meet the required specifications, their offer will not be considered and shall be summarily rejected by BKMC-MTI, Swabi.
7. In case of repeated failure or non-supply of the BKMC-MTI, Swabi reserves the right to forfeit the bid security and may proceed for debarment or blacklisting.
8. Each item supplied shall strictly confirm to the schedule of requirements and to the technical specifications prescribed by the BKMC-MTI, Swabi, against each item.
9. The unit cost agreed in the price schedule (rate form) is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.
10. If the successful firm fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the institution may without prejudice to any other right of action / remedy it may have, blacklist the bidder, either indefinitely or for a stated period, for future tenders in public sector, as per provisions of KP Procurement Rules, 2014.

## SCOPE OF WORK:

The scope of work includes the repair, maintenance and overhauling of the waste incinerator machine installed at THQ Hospital Topi Swabi. The work will be carried out as per the specifications and requirements of EPA.

The proposed repair and maintenance of the waste incinerator at THQ Hospital Topi Swabi outlines a comprehensive to get the incinerator up and running effectively.

1. **Refractory Maintenance:** Repair and maintenance of primary and secondary chamber refractories to ensure optimal performance and ensure proper sealing.
2. **Door Maintenance:** Replacement of refractory on the waste loading door and installation of a new gasket to prevent heat loss and ensure proper seating.
3. **Burner's Maintenance:** Maintenance and servicing of primary and secondary chamber burners to accurately optimize monitor combustion efficiency.
4. **Temperature Control:** Installation of a new thermocouples at primary and secondary chambers to accurately monitor temperatures.
5. **Chimney installation:** Installation of a new chimney to ensure proper ventilation and emission control.
6. **Electrical Maintenance:** Maintenance and servicing of the electrical panel, circuit breaker, relay and magnetic contractor to ensure safe and reliable operation.
7. **Anti-Corrosion Coating:** Application of anti-corrosion paint on the waste incinerator body to protect against environmental degradation.
8. **Commissioning and testing:** Commissioning and test run of the incinerator waste to ensure its functioning correctly and efficiently.
9. **Warranty:** the work will be carried out to the best of its abilities and that the materials used will be of good quality and provide a warranty of 12 months for the work carried out.

## DELIVERY OF ITEMS.

The Supplier will be bound to deliver the parts/items and done the repair & maintenance work within thirty days of issuance of purchase / work order. In case the supplier delays in performance of any of the obligations. Penalty rate of Two percent (2%) will be charged up to 15 days and beyond 15 days penalty will be charged (5 %).

## AWARD OF CONTRACT:

Contracts shall be confirmed through a written agreement signed between the successful bidder and the BKMC-MTI, Swabi, attached as "Annex-B."

**PAYMENT:**

- i. Payment will be made within 30 days of after inspection by the end user / procurement subject to the availability of funds.
- ii. No advance payment will be permissible.
- iii. The payment will be made after successful supply, installation and inspection of all requisite items.
- iv. Payment of the bills will be subject to the deduction of government taxes.

**BID VALIDITY:**

- I. The bids should be valid for a period of 120 Days.
- II. In exceptional circumstances, BKMC-MTI, Hospital may solicit the bidder's consent to an extension of the period of validity. The reasons shall be recorded in writing. The request and the responses thereto 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.

**BID FORM AND PRICE SCHEDULES****Price Schedule in Pak. Rupees (including all applicable taxes)**

**Note: - All the bidders are required to follow the following pattern while preparing financial bids.**

Name of Bidder\_\_\_\_\_

<b>S #</b>	<b>Item Description</b>	<b>Brand Name</b>	<b>Unit/Pack Size</b>	<b>Per Unit Rate offered Without GST</b>	<b>Per Unit Rate offered including GST</b>	<b>Remarks</b>

Signature of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.



**CONTRACT (FORMAT)**

THIS CONTRACT is made and agreed today on 00 day of Month, 2025 between **Hospital Director Bacha Khan Medical Complex-MTI, Swabi Khyber Pakhtunkhwa** (hereinafter referred to as the SIDB KP or the first party and **M/s XYZ**, (hereinafter referred to as the Contractor or the second party or he/she, which expression, unless repugnant to the context, means and includes their legal heir/s, successors-in-interest, assignee/s and legal representative/s) that: WHEREAS the SIDB KP has made an open competitive bidding for selection and rate contracting for supply of **(xyz item/s)** (hereinafter referred to as goods).

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Board’s Notification of Award.

S #	Item Name with Specifications	Unit Description Per Unit / Per Liter / Per Box / other	Approved rate	Remarks
1.				
2.				
3.				
4.				
5.				

**Both the parties agreed that: -**

- 1 During the currency of the contract, the supplier will be bound to deliver the items of the approved quality at its designated center from time to time at the approved rates within Thirty days of the receipt of Purchase Order. In case of failure, the department reserves the right to impose the penalty 2 % up to 15 days and beyond 15 days penalty will be charged (5 %).
- 2 The items offered must have at least one-year warranty period.
- 3 10 % Performance Guarantee will be deducted / Submitted till the successful completion of the warranty period.
- 4 You will NOT claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
- 5 The Unit Cost agreed in the Price Schedule (Rate Form), is inclusive of installation, testing, commissioning, all applicable taxes and costs associated with transportation and other agreed incidental costs.
- 6 Bill for payment in triplicate along with all other relevant and required documents shall be submitted by the 2<sup>nd</sup> Party to the BKMC-MTI, Swabi immediately after complete supply of stock. The Bidder shall be bound to pay all sorts of government taxes, duties and stamp duties, imposed earlier or during the financial year by the Government of Pakistan or by the Provincial Government of Khyber Pakhtunkhwa on any supplied / purchased item.
- 7 The payment will be made by the center within one month of the completion of the supply/inspection, however in case of non-availability of budget the center will make payment after releasing of budget from the competent authority.
- 8 In case of the situation related to Force Majeure, the party-B may inform the BKMC-MTI, Swabi in writing about the situation immediately without delay along with solid proof through the fastest, lawful and available means of communication, but not through the electronic mail, and request the Board for the grant of extension in the supply period.
9. In case your firm repudiates the contract, bid security will be forfeited, the SIDB, concerned center reserve the rights to proceed for debarment / blacklisting under the relevant law.

Signature:

Hospital Director BKMC-MTI

Swabi, KPK.

Signature:

M/s XYZ

Name:

Designation:

CNIC No.

Stamp:

WITNESS NO. 1

Signature:

Name:

Designation:

CNIC No.

WITNESS NO. 2

Signature:

Name:

Father's Name:

Address:

CNIC No.

### AFFIDAVIT / UNDERTAKING

#### Important Note:

All the bidders must submit the original affidavit on non-judicial stamp paper of Rs.100/- (Rs. One Hundred) attached with technical bid at the time of bid submission on the following format.

I, \_\_\_\_\_ Owners / Director / Legal Attorney / Accredited representative of M/s \_\_\_\_\_, solemnly declare that,

1. M/s \_\_\_\_\_ have read the contents of the Bidding Document and have fully understood it.
2. That the financial instruments, statements of facts, data and documents being submitted by M/s \_\_\_\_\_ for the *IFB No.04/Goods/Sep,2022* are true, genuine and correct.
3. Undertakes that information being submitted is correct and true, and that any false information shall lead to disqualification at any stage.
4. M/s \_\_\_\_\_ is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.
5. Bid Security (in original) is placed in the financial bid.
6. In case we fail to comply any of the aforesaid conditions or the documents submitted by M/s \_\_\_\_\_ is found false/forged, our tender will be cancelled forfeiting the Bid Security amount and debarring us from participation in future tenders of Medical Teaching Institution Bacha Khan Medical Complex, Khyber Pakhtunkhwa, for a period of one year.

**Signature with Seal of the Deponent (bidder)**

## Scope of work

S.No.	Item Description	
01	Repair and maintenance of primary and secondary chamber refractories.	01 Job
02	Door Maintenance (Replacement of refractory and installation of new gasket	
03	Maintenance and servicing of primary & secondary burners.	
04	Installation of new thermocouples at primary and secondary chambers	
05	Installation of New Chimney.	
06	Maintenance and servicing of the electrical panel, circuit breaker, relay & magnetic contactor.	
07	Application of anti-corrosion Paint on the waste incinerator body	
08	Commissioning and test run of the incinerator	