**North West General Hospital & Research Centre (NWGH & RC)**

**Peshawar**

**STANDARD BIDDING DOCUMENT (SBD)**

**(BID SOLICITATION DOCUMENTS)**

**For**

**Printing items 2024-2025**

**Note:** The prospective bidder is expected to examine the Bidding Documents carefully, includingall 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.

**INTRODUCTION:**

North West General Hospital & Research Centre invites the sealed bids from the eligible bidders for procurement of Printing Items for Hospital, Medical College & Institute of Allied Health Sciences under Open Competitive Bidding “***Single Stage Single Envelope***” bidding procedure.

1. **INSTRUCTIONS TO BIDDERS:**
2. This Bidding procedure will be conducted in light of terms and conditions mentioned in Standard Bidding Documents (SBD).
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be rejected.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be considered that the prices are inclusive of all the Govt. Applicable taxes.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication with each other.
7. For any query or clarification regarding the Bid Solicitation Documents (SBD), the applicants may send a written request at least one day prior to the opening date.
8. The Bid once submitted by vendor will not be withdrawn.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No Bid shall be considered if:
	1. It is received after the date and time fixed for Bid Submission.
	2. The offer is Ambiguous / Not Clear.
	3. The offer is conditional i.e. Quoted Two Rates against One Item, advance payment, or currency fluctuations etc.
	4. The offer is from blacklisted firm in any Federal / Provincial Government or Private Institution of Pakistan.
	5. Only typed tender on Original Letter Head Pad of Firm, Signed from Authorize person should be submitted, the hand written quoted price will not be accepted. The tenders must be according to hospital provided specification; alternate rates **(Double rates for single Items)** will not be accepted.
10. In case of Bid Tie, the decision will be taken by the Management of North West General Hospital & RI and will be accepted by the bidders.

1. 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 lead to rejection of its bid result into its disqualification from participation in the North West General Hospital & Research Centre (NWGH&RI) Peshawar's future Participation in Tender.

**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 with the tender.
	+ The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR for NTN and for services must be registered with KNTN.
	+ The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental or Private institutions.
	+ **Local office must be available in Peshawar.**

**3. GENERAL CONDITIONS: -**

* 1. North West General Hospital & Research Centre Hayatabad Peshawar shall evaluate the bid in a manner/criteria prescribed below, without reference to the price, the management may reject any proposal which does not confirm to the specified requirements.
	2. At any time prior to the deadline for submission of bids, North West General Hospital Peshawar may reserve the right, 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.

* 1. 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.

**North West General Hospital & Research Centre**

**Hayatabad, Peshawar**

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**INVITATION FOR BIDS**

**Chief Executive Officer, Alliance Health Care (Pvt) Ltd Hayatabad Peshawar** Invites sealed tenders under Competitive Bidding for the procurement of Printing Items for Hospital, under ***“Single Stage Single Envelope Procedure”*** from Income / Sales tax, reflected on Active Taxpayer List of FBR.

Competent Authority reserves the right to reject any or all the bids.

**4. BID VALIDITY:**

1. The bids should be valid for a period of 90 Days.

**5. RATES VALIDITY:**

Rates approved must be valid till **30-06-2025.**

**Particulars**

**S. No**

**Size/Pack**

**Paper Quality**

|  |  |
| --- | --- |
| **1** | **ANAESTHESIA SHEET PADS** |
| **2** | **4 HOURLY VITAL SIGN CHART PADS** |
| **3** | **CONSULTANT CHARGES FORM PADS** |
| **4** | **CONSULTANT ORDERS** |
| **5** | **CONSULTANT REPORT FORM** |
| **6** | **EMERGENCY DEPARTMENT ASSESMENT FORM PAD** |
| **7** | **PRESCRIPTION PADS FOR DOCTORS LARGE** |
| **8** | **PRESCRIPTION PADS FOR DOCTORS SMALL** |
| **9** | **CONSENT FOR SURGICAL PADS** |
| **10** | **CONSENT FOR CARDIAC CATHTERIZATION PADS** |
| **11** | **EMERGENCY PADS** |
| **12** | **DIALYSIS PADS** |
| **13** | **PHARMACY PATIENT DRUG RETURN FORM** |
| **14** | **PHARMACY PATIENT STICKER** |
| **15** | **CYTO TOXIC STICKER LARGE** |
| **16** | **CYTO TOXIC STICKER SMALL** |
| **17** | **CAUTION STICKER LARGE** |
| **18** | **CAUTION STICKER SMALL** |
| **19** | **HISTORY AND PHYSICAL EXAMINATION ADULT** |
| **20** | **HISTORY AND PHYSICAL EXAMINATION PAEDS** |
| **21** | **A4 SIZE 3 FOLD BROSHOR** |
| **22** | **OPD PATIENT FILE COVER** |
| **23** | **FILE COVER FOR CT SCAN MRI** |
| **24** | **PROGRESS SHEET PADS** |
| **25** | **NURSES PROGRESS NOTES PADS** |
| **26** | **FLOW CHART SHEET ICU CCU** |
| **27** | **INPATIENT DRUG SHEET** |
| **28** | **NURSING CARDIX** |
| **29** | **VISITING CARDS SINGLE SIDE** |
| **30** | **VISITING CARDS DOUBLE SIDE** |
| **31** | **PATHOLOGY REQUEST PADS** |
| **32** | **RADIOLOGY REQUEST PADS** |

|  |  |
| --- | --- |
| **100 GRAM** | **Legal** |
| **YELLOW SPECIAL** | **A4** |
| **PINK SPECIAL** | **A4** |
| **100 GRAM** | **A4** |
| **CARBON SELF** | **A4** |
| **CARBON SELF** | **A4** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A5** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **CARBON SELF** | **A4** |
| **FINE STICKER** | **3.5X4 INCH** |
| **FINE STICKER** | **4.75X7.5** |
| **FINE STICKER** | **2.75X3.75 INCH** |
| **FINE STICKER** | **4X2 INCHES** |
| **FINE STICKER** | **2X2 INCHES** |
| **100 GRAM** | **A3** |
| **100 GRAM** | **A3** |
| **ART PAPER 115 GM** | **A4** |
| **300 GRAM ART CARD** | **A4** |
| **300 GRAM ART CARD** | **18X23 INCH** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **18X23 INCHES** |
| **150 GRAM E.CARD** | **11X27 INCHES** |
| **150 GRAM E.CARD** | **11X27 INCHES** |
| **300 GRAM** | **1000 PACK** |
| **300 GRAM** | **1000 PACK** |
| **Pink News Paper** | **9X6.5 INCHES** |
| **COLOR BOND** | **9X6.5 INCHES** |

**Particulars**

**S. No**

**Paper Quality**

**Size/Pack**

|  |  |
| --- | --- |
| **33** | **RADILOGY REPORTING PAGES (RIM)** |
| **34** | **PATHOLOGY REPORTING PAGES (RIM)** |
| **35** | **CARDIOLOGY REPORTING PAGES (RIM)** |
| **36** | **INPATIENT DISCHARGE SUMMARY (RIM)** |
| **37** | **HOSPITAL LETTER HEAD (RIM)** |
| **38** | **ULTRASOUND REQUEST PADS** |
| **39** | **OPD REQUEST PADS** |
| **40** | **PATHOLOGY SPECIAL TEST FORM PADS** |
| **41** | **PETTY CASH VOUCHERS** |
| **42** | **STAMP SQUARE WITH MACHINE** |
| **43** | **STAMP ROUND WITH MACHINE** |
| **44** | **CLOTH ENVELOPES** |
| **45** | **X-RAY ENVLEOPE 10X14** |
| **46** | **X-RAY ENVLEOPE 14X17** |
| **47** | **X-RAY ENVLEOPE 10X8** |
| **48** | **HOSPITAL ENVELOPE 9X4** |
| **49** | **HOSPITAL ENVELOPE A4 SIZE** |
| **50** | **EEG ENVELOPE** |
| **51** | **PANA FLEX FRONT LITE** |
| **52** | **PANA FLEX FRONT LITE** |
| **53** | **PANA FLEX BACK LITE** |
| **54** | **RECEIPT BOOK FOR DOCTORS** |
| **55** | **REGISTER STANDARD SIZE** |
| **56** | **REGISTER LARGE** |
| **57** | **REGISTER EXTRA LARGE** |
| **58** | **CSSD PADS** |
| **59** | **NEURO SURGICAL BOOK** |
| **60** | **Letter Head northwest School of Medicine** |
| **61** | **File Cover Northwest School of medicine** |
| **62** | **clip file cover (nwgh , nwihs , northwest school of Med)** |
| **63** | **investigation record pad** |
| **64** | **duty exchange pads** |
| **65** | **intake out put chart pads** |
| **66** | **gynae history form book (8 pages)** |
| **67** | **Radiology Stickers** |
| **68** | **free opd prescription pad (Ream)** |
| **69** | **endoscopy pads green** |
| **70** | **endoscopy pads pink** |
| **71** | **laundary linen receipt voucher** |
| **72** | **Graph char boys (height weight, head length)** |
| **73** | **Graph chart girls (height weight, head length)** |
| **74** | **orthopaedic history sheet** |
| **75** | **MIN Book** |
| **76** | **Random Blood sugar Record pads** |

|  |  |
| --- | --- |
| **100 GRAM** | **A4 REAM (500)** |
| **100 GRAM** | **A4 REAM(500)** |
| **100 GRAM** | **A4 REAM(500)** |
| **100 GRAM** | **A4 REAM(500)** |
| **100 GRAM** | **A4 REAM(500)** |
| **55 GRAM** | **4.75X75 INCHES** |
| **55 GRAM** | **4.75X75 INCHES** |
| **55 GRAM** | **4.75X75 INCHES** |
| **55 GRAM** | **4.75X75 INCHES** |
| **IMPORTED** | **1** |
| **IMPORTED** | **1** |
| **COTTON PAPPER** | **14X18 INCHES** |
| **100 GRAM** | **10X14 INCHES** |
| **100 GRAM** | **14X17 INCHES** |
| **100 GRAM** | **10X8 INCHES** |
| **100 GRAM** | **9X4 INCHES** |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **STAR 440** | **SQUARE FEET** |
| **NORMAL380** | **SQUARE FEET** |
| **STAR 440** | **SQUARE FEET** |
| **100 GRAM** | **4.5X8 INCHES** |
| **100 GRAM** | **10X15 INCHES** |
| **100 GRAM** | **A3 SIZE** |
| **100 GRAM** | **12X23 INCHES** |
| **100 GRAM** | **A4 SIZE** |
| **100 GRAM** | **A4 SIZE** |
| **100 gram** | **A4 REAM (500)** |
| **300 gram art card** | **A4 SIZE** |
| **300 bleach card** | **14X21 SIZE** |
| **100 gram** | **A4 SIZE** |
| **100 gram** | **A4 SIZE** |
| **100 gram** | **A4 SIZE** |
| **100 gram** | **A4 SIZE** |
| **Imported sticker** | **3.2X4.5 INCHES** |
| **100 gram** | **A4 SIZE** |
| **70 gram green** | **A4** |
| **70 gram pink** | **A4** |
| **self carbon paper** | **4.2X6.5** |
| **150 gram every card** | **A4** |
| **150 gram every card** | **A4** |
| **100 gram** | **A3 SIZE** |
| **100 gram** | **A4** |
| **100 gram** | **A4** |

**Particulars**

**S. No**

**Size/Pack**

**Paper Quality**

|  |  |
| --- | --- |
| **77** | **Operation Notes pads** |
| **78** | **operative check form pads** |
| **79** | **cd sticker** |
| **80** | **file cover nmmi** |
| **81** | **store bin card** |
| **82** | **Death certificate** |
| **83** | **executive health checkup brochures** |
| **84** | **dexa scan brochure** |
| **85** | **back pain brochures** |
| **86** | **knee pain brochures** |
| **87** | **psycatriac brochures** |
| **88** | **hip joint prcaution brochures** |
| **89** | **kidney diseases brochures** |
| **90** | **nmmi brochures** |
| **91** | **mobile guidlines brochures** |
| **92** | **All 3 fold A4 size Brochures** |

|  |  |
| --- | --- |
| **100 GRAM** | **A4** |
| **100 GRAM** | **A4** |
| **115 gram art paper** | **CD SIZE** |
| **300 gram art card** | **MEDIUM SIZE** |
| **300 gram art card** | **6X11 INCHES** |
| **carbonless paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |
| **115 gram art paper** | **A4** |

**06. SPECIAL CONDITIONS OF THE CONTRACT: -**

1. If any of the given specifications/parameters mentioned in Bid do not meet the required specifications of hospital, the bidder offer will be considered as rejected.

2. In case of a successful bidder, who fails to furnish the contract and as the case may be shall proceed for blacklisting.

3. All bidders shall comply with code of ethics

**07. Evaluation Criteria for Procurement of Printing**

**Total Marks: TM: 50**

No chance will be provided for re-submission of secondary documentation. The bidders must carefully read the instructions; Non-compliance to the stated instruction may lead to their technical disqualification.

(Technical Evaluation Marks: 50)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Parameters** | **Detail** | **Max Total Marks** | **Remarks.** |
| **1** | **Past Performance****(2 marks for each certificate)** | Major Institute served

|  |  |  |
| --- | --- | --- |
| 1 | No institution served | 0 |
| 2 | 1 to 2 | 4 |
| 3 | 3 to 5 | 10 |

 | 10 | Institute include government department and private institute customer satisfaction certificate from the procuring entity of the last accomplished assignment must be attached. |
| **2** | **Market experience in printing** |

|  |  |  |
| --- | --- | --- |
| 1 | 1-2 Years | 5 |
| 2 | 3-5 Years | 10 |

 | 10 | Supply orders/purchase orders/ contract agreement should be attached |
| **3** | **Financial Status** |

|  |  |  |
| --- | --- | --- |
| 1 | Income Tax returns | 02 |
| 2 | Sales Tax Returns | 02 |
| 3 | Bank Statements of last (2 years) | 02 |
| 4 | Audit Report of last 2 years | 04 |

 | 10 |  |
| **4** | **Product Sample** |

|  |  |  |
| --- | --- | --- |
| 1 | Excellent | 10 |
| 2 | Good | 8 |
| 3 | Satisfactory | 6 |
| 4 | Unsatisfactory | 0 |

 | 10 | Product that 100% comply with the advertised specifications will be considered for evaluationSample(s) of successful bidders shall be kept by Hospital. Supplies, when received will be crossed 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. |
| **5** | **Printing machines capability** |

|  |  |  |
| --- | --- | --- |
| 1 | 2 color printing | 5 |
| 2 | 4 color printing | 10 |

 | 10 | Proof along with the photographs along with duly attested by the owner and affidavit should be attached |

**Technical Score:**

The bidders achieving a minimum of 25 marks out of 50 marks allocated for technical bid evaluation i.e. 50% marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency.

**Note:** The Procuring Agency reserve the rights to visit the printer's premises / warehouse of the bidders by the team of experts to verify the information / details mentioned by the bidders; if deems necessary.

**09. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR**

**Conditions for Black-listment of Defaulted Bidder/Contractor:**

The following are the events which would lead to initiate 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 Hospital.

**Procedure for black-listment and debarment**

1.. Competent authority of the Hospital may on information, or on its own motive, 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.. ln-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 the Chief Executive Officer (AHL) shall be considered as final and will be bidding by both the parties.

**10. Award of Contract**:

The Award of the Contract Agreement will be subject to Approval by the Competent Authority of Hospital.

The Contract Agreement will be executed on Official Stamp Paper duly attested by Oath Commissioner and will be signed by both the parties on agreed upon terms and conditions.

**11. Payment:**

a. The payment schedule will be 60-Days after delivery of stock and submission of invoices.

 **12. Terms & Conditions** •

* The delivery should be made within 07 days’ time period.
* If the supply is not done within the period mentioned in the supply order, penalty @ 2% will be charged upto15 days and beyond 15days the penalty will be charged @ of 5%
* The bidder must register with Income/ Sales Tax Department
* No advance payment will be permissible.