

**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, 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.

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:

1. This Bidding procedure will be conducted in light of terms and conditions mentioned in Standard Bidding Documents (SBD).
2. Any bid received after the deadline for submission of bids shall not be entertained and shall be rejected.
3. The bid should be complete in all respect and must be signed by the bidder.
4. 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.
5. 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.
6. 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.
7. The Bid once submitted by vendor will not be withdrawn.
8. 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:
 - a. It is received after the date and time fixed for Bid Submission.
 - b. The offer is Ambiguous / Not Clear.
 - c. The offer is conditional i.e. Quoted Two Rates against One Item, advance payment, or currency fluctuations etc.
 - d. The offer is from blacklisted firm in any Federal / Provincial Government or Private Institution of Pakistan.
 - e. 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.
9. 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.
10. 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.
3. 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**

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:

- i) The bids should be valid for a period of 90 Days.

5. RATES VALIDITY:

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

S. No	Particulars	Paper Quality	Size/Pack
1	ANAESTHESIA SHEET PADS	100 GRAM	Legal
2	4 HOURLY VITAL SIGN CHART PADS	YELLOW SPECIAL	A4
3	CONSULTANT CHARGES FORM PADS	PINK SPECIAL	A4
4	CONSULTANT ORDERS	100 GRAM	A4
5	CONSULTANT REPORT FORM	CARBON SELF	A4
6	EMERGENCY DEPARTMENT ASSESMENT FORM PAD	CARBON SELF	A4
7	PRESCRIPTION PADS FOR DOCTORS LARGE	100 GRAM	A4
8	PRESCRIPTION PADS FOR DOCTORS SMALL	100 GRAM	A5
9	CONSENT FOR SURGICAL PADS	100 GRAM	A4
10	CONSENT FOR CARDIAC CATHETERIZATION PADS	100 GRAM	A4
11	EMERGENCY PADS	100 GRAM	A4
12	DIALYSIS PADS	100 GRAM	A4
13	PHARMACY PATIENT DRUG RETURN FORM	CARBON SELF	A4
14	PHARMACY PATIENT STICKER	FINE STICKER	3.5X4 INCH
15	CYTO TOXIC STICKER LARGE	FINE STICKER	4.75X7.5
16	CYTO TOXIC STICKER SMALL	FINE STICKER	2.75X3.75 INCH
17	CAUTION STICKER LARGE	FINE STICKER	4X2 INCHES
18	CAUTION STICKER SMALL	FINE STICKER	2X2 INCHES
19	HISTORY AND PHYSICAL EXAMINATION ADULT	100 GRAM	A3
20	HISTORY AND PHYSICAL EXAMINATION PAEDS	100 GRAM	A3
21	A4 SIZE 3 FOLD BROSHOR	ART PAPER 115 GM	A4
22	OPD PATIENT FILE COVER	300 GRAM ART CARD	A4
23	FILE COVER FOR CT SCAN MRI	300 GRAM ART CARD	18X23 INCH
24	PROGRESS SHEET PADS	100 GRAM	A4
25	NURSES PROGRESS NOTES PADS	100 GRAM	A4
26	FLOW CHART SHEET ICU CCU	100 GRAM	18X23 INCHES
27	INPATIENT DRUG SHEET	150 GRAM E.CARD	11X27 INCHES
28	NURSING CARDIX	150 GRAM E.CARD	11X27 INCHES
29	VISITING CARDS SINGLE SIDE	300 GRAM	1000 PACK
30	VISITING CARDS DOUBLE SIDE	300 GRAM	1000 PACK
31	PATHOLOGY REQUEST PADS	Pink News Paper	9X6.5 INCHES
32	RADIOLOGY REQUEST PADS	COLOR BOND	9X6.5 INCHES

S. No	Particulars	Paper Quality	Size/Pack
33	RADIOLOGY REPORTING PAGES (RIM)	100 GRAM	A4 REAM (500)
34	PATHOLOGY REPORTING PAGES (RIM)	100 GRAM	A4 REAM(500)
35	CARDIOLOGY REPORTING PAGES (RIM)	100 GRAM	A4 REAM(500)
36	INPATIENT DISCHARGE SUMMARY (RIM)	100 GRAM	A4 REAM(500)
37	HOSPITAL LETTER HEAD (RIM)	100 GRAM	A4 REAM(500)
38	ULTRASOUND REQUEST PADS	55 GRAM	4.75X75 INCHES
39	OPD REQUEST PADS	55 GRAM	4.75X75 INCHES
40	PATHOLOGY SPECIAL TEST FORM PADS	55 GRAM	4.75X75 INCHES
41	PETTY CASH VOUCHERS	55 GRAM	4.75X75 INCHES
42	STAMP SQUARE WITH MACHINE	IMPORTED	1
43	STAMP ROUND WITH MACHINE	IMPORTED	1
44	CLOTH ENVELOPES	COTTON PAPPER	14X18 INCHES
45	X-RAY ENVLEOPE 10X14	100 GRAM	10X14 INCHES
46	X-RAY ENVLEOPE 14X17	100 GRAM	14X17 INCHES
47	X-RAY ENVLEOPE 10X8	100 GRAM	10X8 INCHES
48	HOSPITAL ENVELOPE 9X4	100 GRAM	9X4 INCHES
49	HOSPITAL ENVELOPE A4 SIZE	100 GRAM	A4
50	EEG ENVELOPE	100 GRAM	A4
51	PANA FLEX FRONT LITE	STAR 440	SQUARE FEET
52	PANA FLEX FRONT LITE	NORMAL380	SQUARE FEET
53	PANA FLEX BACK LITE	STAR 440	SQUARE FEET
54	RECEIPT BOOK FOR DOCTORS	100 GRAM	4.5X8 INCHES
55	REGISTER STANDARD SIZE	100 GRAM	10X15 INCHES
56	REGISTER LARGE	100 GRAM	A3 SIZE
57	REGISTER EXTRA LARGE	100 GRAM	12X23 INCHES
58	CSSD PADS	100 GRAM	A4 SIZE
59	NEURO SURGICAL BOOK	100 GRAM	A4 SIZE
60	Letter Head northwest School of Medicine	100 gram	A4 REAM (500)
61	File Cover Northwest School of medicine	300 gram art card	A4 SIZE
62	clip file cover (nwgh , nwihs , northwest school of Med)	300 bleach card	14X21 SIZE
63	investigation record pad	100 gram	A4 SIZE
64	duty exchange pads	100 gram	A4 SIZE
65	intake out put chart pads	100 gram	A4 SIZE
66	gynae history form book (8 pages)	100 gram	A4 SIZE
67	Radiology Stickers	Imported sticker	3.2X4.5 INCHES
68	free opd prescription pad (Ream)	100 gram	A4 SIZE
69	endoscopy pads green	70 gram green	A4
70	endoscopy pads pink	70 gram pink	A4
71	laundry linen receipt voucher	self carbon paper	4.2X6.5
72	Graph char boys (height weight, head length)	150 gram every card	A4
73	Graph chart girls (height weight, head length)	150 gram every card	A4
74	orthopaedic history sheet	100 gram	A3 SIZE
75	MIN Book	100 gram	A4
76	Random Blood sugar Record pads	100 gram	A4

S. No	Particulars	Paper Quality	Size/Pack
77	Operation Notes pads	100 GRAM	A4
78	operative check form pads	100 GRAM	A4
79	cd sticker	115 gram art paper	CD SIZE
80	file cover nmmi	300 gram art card	MEDIUM SIZE
81	store bin card	300 gram art card	6X11 INCHES
82	Death certificate	carbonless paper	A4
83	executive health checkup brochures	115 gram art paper	A4
84	dexa scan brochure	115 gram art paper	A4
85	back pain brochures	115 gram art paper	A4
86	knee pain brochures	115 gram art paper	A4
87	psycatriac brochures	115 gram art paper	A4
88	hip joint prcaution brochures	115 gram art paper	A4
89	kidney diseases brochures	115 gram art paper	A4
90	nmmi brochures	115 gram art paper	A4
91	mobile guidlines brochures	115 gram art paper	A4
92	All 3 fold A4 size Brochures	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			10	Institute include government department and private institute customer satisfaction certificate from the procuring entity of the last accomplished assignment must be attached.
		1	No institution served	0		
		2	1 to 2	4		
		3	3 to 5	10		
2	Market experience in printing	1	1-2 Years	5	10	Supply orders/purchase orders/ contract agreement should be attached
		2	3-5 Years	10		

3	Financial Status	1	Income Tax returns	02	10	
		2	Sales Tax Returns	02		
		3	Bank Statements of last (2 years)	02		
		4	Audit Report of last 2 years	04		
4	Product Sample	1	Excellent	10	10	Product that 100% comply with the advertised specifications will be considered for evaluation Sample(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.
		2	Good	8		
		3	Satisfactory	6		
		4	Unsatisfactory	0		
5	Printing machines capability	1	2 color printing	5	10	Proof along with the photographs along with duly attested by the owner and affidavit should be attached
		2	4 color printing	10		

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.. 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 the Chief Executive Officer (AHL) shall be considered as final and will be binding 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 upto 15 days and beyond 15 days the penalty will be charged @ of 5%
- The bidder must register with Income/ Sales Tax Department
- No advance payment will be permissible.