

**BIDDING DOCUMENTS
FOR**

FRAME WORK CONTRACT OF LINEN ITEMS

Single Stage-One Envelop Bidding Procedure

DHQ HOSPITAL JHELUM

**INSTRUCTIONS TO USERS OF THIS
DOCUMENT**

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INVITATION FOR BIDS

INVITATION FOR BIDS

Date: _____

1. DHQ HOSPITAL JHELUM has allocated sufficient amount towards the cost of purchase of Bed Sheets, Towels etc. Bidding is open to all eligible Bidders.
2. The Purchaser invites sealed bids, under **Single Stage-One Envelope bidding procedure**, under rule 38(1) of the **Punjab Procurement Regulatory Authority Rules, 2014** from eligible firms or persons as defined under clause IB-3 of Instructions to Bidders. The bidding is open to National Competition as per policy of the Government. ***Bidding is open whether separately for each item or whole of the items mentioned in the Bidding Document.***
3. Eligible Bidders may obtain further information, inspect and acquire the Bidding Documents from the **OFFICE OF PROCUREMENT OFFICER ,DHQ HOSPITAL JHELUM**
4. A complete set of Bidding Documents may be purchased upon payment of a non-refundable fee of Rs.500/- and also be downloaded from the websites of PPRA and Punjab Assembly but in this case, Bank instrument valuing Rs.500/- (excluding Cheque) will also be required to submit in addition to bid security.
5. All bids must be accompanied by a Bid Security amounting to Rs.50000/-- i.e form of bank instrument other than cheque and must be delivered to OFFICE OF THE MEDICAL SUPRINTENDANT at or before **11:00 hours, on SEPTEMBER 20 , 2017** Bids will be opened at **11:30** hours on the same day in the office of the MEDICAL SUPRINTENDANT , in the presence of Bidder's representatives who choose to attend at the same address.**The date of submission of sample will be conveyed at the time of opening of technical bid**

MEDICAL SUPRINTENDANT

DHQ HOSPITAL JHELUM

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

(Note: These Instructions to Bidders along with Bidding Data will not be part of the Contract and will cease to have effect once the Contract is signed.)

A. GENERAL

IB.1 Scope of Bid

- 11 The Purchaser as defined in the Bidding Data hereinafter called "the Purchaser" wishes to receive bids for the purchase of goods as described in these Bidding Documents.
- 12 The successful Bidder will be expected to supply the items within 07 days after the issuance of supply order.
- 13 All goods to be supplied under the contract shall have as their country of origin an eligible country as per Appendix A to Bid.
- 14 The term "country of origin" means the country where the goods have been produced, manufactured, or processed; or through manufacture, processing, another commercially recognized article results that differs substantially in its basic characteristics from its imported components.
- 15 The nationality of the firm that produces, distributes, or sells the goods shall not determine their origin.
- 16 The bidding is open to National Competitive Bidding as indicated in the Bidding Data.
- 17 This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

IB.2 Source of Funds

- 21 The Purchaser has sufficient funds for payment in his regular budget.

IB.3 Eligible Bidders

- 31 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
 - a) has a registered/incorporated company/firm in Pakistan with relevant business experience of last one (1) year as on date of submission of bid;
 - b) Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments can participate);
 - c) must be authorized partner/reseller of the principal/manufacturer;
 - d) has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking is mandatory).
 - e) has authorization/distribution of the quoted brand in Pakistan for all items required against the Bid.
- I) has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

g Items can only be supplied/sourced/routed from "origin" in "eligible" member countries.

- i. "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
- ii. "Origin" shall be considered to be the place where the items are produced. Items are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification.

IB.4 One Bid per Bidder

Each Bidder shall submit only one bid either by himself, or as a partner in a joint venture. A Bidder who submits or participates in more than one bid (other than alternatives pursuant to clause IB.19) shall be disqualified.

IB.5 Cost of Bidding

The Bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

IB.6 Site Visit

The Bidders and any of their personnel or agents will be granted permission by the Purchaser to enter upon his premises for the purpose of such inspection, but only upon the express condition that the Bidders, their personnel and agents, will release and indemnify the Purchaser, his personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of such inspection.

B. BIDDING DOCUMENTS

IB.7 Contents of Bidding Documents

- 7.1 The Bidding Documents, in addition to Invitation for Bids, are those stated below and should be read in conjunction with any Addenda issued
1. Instructions to Bidders
 2. Bidding Data
 3. Form of Bid and Appendices to Bid
 4. Schedules to Bid
 - (i) Schedule A: Price Schedule for Goods to be offered
 - (ii) Schedule B: Manufacturer's Authorization
 - (iii) Schedule C: List of Goods

- (iv) Schedule D: Delivery and Completion Schedule
- (v) Schedule E: Inspection and Tests to be carried out
- 5. General Conditions of Contract (GCC), Part-I
- 6. Particular Conditions of Contract (PCC), Part-II
- 7. Standard Forms
 - (i) Form of Bid Security
 - (ii) Form of Performance Guarantee

- 72 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Pursuant to Clause IB.20, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.

IB.8 Clarification of Bidding Documents

- 81 Any prospective Bidder requiring any clarification (s) in respect of the Bidding Documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond to any request for clarification which he receives earlier than the time, stated in the Bidding Data, prior to the deadline for submission of bids. Copies of the Purchaser's response will be forwarded to all purchasers of the Bidding Documents, including a description of the enquiry but without identifying its source.

IB.9 Amendment of Bidding Documents

- 91 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum.
- 92 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 7.1 hereof and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective Bidders shall acknowledge receipt of each addendum in writing to the Purchaser.

C. PREPARATION OF BIDS

IB.10 Language of Bid

- 10.1 The bid as well as all correspondence and documents related to the bid exchanged by a bidder and the Purchaser shall be in the bid language stipulated in the Bidding Data and Particular Conditions of Contract. Supporting documents and printed literature furnished by the Bidders may be in any other language provided the same are accompanied by an accurate translation of the relevant parts in the bid language, in which case, for purposes of evaluation of the bid, the translation in bid language shall prevail.

IB.11 Documents Comprising the Bid

- 11.1 Each Bidder shall:

- (a) submit a written power of attorney authorizing the signatory of the bid to act for and on behalf of the Bidder;
- (b) furnish a technical proposal taking into account the various Appendices to Bid specially the following:

Appendix-B to Bid	Method of Assuring Quality of Goods
Appendix-C to Bid	List of Quality Control/Laboratory Equipment
Appendix-D to Bid	List of Manufacturers/Subcontractors

and other pertinent information such as mobilization programme (under Appendix B to Bid) etc;

11.2 Joint Venture/consortium are not eligible for this Tender.

11.3 Bidders shall also submit proposals of supply and transportation methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders' proposals to meet the technical specifications and the completion time referred to in Sub-Clause IB 1.2 hereof.

IB.12 Bid Prices

- 121 The Bidder shall submit the Form of Bid using the form attached herewith. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 122 The Bidder shall submit the Price Schedules for Goods, according to their origin as appropriate, using the forms furnished in Appendices to Bid along with Manufacturer,s Authorization (on the format provided) in case the Bidder is not himself the manufacturer
- 123 Unless stated otherwise in the Bidding Documents (under Schedule D to Bid), the Contract shall be for the whole of the Goods as described in Sub-Clause 1.1 hereof, based on the unit rates and/or prices submitted by the bidder.
- 124 The Bidders shall fill in rates and prices for all items of the Goods described in the Price Schedules. Items against which no rate or price is entered by a bidder will not be paid for by the Purchaser when delivered and shall be deemed covered by rates and prices for other items in the Price Schedules.
- 125 All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids shall be included in the rates and prices and the total Bid Price submitted by a Bidder. Additional/reduced duties, taxes and levies due to subsequent additions or changes in legislation shall be dealt as per Clause 16 of the General Conditions of Contract.
- 126 The rates and prices quoted by the Bidders are subject to adjustment during the performance of the Contract in accordance with the provisions of Clause 14 of the General Conditions of Contract. The Bidders shall furnish the prescribed information for the price adjustment formulae if required under Sub-Clause 14.2 of General Conditions of Contract, and shall submit with their bids such other supporting information as required under the said Clause.

IB.13 Currencies of Bid and Payment

The unit rates and the prices shall be quoted by the Bidder entirely in Pak rupees.

IB.14 Documents Establishing the Eligibility of the Goods

To establish the eligibility of the Goods in accordance with IB Clause 1-3, Bidders shall complete the country of origin declarations in the Price Schedule Forms, & Appendices to Bid.

IB.15 Documents Establishing the Conformity of the Goods to the Bidding Document

15.1 To establish the conformity of the Goods to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods be supplied to conform to the specified requirements.

15.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods.

15.3 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Delivery and Completion Schedule, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Delivery and Completion Schedule of Supply.

IB.16 Documents Establishing the Qualification of the Bidder

16.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Bidding Documents.

16.2 If so required in the Bidding Data, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the appended form to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's country.

16.3 If so required in the Bidding Data, a Bidder that does not conduct business within the Purchaser's Country shall submit evidence that it will be represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

IB.17 Bid Validity

17.1 Bids shall remain valid for the period stipulated in the Bidding Data after the Date of Bid Opening specified in Clause IB.26.

17.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Bid Security for the period of the extension, and in compliance with Clause IB.18 in all respects.

IB.18 Bid Security

18.1 Each Bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in the Bidding Data in Pak Rupees.

18.2 The Bid Security shall be, at the option of the Bidder, in the form of **Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan** in favour of the Purchaser valid for a period 28 days beyond the Bid Validity date.

18.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.

18.4 The bid securities of unsuccessful Bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of Bid Validity.

18.5 The Bid Security of the successful Bidder will be returned when the Bidder has furnished the required Performance Guarantee and signed the Contract Agreement.

18.6 The Bid Security may be forfeited:

- (a) if the Bidder withdraws his bid except as provided in Sub-Clause 25.1;
- (b) if the Bidder does not accept the correction of his Bid Price pursuant to Sub-Clause 28 hereof; or
- (c) In the case of successful Bidder, if he fails within the specified time limit to:
 - (i) furnish the required Performance Guarantee; or
 - (ii) sign the Contract Agreement.

IB.19 Alternate Proposals by Bidder

19.1 Should any Bidder consider that he can offer any advantages to the Purchaser by a modification to the designs, specifications or other conditions, he may, in addition to his bid to be submitted in strict compliance with the Bidding Documents, submit any Alternate Proposal(s) containing (a) relevant design calculations; (b) technical specifications; (c) proposed manufacturing

methodology; and (d) any other relevant details / conditions, provided always that the total sum entered on the Form of Bid shall be that which represents complete compliance with the Bidding Documents.

19.2 Alternate Proposal(s), if any, of the lowest evaluated responsive Bidder only may be considered by the Purchaser as the basis for the award of Contract to such Bidder.

IB.20 PreBid Meeting

Pre-bid meeting will not be held with prospective Bidders or their authorized representatives.

IB.21 Format and Signing of Bid

- 21.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 21.2 All Appendices and Schedules to Bid are to be properly completed and signed.
- 21.3 No alteration is to be made in the Form of Bid nor in the Appendices and Schedules thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 21.4 Each Bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid as described in Clause IB.7 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.
- 21.5 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder pursuant to Sub-Clauses 11.1(a) and 11.2 hereof. All pages of the bid shall be initialled and stamped by the person or persons signing the bid.
- 21.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Purchaser, or as are necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.
- 21.7 Bidders shall indicate in the space provided in the Form of Bid their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the Contract is to be sent.
- 21.8 Bidders should retain a copy of the Bidding Documents as their file copy.

D. SUBMISSION OF BIDS

IB.22 Sealing and Marking of Bids

22.1 Each Bidder shall submit his bid as under:

SPECIAL CONDITIONS OF THE CONTRACT

- The rates will be valid for one financial year till june 2018
- The delivery period is one week including 3 days of grace period
- If the supplier failed to supply the goods fine/day as decided by procuring authority will be imposed
- The bidder is bound to provide the same goods as sample approved by committee at the time of award of contract
- The procurement will be sample based .The date of sample submission of sample will be conyed at the time of opening of technical bid