Standard Bidding Documents

For

Purchase of Laboratory equipment’s/chemicals and reagents

October 2017

Khyber Medical University

Peshawar,

(Khyber Pakhtunkhwa)

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**TENDER NOTICE**

The Khyber Medical University, Peshawar invites sealed tenders through Single Stage Two Envelope Procedure as per KPPRA Rules 2014 for the purchase of following items from the Manufacturers/Importers/Authorized Dealers duly registered with the Sales Tax, Income Tax (who are on ACTIVE TAX PAYERS LIST of FBR) and Excise & Taxation Department of Khyber Pakhtunkhwa:

|  |  |
| --- | --- |
| **S. No.** | **Description of Item** |
| 1. | **Laboratory equipment/chemicals/reagents** |

The bidding documents including quantity, specification and detailed terms and conditions are available free of cost from the office of the undersigned from 02/10/2017 to 13/10/2017(0830 Hours to 1330 Hours).

The quotation containing two separate sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” may be submitted in the office of Director ORIC, Khyber Medical University, Peshawar latest by 16/10/2017 (1000 hours).

The Technical Proposal will be opened in the office of Director ORIC, KMU on 16/10/2017 (1030 hours) by the KMU Purchase Committee in the presence of the bidders or their representatives who choose to attend.

Taxes will be deducted as per Govt: Rules.

**Chairman Purchase Committee**

**Khyber Medical University, Peshawar**

(Advertised on 30/09/2017 in Daily Ajj)

**Section – II TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS**

1. The Tender submitted by the suppliers shall be based on the following terms and condition and required documents must be attached with bid as per details given

**(i)** Bid/rate may be quoted on prescribed bidding form available in the bidding document for the unit price of the item(including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding document for each item as well as on bidders letter head. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as nonresponsive. No tender with conditional, ambiguous and alternate price will be considered. Only one rate should be submitted for one item. If firm desires to offer more than one rates, he should purchase separate bidding documents. The items without mentioning country of origin will not be accepted for purchase, even though if it is lowest in price.

**(ii)** Qualification and experience certificate of technical staff.

**(iii)** Copies of registration with income tax, sales tax and clearance of Excise & Taxation department of Khyber Pakhtunkhwa. Income Tax, General Sales Tax and stamp duty will be deducted from the supplier as per government rules.

**(iv)** Security @10% of the total bill of each will be deducted from the supplier at the time of payment.

**(v)** A Call Deposit/Banker’s Cheque /Pay Order equal to 2 % of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit /Banker’s cheque/pay order should be in favor of the Treasurer, Khyber Medical University, Peshawar. The Call Deposit amount should be deposited on formula as Unit price x qty required= b \* 2 %. Cheques and insurance guarantees will not be accepted. The call deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.

1. The approved suppliers will be responsible for the replacement of spare parts free of cost during the guarantee period, which should be mentioned in the quotation and should be at least two years. In this regard a contract / agreement will have to be signed between the supplier and KMU.
2. Incase of fraudulent practice by the supplier, strict action will be taken against the supplier i.e forfeit of security and call deposit amount and penalty.
3. The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at an any stage.
4. No partial payment will be made against partial supply/ delivery.
5. The payment will be released after inspection by KMU Technical / Inspection Committee and satisfactory report submitted by the end user.If any item is rejected by KMU Technical/Inspection Committee, the supplier will be bound to replace it within 03 days at his own risk and cost.
6. The supplier shall also be responsible to install and demonstrate the required equipment at the site specified by the authority at his own cost.
7. The supplier shall be bound to provide catalogues with photos, samples of small instruments or any other information required for the Technical / Inspection Committee or Purchase Committee.
8. The black listed suppliers are not eligible to participate in the bidding. The Supplier is bound to provide an undertaking of non-blacklisting from any department.
9. All documents relating to the bid and contract shall be in English language.
10. The bidding documents should be signed and stamped by a person duly authorized on behalf of the supplier on every page.
11. The supplier shall produce authorization letter of manufacturers, which will be verified.
12. The supplier belong to the other province will provide the complete address and phone numbers of his branch office at Khyber Pakhtunkhwa.
13. The tender should be in sealed cover envelop clearly written thereon “**quotations for ---------------------”** the name of the supplier with full address and telephone/ fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Chairman Purchase Committee.
14. The Purchase Committee reserves the right to increase or decrease the quantities of items of equipment/instruments/machinery.
15. In case of supply of defective or used items, the firm will be dealt with as per Government rules and regulations.
16. The successful supplier will have to make an agreement on stamp papers for the supply of the items according to the Contract.
17. Five year Maintenance contract for each equipment will be required.
18. Note: Also attach the bid in MS Word format in Compact Disc (CD)

**Section – III Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Item** | **Specification** | **Unit** | **Quantity required** |
|  | Length measuring board (for infants) | Lightweight portable length (height) measuring board for infants | Each | 6 |
|  | TANITA Body composition scale | Dual frequency analyser with thermal printer, AC Adapter, printing paper roll | Each | 1 |
|  | Measuring tape | None | 1 tape | 24 tapes |
|  | Trace element free K2EDTA blood collection tubes | Trace element free K2EDTA plastic blood collection tubes (5mL or above) | 1 pack=100 tubes | 35 packs |
|  | K2EDTA tubes for haematology | None | 1 pack=100 tubes | 35 packs |
|  | Gel clot activation tubes | None | 1 pack=100 tubes | 35 packs |
|  | Blood collection needles | None | 1 pack=100 needles | 35 packs |
|  | 18 G needles | None | 1 pack=100 needles | 10 packs |
|  | Vacutainers | None | 1 vacutainer | 50 vacutainers |
|  | Glass slides for microscope | None | 1 pack=100 slides | 32 packs |
|  | Cover slips for glass slides | None | 1 pack=100 slide covers | 32 packs |
|  | Powder-free LATEX Gloves (S/M/L) | Powder-free  Latex material gloves of small, medium, and large sizes | 1 pack=50 pairs | 12 small packs  12 medium packs  12 large packs |
|  | Alcohol swabs | None | 1 pack=100 swabs | 32 packs |
|  | Sticking plaster | None | 1 pack= 50 platers | 32 packs |
|  | Torniquet | None | 1 torniquet | 24 |
|  | Disposable syringes (5cc) | Pyrogen free, | 1 pack = 100 syringes | 10 packs |
|  | Butterfly needles | None | 1 pack=100 | 5 packs |
|  | Coolers (50L) | 50 liter capacity minimum with insulation | 1 cooler | 3 coolers |
|  | Ice packs | 500 ml capacity ice pack with gel inside | 1 ice pack | 20 ice packs |
|  | Dry Ice | None | 10 kg each | 20 |
|  | 1.5 mL Eppendorf tubes | Polypropylene Eppendorf tubes, 1.5 ml volume | 1 pack=1000 tubes | 3 packs |
|  | 0.5 mL Eppendorf tubes | Polypropylene eppendorf tubes, 0.5 ml | 1 pack=1000 tubes | 3 packs |
|  | 2 mL Screw top tubes (flat bottom) | Polypropylene material, 2 ml capacity | 1 pack=500 tubes | 12 packs |
|  | Lint-free tissue | Lint-free tissue rolls | 1 roll | 30 rolls |
|  | Ethanol 100% lab grade | Laboratory grade 100% ethanol | 1 bottle=2.5 L | 5 bottles |
|  | Cool bags (5L) for transporting individual stool sample | None | 1 cool bag | 20 bags |
|  | Plastic bags | None | 1 pack=1000 bags | 3 packs |
|  | Anaerobic sachet | Powder sachet maintaining anaerobic environment for 5 L or 10 L | 1 Pack= 10 sachets | 10 packets |
|  | Wooden spatula (tongue depressors) | None | 1 pack = 500 spatulas | 6 packs of 500 |
|  | Stool collection pots/tubes | None | 1 pack=100 tubes | 30 packs |
|  | Eppendorf racks | Racks for holding 2 ml screw top tubes, 1.5 and 2 ml eppendorf tubes | 1 Rack | 5 racks |
|  | Sample storage boxes for screw top tubes | Plastic boxes capable of storing 2 ml screwtop tubes | 1 Box | 30 boxes |
|  | 1 mL loose blue tips | Loose pack 1Ml TIPS | 1 pack= 1000 | 5 packs |
|  | 200 uL Yellow tips | Loose pack general use pipette tips | 1 pack= 1000 | 5 packs |
|  | 200 uL filter tips | DNAse/RNAse free filter pipette tips 20 microliter | 1 box=96 tips | 10 boxes |
|  | 1 mL Filter tips | DNAse/RNAse free filter pipette tips 1 ml capacity | 1 box=96 tips | 10 boxes |

**Section – IV BID SUBMISSION FORM (**Should also be submitted on company letter head too**)**

To

The Chairman

Purchase Committee

Khyber Medical University

Peshawar

Enclosed please find the offer to execute the contract of supply of Laptops in accordance with the conditions of agreement accompanying this bid for the price

of Rs. (Amount in figures)

(amount in words). We accept to supply the items mentioned in the supply order within days on the rate approved by the purchase committee. . This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents. we are bound to make supply during the stipulated time of supply order at the rate approved.

1. Name of Supplier: Address of Supplier:

3. Phone Number of Supplier:

4. Fax No.

5 Name of the authorized person:

6 Signature:

7 Designation of authorized person:

8. Stamp of the Supplying Agency:

1. Dated:

**BID Form**

|  |  |  |
| --- | --- | --- |
| **S. NO** | **Description of Items** | **Unit Price (Inclusive of all taxes)** |
| **1.** |  |  |

**Note: Also attach the bid in MS Word format in Compact Disc (CD)**

**Section – V FORM OF CONTRACT AGREEMENT**

This agreement made on this day of 2017 between the Khyber Medical University, Peshawar (herein after called the Purchaser) of the one part and (herein after called the Supplier) of the other part. Whereas the Purchaser invited bids for purchase of laboratory equipment/chemicals and reagents viz and has accepted a Bid by the Supplier for the supply of those equipments/Machinery /Furniture/ Goods in the sum of Rupees (hereinafter called the Contract Price. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read as construed as part of this agreement viz:
2. The purchasers Notification to the Supplier of Award of Contract (Supply Order)
3. The form of Bid and the price schedule submitted by the Supplier;
4. APPENDICES to BID.
5. The successful supplier shall be bound to supply the required items at approved rates within 30 days for Local Items and 90 days for Imported Items of the receipt of supply order. In case of delay in supply within stipulated time the penalty @ 2% per week will be imposed for first 15 days and thereafter@ 4% per week in the subsequent period.
6. The item if found sub-standard or if not according to specification shall be replaced free of cost by the Supplier.
7. The supplier shall be bound to deliver and install the approved equipments at the Site of installation at their own cost. However, the pre-requisite for the installation will be provided by the University.
8. Strict action will be taken against the supplier in case of any fraudulent practice by the supplier.
9. The Supplier’s request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate the equipment / machinery deliver upon full fill recent of all the obligations stipulated in the Contract. The payment to the supplier will be made from the by Purchaser after installation and inspection by technical committee and satisfactory report by end-users.
10. The Supplier is responsible for all taxes according to the laws of the Islamic Republic of Pakistan and Khyber Pakhtunkhwa Province.
11. The Supplier shall be responsible for deduction of 1% stamp duty while executing the contract as per Provincial Assembly Notification No. PA/NWFP/legis-1/2001/13723 dated 7/07/2007 regarding finance bill article No.22 (A) (B).
12. **Warranty:**
    1. The Supplier warrants that all the good are new, unused and of the most recent or current models and that they incorporate all recent improvements in design and materials.
    2. The Supplier further warrants that the goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the condition prevailing in Khyber Pakhtunkhwa.
    3. The warranty shall remain valid for twelve (12) months after the goods have been delivered to and accepted by the Purchaser.
    4. The KMU shall give Notice to the supplier stating the nature of any such defects together with all available evidence thereof; promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
    5. Upon receipt of such Notice, the supplier shall, within fifteen (15) days expeditionly replace the defective goods or parts thereof, at no cost to the Purchaser.
    6. If having been notified the Supplier fails to remedy the defects within the stipulated period, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the suppliers risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
13. The KMU Technical / Inspection Committee of University shall have the right to inspect / test the goods to confirm their conformity to the contract specification. The inspection and test may be conducted in the premises of KMU. The supplier shall provide all reasonable assistance, including access to drawings and production data, at no change to the Purchaser.
14. The purchaser may reject any equipment / machinery / chemicals and reagents that fail to pass any test and / or inspection on do not conform to the specifications. The supplier shall replace the rejected equipment at no cost to the Purchaser and shall repeat the test or Inspection.
15. **Termination:** Termination for default:

The Purchaser, without prejudice to any other remedy for breach of contract by notice of default sent to the supplier, may terminate the contract in whole or in part.

1. If the supplier fails to deliver any or all of the goods within the period specified in the contractor.
2. If the supplier fails to perform any other obligation under the contract.

In the event the purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the purchaser to any additional costs for such similar goods.

1. If the supplier, in the judgment of the purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the contract.
2. **Assignment:** The supplier shall not assign, in whole or in part its obligation under the contract.

**Party – 1 Party – 2 (The Supplier)**

(Registrar) Name of Supplier:

Address of Supplier:

Phone Number of Supplier:

Fax No.

Name of the authorized person: \_\_\_\_\_\_\_

Signature:

Designation of authorized person:

Stamp of the Firm:

Dated:

**Witness No. 1 Witness No. 2**

Name: Name:

Signature: Signature:

CNIC No: CNIC No:

**Section – VI DELIVERY TIME**

1. The successful supplier / firm will be bound to supply the required items within 30 days for local items and 90 Items for imported items of the receipt of supply order. In case of delay in supply within stipulated time then penalty @ 2% per week will be imposed for first 04 weeks and thereafter@ 4% per week in the subsequent period.

**Section – VII QUALIFICATION CRITERIA**

As stated in Section – II (Terms and Conditions/Instructions to Bidders)

**Section – VIII BIDS EVALUATION CRITERIA**

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

**Section –I X BID VALIDITY**

The price bid will remain valid up to 30-12-2017