

Medical Teaching Institution (MTI)

Khyber Teaching Hospital (KTH)

Peshawar

Contact No: 091-9224400

BID SOLICITATION DOCUMENTS

For

Printing Material 2025-2026

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:

Medical Teaching Institution (MTI)/ Khyber Teaching Hospital Peshawar invites. Sealed bids From the eligible bidders for procurement of Printing Materials for Hospital under Open Competitive Bidding under rule 6(2) (a) "**Single Stage Single Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1) INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under, along with Standard Bidding Documents.
2. The bids will be opened on 05-3-25 in presence of the bidders/representatives who choose to attend
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
4. The bid should be complete in all respect and must be signed by the bidder.
5. The supplier must have Press declaration / Form A, the supplier has printing press facility with his firm name which is mandatory & bid will be evaluated after facility Visit confirmation.
6. 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 presumed that the prices include all the taxes. GST shall be included where applicable
7. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
8. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
9. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
10. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The offer is ambiguous;
 - d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:
 - f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted, The quoted Price must be pre printed and hand written quoted price will not be acceptable. The tenders must be according to hospital specification;
alternate rates (**Double rates for single Items**) will not be accepted.

11. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
12. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
13. 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 besides rejection of its bid result into its disqualification from participation in the KTH Peshawar's future bids.

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.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and for services KNTN.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- The bidder shall provide an undertaking that supplies will be according to approved sample throughout the year, if in any case low standard or quality compromised found in supplies, that supply will be confiscated along with legal action against the bidder.
- Sample submission within 1 week after sample submission letter issued to each bidder, if samples not provided on specific time period the bid will be considered as non-responsive
- The supplier must have Press declaration / Form A, the supplier has printing press facility with his firm name which is mandatory & bid will be evaluated after facility Visit confirmation.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.
- **Local office (Peshawar)**

3. GENERAL CONDITIONS: -

1. KTH Peshawar shall evaluate the bid in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, KTH Peshawar may, 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.
4. 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.
5. KTH MTI Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

**Khyber Teaching Hospital
Medical Teaching institute
Peshawar**

Phone: 091-9224400

INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Khyber Teaching Hospital Peshawar** Invites sealed tenders under National Competitive Bidding for the procurement of Printing Materials for Hospital, under rule 6(2)(a) ***“single stage Single envelope procedure”*** of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security Rs-250,000/- in shape of Call Deposit Receipt (CDR) in the name of Hospital Director KTH Peshawar.

The tenders complete in all respect must reach the undersigned by 10:00 hrs on 05-3-25, which will be opened at 10:30 hrs on the same day in conference room in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

4. BID Security

Bid security Rs-**250,000/-** in shape of Call Deposit refundable drawn in favor of "Hospital Director KTH Hospital"

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

- iii) If a successful Bidder unable to supply the items after issuance of 3 reminders, order will be placed to the next lowest bidder.

5. BID VALIDITY:

- i) The bids should be valid for a period of 90 Days.
- ii) In exceptional circumstances, KTH Hospital may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to 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.

6. BID VALIDITY:

Rates approved will be valid till 30-06-2024.

OPD Chits , A4 size one color printing blue 80gm imported
Casualty Chits 3 pages Carbonized A4 size
Investigation Form (Lab) 70 gm A4 half imported
Specialty wise Patient Treatment Chart as per sample
Blood Requisition Form A4 80 gm imported both side printing
Birth Certificate A4 half 80 gm imported
ACR form for BPS-16 (4 pages legal 80 gm imported)
ACR Form Clerk & Assistant (Legal single page 80 gm imported)
ACR Form for All Categories Class-III Staff (Legal single page 80 gm imported)
ACR Form BPS-17 & 18 (Set of 05 leave A4 size Aviory card) as per sample
ACR Form BPS-19 & 20 (Set of 05 leave A4 size Aviory card) as per sample
ACR form Technical Staff (Legal single page 80 gm imported)
ACR form Stenographer/ Stenotypist (Legal single page 80 gm imported)
EEG Form A4 size two color printing 80 gm imported
Charge Report Form (Legal single page 80 gm imported)
Physiotherapy Card 300 gm art card A4 half
House Job Certificate A4 size 300 gm art card with logo emboss
Patient Daily Attendance Register (Legal size 200 leaves 80gm imported)
Issue Register (Legal size 200 leaves 80 gm imported)
Stock Register (Legal size 200 leaves 80 gm imported)
Admission Register(Legal size 200 leaves 80 gm imported)
Stock Register Large Size (Legal size 400 leaves 80 gm imported)
Attendance Register (Legal size 100 leaves 80 gm imported)
Diary Register (Legal size 200 leaves 80 gm imported)
Indent Book Green Color 100 pages Legal size 80 gm imported ERP store
Indent Book White Color 100 pages legal size 80 gm imported
Indent Book Sehat Saholat Program (pink color) 100 pages legal size 80 gm imported
Blood Bank Blood Donation Receipt A4 half 80 gm imported
Indent Book 2 pages Carbonized SSP Pharmacy A4 half per pad of 100 pages
Polio Vaccination Card as per sample
Envelops 11x15 for Digital X-ray 80 gm imported With single color print
Envelops 10x13 for Digital X-ray 80 gm imported With single color print
Envelops 8x11 for Digital X-ray 80 gm imported With single color print
Abdominal & Pelvic Ultrasound Form A4 size 80 gm imported
Abdomen Ultrasound liver gallbladder form A4 size 80 gm imported
Ultrasound Obstetrical form A4 size 80 gm imported
Pharmacy Department OT Medicine List A4 half 80gm
Audit Register for Gazated (Legal size 200 leaves 80 gm imported)
Traveling Allowance bill form A4 size 80 gm imported
Patient Treatment Cards Physiotherapy 5x5.6

Pad of 100 pages (A4 size 80gm imported both side printing) As per sample
Pad of 100 pages (Legal size 80 gm imported both side printing) As per sample
Pad of 100 pages (A4 half size 80 gm imported both side printing) as per sample
Pad of 100 pages (A4 size carbonized two pages) as per sample
Pad of 100 pages (A4 half size carbonized two pages) as per sample
CT scan evelops 18X15 size Bleach card 150gm with KTH logo
Sehat card books (A4 half size carbonized 03 pages) per pad of 100 pages
Screening chits 2X3 inch 70gm imported per pad of 100 pages (As per sample)
Diabetes ketoacidosis flow chart 15X11 size (Four color printing 180gm aviory card (As per sample)
Nursing chart size 22X28 large size four color printing on double sided aviory card 180gm (as per sample)
Doner register for Blood bank 200 Leaves 80gm imported
Pana Flex (per sq ft)
Issue register for Blood bank 200 Leaves 80gm imported
Pad of 100 pages (A4 size single side printing 80gm) As per sample
Pad of 100 pages (legal size single side printing 80gm) as per sample
Pad of 100 pages (A4 half size 80gm single side printing) as pr sample
Piller Banner for Each Department
Standees Generic Creatives
Stickers Generic
Banner
File Cover Standard Size
Visiting Cards
Leaflets for Each Deptt Precription Pads
Media Wall Consultant Name
Acrylic Frames 2x3 ft with Adhesive Tape

SOP Board fiber Board Size 5.5 x 3.5 four color printing on Tape & Instal
Bunting & Installation
Hanging flexes
Medial Wall 10 x 12 Ft
Back Drop 10 x 20 Ft
Doctor Appreciation Glass Award with Box
Chief Guest Fancy Awards
Appreciation Certificates with Frames
Leather File Cover
Sehet Card Stickers With Installation 4 x4 ft
Sehet Card Stickers With Installation 2 x4 ft
Matte Flex Installation Frame Macking 10 x 6.50
Matte Flex Installation Frame Macking 10 x 8 ft
Matte Flex Installation Frame Macking 10 x 2 ft
Magazine A4 Size pages colored

Note: Samples may be called for all the above items if required.

7. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /KTH Peshawar.

8. Payment:

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply and inspection