



**Khyber Teaching Hospital (KTH)  
Peshawar**

**Medical Teaching Institution (MTI)**

Contact No: 091-9224400

**BID SOLICITATION DOCUMENTS**  
For  
**Patient Wheel Chairs 2024-25**

**All the changes/amendments in Pre-Bid meeting are colored  
Red**

**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.

**Manager Facilities Management**

**Manager Supply Chain**

**Rep. of Finance**

**Chairman Technical Evaluation**

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## 1. INTRODUCTION:

Medical Teaching Institution Khyber Teaching Hospital Peshawar-MTI invites, Item wise sealed bids from the eligible bidders (Manufacturer or Authorized Distributor) for procurement of **Patient Wheel Chairs** for Hospital through open Competitive Bidding under rule 6(2) (b) “*Single Stage Two Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

Description	Date
Bid submission date and time	02-08-2024 10:00 am
Bid Security	Rs: 300,000/-

## 2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, regulations and Standard Bidding Documents.
2. Both Technical and Financial Bids must be submitted in two separate sealed inner envelopes marked “**1-Technical Bid**” and “**2-Financial Bid**” which should be packed in one outer envelope.
3. The Pre-bid meeting will be held in Supply Chain Department KTH, Peshawar on **23-07-2024 at 11:00 am**.
4. The technical bids will be opened on **02-08-2024 at 10:30 am** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids.
5. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
6. **Bidders having Poor/Unsatisfactory past performance with KTH are advised not to participate in the tender process.**
7. Any bid received after the deadline for submission of bids shall not be entertained and will be returned unopened to the Bidder.
8. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
9. The bid should be complete in all respect and must be signed by the bidder.
10. 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.
11. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
12. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least seven days prior to the opening date, after seven days no such request shall be entertained.

13. 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.
14. 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. The offer is from blacklisted firm in any Federal / Provincial Govt. Department.
  - c. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be preprinted and hand written quoted price will not be acceptable. The tenders must be according to hospital specification; alternate rates will not be acceptable.
15. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
16. Experience certificates must be attached duly signed by department concerned.
17. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
18. **The comprehensive warranty period (with services and spare parts) of all the quoted items shall be 01 year after the date of issuance to the department.**
19. **Supplied wheel chair if broken within 06 months of issuance shall be replaced by the successful bidder.**

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-MTI Peshawar's future bids.

### 3. ELIGIBILITY CRITERIA:

- a. 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.
- b. **The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and Professional tax**
- c. The bidder shall provide an undertaking that the bidder has not been declared black listed/**defaulter** by any Governmental/ Semi-Governmental institutions **in Pakistan.**
- d. 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) KPPRA Rules 2014.

### 4. GENERAL CONDITIONS: -

1. KTH Peshawar shall evaluate the proposal 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. The Competent Authority may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

## 5. INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Khyber Teaching Hospital Peshawar** invites sealed tenders under National Competitive Bidding for the procurement of **Patient Wheel Chairs** for Hospital, under rule 6(2)(b) "*single stage two envelope procedure*" of KPPRA Rules 2014, from (Manufacturer or Authorized Distributor) registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security **Rs: 300,000/-** in shape of Call Deposit Receipt (CDR) in the name of **Hospital Director KTH Peshawar**. An affidavit is mandatory, in the technical bid that bid security is placed in the financial bid.

The tenders complete in all respect must reach the undersigned by 10:00 am on **02-08-2024**, which will be opened at 10:30 am on the same day in the presence of the Tender Opening 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.

## 6. **BID SECURITY**

Bid security Rs: **300,000/-** in shape of Call Deposit drawn in favor of "Hospital Director KTH Hospital" should be kept sealed in the financial proposal. An affidavit is mandatory in the technical bid that bid security is placed in the financial proposal.

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.

## 7. **BID VALIDITY:**

- i) The bids should be valid for a period of **90 days** from tender opening date.
- 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.

## 8. Specification

S.No	Item Description	Specification	Qty
1.	Wheel Chair (Fixed Frame)	<p><b>Feature:</b></p> <ul style="list-style-type: none"> <li>• 16” gauge <b>Heavy duty</b> Pipe</li> <li>• Mild steel Construction</li> <li>• Upholstered seat and backrest</li> <li>• Push handle to move</li> <li>• <del>Plastic arm rest</del></li> <li>• Bumper for patient protection on both side</li> <li>• <del>Foot rest foldable</del></li> <li>• <b>Fixed and Mild Steel Arm and Foot rest in one frame</b></li> <li>• IV pole socket</li> <li>• IV Pole Stainless Steel</li> <li>• Mobile on front small and rear big wheel</li> <li>• Wire mesh utility basket underneath</li> <li>• Epoxy powder coating finish</li> <li>• <b>Load Bearing of Wheel Chair shall be above 110Kg min.</b></li> </ul> <p><b>Dimension:</b></p> <ul style="list-style-type: none"> <li>• Overall size: 32 x 28 x 20 Inch (L x W x H)</li> <li>• Wheel: 8 Inch rear (Rubber) (Imported)</li> <li>• Wheel: 5 Inch front (Imported)</li> <li>• Plate &amp; Rubber (Same Sizes as above)</li> </ul>	<p><b>150 No's</b> (may be increase or decrease as per hospital requirement)</p>

## 9. EVALUATION CRITERIA

The bids / proposals will be evaluated on the basis of advertisement, bid solicitation documents and the point system as specified below. A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements OR if it fails to achieve the minimum score as indicated in the below mentioned table. Relevant certificates / documents must be attached.

S #	Parameters	Sub-parameters	Marks
1	Legal Requirement		15
		Manufacturer Authorization Certificate	Mandatory
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Professional Tax Certificate	Mandatory

		Most recent /latest Sales Tax Return from FBR (not later than <b>March 2024</b> )	<b>03</b>
		IT-1 or IT-2 Form showing net annual sales	<b>02</b>
		Bank Statement of Last two Years (2022 & 2023) (2 Marks for each year)	<b>04</b>
		Audit Report of last two years (2022 & 2023) (03 marks per year)	<b>06</b>
<b>2</b>	<b>Product Sample</b>		<b>30</b>
	<p>Product that <b>100%</b>comply with the advertised specifications will be considered for evaluation</p> <p>Sample(s) of successful bidder(s) shall be kept by KTH. Supplies, when received, will be cross checked against the samples. Supplies fall below the standard of the supplied samples; they will be rejected and subsequently returned to the vendors; it will lead to the debarment of firm from the KTH future tenders.</p>	<b>Samples will be examined &amp; accepted by the Committee</b>	
		<b>Excellent</b>	<b>30</b>
		<b>Good</b>	<b>15</b>
		<b>Unsatisfactory</b>	<b>0</b>
		<p>Note:</p> <ol style="list-style-type: none"> <li><b>Sample once submitted shall not be returned in any case.</b></li> <li><b>Submission of sample shall be within 10 days after Tender opening date.</b></li> </ol> <p>Sample of the Quoted Item shall be submitting to the CRP Section of Supply Chain Department MTI-KTH, Peshawar at the tender opening date</p>	
<b>3</b>	<b>Relevant Experience</b>		<b>10</b>
	<p>Market experience in <b>Supply of Patient Wheel Chair (Fixed Frame) Furniture</b> (Should be verified by</p> <p>a. Purchase Order of <b>Patient Wheel Chair Fixed Frame</b> (01 Mark)</p> <p>b. Performance Certificate against the orders issued (01 Mark)</p>	<p>i 1 year</p> <p>ii 2 Years</p> <p>iii 3 Years</p> <p>iv 4 Years</p> <p>v 5 Years</p>	<p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>
<b>4</b>	<b>Firm's Past Performance</b>		<b>5</b>
	Performance/satisfactory certificate from previous organizations	(One mark for each certificate) Max. 05 Marks	5
<b>5</b>	<b>Manufacturer Certification</b>		<b>10</b>
		<b>Firm having factory (Valid Documentary Evidence and Registration certificate must be provided) (Manufacturing Plant/Factory shall be visited by the committee/nominees for Verification Purpose)</b>	<b>05</b>
		<b>Manufacturer Valid Firm ISO 9001:2015 Certification (2Marks)</b> <b>Valid Firm ISO 13485 Certificate from PNAC (03 Marks)</b>	<b>05</b>
	Total Marks		<b>70</b>
	Qualifying Marks		<b>49</b>

Total Marks in Technical Criteria: 70

**Financial Criteria (30 Marks):**

S #	Parameters	Sub-Parameters	Total Marks: 30
	Price		30
		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: [Lowest Price (Fm)/Price of Bid under consideration (F)] x100 x 0.30	30

**Total Marks (Technical Criteria + Financial Criteria): 100**

Financial bids of only technically responsive bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the best evaluated bid.

Merit Point Evaluation Methodology: Contract will be awarded to the best evaluated responsive bid which gets the maximum marks and becomes the highest ranking in the Combined Evaluation calculated through the Merit Point Average Methodology which puts greater emphasis on non-price factors like stringent global certifications on Conformance Specifications (i.e., meeting the required technical specifications), Performance Specifications (i.e., meeting the requirements the product is designed for) leading to customer satisfaction verification, certifications of the technical staff, provision of maintenance & services and post-warranty services etc.

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

**Conditions for Blacklisting of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014**

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) 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 Khyber Teaching Hospital MTI Peshawar.

### **Procedure for blacklistment and debarment**

1. Competent authority of Khyber Teaching Hospital MTI Peshawar may on information, or on its own motion, 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 five 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 competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

### **11. REDRESSING OF GRIEVANCES**

1. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
2. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.

3. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
5. Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

**12. AWARD OF CONTRACT:**

Contracts shall be confirmed through a written agreement signed by the successful bidder and the KTH/MTI Peshawar within one (01) week after the award of contract.

**13. PAYMENT:**

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.
- c. Lead time for supply shall be 45 days from Purchase order date.
- d. Penalty will be charged after 45 days @ 2% till 15 days (60 days) and afterward @ 1% per day till completion of order (on undelivered Quantity).
- e. Max. time for supply shall be 70 days.