

RAWALPINDI INSTITUTE OF CARDIOLOGY
RAWAL ROAD, RAWALPINDI
PH: 051-9281111

ANNUAL TENDER



**BIDDING DOCUMENT FOR RENT OUT PHOTOCOPY
SHOP AT RAWALPINDI**

(FINANCIAL YEAR 2024-25)

PAGE MARKING / INDEX CERTIFICATE

I Mr. / Miss / Mrs. _____ do hereby certify on the behalf of
M/S (firm name) _____ that the bidding documents
submitted for tender of _____
_____ contain total pages _____.

Moreover, the page marking is done and index has been prepared which is marked as page no
_____.

Name of authorized person _____

Designation _____

CNIC No. _____

Mailing Address _____

Contact No. (Land Line) _____

Contact No. (Mobile) _____

E-mail Address _____

NOTE:

Technical Bid should be properly tagged / binding / page numbering, otherwise the procuring agency has right to reject the bid and its decision will be final which cannot be challenged in any court of law.

Signature: _____

Stamp (Firm) _____

Dated _____

COPY OF CNIC (ATTACH HERE)

Name : _____

Father Name: _____

CNIC No. _____

Address. _____

(Mandatory to attach copy of CNIC)

ORIGINAL TENDER PURCHASE RECEIPT (ATTACH HERE)

Tender Fee Receipt No. _____

Date: _____

Amount Rs. _____

(Mandatory to attach Original Purchase Receipt)

COPY OF BID SECURITY (ATTACH HERE)

Bank Name: _____

Call Deposit Receipt / Bank Guarantee No: _____

Date _____

Amount of Bid Security: _____

(Mandatory to attach copy of bid security)

INVITATION FOR BIDS**Reference No: RIC/ PO/0284/24 DATED 06-08-2024****RAWALPINDI INSTITUTE OF CARDIOLOGY RAWAL ROAD, RAWALPINDI**

The Rawalpindi Institute of Cardiology invites sealed bids from the eligible bidders for supply of material to meet the requirement of Rawalpindi Institute of Cardiology. Detailed description and quantities of material are given in the Bidding Documents.

Interested eligible bidders may get the Bidding Documents at the address mentioned below on submission of written application along with payment of non- refundable fee of Rs. 1000/-. Bidding Documents shall be issued up to **19-08-2024 till 02:00 PM**. However, a copy of the Bidding Documents is also available for information only on the websites of Punjab Procurement Regulatory Authority (www.ppra.punjab.gov.pk) and www.ric.gop.pk until the closing date for the submission of bids. Bidding will be conducted through Single Stage – One Envelopes bidding procedure as per Punjab PPRA Rules-2014. Bids must be delivered to the address below to before **11:00 AM on 20-08-2024** and also submit in E-PADS (E-Pak Acquisition & Disposal System) <https://eprocure.gov.pk>. Bid security of **2% of the estimated cost (Estimated Cost is Rs. 360,000)** in the shape of pay order / bank draft / call deposit should be **attached with the financial bid**. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at **11:30 AM on 20-08-2024**. The Bidders are requested to give their best and final prices.

**Medical Superintendent
Rawalpindi Institute of Cardiology
Rawal Road, Rawalpindi**

Bid DataSheet

ITBRef	Descripti	Detail
N/A	Bid reference number	RIC/ PO/0284/24 DATED 06-08-2024
N/A	Commencement of sale of Bidding Document	After One days of publishing of advertisement in newspaper.
N/A	Last date of sale of Bidding Document	19-08-2024, 02:00 PM
ITB Clause 24	Last date and time for the receipt of bidding Document	20-08-2024, 11:00 AM
ITB Clause 27	Date, time and venue of opening of technical Bids	20-08-2024, 11:30 AM, MS Office RIC, Rwp
ITB Clause 16	Bid currency	PKR
ITB Clause 13	Language of bid	English or Urdu
ITB Clause 20	Amount of bid security	2% of estimated price (Estimated Cost is Rs. 360,000)
ITB Clause 21	Bid validity period	180 Days
ITB Clause 09	Bidding procedure	Single stage–One Envelop procedure
ITB Clause 27	Address for communication: Medical Superintendent Rawalpindi Institute of Cardiology Rawal Road, Rawalpindi	

EVALUATION CRITERIA:

<u>S #</u>	<u>DETAIL</u>	<u>YES / NO</u>	<u>PAGE #</u>
	KNOCK OUT CLAUSE		
1	Original receipt for purchase of tender		
2	Valid National ID Card (NADRA)		
3	Company profile (Name, Address, Tel No)		
4	Acceptance of terms and condition of tender documents duly signed and stamped		
5	Min one year experience in Government / Autonomous institutions		
6	An affidavit on stamp paper of Rs.100/- submitting that the firm is never blacklisted on any grounds whatsoever from Government / Autonomous institutions		
7	Valid National Tax Number		
8	Valid General Sale Tax certificate		
9	Valid Professional Tax certificate if applicable		
10	Bid security 2% of the estimated Cost (Estimated Cost is Rs. 360,000) in the shape of fresh CDR in the name of, Rawalpindi Institute of Cardiology, Rawalpindi.		

APPLICATION FORM
(On Company/Firm's Letter Head Pad)

To

The Medical Superintendent
Rawalpindi Institute of Cardiology
Rawalpindi.

I/We, _____ having CNIC No. _____

Address: _____

Contact No: _____ do hereby submit tender bid for Photocopy shop at a license fee of Rs. _____ (Rupees: _____ per month

I/We are enclosing herewith CDR No: _____ Dated: _____ for Rs. _____

being earnest money. I/We hereby accept the terms & conditions attached.

Authorized Tenderer

Signature: _____
Company Stamp: _____

Name: _____

Designation: _____
Contact No: _____
Address: _____

Note:

Overwriting/Cutting in any document will not be accepted.

TERMS & CONDITIONS

1. Contract agreement valid till 30-06-2025 and extendable for further 02 years subject to satisfactory performance.
2. If the approved bidder fails to sign the agreement within ten (10) days, the approval will be canceled, and the call deposit will be forfeited.
3. The successful bidder must provide a 10% performance guarantee to the hospital administration within ten (10) days after signing the agreement; failure to do so will result in the contract's termination.
4. Successful bidder cannot transfer their contract to any other.
5. Work will be allowed only at the appointed place of the hospital. Apart from this, the firm cannot install a photocopy machine at any place.
6. Firm bound to submit the electricity bill as per sub meter or fixed by the hospital administration..
7. The contractor / firm must comply with all instructions given by the hospital administration.
8. In the event of any question or depute arising under the terms and condition the matter will be referred to sole arbitrator who will be the Executive Director or his nominee.
9. If services of firm found unsatisfactory, hospital has right to cancel the contract.
10. Firm / contractor will be responsible for cleaning of photocopy shop.
11. Medical Superintendent or his representative will inspect the photocopy shop if found unclear and dirty Rs. 1000/- will be impose as penalty.
12. Contractor / firm bound to submit Income Tax, GST / PST and any other tax imposed by the Government.
13. Rate list of photocopy / items mentioned clearly on visible place.
14. The concerned contractor will be bound to register his staff / employee after obtaining a clearance certificate from the hospital administration

TECHNICAL PROPOSAL
(on firm letter head)

S.#	Detail	Estimated Monthly Charges (inclusive of all taxes)
1	Photocopy shop at RIC Rawalpindi	Rs. 30,000 / month

FINANCIAL PROPOSAL
(on firm letter head)

S.#	Detail	Offer Monthly Charges (Inclusive of all taxes)
1	Photocopy shop at RIC Rawalpindi	

IMPORTANT NOTE:

1. Firm will be bound to submit 50% of contract at the time of Award of contract and remaining 50% will be submitted after 14 days of award of contract.
2. Firm bound to submit electricity bill as per sub meter or fixed by the hospital administration.
3. Firm will be bound to pay income tax, PST/ GST and also bound to pay any additional tax imposed by government.