

AYUB MEDICAL COLLEGE
ABBOTTABAD

BIDDING DOCUMENT FOR
PROCUREMENT OF
CLEANLINESS ITEMS

Medical Teaching Institution, Abbottabad
Ayub Medical College
Mansehra Road, Mandian Abbottabad
Tel. No. Dean office: 0992-382221, Fax: 0992-382321

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INVITATION FOR BIDS

1. The **Dean Ayub Medical College Abbottabad** now invites sealed bids from eligible bidders for the supply of Cleanliness Items.
2. Interested eligible bidders may obtain further information from and inspect the bidding documents at the Account Branch/ Procurement Cell, Ayub Medical College, Mansehra Road Abbottabad
3. Bidding documents can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.1000/- for each item. (Non-Refundable) and are also available on the institutional website. <http://www.ayubmed.edu.pk>.
4. If the bidding document is downloaded from the institutional web site, the fee has to be deposited in the Accounts Branch and the original receipt **must** be attached with the bidding document.
5. Tenders/bids should reach at the following address till 11:30 A.M on or before 23 November 2017.

Procurement Officer

Ayub Medical College

Medical Teaching Institution

Main Mansehra Road, Mandian, Abbottabad

Ph: 0992-385847

6. The tenders/bids will be opened on 23 November 2017 at 12 Noon by the Institutional Purchase Committee.
7. The bidders are requested to give their best and final prices as no negotiations are expected.
8. A pre- bid meeting of all intended bidders will be held on 15th November 2017 at 11:00 AM in the Conference Room of Ayub Medical College, Abbottabad

Dean Medical Teaching Institution, Abbottabad

Ayub Medical College

Mansehra Road, Mandian Abbottabad

INSTRUCTIONS TO BIDDERS

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in clause b) of Section (2) of Rule 6 of KPPRA Rules 2014 i.e. *Single stage, one envelop procedure.*
2. The proposal shall be typed in English with legible font type and size. Any hand written part or full proposal shall be rejected.
3. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
4. The envelopes should be on the name (**Procurement Officer, Ayub Medical College, Medical Teaching Institution, Abbottabad.**)
5. The proposal shall contain last year Income Tax Return, Sales tax registration certificate, Active Taxpayer Certificate and financial bank statement of last one years.
6. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
7. The bidder shall specify validity in days; the procuring entity may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
8. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
9. The proposals should be in accordance with enclosed specifications.
1. **Response time:** All bidders shall submit proposals as per these instructions on or before 23 November 2017 at 11:30 A.M. These tenders/bids will be opened at 12 Noon by the Institutional Purchase Committee on the same day.
10. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.

11. The bidder will deposit bid security money with procuring entity equal to **3%** of the total value of the bid price.
12. The procuring entity may reject one or all such proposals, which are vague or does not adhere to these instructions. The rejection reason will be communicated to the respective bidder.
13. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
14. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).
15. If the bidding document is downloaded from the institutional web site, the fee has to be deposited in the Accounts Branch and the original receipt must be attached with the bidding document.
16. No tenders/bids shall be accepted without original fee receipt.

Price Schedule in Pak. Rupees

Name of Bidder _____ IFB Number _____ Page of _____

1	2	3	4	5	6	7
Item	Description	Country of Origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required ³

Signature of Bidder _____

*Note:*In case of discrepancy between unit price and total, the unit price shall prevail.

GENERAL TERMS AND CONDITIONS

Following are the details regarding request for quotation for Cleanliness Items

S.No	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total

Matrix to be filled by the bidder as per the instructions laid down here.

General Terms and Conditions

- The Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms who are registered with Federal Board of Revenue for Income Tax and Sales Tax and are active Tax payers are eligible to participate in the bidding.
- Bidding documents can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.500/- for each item. (Non-Refundable).
- An amount equal to 03% of the bid price in shape of CDR as Bid Security in favour of Dean Ayub Medical College **must** be attached with the Financial Bid.
- The rates quoted by the Authorized Dealers/Sole Agents/Authorized Distributors/ Registered Firms shall be valid up to 30th June 2018. The supply orders will be issued as per requirement and demand from the concerned Department.
- The bidding procedure shall be **Single stage, one envelop** as per KPPRA rules 2014.
- No conditional bid shall be acceptable.
- A pre- bid meeting of all intended bidders will be held on 15th November 2017 at 11:00 AM in the Conference Room of Ayub Medical College, Abbottabad.
- The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document.

SUPLY ORDER

The supply order shall carry the following information:

- the name of the supplier;
- the date of issue of the supply Order;
- the delivery address;
- the name of the procuring entity purchasing the items;
- the supply Order Number;
- the quantity of each item required;
- any part or pattern number for each item;
- a brief description of each item;
- the unit cost or rate for each item as per quoted price;
- The delivery period.
- Whether the delivery is to be made in lots.
- Incomplete or defective delivery/ substandard delivery shall be returned on the cost of the contractor.
- In case the supplier / contractor fail to replace the substandard/ defective items with the stipulate time the CDR shall be confiscated in favor of the institution and the process for blacklisting of the respective firm/supplier shall be initiated accordingly.

QUANTITIES AND SPECIFICATIONS OF CLEANLINESS ITEMS

S. No.	Name of the items	Quantity Required	Specifications
1	Detergent (I Kg)	550 Packet	As Per Sample
2	Dish Washer (450 Gm)	550 Packet	As Per Sample
3	Toilet Washer (Sweep)	500 Bottles	As Per Sample
4	Phenyl	500 Bottles	As Per Sample
5	Caustic Soda	150 Kg	ڈلی والا (01 Bag = 25 Kg)
6	Acid (30 Liter Gallon)	05 Gallons	
7	Broom	200 Kg	As Per Sample
8	Cotton	200 Kg	As Per Sample
9	Wiper (Large Size)	75 Nos	As Per Sample
10	Flush Pump	30 Nos	As Per Sample
11	Wiper (Small Size)	30 Nos	As Per Sample
12	Flush Brush	70 Nos	As Per Sample
13	Dust Bins (Large Size)	30 Nos	As Per Sample
14	Brush With Handle (دھلائی والے)	24 Nos	As Per Sample
15	Scraper With Handle	24 Nos	As per Sample
16	Helper (کوڑا اٹھانے والے)	24 Nos	As Per Sample