

# **AYUB MEDICAL COLLEGE** **ABBOTTABAD**

**BIDDING DOCUMENT FOR**  
**PROCUREMENT OF UNIFORM FOR**  
**SECURITY GUARDS AND BEARERS**

**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 **Uniform for Security Guards and Bearers**.
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.500/- for each item. (Non-Refundable) and are also available on the institutional website. <http://www.ayubmed.edu.pk>.
4. Tenders/bids should reach at the following address till 11:30 A.M on or before 17<sup>th</sup> July 2017.

**Procurement Officer**

Ayub Medical College

Medical Teaching Institution

Main Mansehra Road, Mandian

Abbottabad

Ph: 0992-385847

5. The tenders/bids will be opened on 17<sup>th</sup> July 2017 at 12 Noon by the Institutional Purchase Committee.
6. The bidders are requested to give their best and final prices as no negotiations are expected.

**Dean Medical Teaching Institution, Abbottabad**

**Ayub Medical College**

Mansehra Road, Mandian Abbottabad

Tel. No. Dean office: 0992-382221, Fax: 0992-382321

## 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 (either technical or financial) 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 17th July 2017 at 11:30 AM .These tenders/bids will be opened at 12 Noon by the Institutional Purchase Committee.
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 contract along with the bid in the envelope containing Financial Proposal.
12. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) 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.
17. A pre- bid meeting of all intended bidders will be held on 10<sup>th</sup> July 2017 at 11:00 AM in the Conference Room of Ayub Medical College, Abbottabad
18. Contractors must bring samples in pre bid meeting.

## 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 requireds

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 Uniform for Security guards and Bearer.

Ser. #	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total
1.	Uniform for Security guards and Bearer	As Per Sample				

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

### General Terms and Conditions

Following are the 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 30<sup>th</sup> 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.
- The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document.
- A pre- bid meeting of all intended bidders will be held on 10<sup>th</sup> July 2017 at 11:00 AM in the Conference Room of Ayub Medical College, Abbottabad

## SUPLLY 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 Requisition Number;
- 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**

S. No.	Name of the items	Specification	Quantity Required	Unit Rate Inclusive all taxes	Total Amount
1.	Uniform for Security Guard	(as per Sample)	74 Nos.		
2.	Uniform for Bearers	(As per Sample)	33 Nos.		
3.	Rain Coat (blue) Para shoot	(As per sample)	20 Nos.		
4.	Umbrellas (black large size )	(As per sample)	10 Nos.		
5.	Torches (lazor)	(As per sample)	12 Nos.		
6.	Belt	(As per sample)	50 Nos.		
7.	Caps (black Barret)	(As per sample)	50 Nos.		
8.	Badges (Caps+ Shoulder)	(As per sample)	50 pair for Shoulder 50 Nos. for caps		
9.	Shoes	(As per sample)	71 Nos		
10.	Jackets	(As per sample)	71 Nos		

**Note:**

**For serial No 1 and 2 samples are available in procurement Cell.**

**For serial No 3 to 10 Contractors will provide samples in pre bid meeting on 10 July 2017.**