

AYUB MEDICAL COLLEGE
ABBOTTABAD

STANDARD BIDDING DOCUMENT FOR
PHOTOSTAT SHOP

Medical Teaching Institution, Abbottabad
Ayub Medical College
Mansehra Road, Mandian Abbottabad
Tel. No: 0992-382028

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INVITATION FOR BIDS

1. The **Dean Ayub Medical College Abbottabad** invites sealed bids from reputable contractors/ Firms/ Individuals for the running of the existing **PHOTOSTAT SHOP**.
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. The firms/ contractors may also deposit a pay order/ bank draft of Rs. 500/- as tender fee in favor of **Dean, Ayub Medical College**
5. Tenders/bids should reach the office of the undersigned till 11:00 A.M. on or before **25/03/2021** on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,
Main Mansehra Road, Mandian, Abbottabad**
6. Received tenders/bids will be opened at 11:30 AM on **the same date** i.e. **25/03/2021** in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.

Dean Medical Teaching Institution, Abbottabad
Ayub Medical College
Mansehra Road, Mandian Abbottabad
Tel. No. Dean office: 0992-382028

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 envelopes should be on the name (**Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad**).
3. **Response time:** All bidders shall submit proposals as per these instructions on or before **25/03/2021 at 11:00 A.M.** These tenders/bids will be opened at **11:30 A.M.** on the same day by the Institutional Purchase Committee on the same day.
4. The contract is valid for one year initially, however further extendable on the sole discretion/approval of the Dean subject to the satisfactory performance of the contractor.
5. The contractor shall deposit the approved monthly rent to the Accounts branch. The receipt should be submitted to the Administration branch latest by the 10th day of the month.
6. If the contractor fails to pay/ deposit the rent latest by 10th day of the month, the college will charge a fine/ penalty to the contractor at the rate of **1%** of the approved amount of the rent for next seven days. If the contractor still fails to pay/ deposit the rent the college has the right to close the shop and cancel the contract with forfeiture of the CDR and advance rent.
7. The amount of the rent will be half of the total monthly rent in the summer and winter vacations irrespective if the shop is closed or open.
8. If the College remains closed for 15 days or more continuously for any other reason, the payable rent will become half .
9. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. The bidder shall deposit bid security of **Rs. 20,000/-** in the shape of **CDR/Bank Draft** in favour of **Dean, Ayub Medical College** with procuring entity along with the Financial Proposal.
11. The contractor shall deposit three (03) months advance rent in the shape of CDR/ Draft or cash.
12. In case the contractor deposits advance rent in cash, he shall obtain a receipt from the Accounts branch and submit it to the Administration branch.
13. The contractor shall not transfer the contract to the other party i.e. the firm/ contractor/ individual who participated in the tender and got the contract shall run the Photostat shop throughout the contract period.
14. A separate sub-meter shall be installed for the photo state shop and the contractor will pay the electricity bill as per the number of units consumed as per Government rates latest by 10th day of every month.
15. If the contractor fails to pay/ deposit the bill latest by 10th day of the month, the college will

charge a fine/ penalty to the contractor at the rate of **1%** of the bill for next seven days. If the contractor still fails to pay/ deposit the bill the college has the right to disconnect the meter.

16. The successful contractor shall display the approved rates at the prominent place outside the shop.
17. The contractor shall not in any case keep any prohibited material/ article/ item or thing in the Shop but if any prohibited material/ article or thing is found in the shop the institution will immediately cancel the contract and initiate a legal action against the contractor along with the forfeiture of call deposit.
18. The Contractor shall obtain Identity Cards from the Administrations branch for himself and his workers working in the shop.
19. The shop shall remain open during college working hours; however permission may also be obtained from the Administration to open the shop other than college working hours.
20. The contractor shall maintain an adequate environment for the students and shall not be involved or shall not use any student organization for his objectives.
21. In case of any conflict the decision of the Dean, Ayub Medical College, Abbottabad will be final.
22. The Administration has the right to implement any rules or regulations other than mentioned above in the best interest of the institution.
23. 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.
24. The procuring entity may offer for re-biding in case the proposal does not satisfy its professional requirements.
25. **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 or a bank draft of Rs. 500/- in favour of Dean, Ayub Medical College may also be deposited.**
26. **CDR shall be on the same person name who is participating in the tender.**
27. No tenders/bids shall be accepted without original fee receipt or bank draft.

MANDATORY DOCUMENTS

Sr. No.	Documents Name	Yes/No
1	Affidavit on Judicial Stamp paper of Rs.100/- (duly attested from notary public) that the company/Individual is neither black listed nor in litigation with any of its public sector client	
2	CNIC of the Contractor	
3	Bidding Document Fee Receipt or Bank Draft	
4	Bid Security in the shape of CDR	
5	Duly filled and signed of Particulars of the contractor (*Given at the end)	

RENT AND RATES OFFERED BY THE CONTRACTOR

Sr. No.	Items Name	Rate/Rent offered
01	Photocopy (Single side) per photocopy	
02	Photocopy (Double side) per photocopy	
03	Print Single Side (Per Print)	
04	Print Double Side (Per Print)	
05	Color Print (Per Print)	
Aggregate Total (For Official Use only)		
Rent Offered		

*fill only column No. 3 in the above table, or make your own table with your sign and stamp

BID EVALUATION CRITERIA FOR PHOTOSTAT SHOP:

Evaluation of Responsive Bids shall be done as per following formula:

Rent offered = 40 Marks

Photocopy/Print offered = 60 Marks

Bid quoting highest rent will get full marks i.e. 40

$$\text{Formula} = \frac{\text{Rent Offered of the bid Under Consideration}}{\text{Highest Rent}} \times 40$$

Photocopy/print offered = 60 Marks

Bid quoting lowest rates will get full marks i.e. 60

$$\text{Formula} = \frac{\text{Lowest Price Offered (Aggregate)}}{\text{Price of the bid Under Consideration (Aggregate)}} \times 60$$

Merit Point Evaluation = Rent offered marks + photo copy offered marks

Bid scoring highest marks on Merit Point Evaluation shall be considered as the Best Evaluated Bid.

PARTICULARS OF THE CONTRACTOR

Name of the Contractor: _____

Father Name of the Contractor: _____

CNIC NO: _____

Address: _____

Phone No: _____

Signature: _____

Stamp if Available: _____