

AYUB MEDICAL COLLEGE
ABBOTTABAD

BID SOLICITATION DOCUMENT FOR
PROCUREMENT OF
OPTICAL MARK RECOGNITION SCANNER

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

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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 OMR Scanner.
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/downloads>
4. Tenders/bids should reach the office of the undersigned till 10:30 A.M on or before **25/04/2022** on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,
Main Mansehra Road, Mandian, Abbottabad**

5. Received tenders/bids will be opened at 11:00 A.M. on **the same date** i.e. 25/04/2022 in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.
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: 0992-382028**

INSTRUCTIONS TO BIDDERS

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in 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.
4. The envelopes should be on the name **(Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad.**
5. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
6. 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.
7. 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.
8. The proposals should be in accordance with enclosed specifications.
1. **Response time:** All bidders shall submit proposals as per these instructions on or before **25/04/2022** at 10:30 A.M. These tenders/bids will be opened at 11:00 A.M. on the same day by the Institutional Purchase Committee on the same day.
9. The bidder shall submit an affidavit on original **Judicial Stamp Paper** that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. The bidder shall deposit bid security **An amount equal to 2% of total bid amount** in the shape of CDR in favour of **Dean Ayub Medical College** with procuring entity along with the Financial Proposal.

11. 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.
12. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
13. 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).
14. 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 bank draft Rs. 1,000/- in favor of **Dean Ayub Medical College** as bidding document fee may be attached with bidding documents.
15. No tenders/bids shall be accepted without original fee receipt or bank draft.
16. Action against the contractors will be taken as per Blacklisting Manual who is found to be involved in corrupt practices.

GENERAL TERMS AND CONDITIONS

Following is the format regarding quotation/ rates for OMR Scanner & Sheets

S. No	Description / Specification	Unit	Unit Rate Inclusive of All Taxes(Rs.)	Total
1				
2				

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.1000/- for each item. (Non-Refundable).
- **An amount @ 2% of the total bid 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 31st December 2022. 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

Yours truly

For and On behalf of
Dean Medical Teaching Institution, Abbottabad
Ayub Medical College
Mansehra Road, Mandian Abbottabad

MENDATORY DOCUMENTS

Following are the mandatory documents

S. No	
1	Last Three years bank statement
2	FBR registration Certificate
3	Copy of CNIC
4	Active Tax Payer Status Certificate
5	Affidavit on Judicial Stamp Paper for not being blacklisted and No litigation

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.

QUANTITY AND SPECIFICATIONS OF ITEMS

S. No.	Name of item	Quantity Required
1	OMR Scanner	01 Nos
2	OMR Sheets	4000 Nos

Note: Quantity can be increased or decreased.

Specifications of OMR Scanner:

1. MCQ test scoring with basic reporting
2. MCQ test scoring with advance reporting
3. Minimum 30 pages per minute speed
4. Daily scanning volume up to 2000-3000 pages
5. Item analysis software with life time license
6. Inbuilt OMR sheet designer
7. Installation and training of the intuitional staff
8. Minimum warranty 01 year