

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

**BIDDING DOCUMENT FOR**  
**PROCUREMENT OF CARPET FOR MASJID**

**Medical Teaching Institution, Abbottabad**  
**Ayub Medical College**  
Mansehra Road, Mandian Abbottabad  
Tel. No. Dean office: 0992-637508

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## **INVITATION FOR BIDS**

1. The **Dean Ayub Medical College Abbottabad** now invites sealed bids under Single stage one envelop procedures from eligible bidders for the supply of **Carpet for Masjid**.
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 Procurement Cell of 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. Tenders/bids should reach the office of the undersigned till 11:00 A.M on or before **10-01-2025** on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,**

**Main Mansehra Road, Mandian, Abbottabad**

5. Received tenders/bids will be opened at 11:30 A.M on **the same date** i.e. 10/01/2025 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.
7. A pre bid meeting of the intended bidders will be held on 27-12-2024 at 11:00 A.M in the Procurement Cell of Ayub Medical College Abbottabad.

**Dean Medical Teaching Institution, Abbottabad**

**Ayub Medical College**

Mansehra Road, Mandian Abbottabad

Tel. No. Dean office: 0992-637508

## **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 (**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 **10-01-2025** at 11:00 A.M. These tenders/bids will be opened at 11:30A.M by the Institutional Purchase Committee on the same day.
9. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. **CDR** amount is 2% as Bid Security. CDR must be in favour of **Dean Ayub Medical College** must be attached with the Financial Bid.
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.
15. No tenders/bids shall be accepted without original fee receipt.
16. Action against the contractors will be taken as per Blacklisting Manual who is found to be involved in corrupt practices.

## 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 <sup>3</sup>

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 Carpet for Masjid Items

S.No	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total
1.	Carpet for Masjid along with 10-12 mm (As Per Sample)	Approx. 4550 SFT				

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).
- **CDR** amount is 2% as Bid Security. CDR must be 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 90 days.
- 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

## **MANDATORY DOCUMENTS**

1. Registration Certificate with FBR for NTN and STRN
2. Last three years Bank Statement
3. Last year Income Tax Return
4. Affidavit for Non Blacklisting



## **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 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.

