



**SAIDU GROUP OF TEACHING HOSPITALS SWAT
HEALTH DEPARTMENT,
GOVERNMENT OF KHYBER PAKHTUNKHWA**

Standard Bidding Document

**For Selection of Vendor for Car Parking Saidu Wing (Monthly Rent) for the
Year 2024-25**

Saidu Group of Teaching Hospitals (SGTH) Swat

(June-2024)



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1. SECTION-1: INVITATION FOR BIDS

1.1 Notes on the Invitation for Bids

The Invitation for Bids (IFB) has been issued as an advertisement in leading newspapers of general circulation in the Province of Khyber Pakhtunkhwa by allowing at least fifteen days for National Competitive Bid (NCB) for bid preparation and submission.

The Invitation for Bids provides information that enables interested bidders to decide whether to participate. The Invitation for Bids indicates the important bid evaluation criteria or qualification requirement so that the bidders should give their best and final prices as no negotiations are allowed.

The Invitation for Bids is incorporated into these Standard Bidding Documents (SBDs). The information contained in the Invitation for Bids (IFB) conforms to the bidding documents and to the relevant information in the Bid Data Sheet.



1.2 Invitation for Bids



INVITATION FOR BIDS (IFB)

FOR SAIDU GROUP OF TEACHING HOSPITALS, SWAT

Under National Competitive Bidding (NCB) For the Financial Year 2024-25

Office of the Medical Superintendent Saidu Group of Teaching Hospitals, Swat (SGTH) invites sealed bids under National Competitive Bidding from reputed national manufactures and authorized agents/importers for the procurements of the following heads, items etc, to meet the requirement of the Hospitals, through Single Stage-One Envelope bidding procedure on FOR Basis as per Rule 06 (2a) of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014, for the financial year 2024-25. The quoted rates will be valid till 30 June 2025 as per KPPRA Rule 31(A) framework contract for successful bidders.

| S# | Name of Items | Tender No | CDR as Security Deposit (Rs) |
|-----|---|-----------------|------------------------------|
| 1. | Medical Gas Re-Filling | 1 st | 1,000,000 |
| 2. | Purchase Of X-Ray & CT Scan Films Different Sizes | 1 st | 1,000,000 |
| 3. | Purchase of Lab chemicals and blood bank Items | 1 st | 600,000 |
| 4. | Car Parking Saidu Wing (Monthly Rent) | 1 st | 500,000 |
| 5. | Annual Maintenance/ Repair contract for CT scan TOSHIBA AQUILION 64 Slice | 1 st | 500,000 |
| 6. | Annual Maintenance/ Repair contract for CT scan Alexion 04 Slice | 1 st | 500,000 |
| 7. | Annual Maintenance/ Repair contract for VRF System | 1 st | 500,000 |
| 8. | Annual Maintenance/ Repair contract for Elevators Machine | 1 st | 500,000 |
| 9. | Annual Maintenance & Repair of Building | 1 st | 500,000 |
| 10. | Hospitals Canteen Central Wing Monthly Rent | 1 st | 500,000 |
| 11. | Diagnostic Services (For SSP) Laboratory Tests | 1 st | 100,000 |
| 12. | Procurement of Canteen Services TMO's Hostel Monthly Rent | 1 st | 50,000 |
| 13. | Procurement of Laundry Services | 1 st | 20,000 |
| 14. | Purchase of Electric Items | 1 st | 20,000 |
| 15. | Purchase of Stationery Items | 1 st | 20,000 |
| 16. | Purchase of Sanitary items | 1 st | 20,000 |
| 17. | Purchase of Printing Items | 1 st | 20,000 |
| 18. | Purchase of Bedding Clothing Items | 1 st | 20,000 |
| 19. | Purchase of Surgical & Disposable Items | 1 st | 20,000 |
| 20. | Purchase of Contingency Items | 1 st | 20,000 |
| 21. | Purchase of Computer Toner Items | 1 st | 20,000 |
| 22. | Purchase of Computer and I.T Accessories | 1 st | 20,000 |
| 23. | Purchase of Anesthesia Machine Parts & Disposable Items. | 1 st | 20,000 |

- SBDs, TORs for each category can be obtained from the Main Store Office (Room#8), Admin Block-MS Office SGTH Swat in personal / representatives during office hours **(08:00 AM to 02:00 PM)** before the tender opening date & time.
- Quotations must be typed & printed; on original company prescribing letter pad sealed & signed, stamped (Every Page) and the offered rates must be written both in figure & words **(Handwritten tenders will be rejected)**.
- The bidders are requested to give their highest possible discount on standard market rates for diagnostics & any other goods etc, no negotiations on quoted rates are allowed under the KPPRA rules 2014.
- Bids shall be delivered to the Main Store Office, Room# 08, Administration Block, SGTH Swat, given above before **10:00 am 13-06-2024**.
- Tender opening will be held on **13-06-2024** in the Conference Room, Administration Block, SGTH Swat, at **10:30 AM** by the Purchase Committee in the presence of those bidders or their authorized representatives, who choose to attend the bids opening process.
- Any bids received later than the specified time and date given in point No-04 shall be rejected as per KPPRA rules (37-4).
- The firms/bidders must be on FBR Active Taxpayer list.
- All the taxes will be deducted as per the rules.
- No offer shall be considered,
(A) If the offer received is without requisite earnest money (CDR). (B) If the Firm/Bidder is not on the active taxpayer list of FBR. (C) If the Firm/Bidder is not registered with KPRA, where applicable. (D) If the Tender is received after the last date and time given in clause 4 of this invitation. (E) If the tender is ambiguous, unsigned, conditional. (F) If the firm/Bidder is blacklisted or suspended by the Health Department, KP. (G) If the firm is being convicted in or under trial in any court of law.
- During the Selection of the above heads the firms shall bring the sample (Mandatory) where applicable.

Note: The Medical Superintendent SGTH Swat reserves the right to reject any or all the bids under clause 47 of the KPPRA Procurement Rules 2014.

Bid submission / Opening:
Office of the Medical Superintendent Saidu Group of Teaching Hospitals, Swat
Telephone 0946-9240126-27 fax No.0946-9240122

Medical Superintendent
Saidu Teaching Hospitals, Swat



2. SECTION-2: TERMS & CONDITIONS

(قواعد ضوابط برائے کار پارکنگ)

1. ٹینڈر 2025-06-30 تک کارآمد رہے گا، تاہم میڈیکل سپرنٹنڈنٹ کی طرف سے مریضوں کی ضرورت کی بنیاد پر اگلے مالی سال کے لیے ٹینڈر کو حتمی شکل دینے تک اس میں توسیع کی جا سکتی ہے۔ کوئی بھی بولی لگانے والی فرم کوئی بھی جھوٹی/بوگس/جعلی/جعلی دستاویز جمع کرواتی ہے اور/یا پہلے کوئی جھوٹی/بوگس/جعلی/جعلی دستاویز جمع کرانے میں ملوث ہوتی ہے اسے نااہل قرار دیا جائے گا، اور اس کے ساتھ قانون کے مطابق کارروائی کی جائے گی۔
2. ان ٹی او آرز کو اشتہار میں دیے گئے ٹی او آرز کے ساتھ پڑھا جائے گا، جہاں قابل اطلاق ہو، جو کسی بھی طرح ایک دوسرے کے خلاف نہیں سمجھے جائیں گے۔
3. پہلے مہینہ کارایہ پیشگی جمع کیا جائے گا۔ اور باقی ماہ کا کرایہ ہر ماہ کی 5 تاریخ تک دفتر زیر دستخطی کے آفس میں جمع کرانا ہوگا۔ بصورت دیگر 5% جرمانہ آدا کرنا ہوگا۔ دوماہ تک رقم جمع نہ کرنے کی صورت میں سیکیورٹی ضبط ہوجا ینگے اور معاہدہ منسوخ کر دیا جائے گا۔

4. پارکنگ چارجز:

- | | |
|-----------------------|--------------|
| بس اور ٹرک | مبلغ 50 روپے |
| کار، پک اپ، جیپ، ویگن | مبلغ 30 روپے |
| رکشہ / موٹر سائیکل | مبلغ 20 روپے |
5. سرکاری گاڑیاں اور ہسپتال کا عملہ آدائیگی سے مستثنیٰ ہوگا نیز ملازمین کو سٹکرز مہیا کیئے جائیں گے۔
 6. داخل مریض کے تیماردار کی گاڑی کیلئے ریٹ باہمی مشاورت سے طے کے جائے گا۔
 7. پارکنگ کے دوران گاڑی کے تمام تر ذمہ داری پارکنگ ٹھیکیدار پر ہوگی۔
 8. اگر حکومت کی طرف سے کوئی ٹیکس وغیرہ ہوا تو آدائیگی ٹھیکیدار کے ذمہ ہوگی۔
 9. کسی بھی تنازعہ کی صورت میں حتمی فیصلہ ہسپتال انتظامیہ کا ہوگا۔
 10. کامیاب ٹھیکیدار کو سٹامپ پیپر پر اقرار نامہ دینا ہوگا کہ کسی بھی شق سے روگردانی کی صورت میں ہسپتال انتظامیہ کی طرف سے اٹھائے گئے فیصلے کے خلاف و قانونی چارہ جوئی کا مجاز نہ ہوگا۔
 11. تجاویز میں بولی دہندہ کے لیٹر ہیڈ پر ایک کور لیٹر ہونا چاہیے جسے مابانہ کرایہ کے ساتھ صحیح طریقے سے ٹائپ اور پرنٹ کیا جائے گا، مجاز نمائندے کے ذریعہ دستخط شدہ اور مہر لگائی جائے گی۔ مابانہ کرایہ الفاظ اور حروف دونوں میں لکھا جانا چاہیے۔ کوئی اوور رائٹنگ یا کٹنگ قابل قبول نہیں ہوگی۔
 12. درخواست جمع کرنے والا ایف بی آر FBR، کے پی آر اے KPRA کے ساتھ رجسٹرڈ ہونا چاہیے، اور ایف بی آر کی فعال ٹیکس دہندگان کی فہرست میں ہونا چاہیے۔
 13. یہ کہ کارپارکنگ سٹاف میں با اخلاق عملہ رکھا جائیگا، جو کہ خاص قسم کا یونیفارم پہنے گا جو کہ ہر صورت صاف ہوگا جس کا تعین ٹھیکدار خود کرے گا۔
 14. سیکیورٹی کی رقم 5 لاکھ بصورت CDR، کوٹیشن کے ساتھ بروز ٹینڈر اوپننگ لگائی ہونی چاہیے۔ بغیر CDR کوئی کوٹیشن وصول نہیں کی جائیگی۔
 15. کوٹیشن مورخہ 2024-06-13 کو (10:00) بجے تک کو دفتر زیر دستخطی پہنچنے چاہیئے جو کہ کوٹیشن اس دن (10:30AM) کھولے جائیں گی۔ کوٹیشن دہندہ گان یا ان کے مجاز نمائندوں کی موجودگی میں کھولی جائیں گی۔ کوٹیشن دہندہ گان لفافے رجسٹری کر کے بھیج دیں اور لفافے کے اوپر ڈاکخانہ کی ٹکٹ اور سٹیمپ لگانا ضروری ہے۔
 16. پروکیورنگ ادارہ کسی بولی یا تجویز کو قبول کرنے سے پہلے KPRA رول 47(1) کے تحت کسی بھی وقت تمام بولیوں یا تجاویز کو مسترد کر سکتا ہے۔
 17. فارم کے ساتھ درخواست جمع کرنے والے کا قومی شناختی کارڈ ایف بی آر FBR، کے پی آر اے KPRA کاپی لازمی منسلک ہونا چاہیے۔
 18. میں _____ والد _____ سکھ _____ شناختی کارڈ نمبر _____ موبائل نمبر _____ اوپر دے گئے سارے شرائط و ضوابط پر عمل کرتا ہوں۔

میڈیکل سپرنٹنڈنٹ
سیدوگروپ آف ٹیچنگ ہسپتال سوات

درخواست کنندہ کا دستخط اور مہر



3. SECTION-3: THE BIDDING PROCEDURE

- 3.1. Single Stage – One Envelops Bidding procedure as per KPPRA Act 2012 and KPPRA Rules 2014 framed there under shall be applied.
- 3.2. Quotations must be typed & printed; on original company prescribing letter pad sealed & signed, stamped (Every Page) and the offered rates must be written both in figure & words (Handwritten tenders will be rejected).
- 3.3. The bidders are requested to give their highest possible discount on standard market rates for diagnostics & any other goods etc, no negotiations on quoted rates are allowed under the KPPRA rules 2014.
- 3.4. Bids shall be delivered to the Main Store Office, Room# 08, Administration Block, SGTH Swat, given above before 10:00 am 13-06-2024.
- 3.5. Tender opening will be held on 13-06-2024 in the Conference Room, Administration Block, SGTH Swat, at 10:30 AM by the Purchase Committee in the presence of those bidders or their authorized representatives, who choose to attend the bids opening process.
- 3.6. Any bids received later than the specified time and date given in point No-04 shall be rejected as per KPPRA rules (37-4)



4. SECTION-5: MANDATORY STANDARD FORMS (1 to 5)

| | |
|-------------|--|
| BID FORM 1: | LIST & SPECIFICATION OF ITEMS TO BE QUOTED ON OFFICIAL LETTER HEAD. |
| BID FORM 2: | LETTER OF INTENTION |
| BID FORM 3: | AFFIDAVIT |
| BID FORM 4: | INTEGRITY PACT (on Judicial Stamp Paper) |
| BID FORM 5: | CONTRACT AGREEMENT (for information only, shall be signed by the successful bidders only) |



Bid Form-1

LIST & SPECIFICATION OF ITEMS TO BE QUOTED ON OFFICIAL LETTER HEAD

**CAR PARKING SAIDU WING (MONTHLY RENT) TENDER FOR THE FINANCIAL YEAR 2024-25,
Saidu Group of Teaching Hospital, Swat**

Note: This form is to be submitted by the bidder/firm through official letter head duly signed & stamped by the contractor or his representative.
Moreover, cutting or erasing is not allowed in this form.

Monthly Rent offered by the bidder for CAR PARKING SAIDU WING (in PKR)

We are offering a Monthly Rent of

_____ **(In Figures)**

_____ **(In Words)**



Bid Form 2

Letter of Intention

Bid Ref No. _____

Date of the Opening of Bids: 13/06/2024

Name of the Contract: Car Parking Saidu Wing (Monthly Rent)

To: The Medical Superintendent
SGTH Swat
Saidu Sharif, Swat

Dear Sir/Madam,

Having examined the bidding documents, including the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the offered/quoted rates (excluding all applicable taxes).

We undertake, if our bid is accepted, to deliver the Goods in accordance with the terms and conditions of the contract agreement.

We agree to abide by this bid for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the rates offered/quoted or any bid you may receive until provision of the requisite information as required in the SBD for this tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated this [insert number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert title or position]

Duly authorized to sign this bid for and on behalf of [insert name of Bidder]



Bid Form-3

AFFIDAVIT (on Judicial Stamp Paper)

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements described in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
- 4) The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) That undersigned has not employed any child labor in the organization/unit.
- 9) We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____

For Messrs. [M/S Name of Supplier]



Bid Form-4

INTEGRITY PACT (on Judicial Stamp Paper)

Declaration of Fees, Commission and Brokerage Etc. Payable by the contractor/Suppliers of CAR PARKING SAIDU WING (MONTHLY RENT) for SGTH Swat 2024-25

In response to advertisement related to the bidding process / competition regarding award of CAR PARKING SAIDU WING (MONTHLY RENT) contract of for 2024-25 for SGTH Swat, I, Mr. _____ s/o _____ bearing CNIC No. _____, and having the Designation of _____ in Messrs (M/S) [Name of Supplier] do hereby solemnly affirm, declare and certify on behalf of M/S [Name of Supplier] that:

1. [Name of Supplier] has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from SGTH Swat/Government of Khyber Pakhtunkhwa (GoKP) or any administrative subdivision or agency thereof or any other entity owned or controlled by SGTH Swat/GoKP through any corrupt business practice; and
2. That without limiting the generality of the foregoing, [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from SGTH Swat/GoKP, except that which has been expressly declared pursuant hereto; and
3. That [Name of Supplier] has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with SGTH Swat/GoKP and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty; and
4. That [Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to SGTH Swat/GoKP under any law, contract, or other instrument, be voidable at the option of SGTH Swat/GoKP; and
5. That notwithstanding any rights and remedies exercised by SGTH Swat/GoKP in this regard, [Name of Supplier] agrees to indemnify SGTH Swat/GoKP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to SGTH Swat/GoKP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from SGTH Swat/GoKP.

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____

For Messrs. [Name of Supplier]

Witness No. 1

Name: _____

Father Name: _____

CNIC No. _____

Address/ _____

Witness No. 1

Name: _____

Father Name: _____

CNIC No. _____

Address/ _____



Bid Form-5

SGTH SWAT RATE CONTRACT AGREEMENT (for successful bidders)

CONTRACT AGREEMENT

The agreement is made between ----- through Mr. ----- (herein after referred as **Contractor**, Supplier, which expression shall unless repugnant to the context and include his heirs, executors, administrator successors and assignee)

The **Medical Superintendent** SGTH Swat, Saidu Sharif (herein after referred as **Contractee**, procuring entity, expression shall unless repugnant to the context and include its successors-in-interest and assignee)

Whereas the **Contractor** has succeeded as bidder for the Supply of CAR PARKING SAIDU WING (MONTHLY RENT) contractor for the FY 2024-25 to the **Contractee**. The **Contractor** shall supply CAR PARKING SAIDU WING (MONTHLY RENT) for SGTH Swat, entitle for the same out of the fresh Stock to **Contractee** on the following terms and Conditions.

- 1. A
- 2. B
- 3. C
- 4. d

Contractor
Name----- **Father Name**-----
Designation-----
CNIC-----

Contractee

Medical Superintendent
SGTH Swat

Witness No. 1

Name: _____
Father Name: _____
CNIC No. _____
Address/_____

Witness No. 1

Name: _____
Father Name: _____
CNIC No. _____
Address/_____



Bid Form-6

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with SGTH Swat must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with SGTH Swat’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with any SGTH Swat official or employee or an immediate family member of any SGTH Swat official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- 1. No SGTH Swat official or employee or Alliance College Ready Public School and Affiliated Schools employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
- 2. No SGTH Swat’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
- 3. No retired or separated SGTH Swat official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in vendor’s company.
- 4. No SGTH Swat official, or employee is contemporaneously employed or prospectively to be employed with the vendor.
- 5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any SGTH Swat official or employee to obtain or maintain a contract.
- 6. Please note any exceptions below:

Vendor Name _____

Vendor Phone Number _____

Conflict of Interest Disclosure *

Name of SGTH Swat official, employees

() Relationship to employee

_____ or immediate family members with whom there may be a potential conflict of interest.

() Interest in vendor’s company

() Other