



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

## **Standard Bidding Document**

**For Selection of Vendor for Stationery Items 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 <sup>st</sup>	1,000,000
2.	Purchase Of X-Ray & CT Scan Films Different Sizes	1 <sup>st</sup>	1,000,000
3.	Purchase of Lab chemicals and blood bank Items	1 <sup>st</sup>	600,000
4.	Car Parking Saidu Wing (Monthly Rent)	1 <sup>st</sup>	500,000
5.	Annual Maintenance/ Repair contract for CT scan TOSHIBA AQUILION 64 Slice	1 <sup>st</sup>	500,000
6.	Annual Maintenance/ Repair contract for CT scan Alexion 04 Slice	1 <sup>st</sup>	500,000
7.	Annual Maintenance/ Repair contract for VRF System	1 <sup>st</sup>	500,000
8.	Annual Maintenance/ Repair contract for Elevators Machine	1 <sup>st</sup>	500,000
9.	Annual Maintenance & Repair of Building	1 <sup>st</sup>	500,000
10.	Hospitals Canteen Central Wing Monthly Rent	1 <sup>st</sup>	500,000
11.	Diagnostic Services (For SSP) Laboratory Tests	1 <sup>st</sup>	100,000
12.	Procurement of Canteen Services TMO's Hostel Monthly Rent	1 <sup>st</sup>	50,000
13.	Procurement of Laundry Services	1 <sup>st</sup>	20,000
14.	Purchase of Electric Items	1 <sup>st</sup>	20,000
15.	Purchase of Stationery Items	1 <sup>st</sup>	20,000
16.	Purchase of Sanitary items	1 <sup>st</sup>	20,000
17.	Purchase of Printing Items	1 <sup>st</sup>	20,000
18.	Purchase of Bedding Clothing Items	1 <sup>st</sup>	20,000
19.	Purchase of Surgical & Disposable Items	1 <sup>st</sup>	20,000
20.	Purchase of Contingency Items	1 <sup>st</sup>	20,000
21.	Purchase of Computer Toner Items	1 <sup>st</sup>	20,000
22.	Purchase of Computer and I.T Accessories	1 <sup>st</sup>	20,000
23.	Purchase of Anesthesia Machine Parts & Disposable Items.	1 <sup>st</sup>	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**

1. Any bidding firm submitting any false/bogus/fake/forged document and/or previously involved in submitting any false/bogus/fake/forged document shall be disqualified, as well as shall be dealt with as per law.
2. These TORs shall be read along with the TORs given in the advertisement, where applicable, which by no means be in derogation of each other.
3. The contractor shall provide a sample of each item for which the contractor has quoted rate to the purchase committee on the bidding day.
4. The contractor for X-RAY & CT SCAN FILMS DIFFERENT SIZES is responsible for supplying items to hospital soon after receiving the supply order.
5. This Contract Is Valid Upto 30 June 2025 & will be subjected to the contract agreement signed between the procuring entity and the bidder.
6. There Will Be a Contract Agreement Between the Successful Bidders & The Hospital Administration & The Supplier (Bidder) Is Responsible to All Terms & Conditions Mentioned in Contract Agreement.
7. He Is Bound to Supply the Items According to The Budget Available & In Case of Budget Non-Availability He Will Wait for The Bill however will continue to supply the demanded items as and when needed.
8. In Case of Non-Supply, Low Quality Supply and Other Fault the Hospital Authority May Cancel His Contract at Any Time During the Financial Year.



### **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

STATIONERY ITEMS TENDER FOR THE FINANCIAL YEAR 2024-25,  
Saidu Group of Teaching Hospital, Swat

S. No	Name Of Items
1.	Computer Paper A-4 (Double-A)
2.	Computer Paper Legal (Double-A)
3.	Computer Paper A-4 (Copy Mate)
4.	Computer Paper Legal (Copy Mate)
5.	Duplicate Paper
6.	Thermal Paper Roll 60-M
7.	Attendance Register (100 Pages)
8.	Whitener
9.	Highlighter Large
10.	Highlighter Medium
11.	Highlighter Small
12.	Envelope 9x4” (Per Pack)
13.	Envelope 5x11” (Per Pack)
14.	Envelope A-4 (Per Pack)
15.	Envelope Legal Each
16.	Envelope 11 X 5 Each
17.	Stapler Machine (Regular Use) No 1 Quality
18.	Stapler Pin (Doller)
19.	Ball Point (Piano) Blue (Per Pack)
20.	Ball Point (Piano) Red (Per Pack)
21.	Ball Point (Piano) Black (Per Pack)
22.	Ball Point (Doller Gel-1) Blue (Per Pack)
23.	Ball Point (Doller Gel-1) Red (Per Pack)
24.	Ball Point (Doller Gel-1) Black (Per Pack)
25.	Paper Pin No 1 Quality
26.	Register Blank No 100
27.	Register Blank No 200
28.	Register Blank No 225
29.	Stamp Pad Large
30.	Stamp Pad Medium
31.	Stamp Pad Small
32.	Stamp Pad Ink
33.	File Cover Pakka
34.	File Cover Kacha
35.	File Cover Vip
36.	File Folder
37.	Pin Cushion
38.	Ink Remover
39.	Stock Register (250 Pages)
40.	Stock Register (500 Pages)
41.	Stock Register (1000 Pages)
42.	Tag Large
43.	Tag Medium
44.	Tag Small
45.	Tag (Paper Flag) Large
46.	Tag (Paper Flag) Medium
47.	Tag (Paper Flag) Small
48.	Gum Stick (20G)
49.	Gum Stick (40G)





S. No	Name Of Items
50.	Gum Stick (60G)
51.	Marker Large Dollar (Permanent) Blue
52.	Marker Large Dollar (Permanent) Black
53.	Marker Large Dollar (Permanent) Red
54.	Marker Large Dollar (Temporary) Blue
55.	Marker Large Dollar (Temporary) Black
56.	Marker Large Dollar (Temporary) Red



## Bid Form 2

### Letter of Intention

**Bid Ref No.** \_\_\_\_\_

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

**Name of the Contract:**       **Stationery Items**

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 STATIONERY ITEMS for SGTH Swat 2024-25

In response to advertisement related to the bidding process / competition regarding award of STATIONERY ITEMS 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 STATIONERY ITEMS contractor for the FY 2024-25 to the **Contractee**. The **Contractor** shall supply STATIONERY ITEMS 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 \_\_\_\_\_