

# **INVITATION FOR BIDS**

**Govt. Khawaja Muhammad Safdar Medical College  
& Allied Institutions, Sialkot**

*Contact Purchase Cell: 052-9250735*

**BIDDING DOCUMENTS FOR ANNUAL TENDER PURCHASE  
(FINANCIAL YEAR 2021 – 22)**

*Tender No: 05*

*Tender Name: Stationary*



**DEAN  
GOVT. KHAWAJA MUHAMMAD SAFDAR MEDICAL COLLEGE, SIALKOT &  
ALLIED INSTITUTIONS  
Phone No: 052-9250738-39.**

**THIS DOCUMENT CONTAINS FOLLOWING SECTIONS:**

<b>Section-1</b>	<b>Advertisement, Bidding Schedule, Particulars of Bidder/Bidding Firm</b>
<b>Section-II</b>	<b>Instructions For Bidders</b>
<b>Section-III</b>	<b>Schedule of Requirements and Technical Specifications</b>
<b>Section-IV</b>	<b>Evaluation Criteria &amp; Specimens of Bid Forms</b>

## **SECTION-I**

**1.1 Copy of Advertisement**

**1.2 Bidding Schedule**

**1.3 Particulars of Bidding Firm**

# 1.1: Copy of Advertisement

## INVITATION FOR BIDS (ANNUAL TENDER 2021-2022)

### GOVT. KHAWAJA MUHAMMAD SAFDAR MEDICAL COLLEGE/ ALLIED INSTITUTIONS, SIALKOT.

1. Management of Khawaja Muhammad Safdar Medical College & Allied Institutions, Sialkot invites sealed bids/ tenders from the eligible bidders i.e. manufacturers / their authorized distributors and in case of imported goods, their authorized sole agents / importers / distributors in Pakistan who are registered with income tax and sales tax authority/licensed with Drug Regulatory Authority of Pakistan for the procurement of items/goods that come under the “heads” mentioned in the following table, **on free delivery to consignee’s end basis.**
2. Interested eligible bidders may get the **bidding documents (technical specifications)** from **Purchase Cell, Govt. Khawaja Muhammad Safdar Medical College, Sialkot** on submission of written application along with payment of non-refundable fee of Rs.1000/- for each tender. **Bidding Documents can also be downloaded from the website of this institution [www.kmsmc.edu.pk](http://www.kmsmc.edu.pk) or PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)**
3. **Single Stage–two envelope** bidding procedure shall be applied. The envelopes shall be marked as “Technical Proposal” and “Financial Proposal” in bold and legible letters. Financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders according to below mentioned schedule **at 10: 30 a.m. positively.** The bids received till this stipulated date & time shall be opened at **11:30 a.m.** in the presence of the bidders or their authorized representatives in the **Azadi Hall** of KMS Medical College, Sialkot.

Sr. No	Name of Stores	Bid Security/ Call Deposit	Last Date/Time for Tender Submission	Date & Time of Opening
1.	a. SURGICAL DISPOSABLES/DIALYSIS DISPOSABLE ITEMS b. SURGICAL SUTURES c. SURGICAL DRESSING, COTTON, GAUZE & BANDAGES d. DENTAL MATERIAL e. LAPAROSCOPIC DISPOSABLES f. EYE LENS/ DISPOSABLES FOR KMSMC & ALLIED INSTITUTIONS, SIALKOT.	2% of the estimated price of quoted items	27-09-2021 at 10:30 a.m.	27-09-2021 at 11:30 a.m.
2.	MEDICINE BULK PURCHASE	2% of the estimated price of quoted items	27-09-2021 at 10:30 a.m.	27-09-2021 at 11:30 a.m.
3.	MEDICINE LP- DAY TO DAY	2% of the estimated price of quoted items	27-09-2021 at 10:30 a.m.	27-09-2021 at 11:30 a.m.
4.	X-Ray Films/ Chemicals/ Sale of Fixer Water etc	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
5.	STATIONERY	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
6.	PRINTING & PUBLICATIONS	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
7.	UNIFORM & PROTECTIVE CLOTHING	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
8.	COST OF OTHER STORE	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.

9.	OTHERS	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
10.	BEDDING & CLOTHING	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
11.	MEDICAL WASTE MANAGEMENT	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
12.	PURCHASE OF HARDWARE / SOFTWARE / I-T EQUIPMENT	2% of the estimated price of quoted items	28-09-2021 at 10:30 a.m.	28-09-2021 at 11:30 a.m.
13.	PURCHASE OF MEDICAL & LAB EQUIPMENT	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
14.	PURCHASE OF PLANT & MACHINERY	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
15.	PURCHASE OF FURNITURE & FIXTURE	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
16.	REPAIR OF MACHINERY & EQUIPMENT	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
17.	REPAIR OF PLANT & MACHINERY	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
18.	REPAIR OF FURNITURE & FIXTURE	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
19.	REPAIR OF HARDWARE / SOFTWARE / I-T EQUIPMENT	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
20.	REPAIR OF MEDICAL & LAB EQUIPMENT	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
21.	REPAIR & MAINTENANCE OF OFFICE BUILDING	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
22.	MEDICAL GASSES	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.
23.	LAB KITS & CHEMICALS	2% of the estimated price of quoted items	29-09-2021 at 10:30 a.m.	29-09-2021 at 11:30 a.m.

5. The bidders are requested to give their best and final prices since there will be **no negotiations** on the prices. However, in exceptional circumstances on receipt of exorbitant rates, the negotiation in such cases may be considered by the Procuring Agency. The Procuring Agency however, reserves the rights to accept or reject all bids without assigning any reason.
6. List of items to be purchased with estimated quantities and estimated prices are given in the bidding documents. Local suppliers/contractors can only participate for the China-made or local items.
7. In case the date of opening or last date of sale is declared as the public holiday by the Government or non working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly, the time and venue shall remain the same.

**Note:** All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014 amended up to date.

## **1.2 Bidding Schedule**

<b>Description</b>	<b>Detail</b>
Commencement date for Sale of Bidding Documents	After the advertisement onward till last date (on all working days during office timing).
Last date and time for the receipt of bids	<b>28-09-2021 up to 10:30 a.m.</b>
Date, time and venue of opening of technical bids	<b>28-09-2021 at 11:30 a.m.</b> In Azadi Hall (Freedom Hall) of KMSMC, Sialkot.
Bid Currency	1. PKR on free delivery to the consignee's end basis including all ex-work, transportation, storage charges till the destination. 2. In case of foreign currency as L.C and on C&F basis.
Language of bid	Urdu / English
Amount of bid security (earnest money)	2% of the estimated prices of the quoted items in the shape of call deposit (CDR) in favour of Dean KMSMC, Sialkot.
Performance Guarantee	5% of the contract value in the shape of call deposit
Bid validity period	180 Days
Bidding procedure	Single Stage – Two Envelop Procedure
Tender Fee	Rs. 1000/-(non-refundable)

**Address for communication:-**

**PURCHASE CELL,  
Khawaja Muhammad Safdar Medical College, Sialkot,  
Ph # 052-9250735 (only in working hours.)**

### **1.3: PARTICULARS OF THE BIDDING FIRM**

Bidders/Firms are directed to place the properly filled following form as the first page (title page) of their completed bidding documents. Failing this may render your document unacceptable.

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#### **BIDDING DOCUMENTS FOR ANNUAL TENDER PURCHASE KMSMC (2021 – 22)**

**Tender No:** .....

**Tender Name:** Stationery

**Name of Firm:** -----

**Complete Address:** -----  
-----

**Office Telephone/Fax No:** -----

**Name of Authorized Representative:**  
-----

Cell no. -----

CNIC no.: -----

*(Attach copy)*

*(Firm is bound to duly inform procuring agency and end-user if any of the above bio-data is changed.)*

**Sales Tax Reg. No:** -----

**Income Tax No. (N.T.N):** -----

**Amount of Tender Fee**

**Deposited (with receipt no):** -----

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## **SECTION-II**

### **Instructions for the Bidders**



# Instructions for the Bidders

1. **All the procurement procedures will be done strictly according to the PPRA, 2014.**
2. The participating firms must submit their Technical Proposal in manner as given in BID Form-IV (see section-IV under heading of 'BID COVER SHEET') with a soft copy on CD.
3. Single stage/two envelopes bidding procedure shall be adopted. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters. The envelopes shall then be sealed in an outer envelope. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
4. **The bidder is required to provide Financial Proposal according to the BID Form-VI (see section-IV under heading of 'PRICE SCHEDULE') with the name of items, model number, serial number and technical specifications in the exact manner as quoted in the Technical Proposal.**
5. Separate bids/offer for each item should be submitted separately. Bids shall remain valid for a period of Six 06 months (180 days) after opening of Technical Bid by the Procuring Agency. A bid valid for a shorter period shall be rejected by the procuring agency as non-responsive.
6. **The rates should be quoted on FOR basis.**
7. Submission of sample (where demanded): If so required by the technical committee, to be recorded in writing, the bidder shall provide a sample or demonstration as the case may be.
8. As per provision under the procurement rules, there is no condition of pre-qualification, registration, panel / approved brands for bidding.
9. Clarification of bids: No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
10. **Limitation on negotiations:** There shall be no negotiations with the bidder.
11. **Rejection of bids:** The authority may reject all bids or proposals at any time prior to the acceptance of a bid.
12. **Acceptance of bids:** The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of the Punjab, shall be awarded the procurement contract (Frame work Contract).
13. **Performance Guarantee:** The successful bidder shall furnish a performance guarantee which will be up to five per cent of the contract amount. The performance security shall be deposited in the shape of deposit at call.
14. **Qualification of Suppliers and CONTRACTORS:** A procuring agency, at any stage of the procurement proceedings, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.

15. **Integrity Pact:** Procurements exceeding the limit of 10 Million shall be subject to an integrity pact, as specified by regulation with approval of the Government of the Punjab, between the procuring agency and the suppliers or contractors.

16. **No offer will be considered valid if it:**

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm that is black listed, suspended or removed from the approved list of the Health Department, Government of the Punjab, Autonomous Health Institutions or by the Federal Health Ministry.
- v. Is received with a validity period shorter than that required in the tender inquiry.
- vi. Does not conform to the general conditions of the tender inquiry.
- vii. Is received without earnest money as specified in the tender.

17. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person signing the BID. All pages of the BID must be securely bound, properly numbered and duly signed at the bottom of each page in case of **Financial Proposal. Offers with any overwriting shall, in no circumstances, be accepted.**

18. **Inspections of Stores:** The supplier will be responsible for free replacement of stocks if the same is not found to be of the same specifications as required in the invitation of bid/substandard/spurious / misbranded/expired or of short-expiry. Moreover, firm will replace the unconsumed expired stores without any further charges.

19. The supplies shall be delivered within 30 days i.e. the next date after the date of issue of purchase order (without penalty). In case of late delivery of goods beyond the periods specified, **penalty @ 2% per month, 0.67% per day** of the cost of late delivered supply shall be imposed upon the supplier.

20. **Arbitration and Resolution of Disputes:** In case of any dispute, concerning the interpretation and / or application of this contract shall be settled through arbitration. The Dean KMSMC and allied hospitals or his nominee shall act as sole ARBITRATOR. The decision taken and / or award made by the sole arbitrator shall be final and binding on the parties.

21. The contractor will have to ensure the availability of sufficient stock of contracted items at his store for immediate supply and to ensure the cold-chain maintenance for Lab. Kits.

22. Income Tax / Sales Tax / Excise Duty will be levied according to the Government rules.

23. Payment of the bills will be made subject to approval of store / supply by the authorized inspection Committee of KMSMC and Allied Institutions Sialkot after conducting the successful inspection.

24. Quantity of requisite / advertised store can be increased or decreased in best interest of the Institution, as per demand by the end user.

25. The Principal, K.M.S.M.C. Sialkot reserves the right to purchase full or part thereof or cancel the Tender without assigning any reasons.

26. In case the procurement comprises different categories of goods, works or services the evaluation shall be made item wise. Samples of the quoted product will be submitted for the approval by end-user at the time of opening of technical bid.

27. **In case of dispute, decision of the Principal, KMSMC Sialkot shall be final.**

Name of the Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal & Stamp of firm: \_\_\_\_\_

*DEAN,*  
**KHAWAJA MUHAMMAD**  
**SAFDAR MEDICAL COLLEGE ,**  
**SIALKOT**

# **SECTION-III**

## **Schedule of Requirements & Technical Specification**

**Specifications Annual Tender 2021-2022**  
**STATIONERY**

<b>Sr. No</b>	<b>Name of Items</b>	<b>Specification</b>	<b>Total Quantity Required</b>	<b>Estimated Rate per Item</b>	<b>Estimated Amount</b>
1.	Attendance Register 02	100 Pages Hard Binding 68gm Paper	206	110	22,660
2.	Calculator	14 Digets	66	690	45,540
3.	Envelop A <sup>4</sup>	Brown Color	1400	5	7,000
4.	Ball Point black	Piano Or Equivalent	1200	6	7,200
5.	Ball Point Blue	Piano Or Equivalent	9360	6	56,160
6.	Ball Point Red	Piano Or Equivalent	1000	6	6,000
7.	Punch Machine	China Best Quality	66	250	16,500
8.	Stapler Pin 24/6	Dollar Or Equivalent Best Quality	2312	35	80,920
9.	Lead Pencil	Gold Fish HB Or Equivalent	384	15	5,760
10.	Highlighter Mix Colour	Dollar Or Equivalent Best Quality	336	40	13,440
11.	Board Marker Mix Colour	Dollar Or Equivalent Best Quality	456	30	13,680
12.	Permanent Marker blue	Dollar Or Equivalent Best Quality	2640	28	73,920
13.	Permanent Marker Red	Dollar Or Equivalent Best Quality	120	28	3,360
14.	Permanent Marker Black	Dollar Or Equivalent Best Quality	240	28	6,720
15.	Correction Pen	Dux Or Equivalent	252	45	11,340
16.	Short Hand Book	100 Pages	36	110	3,960
17.	Gum Stick	Dollar Or Equivalent Best Quality	512	80	40,960
18.	Box File	Hard Binding Steel Clip	120	145	17,400
19.	Log Book	100 Pages	44	270	11,880
20.	Scotch Tape	Dear Best Quality	120	80	9,600
21.	Packing Tape	Dollar Or Equivalent Best Quality	20	300	6,000
22.	Paper Cutter	China Best Quality	120	70	8,400
23.	Steel Scale	12 Inches STEEL Best Quality	60	55	3,300
24.	Computer Paper A4	80grm 500 Pages Best Quality	1392	820	1,141,440
25.	Computer Paper Legal Size	80grm 500 Pages Best Quality	60	900	54,000

26.	Plain Register	200pages Hard Binding 68gm Paper	120	150	18,000
27.	Expense register	200 Page	60	300	18,000
28.	Plain Register	100 Pages Hard Binding 68gm Paper	144	130	18,720
29.	Pointer Blue	0.7mm	120	20	2,400
30.	Pointer Black	0.7mm	60	20	1,200
31.	Toner Canon iR 2520	Npg 51	20	4000	80,000
32.	GEL Pen ( Black & Blue )	UNIBALL	672	50	33,600
33.	Post IT Notes	3x3	60	50	3,000
34.	CBC Roll	Medium Size	1200	65	78,000
35.	Plain register	Best Quality 68gm Paper (300 Pages)	60	180	10,800
36.	Plain register	Best Quality 68gm Paper (400 Pages)	484	220	106,480
37.	Poker	Steel Best Quality	60	110	6,600
38.	Investigation pad	100 Pages	0	110	-
39.	Ward Indoor Slip	100 Pages	0	110	-
40.	Culture Request Pad	100 Pages	0	100	-
41.	T A gazetted Bill Form	100 Pages	120	10	1,200
42.	T A Non Gazetted Bill Form	100 Pages	60	10	600
43.	Student + official card	Plastic	0	100	-
44.	Plastic file cover with Clips	Legal Size	2120	45	95,400
45.	Toner For Bizhub	211	12	3,900	46,800
46.	Toner For Bizhub	215	12	3900	46,800
47.	Rubber	Dux Or Equivalent	144	15	2,160
48.	Sharpner	Dux Or Equivalent	144	15	2,160
49.	CBC Roll	110 Mm	240	375	90,000
50.	Toner photocopier	Ir2535	24	4500	108,000
51.	Cash Book	As Per Sample	24	480	11,520
52.	Card Holder Dori	Local	240	50	12,000
53.	Duster White Board	Local	60	100	6,000
54.	Dispath Register	200 Pages Hard Binding 68g Paper	30	290	8,700
55.	Dairy Register	05 No	30	290	8,700
56.	Rubber Stamp	Local	24	400	9,600
57.	Stapler Machine 24/06	OPAL HP-45 Or Equivalent As Per Sample	268	500	134,000

58.	Stock Register	500 Pages Hard Binding 68g Paper	130	390	50,700
59.	Tag Large	18" Large Size Best Quality	60	60	3,600
60.	Tag Small	6" Large Size Best Quality	24	45	1,080
61.	Tonner Refill	Hp 83a/85a/05a/17a/30a,12A, 35A,53A,26A,280A	320	620	198,400
62.	Stamp Pad	Fine Paper Best Quality	136	40	5,440
63.	Envelop 9X4"	Fine Paper Best Quality	7700	1.5	11,550
64.	Envelop 11x5"	Fine Paper Best Quality	3696	2	7,392
65.	Cartridge of Printer Model 103,325	Canon	24	3000	72,000
66.	Cartridge of Printer Model 83A,85A,05A,17A,30A,79A,80A,32A,19A,12A,35A,53A,26A,280A	Hp	90	3500	315,000
67.	Table Set	Leather Kaligon Equivalent Best Quality	30	800	24,000
68.	PAPER TAPE	Dear or Equelvent 1"	24	35	840
69.	Notice Board Pin	Small	24	20	480
70.	Pen Stand	China Best Quality	18	1500	27,000
71.	paper Pin	Small	24	25	600
72.	Colored A4 Paper	Pack of 100	1200	3	3,600
73.	Stapler Pin	23/8	24	70	1,680
74.	X-Ray Envelop	File Size	500	10	5,000
75.	Gum Bottele	Dollar Or Dear Best Quality	12	150	1,800
76.	Stamp Pad ink	Dollar Or Equivalent Best Quality	124	50	6,200
77.	Cartridge for PVC Magic Cards Printer	Endure	10	12,500	125,000
78.	PVC Cards	As Per Sample	2000	25	50,000
79.	Paper Pins	Dollar	36	25	900
80.	A4 paper rim	Typing Paper	12	350	4,200
81.	Pin cushions	Dollar	12	50	600
82.	File covers	VIP	2300	25	57,500

83.	Computer Paper BLC (A-4 size) Rim of 500 papers 70gm	BLC	5000	780	3,900,000
84.	Computer Paper Copy Mate (A-4 size) Rim of 500 papers 68gm	BLC	4000	587	2,348,000
85.	Computer Paper BLC (legal size) Rim of 500 papers 70gm	BLC	100	890	89,000
86.	Ball Point Note Dollar (pack of 10) Pencils 0.8mm	Dollar	2000	10	19,000
87.	Pointer Gel-I Dollar Packet	Dollar	480	35	16,800
88.	Gum Fixsol 1000ml Bottle	Fixsol	100	140	14,000
89.	Gum Fixsol 500ml Bottle	Fixsol	100	90	9,000
90.	Envelope File size	Fine Quality	200	10	2,000
91.	Stock Register (size No.5)	No. 05	10	760	7,600
92.	Stock Register (size No.8)	No. 08	10	940	9,400
93.	Stapler Machine Heavy Duty Size 0240	Machines 0240	2	3500	7,000
94.	Stapler Pin Dollar large size Box	Dollar	50	210	10,500
95.	White Paper Photocopy A4 Rim of 500 papers	BLC	200	630	126,000
<b>Estimated Amount</b>					<b>10,160,442</b>



## **SECTION-IV**

### **Evaluation Criteria & Specimens for Bid Forms**

**4.1: COMPULSORY PARAMETERS FOR  
BIDDERS' ELIGIBILITY**

**4.2: GENERAL PARAMETERS FOR  
ELIGIBILITY CRITERIA**

**4.3: SPECIMENS FOR BID FORMS**

## **4.1: COMPULSORY PARAMETERS FOR BIDDERS' ELIGIBILITY**

Every bidder must fill this form carefully and attach the relevant documents along-with it in the same sequence as prescribed here in this form. These criteria will describe the **eligibility of bidder** failing which bidder will be disqualified and no document will be received later on.

Name of the Firm.....Name of Tender .....

Date of Opening of Bids -----

<b>Sr. no</b>	<b>KNOCK OUT CLAUSES</b>	<b>YES/NO</b>	<b>PAGE#</b>
1.	Original receipt for purchase of tender.		
2.	2% of the estimated cost of quoted items in shape of CDR in the name of Dean KMSMC, Sialkot.		
3.	Certificate of Manufacturer/ Authorized distributors/ Authorized Sole Agent from Foreign Principal (in case of non drug items).		
4.	Certificates regarding quality of product in case of Electro Medical Equipment, Plant and Machinery only.		
5.	An affidavit on stamp paper of Rs. 100/- (as per sample; Bid Form-III), regarding acceptance of terms and conditions of the bid and not being blacklisted. AND that "the price quoted to this institute against the quoted items bid are not more than the prices charged from any Procurement Organization in the country and in case of discrepancy the bidder hereby undertakes to refund the price charged in excess".		
6.	Attested Copy of Certificate of General Sales Tax Number.		
7.	Attested Copy of Certificate of National Tax Number.		
8.	Human Resource record (with qualification) and pay roll of the firm for last one year.		
9.	Latest tax paid, balance sheet, audit inspection report, at least one year bank statement.		
10.	All pages of Bid are numbered, with an index page and bound in a SECURED pin binding.		

## **4.2: GENERAL PARAMETERS FOR EVALUATION OF BID**

Bidders are not supposed to fill this form. This is only for their knowledge, because they are expected to attach documentary proofs in support of each parameter with the same headings as mentioned under ‘assessment parameters’.

<b>Sr. no</b>	<b>Assessment Parameters</b>			<b>Total Marks</b>	<b>Remarks</b>	
<b>1</b>	<b>Past Performance (for more than one year; minimum; in Govt. /semi govt. institutions)</b>	1.	1 to 2	2	10	The Clime requires documentation (purchase orders, receipt certificates and delivery challan etc) of the institution (s)
		2.	2 to 3	4		
		3.	3 to 4	6		
		4.	4 to 5	8		
		5.	> 5	10		
<b>2</b>	<b>Market Experience in Quoted Items and list of institutions (Govt/Private where served)</b>	1.	3-5 years	4	10	Includes experience certificate from end-users.
		2.	4-5 year	6		
		3.	Above 5 year	10		
<b>3</b>	<b>Previous Experience, if any, with KMS Medical College &amp; Allied Institutions</b>	1.	Good Performance or did not serve	05	05	Certificate from end user is required. (Bidders who have not served at KMSMC & Allied institutions will attain full marks).
		2.	Poor Performance	00		
<b>4</b>	<b>Financial Position</b>	1.	Bank statement last 1 year	5	15	Authorized certificate issued by the concerned Authority is required.
		2.	Last year Audited Balance Sheet	5		
		3.	Tax Return (last 2 year)	5		
<b>Total Marks</b>				<b>40</b>	-----	
<b>Qualifying Marks (70%)</b>				<b>28</b>	-----	
<b>Total Marks Obtained</b>				-----		

### ***Special Note:-***

- *Samples of quoted items should be reached in the store of said institute within 7 days positively.*
- *Evaluation of items should be purely basis on physical verification of quoted items.*

*In case the procurement comprises different categories of goods, works or services the evaluation shall be made item wise. Samples of the quoted product shall be submitted for the approval by end-user at the time of opening of technical bid. Failure of which may render bidder disqualified.*

## **Bid Form-I**

### **LETTER OF INTENTION (To be attached with Eligibility Criteria of Bidder)**

**Tender No.** -----

**Title of Tender/Contract** -----

**Date of the Opening of Bid** -----

To: *[Name and address of Procuring Agency]*

Dear Sir/Madam

Having examined the bidding documents, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods under the about-named contract in full conformity with the said bidding documents and at the rates/unit prices described in the Price Schedule or such other sums as may be determined in accordance with such other sums as may be determined in accordance with the terms and conditions of the contract. The above amounts are in accordance with the price schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty (if required) in the form, in the amounts and within the times specified in the bidding documents.

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 lowest or any bid you may receive.

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.

**Date** -----

**Signed** -----

(In the capacity of {insert: title or position})

Duly authorized to sign this bid for and on behalf of {insert: name of Bidder/Firm}

---

## **Bid Form-II**

### **AFFIDAVIT**

**(To be attached with Eligibility Criteria of Bidder)**

I/We, the undersigned solemnly state 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 enunciated in the bidding documents.
- 3) The items that we propose to supply under this contract are eligible items within the meaning of clause of the ITB.
- 4) The undersigned are also eligible bidders within the meaning of clause of the ITB.
- 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.

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

**Signed -----**

In the capacity of *[insert: title or position]*

Duly authorized to sign this bid for and on behalf of *[insert: Name of Bidder/Bidding firm]*

**Bid Form-III**

**MANUFACTURER’S AUTHORIZATION FORM**

To,  
(Name of Procuring Agency)

**WHEREAS** [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/ Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against [reference of the Invitation to Bid] for the goods manufactured by us. We hereby extend our full guarantee and warranty as per tender terms and conditions for the goods offered for supply by the above firm against this Invitation for Bids for a period of -- --

**Signature** .....

**Designation** .....

**Official Stamp** .....

**Note: This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid with ‘eligibility Criteria of Bidder’.**

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**Bid Form-IV**

**BID COVER SHEET**  
**(Technical Proposal)**

Tender No. -----

Date-----

Name of the Supplier/Firm/Contractor: .....

Address: .....

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Following is the Technical Bid for Selected Items from the 'Schedule of Requirements and Technical Specifications':

<b>Bid Enquiry No. (As listed in invitation of bid)</b>	<b>Name of the Tendered Item/ Generic</b>	<b>Brand Name</b>	<b>Manufacturer / Importer (With Name and Country of Origin)</b>	<b>Specifications of the quoted brands (100% conformance with Schedule of Requirement)</b>

**NOTE:-**

The bidders are required to complete this proforma exactly in conformance with the required data, failing which bid may be considered as rejected.

**Signed** -----

**Date** -----

(In the capacity of {insert: title or position})

Duly authorized to sign this bid for and on behalf of {insert: name of Bidder/Firm}

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## Bid Form-V

### SPECIMEN FOR 'SAMPLE' PERFORMANCE

Following items quoted for financial year 2021-22 with required specification are provided in under mentioned quantities for 'SAMPLE':

SR.	Tender No	Brand Name	Country of Origin	SPECIFICATION	QTY. of Samples

1. The bidder shall provide sufficient quantity of samples along with its bid on the date of submission. Without samples bid will be considered incomplete & technically rejected. Moreover not be challengeable at any court of law.
2. The Kits for which storage temperature is 2-8 degree centigrade the firm shall be bound to provide the samples in cold chain to Consignee's end.
3. Any further information can be obtained from the office of Purchase Cell, KMSMC, Sialkot.

**Sign & Stamp of Bidder** .....

**Date** .....

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**Bid Form-VI**

**PRICE SCHEDULE**  
**(Financial Proposal)**

**Note: This form is to be filled by the Bidder for each individual item and shall submit with Financial Proposal.**

**Name of the Firm:** .....

**Tender No.** .....

**Date of opening of Bid.** .....

**Goods to be procured under DDP/Free delivery at consignee's end basis.**

<b>Sr. #</b> (As listed in invitation of bid)	<b>Name of the Item</b> (As listed in invitation of bid)	<b>Make/Model and country of Manufacturer and origin</b>	<b>Specifications</b> (Complete Detail)	<b>Unit Price</b> (Rs.)	<b>Sale and Other taxes</b> (Specify the type and kind of taxes applied)	<b>Discounts</b> (if any)	<b>Final Price</b> (Inclusive of all taxes)
	<b>TOTAL PRICE</b>						

**Note:-**

**Valid price lists of quoted items indicated M.R.P. and T.P. must be attached with financial proposal. In case of discrepancy between unit price and total, the unit price shall prevail.**

**Signature** ..... **Designation** .....

**Date** ..... **Official Stamp** .....

**Bidder's Signature and Stamp**

Name: - \_\_\_\_\_ Designation:- \_\_\_\_\_

CNIC No. \_\_\_\_\_ Address:- \_\_\_\_\_ Phone \_\_\_\_\_

Office \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email Address \_\_\_\_\_

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## Bid Form-VII

# Performance Guarantee Form

To: *[Name & Address of the Procuring Agency]*

**Whereas** *[Name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to supply *[description of goods]* (hereinafter called “the Contract”).

**And whereas** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

**And whereas** we have agreed to give the Supplier a Guarantee: Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[Amount of the Guarantee in Words and Figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[Amount of Guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 2021-22.

Signature and Seal of the Guarantors/Bank

Address

Date

**Note: It should be valid for a period equal to the warranty period.  
The contract will be signed/ issued after submission of this Performance Security.**

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(THE END)