

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: 06
Tender Name: Printing & Publication



DEAN

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

THIS DOCUMENT CONTAINS FOLLOWING SECTIONS:

Section-1	Copy of Advertisement, Bidding Schedule, Particulars of Bidder/Bidding Firm
Section-II	Instructions For Bidders
Section-III	Requirements and Technical Specifications
Section-IV	Evaluation Criteria & Bid Forms

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 or PPRA website 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.

- 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.
- 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.
- 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

Description	Detail
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	28-09-2021 up to 10:30 a.m.
Date, time and venue of opening of technical bids	28-09-2021 11:30 a.m. 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).
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

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.

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

Tender Name: Printing & Publication

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):** -----

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

Annual Tender 2021-2022 Printing & Publications

Sr. No	Name of Items	Specification	Total Quantity Required	Estimated Rate per Item	Estimated Amount
1.	Answer sheet	25 leaves	12000	25	300,000
2.	Investigation pad/Pharmacy	200 Leaves 4x4	600	75	45,000
3.	Ward Indoor Slip	100 pages	600	75	45,000
4.	Receipt Book	Receipt Book For Mess Money	60	125	7,500
5.	Receipt Book Triplicate	4-1/2x13(50x3 leaves carbon less collar paper)	5000	125	625,000
6.	Flex	2*3	302	250	75,500
7.	OPD Register	200 leaves hard binding 400 pages	300	475	142,500
8.	Discharge Slip	A4 Size pad of 100 slips	800	150	120,000
9.	Discharge Slip Pediatric	A4 Size pad of 100 slips	100	180	18,000
10.	Death Slip		400	110	44,000
11.	Bio Chemistry Pad	1x100	1000	500	500,000
12.	Stock Register L/12	400 Pages	60	475	28,500
13.	Consent OT/ Anesthesia Form Legal Size Pad of 200 Leaves	400 Pages	200	490	98,000
14.	Stock Registers	Large 12 for Moveable Property	23	600	13,800
15.	Register	Fixed Assets	13	600	7,800
16.	Register	Dead Stock	13	600	7,800
17.	Register	Store/Expense Book for Store	3	600	1,800
18.	Expense Book	200 leaves hard binding 400 pages	300	475	142,500
19.	Radiology OPD Register	200 leaves hard binding 400 pages	50	475	23,750
20.	Register	Stock/Expense for Stationary	2	600	1,200
21.	Register	Expense For Others	2	800	1,600
22.	Register	Stock/Expense for General Store	5	600	3,000
23.	Operation Register	13x17 68gm (Pad of 200 Leaves)	50	1200	60,000
24.	File Cover Printed Mono	Printed by Name & Mono	9200	25	230,000
25.	Indent Book	100 pages with page No and Book No)	336	300	100,800
26.	Printing	Diplomas	200	50	10,000
27.	Printed Register	Dispatch Register	3	450	1,350
28.	Printed Register	Dairy Register	3	450	1,350
29.	Printed Register	Cash Book	1	400	400
30.	Printed Register	Pre-Audit Register	1	400	400
31.	Printed Register	Pre-Budget Register	1	400	400

32.	Printed Register	Log Book	2	300	600
33.	Stamps	Rubber Stamps	45	350	15,750
34.	Bed Head Tickets	13x17 68gm (Pad of 100 Sheets)	4500	310	1,395,000
35.	Bed Head Tickets Pediatrics Pad of 200 leaves	400 Pages	200	310	62,000
36.	OPD Slip	Pad of 100 (duplicate carbon less paper)	2000	290	580,000
37.	MLC Register (set of 100) (200 Leaves)(by name hospital & monogram)	A4 Size 68gm paper with page No & Book NO	50	475	23,750
38.	MLC Register for Female survivors of sexual violence	A4 Size 68gm paper with page No & Book NO	10	475	4,750
39.	Lab Investigation pad	200 Leaves 4x4	2000	100	200,000
40.	Nursing Report Book	400 Pages	100	475	47,500
41.	Nursing Report Book	600 Pages	12	700	8,400
42.	Ultrasound Register	400 Pages	20	475	9,500
43.	Lab Register	400 Pages	20	475	9,500
44.	TA Bill Form Gazettad		10	100	1,000
45.	TA Bill Form Non Gazettad		10	200	2,000
46.	Radiology X.RAY/Ultrasound Report Form	200 Leaves	500	250	125,000
47.	Pathology Reporting Form	200 Leaves	200	250	50,000
48.	Blood CBC Reporting Pad	1x100	1000	100	100,000
49.	Urine Reporting Pad	1x100	1000	100	100,000
50.	Gynae OT Consent & History Sheets Pad of 200 Leaves	400 Pages	100	475	47,500
51.	Patient Files with Bed Head Tickets History Sheets/Charts Department wise	AS PER SAMPLE	3000	390	1,170,000
52.	Blood Consent Form	Pad of 200 Leaves	200	250	50,000
53.	Postmortem Register	By name hospital & Monogram	12	490	5,880
54.	Medical Fitness Certificate 1st entry in to Govt. Service pad of 200 leaves with book number and page number Legal	AS PER SAMPLE	30	410	12,300
55.	Maternity Leave Certificate pad of 200 leaves with book	AS PER SAMPLE A4	20	410	8,200

	number and page number				
56.	Driving Fitness Certificate pad of 200 leaves with book number and page Legal	AS PER SAMPLE	20	410	8,200
57.	Birth Certificate pad of 200 leaves with book number and page number A4	AS PER SAMPLE	200	410	82,000
58.	Medical Leave Certificate pad of 200 leaves with book number and page number (as per sample) A4	AS PER SAMPLE	20	410	8,200
59.	Other Medical Certificate as per sample A4	AS PER SAMPLE	20	410	8,200
60.	Application Form for Medical Certificate pad of 200 leaves A4	AS PER SAMPLE	30	410	12,300
61.	Insulin Card 4x4"	AS PER SAMPLE	1000	10	10,000
62.	Dog Bite Card 4x4"	AS PER SAMPLE	1000	10	10,000
63.	Monitoring Chart for Neuro ICU	AS PER SAMPLE	1500	400	600,000
64.	COVID-19 Vaccination Form/ Check List	AS PER SAMPLE	5000	120	600,000
65.	Envelope 8x10	For X-Ray Film	1200	8	9600
66.	Envelope 10x12	For X-Ray Film	25000	10	250000
67.	Envelope 11x14	For X-Ray Film	25000	12	300000
68.	Envelope 14x17	For X-Ray Film	5000	16	80000
69.	Ultrasound Reporting Paper General Abdomen	Pad of 100 sheets	300Pad	400	12000
70.	X-Ray Reporting Paper	Pad of 100 sheets	500Pad	600	30000
Total Estimated Amount					8,706,080/-

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 -----

Sr. no	KNOCK OUT CLAUSES	YES/NO	PAGE#
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.		

The bid should be submitted, all pages numbered, with an index page (preferably after THE title 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’.

Sr. no	Assessment Parameters			Total Marks	Remarks	
1	Past Performance (for more than one year; minimum; in Govt. /semi govt. institutions)	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		
2	Market Experience in Quoted Items and list of institutions (Govt/Private where served)	1.	3-5 years	4	10	Includes experience certificate from end-users.
		2.	4-5 year	6		
		3.	Above 5 year	10		
3	Previous Experience, if any, with KMS Medical College & Allied Institutions	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		
4	Financial Position	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		
Total Marks				40	-----	
Qualifying Marks (70%)				28	-----	
Total Marks Obtained				-----		

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.

4.3: BID FORMS

Bid Form-I

BID COVER SHEET

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':

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

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}

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’.

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':

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

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}

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

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.

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

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 _____

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.**

(THE END)