



**Lady Reading Hospital
(LRH)**

**Medical Teaching Institution
(MTI) Peshawar**

Contact No: 091-9211927

BID SOLICITATION DOCUMENTS

For

Khoka Photo Shop

"Single Stage Single Envelope"

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Asst. Manager Material Management
LRH/MTI Peshawar

AD Legal
LRH/MTI Peshawar

House Keeping Manager
LRH/MTI Peshawar

Director Finance
LRH/MTI Peshawar

Nursing Director
LRH/MTI Peshawar

Associate Hospital Director
LRH/MTI Peshawar

Medical Director
LRH/MTI Peshawar

Hospital Director
LRH/MTI Peshawar

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1. INTRODUCTION:

Lady Reading Hospital/Medical Teaching Institution (MTI) Peshawar invites sealed bids from the eligible bidders for Rental contract of “**Khoka Photo Shop**” in Hospital Opposite to OPD area Open Competitive Bidding under rule 6(2) (a) “**Single Stage Single Envelope**” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made thereunder along with Standard Bidding Documents.
2. The bids will be opened on _____ by the committee in presence of the bidders/representatives who may choose to attend.
3. Pre-bid meeting with the interested bidders was held on _____ in Committee room of MMD of the Institution.
4. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
5. All the bidders are required to provide annexure wise complete requisite documents with page Qualification as prescribed under the rules.
6. The bid should be complete in all aspects and must be signed by the bidder.
7. All prices quoted must be in Pak Rupees (PKR) and should include all taxes applicable by Govt(at any stage of tender process. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
8. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
9. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
10. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
11. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is from blacklisted firm in any Federal / Provincial Government / Privatedepartment:
 - f. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be preprinted and hand written quoted price will not be acceptable.
12. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
13. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
14. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own. 3
15. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.

16. Grievances will be addressed as per KPPRA Rules only.
17. Contracts shall be made on stamp papers issued from treasury wing Peshawar, each stamp paper not less than Rs.100/- duly attested by notary at Peshawar & must contain seal of the CO/firm on each stamp paper.
18. Rate list to be posted of all the services provided in the premises of shop.
19. No gas/LPG to be used in the photo copy shop.
20. Six months' rent shall be paid in advance.
21. The shop can only be used for specific purposes i-e restaurant, hotel, pharmacy, barber, medical equipment/disposables, medical/general/optics store and related services.
22. Halal food certificate in case of food business.
23. The shop shall be delivered back to the landlord in the same condition as given to the tenant.
24. The tenant shall carry out all necessary repair/ maintenance, white wash of the premises at his own Cost.
25. Relevant License in case of pharmacy and other related services.
26. The tenant shall not sublet the premises/ shop to any other person.
27. All sort of utility charges shall be paid by the tenant on the due date and time. In case of failure, the tenant shall be responsible and Lady Reading Hospital reserves the right to initiate legal proceedings.
28. Prior notice to vacate shops should be 3month prior for both the parties without mentioning reason.
29. Utilities will be provided by LRH and will be charged Accordingly any type of cost of installation will be on tenant.
30. Utility rates will be increased as per govt rates rise.
31. There is only one entrance /exit from the main road and no other passage, entrance or exist will be allowed.

3. ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below-mentioned clauses as these are mandatory to be eligible for the bidding process. Relevant certificates must be attached.
- ☐ The bidder must be registered with the Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.
- Valid & Active KPRA Registration is **Mandatory**.
- Bank Statement of the last 02 years is **Mandatory**.
- The bidder shall provide an undertaking on legal paper that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with Section 44(1) KPPRA Rules 2014.
- Bidder shall clearly mention local office address, mobile, and phone

4. GENERAL CONDITIONS: -

- LRH/MTI Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price, and reject any proposal which does not conform to the specified requirements.
- Alternative bid shall not be considered and shall be rejected by the Competent Authority.
- At any time prior to the deadline for submission of bids, LRH/MTI Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

- LRH/MTI Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRARules, 2014.
- ☐ Physical/personal visit inspection of the location on the day of pre-bid meeting.
- 10% increase will be applied every year.
- Utility bills to be paid including all taxes & commercial charges.
- Rent needs to be paid before 5th of every month in advance otherwise 10% will be charged on rental amount as a penalty on late payment.
- Contract period validity will be three years from the date of award of shop.
- Tenant will not be allowed to make any amendments or modification without proper approval by the competent authority.
- The Quoted rent should be inclusive of all govt. taxes.
- Print out should be properly readable.

The competent Authority holds the right to terminate the contract on below mentioned conditions

- Non-Payment of Rent for Continuous 2 Months
- Any loss to hospital property/ premises
- Involvement in illegal or any activity against the law(s).
- Hospital may terminate contract or forfeit CDR/Guarantee any time under the KPPRA Rules.

**Lady Reading Hospital
Medical Teaching
institute Peshawar**
Phone: 091-9211927

5. INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Lady Reading Hospital Peshawar** invites sealed bids under National Competitive Bidding for Rental Contract of "**Khoka Photo Shop**" for Hospital, under rule 6(2)(a) "**Single Stage Single Envelope**" of KPPRA Rules 2014, from well experience firm registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security @ **100,000/-** in the name of **Hospital Director LRH/MTI Peshawar**. Pre-bid meeting with the interested bidders was held on _____ at Committee room of Material Management Department of the institution.

The bids complete in all aspects must reach the undersigned by **11:00 AM** on _____, which will be opened at **11:30 AM** on the same day in committee room of the Hospital in the presence of the committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID Security

Bid security @ **100,000/-** (refundable) drawn in favor of “**Hospital DirectorLRH-MTI Peshawar**”

The bid security may be forfeited:

1. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. In the case of a successful Bidder, if the Bidder fails to sign the contract or to furnish performance Guarantee.

7. BID VALIDITY:

- The bids should be valid for the period of 90 days.
 - In exceptional circumstances, LRH/MTI Hospital may solicit the Bidder’s consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.
- ☐ A Bidder granting the request will not be required nor permitted to modify its bid, excepts provided in the bidding document.

8. Covered Area of Khoka Photo-state:

91.95 SFT

9. Financial Quoted Bid

Note: Highest Financial Bid Quoted by any Firm/ Company will be the winner of the Tender.

10. Blacklisting OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklisting of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

S.NO	Specification	Quoted Price
1	Khoka Photo-state Per Month Rent Provided to Hospital	Rs._____/ Per Month (The Quoted rent should be inclusive of all govt. taxes)

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently

Conditions for debarment of Defaulted Bidder/Contractor

Failure or refusal to;

- Accept Purchases Order / Services order terms;
 - Make supplies as per specifications agreed;
 - Fulfill contractual obligations as per contract.
- Non-execution of work as per terms & condition of contract.
 - Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
 - Persistent and intentional violation of important conditions of contract.
 - Non-adherence to quality specifications despite being importunately pointed out.
 - Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Lady Reading Hospital MTI Peshawar.

Procedure for Blacklisting and debarment

1. Competent authority of Lady Reading Hospital MTI Peshawar may on information, or on its own motion, issue show-cause notice to the bidder.
2. The show-cause notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given a maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit a written reply within the requisite time, the competent authority may proceed forth with the ex-parte against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the PKPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

11. REDRESSING OF GRIEVANCES

1. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the

complaints of bidders that may occur prior to the entry into force of the procurement contract.

2. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
3. The grievance redressed Officer shall investigate and decide upon the complaint within 05 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance

12. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the LRH/MTI Peshawar.

BSDs Khoka Photo State