

BIDDING DOCUMENTS

TENDER NO.1-20
PURCHASE OF MATERIAL REQUIRED FOR JCAT EXAMINATION TO BE HELD IN
August 2019
KING EDWARD MEDICAL UNIVERSITY, LAHORE.
FINANCIAL YEAR (2019-20).



KING EDWARD MEDICAL UNIVERSITY, LAHORE



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PURCHASE OF MATERIAL REQUIRED FOR JCAT EXAMINATION TO BE HELD IN
August 2019
FINANCIAL YEAR (2019-20).
KING EDWARD MEDICAL UNIVERSITY, LAHORE
UNDER PPRA RULES 2014(amended up to 30.11.2017).

| | |
|------------------------|---|
| Tender Fee: | Rs. 500/- |
| Last date of Issuance: | As per Tender Notice |
| Receiving Date & Time: | As per Tender Notice |
| Opening date & Time: | As per Tender Notice. |
| Venue: | <u>Patiala Block KEMU, Lahore</u> |
| Bid Security: | 2% of estimated value in the shape of CDR in the name of Vice Chancellor, KEMU, Lahore (With Technical Proposal). |

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm: _____
Complete Address: _____
Office Telephone /Fax No: _____
Name of authorized representative: _____
Cell No. of Authorized Representative: _____
CNIC No. (Copy attached): _____
Sales Tax Reg. No: _____
Income Tax No. (N.T.N): _____
Amount of Tender Fee deposited: _____
(Copy Attached)

(AFFIDAVIT MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)

We M/S _____are not suspended/Black listed/defaulters of any Government/Autonomous Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the bidding documents or any subsequent amendment made therein by the KEMU. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

SIGNATURE OF THE BIDDER

STAMP



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AUGUST 2019

KING EDWARD MEDICAL UNIVERSITY, LAHORE.

FINANCIAL YEAR (2019-20).

UNDER PPRA RULE 2014

38(1)

TERMS & CONDITIONS

1. Sealed offers are invited from all importers/Suppliers/manufacturers/whole sale dealers/distributors having good repute for the Purchase of above mentioned goods for King Edward Medical University, Lahore on **FOR Basis** according to the specifications attached with the bidding documents, as per schedule.
2. Tender should be addressed to the Vice Chancellor, King Edward Medical University, Lahore.
3. The following documents must be attached with the tender. Otherwise the tender shall be rejected without consideration:-

| S. No. | KNOCK OUT CLAUSES | YES/NO | PAGE# |
|--------|--|--------|-------|
| 1 | Original receipt for purchase of tender | | |
| 2 | An affidavit on stamp paper of Rs. 20/- regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted (as per sample). | | |
| 3 | Original CDR of bid security (2% of estimated price) in the name of VC KEMU. | | |

The bid should be submitted, all pages numbered with an index, bound in pin.

4. The bid shall be received under the following PPRA rule:

38(1) single stage one envelope containing the proposal.

Evaluation Criteria

- 1) Technical Evaluation
 - a) Company's Profile & Performance
 - b) Product/services specifications, manufacturer, model, authorization, warranty etc.
- 2) Financial Evaluation
 - a) Lowest rate

Company's Profile & Performance/Eligibility Criteria.

For the purposes of evaluation the word "Product" means the specific item included in the bid. Marking will be as follows:-

DO NOT FILL THIS FORM. JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION.

| Sr. No. | Parameters | Details | Total Marks | Remarks | | | | | | | | | | | | | | | |
|---------|---|--|-------------|---|----|----|---------------------|----|-----|---|----|----|---------------|----|----|---------------|----|----|--|
| 1. | Market experience / Business experience (Attach supporting documents in proof thereof) | <table border="1"> <tr> <td>I</td> <td>No experience</td> <td>0</td> </tr> <tr> <td>ii</td> <td>Up to 1 year</td> <td>5</td> </tr> <tr> <td>lii</td> <td>1 – 3 years</td> <td>10</td> </tr> <tr> <td>Iv</td> <td>3 – 5 years</td> <td>15</td> </tr> <tr> <td></td> <td>Above 5 years</td> <td>20</td> </tr> </table> | I | No experience | 0 | ii | Up to 1 year | 5 | lii | 1 – 3 years | 10 | Iv | 3 – 5 years | 15 | | Above 5 years | 20 | 20 | |
| I | No experience | 0 | | | | | | | | | | | | | | | | | |
| ii | Up to 1 year | 5 | | | | | | | | | | | | | | | | | |
| lii | 1 – 3 years | 10 | | | | | | | | | | | | | | | | | |
| Iv | 3 – 5 years | 15 | | | | | | | | | | | | | | | | | |
| | Above 5 years | 20 | | | | | | | | | | | | | | | | | |
| 2. | Income tax & sales tax registration. | <table border="1"> <tr> <td>i</td> <td>Income tax registered</td> <td>5</td> </tr> <tr> <td>ii</td> <td>Sale tax registered</td> <td>5</td> </tr> </table> | i | Income tax registered | 5 | ii | Sale tax registered | 5 | 10 | Authorized certificate issued by the concerned Authority is required. | | | | | | | | | |
| i | Income tax registered | 5 | | | | | | | | | | | | | | | | | |
| ii | Sale tax registered | 5 | | | | | | | | | | | | | | | | | |
| 3. | Company's capacity to provide after sales service. (Attach CVs of Technical Staff) | <p>Warranty will be examined as per following parameters:</p> <table border="1"> <tr> <td>I</td> <td>Good</td> <td>20</td> </tr> <tr> <td>ii</td> <td>Acceptable</td> <td>10</td> </tr> <tr> <td>lii</td> <td>Average</td> <td>5</td> </tr> <tr> <td>Iv</td> <td>Un-acceptable</td> <td>0</td> </tr> </table> | I | Good | 20 | ii | Acceptable | 10 | lii | Average | 5 | Iv | Un-acceptable | 0 | 20 | | | | |
| I | Good | 20 | | | | | | | | | | | | | | | | | |
| ii | Acceptable | 10 | | | | | | | | | | | | | | | | | |
| lii | Average | 5 | | | | | | | | | | | | | | | | | |
| Iv | Un-acceptable | 0 | | | | | | | | | | | | | | | | | |
| 4. | Company's goodwill & reputation. (Market reputation and/or KEMU experience). | <table border="1"> <tr> <td>I</td> <td>Good</td> <td>20</td> </tr> <tr> <td>ii</td> <td>Average</td> <td>10</td> </tr> <tr> <td>lii</td> <td>Un-acceptable</td> <td>0</td> </tr> </table> | I | Good | 20 | ii | Average | 10 | lii | Un-acceptable | 0 | 20 | | | | | | | |
| I | Good | 20 | | | | | | | | | | | | | | | | | |
| ii | Average | 10 | | | | | | | | | | | | | | | | | |
| lii | Un-acceptable | 0 | | | | | | | | | | | | | | | | | |
| 5. | Valid Letter of Authorization from the Principal | <table border="1"> <tr> <td>I</td> <td>Valid letter of Authorization from Principal/ sole propriety certificate etc.</td> <td>10</td> </tr> <tr> <td>ii</td> <td>Not attached</td> <td>0</td> </tr> </table> | I | Valid letter of Authorization from Principal/ sole propriety certificate etc. | 10 | ii | Not attached | 0 | 10 | | | | | | | | | | |
| I | Valid letter of Authorization from Principal/ sole propriety certificate etc. | 10 | | | | | | | | | | | | | | | | | |
| ii | Not attached | 0 | | | | | | | | | | | | | | | | | |
| 6. | Previous Performance regarding the product being quoted. (Attach relevant Purchase / Work orders) | <p>Institutions served:</p> <table border="1"> <tr> <td>I</td> <td>No institution served</td> <td>0</td> </tr> <tr> <td>ii</td> <td>1</td> <td>5</td> </tr> <tr> <td>lii</td> <td>2 to 4</td> <td>10</td> </tr> <tr> <td>Iv</td> <td>5 to 7</td> <td>15</td> </tr> <tr> <td>V</td> <td>8 and above</td> <td>20</td> </tr> </table> | I | No institution served | 0 | ii | 1 | 5 | lii | 2 to 4 | 10 | Iv | 5 to 7 | 15 | V | 8 and above | 20 | 20 | Institutions may include Private or Public Organizations or individuals. |
| I | No institution served | 0 | | | | | | | | | | | | | | | | | |
| ii | 1 | 5 | | | | | | | | | | | | | | | | | |
| lii | 2 to 4 | 10 | | | | | | | | | | | | | | | | | |
| Iv | 5 to 7 | 15 | | | | | | | | | | | | | | | | | |
| V | 8 and above | 20 | | | | | | | | | | | | | | | | | |

Total marks: 100

Qualifying marks: 65%

Product/Services Evaluation

| | | | | | |
|----|---|-----|-----|--|-------------------|
| 1. | Acceptance of Make/manufacturer/model | i | No | | Approved/Rejected |
| | | ii | Yes | | |
| 2. | Conformation to desired specifications. | i | No | | |
| | | iii | Yes | | |

In case the procurement comprises different categories of goods, works or services the evaluation shall be item wise.

No offer will be considered 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 black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that specified in the bidding document.
- vi. Does not conform to the general conditions in the bidding documents.
- vii. Is received without the bid security as specified in bidding documents.
- viii. Is not duly signed by the bidder or the authorized representative.

General Terms.

1. 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.
2. The bidder shall submit the bid indicating the goods to be supplied, a brief description of the goods, their packing, quantity, price schedule with unit price and total bid price of the goods.
3. Alternate offers without separate tenders will not be considered.
4. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes/ duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
5. Prices shall be in Pak Rupee on FOR basis and in case of CPT/CFR in the currency of the country of origin.
6. If the bid acceptance within the bid validity period is not accepted by the bidder, the bid security shall be forfeited.
7. The successful bidder shall furnish a Performance Security equal to 5% of the bid value in the shape of Pay Order/CDR in the name of VC KEMU before the final order.
8. No interest shall be payable by the procuring agency on the securities.
9. The KEMU authorities, at any stage of the procurement may ask the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.
10. Failure to submit the tender in the manner prescribed in the invitation to tender may render the tender unacceptable.
11. The authority reserves the right of accepting the quantity offers fully or in part subject to technical scrutiny.
12. The offer should be strictly as per specifications of the tender.

SPECIAL TERMS

1. **The contractor may be required by KEMU authorities to get the sample of one or all the tender items approved prior to final purchase order.**
2. Vermin protection & Rodent proof measures shall be the responsibility of the contractor/supplier.

3. Downtime (the period during which a machine is out of action or unavailable for use) shall not be allowed beyond 12 hours. If it exceeds it will result in a deduction of 0.1% of the cost of purchase per day from security deposit and the contractor may face blacklisting.
4. **GUARANTEE CERTIFICATE.** The manufacturer/supplier shall submit a certificate at the time of delivery that the products being supplied are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given in the bidding documents. The contractor shall supply two copies of service manual.
5. The inspection committee of King Edward Medical University, Lahore will conduct inspection of the supplied items.
- If found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
 - If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods thus supplied would be usurped, bid security forfeited and proceedings for blacklisting initiated.
6. The transportation of the goods/equipment to their final destination shall be arranged and paid for by the contractor/supplier.
7. **LATE DELIVERY:** Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the specified period, a penalty @ of 0.067 % per day of the cost of contract will be deducted from the final payment.
8. **INCIDENTAL CHARGES.** The supplier shall be responsible for all the incidental service charges including taxes. The procuring agency shall not pay any extra amount against any expenditure incurred, as the contract shall be construed as fixed amount and includes all costs.
9. A bidder quoting against this Invitation to bid shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
10. In case of a dispute, the decision of the Vice Chancellor, KEMU, Lahore shall be final.

Enclosed 
A




The Vice Chancellor,
King Edward Medical University,
Lahore. 



KING EDWARD MEDICAL UNIVERSITY LAHORE
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DEMAND FOR JCAT AUGUST, 2019

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| Sr.# | Items Description | Quantity Required | |
|-------------------------|---|-------------------|---------|
| Stationary Items | | | |
| Toners Items | | | |
| 1. | Toner HP Laser Jet (26 A) Genuine | 01 | Nos |
| 2. | Toner HP Laser Jet (80 A) Genuine | 03 | Nos |
| Printing Items | | | |
| 3. | White envelop (size 16x13 120gm imported paper with cloth lining 72 pic | 500 | Nos |
| 4. | Flux Screen Banners as per sample | 05 | Nos |
| General Items | | | |
| 5. | Drinking Water (500 ml Packing) (Depend upon Number of applicants) | 4000 | Bottles |
| 6. | ICE (Depend upon Number of applicants) | 6 | Block |
| 7. | Folding Ladder aluminum 08 Foot | 01 | Nos |
| 8. | Bags | 15 | Nos |

Khalid Cheema
Dr. Khalid Mahmood Cheema
Controller of Examinations
K.C.