



STANDARD BIDDING DOCUMENTS

FOR

The Procurement of Air-conditioners

Procurement Ref No: **KPHCC/Pro/2022/1**

Last Date/Time for Submission: **April 8, 2022 at 11:00 hrs**

Bid Opening Date/Time: **April 8, 2022 at 11:30 hrs**

KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION

Ph: 091-9217791

Website: www.hcc.kp.gov.pk

Note: The prospective bidders are 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.

S.No	Contents
1	Introduction
2	Instruction To Bidders
3	Eligibility Criteria
4	General Conditions
5	Invitation for Bids
6	Bid Security
7	Bid Validity
8	Statement of Requirement with Specification
9	Special Conditions of the contract
10	Evaluation Criteria
11	Blacklisting of Defaulted Bidder/Contractor
12	Redressing of Grievances
13	Award of Contract
14	Payment
15	Term & Conditions

1. INTRODUCTION:

Khyber Pakhtunkhwa Health Care Commission invites sealed bids from the Manufacturers, Importers & Authorized Dealers for the supply of Air-Conditioners through Open Competitive Bidding under rule 6(2) (a) "Single Stage Two Envelope" bidding procedures of Khyber Pakhtunkhwa Public Procurement of Goods Works & Services Rules 2014.

Tender Opening	Date
Bid Security	2% of the total bid value
Method of Procurement	Single stage Two Envelope

2. INSTRUCTIONS TO BIDDERS:

- ✓ This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
- ✓ Both Technical Bid and Financial Bid must be submitted in two separate sealed inner envelopes marked "1-Technical Bid" and "2-Financial Bid" which should be packed in one outer sealed envelope.
- ✓ The technical bids will be opened on **April 8, 2022 at 11:30 AM in** presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
- ✓ Any bid received after the deadline shall not be entertained and shall be returned unopened to the Bidder.
- ✓ All the bidders are required to provide annexure wise complete requisite documents with qualification as prescribed under the rules.
- ✓ The bid should be complete in all respect and must be signed by the bidder

- ✓ All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes levied by the government.
- ✓ Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for active and timely communication.
- ✓ For any query, clarification regarding Standard Bidding Documents, the applicants may send a written request at least one day prior to the deadline/bid opening date.
- ✓ Any bid, not received as per terms and conditions laid down in the SBDs shall 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 conditional i.e. advance payment, or currency fluctuations etc.;
 - f) The offer is from blacklisted firm in any Federal/Provincial Government/ Department:
- ✓ Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
- ✓ Any erasing/cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
- ✓ Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
- ✓ Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

3. ELIGIBILITY CRITERIA:

Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.

- i. The bidder must be registered with Income/Sales Tax Department. NTN having KP Professional tax.
- ii. The bidder must have relevant experience in providing similar equipment to government for a minimum of 3 years. Documentary proofs must be attached with technical proposal.
- iii. The bidder shall provide an undertaking that the bidder has not been declared black listed by any institution duly attested by Oath Commissioner/Notary public and that 2% Call Deposit is attached with the Financial Proposal.
- iv. 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 the Section 44(1) KPPRA Rules 2014.
- v. Bidders shall not be eligible if the bidder provides details concerning his qualifications as false/incorrect or incomplete.

4. GENERAL CONDITIONS: -

- a. This Office shall evaluate the proposal as per evaluation criteria set out in these SBDs.
- b. Alternative bid via single bid shall not be considered and shall be rejected.
- c. At any time prior to the deadline for submission of bids, Khyber Pakhtunkhwa Health Care Commission, whether at its own initiative or in response to a clarification requested by a prospective Bidder, can modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
- d. If a bid is not substantially responsive, it will be rejected for the said bidding.
- e. The Department reserves the right to accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

5. INVITATION FOR BIDS

Khyber Pakhtunkhwa Health Care Commission invites sealed tenders under National Competitive Bidding for the procurement of Air-Conditioners for the year (2021-23), under rule 6(2)(b) **“single stage two envelope procedure”** of KPPRA Rules 2014, from manufacturers, importers & authorized dealers registered with Sales Tax and Income Tax department.

The bidders are required to submit bid security @ 2% of the quoted price in shape of Call Deposit Receipt (CDR- Original), which shall be submitted from the account of the firm/bidder/contractor who submits the bid in favor of **KP Health Care Commission**.

The bidding documents complete in all respect must reach the undersigned by 11:00 AM on **April 8 2022**, which will be opened at **11:30 hrs** on the same day in KP Health Care Commission in the presence of the Purchase Committee and the bidders/representatives who choose to attend.

KP Health Care Commission 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 @ 2% of the bid Value in shape of Call Deposit Receipt drawn in favor of **“KP Health Care Commission”** should be kept sealed in the financial proposal. An affidavit is mandatory in the technical bid that bid security is placed in the financial proposal.

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

7. BID VALIDITY

- i. The Bids shall be valid up to 30 May 2022
- ii. In exceptional circumstances, after recoding the reasons, the Director Operations may solicit the Bidder’s consent to an extension for the period of validity for which reasons

shall be recorded in writing. The request and the responses thereof 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, except as provided in the bidding document.

8. STATEMENT OF REQUIREMENT WITH SPECIFICATIONS

05 Air-Conditioners

S.NO	SPECIFICATIONS	QTY
1.	DC Inverter/Split Air Conditioner (Hot & Cold) Capacity - 18,000 BTU or 1.5 Ton	2
2	DC Inverter/Split Air Conditioner (Hot & Cold) Capacity - 24,000 BTU or 2 Tons	3

9. SPECIAL CONDITIONS OF THE CONTRACT

If any of the given specifications/parameters do not meet the required specifications, their offer will not be considered and shall summarily be rejected.

In case of a successful bidder, who repudiates the contract or fails to furnish contract and as the case may be shall proceed for blacklisting and the work order will be placed to the next successful bidder or from the alternative sources at the cost/risk of the concerned firm. All bidders shall comply with code of ethics formulated by KPPRA.

10. EVALUATION CRITERIA FOR PROCUREMENT OF ACs

S#	Parameters	Sub-Parameters	Marks
1	Specifications		40
		Full compliance with the required specifications as per Statement of Requirement (Up to a maximum of three Minor deviations may be accommodated subject to the condition that main function and performance of the equipment in any aspect would not be adversely affected, however, four marks will be deducted for each deviation, maximum 12 marks).	40
2	Legal Requirements		5
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Manufacturers Authorization/ partnership deed with Manufacturer	Mandatory
		On Active Tax Payers List of FBR	Mandatory
		Registration/Incorporation/Business Certificate	Mandatory
		Affidavit on judicial stamp paper to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization.	Mandatory
		Warranty Period one year both with spare parts and services from the date of successful installation	Mandatory
		Most recent Sales Tax Return from FBR	3
		Annual turnover (Rs.10 Million) latest Audit Report	2
3	Relevant Experience		10
	Market Experience of quoted brand/product	i. 1 – 2 years ii. 3 – 5 years iii. Above 5 years	2 4 4
4	Past performance	Major institutions served	10
	Past Performance	Satisfactory Reports of the quoted equipment from at least 5 departments. 2 marks for each satisfactory report	10
5	Networking & Uptime		3
	Supplier's office for maintenance and 24/7 support	Availability of workshop in Peshawar	3
6	Testing & Calibration Equipment	Spare Parts readily available in Stock	2
	Total Marks		70
	Qualifying Marks		49

FINANCIAL MARKS

CRITERIA:

Total Marks (Technical Criteria + Financial Criteria):

100

The bidders achieving a minimum qualifying score in the technical evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publically and will be announced by the procuring entity. The financial bids of technically disqualified bidders will be returned un-opened to the respective bidders. Merit Point system/Total scoring criteria on the basis of **70:30** will be used and contract will be awarded to best evaluated bid under section 2 I (i) of KPPRA Act 2012.

Note: The Procuring entity reserves the right to visit the bidder's premises/warehouse or ask for demonstration of the quoted product by the team of experts to verify the information/details mentioned by their offers/bids, if deem necessary.

CRITERIA	MARKS
Technical Marks	70
Financial Marks	30

11. 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;

- ✓ 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 the 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 importantly pointed out.

- ✓ Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of Khyber Pakhtunkhwa Health Care Commission, Peshawar.

Procedure for blacklisting and debarment

- i. Competent Authority of Khyber Pakhtunkhwa Health Care Commission, Peshawar may on information, or on its own motion, issue show cause notice to the bidder.
- ii. The show cause notice shall contain the statement of allegation against the bidder.
- iii. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
- iv. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
- v. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and Khyber Pakhtunkhwa Health Care Commission shall decide the matter on the basis of available record and personal hearing, if availed.

- vi. Khyber Pakhtunkhwa Health Care Commission shall decide the matter within thirty days from the initiation of proceedings.
- vii. The order of Khyber Pakhtunkhwa Health Care Commission shall be communicated to the bidder by indicating reasons.
- viii. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
- ix. The duration of debarment may vary up to five years depending upon the nature of violation.

12. Redressing of Grievances

- i. The purchaser shall constitute a committee comprising of disagreed & notified by the Khyber Pakhtunkhwa Health Care Commission proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- ii. 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.
- iii. The grievance redressal committee shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with the decision shall be forwarded to the purchaser officer within the prescribed period.
- iv. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

13. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the Khyber Pakhtunkhwa Health Care Commission duly attested by the Oath Commissioner/Notary Public.

14. Payment:

- v. The payment will be made 100% after successful installation and inspection of the requisite items and all other works describe in the contract.

15. Terms & Conditions

- 1) The delivery should be made within 15 days.
- 2) If the supply is not done within the period mentioned in the supply order, **penalty @ 2% will be charged up to 15 days** and beyond **15 days the penalty will be charged @ 5%.**
- 3) The bidder must be registered with Income / Sales Tax Department
- 4) No advance payment will be permissible.
- 5) The payment will be made after successful supply and inspection of all requisite items.
- 6) This department may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

Director Operations and Business Support
Khyber Pakhtunkhwa Health Care Commission