

Invitation-to-tender
Cost of Tender - Rs.500

CAPITAL DEVELOPMENT AUTHORITY
CAPITAL HOSPITAL

NO.CDA/CH-11/(Laundry)/2016-17/45

Islamabad the, 2017

M/S _____

Subject: - **REPAIR/REPLACEMENT OF LAUNDRY EQUIPMENTS FOR LAUNDRY DEPARTMENT OF CAPITAL HOSPITAL, CDA, ISLAMABAD.**

(A) INVITATION TO BID

Repair /Replacement of Laundry Equipments as shown in the schedule to this tender are required by the Capital Hospital Islamabad. You are invited to submit your bid for the same as per schedule attached subject to standing terms and conditions for submission of tender as laid down in Public Procurement Rules 2004. **Tenderers are allowed to examine the Laundry Equipments of Laundry Department before submitting their bids.**

(B) INSTRUCTION TO BIDDERS

- i. The procedure for submission of bid will be **Single Stage one envelop procedure**. All bids received will be opened and evaluated in the manner prescribed in the bidding document.
- ii. The bids will be opened publicly at a time, date and venue as announced in advertisement.
- iii. Clarification, if any, must be sought from the Procurement Section, Capital Hospital before preparation of your tender.

(C) **GENERAL TERMS AND CONDITIONS FOR TENDER:**

- a) Black listed Firms by Government / Semi Government Organization are not allowed to participate.
- b) Contractor will make & keep the equipment operational/fully functional.
- c) The material/parts must confirm to the specifications of Machine / Equipment as covered in the description in column 2 & 3 of Form "A". List of essential spare parts showing their cost may be clearly indicated.
- d) The work should be carried out according to the specification/description.
- e) After Repair/Replacement the Laundry Equipments will be handed over in satisfactory operational/fully functional condition to end user.
- f) All the parts being replaced will be handed over to the concerning staff / Assistant Director (Biomedical), Capital Hospital.
- g) **Written warranty of repair work/replaced parts for the period of six months commencing from the date of completion of work.**
- h) Testing of equipment will be carried out at the time of handing over of the machine to end user after each repair.
- i) The repair work will be performed at site .i.e. Capital Hospital's premises. However if any part is required to be taken out from Hospital premises prior permission will be required from Executive Director, Capital Hospital.
- j) The successful bidder will be responsible for obtaining service password of Laundry Machines & other associated equipment (UPS, monitors etc) if applicable.
- k) The firm should give details of their trained personnel capable of repairing such equipment. Such trained personal must have at least 03 years experience in maintaining Laundry Equipments.
- l) The Firm must have a proper workshop, testing and calibration tools, which will be verified by the committee of Capital Hospital before signing the contract if deem necessary.

(D) **DETAILS OF STANDARDS THAT ARE TO BE USED IN ASSESSING THE QUALITY OF GOODS, WORKS OR SERVICES SPECIFIED.**

1) RATES:

- i. The tenderer should quote item wise rates. However the work will be awarded on total cost basis. Rate should be written both in figures & words. All cutting/ overwriting must be attested/ initialed by the tenderes.
- ii. The rates should be minimum and be as favourable as those extended to any other Government Department/Agency/Company or individual. In case rates found higher, deduction will be made accordingly.
- iii. Amendments in sixth schedule to the Sales Tax Act 1990 effected from 1st July, 2008, provides exemption of Capital Hospital from GST.

2) VALIDITY OF OFFERS:

- i. Offer must remain valid for **180 days** from the date of opening of tender.
- ii. Please fill in the blank spaces provided in the schedule and sign the same. Two copies of the filled up BOQ/Schedule must invariably be attached with original offer.

3) INSPECTION

The equipment will be inspected at consignee's end, i.e. Capital Hospital, CDA Islamabad by the inspection committee of the Capital Hospital in the presence of local representatives of the suppliers.

4) INSTALLATION/COMMISSIONING / TRAINING

Supplier will install and commission the equipment/part at its place of use. Supplier will provide operational training to the relevant staff and service / maintenance training to Bio Medical Engineering Staff. Service Code/Password will also be provided to Incharge Biomedical Department.

5) WARRANTY PERIOD

Warranty of the parts for a minimum period of 06 months starting after complete, installation and handing over of equipment to end user department & Biomedical Department.

(E) DELIVERY TIME OR COMPLETION SCHEDULE.

The contractor will complete the repair/replacement of Laundry Equipments within 30 days after signing the Contract Agreement.

(F) QUALIFICATION CRITERIA

- 1) Attested copy of CNIC of Owner/Partner.
- 2) Attested copy of the receipt of professional tax paid to Excise & Taxation Department concerned.
- 3) Certificate of Registration with Sales Tax Department alongwith Sales Tax Registration Number.
- 4) Attested copy of N.T.N Certificate, in case of a non active tax payer, the rates of income tax shall be deducted according to prevailing rates, FBR policies.
- 5) Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.
- 6) Attested copy of (SECP) Security and Exchange Commission of Pakistan membership, if applicable.
- 7) Certificate on Stamp Paper for not Black Listing of Firm by any Government/Semi Government Organization.

*** (all the copies duly attested by the Notary Public)**

**(G) BID EVALUATION CRITERIA/PROCEDURE
(Evaluation procedure will be for least cost selection)****a) TENDER OPENING**

- i. Evaluation includes proposals received on time, opened and read out. Late proposals not included.

b) Preliminary Screening:

Following factors will be taken into consideration to declare the bid "Responsive" or "Non -Responsive"

- i. Inclusion of all required documents
- ii. Correct authorization of proposal
- iii. Signature of CV's
- iv. Sufficient proposed validity.

c) Technical Evaluation

It will be carried out by the technical scrutiny, Capital Hospital. The Committee will evaluate the bids in the light of required specifications and documents submitted. The Committee will be empowered to ignore any specification for healthy competition subject not to affect the efficacy/efficiency or operational result of the equipment. Other factors to be considered for declaring the Firm Responsive / Non-responsive includes:

- a) Relevant experience and past performance
- b) Capabilities with respect to personnel equipment and plant
- c) Financial position.
- d) Appropriate managerial capability, and
- e) Any other factor that a procuring agency may deem relevant, not inconsistent with PPRA Rules 2004.

d) Financial Evaluation

It includes.

- Correct arithmetic errors if any.
 - Compare total costs
 - Rank prices with lowest price as No.1
- i. Tender opening committee will recommend the responsive firm.
 - ii. Lowest Price Bid will be recommended for Contract award, subject to any negotiations required. Recommendations will be submitted to Competent Authority for approval of Evaluation Report.

(H) FORMAT OF ALL SECURITIES REQUIRED

SECURITY DEPOSIT:

Successful Tenderer will deposit security in the form of Call Deposit in favour of Drawing & Disbursing Officer, Capital Hospital, G-6/2 CDA Islamabad, @ **5% of the bid value at the time of signing the contract** which will be refundable to the contractor subject to fulfillment of following conditions:-

- i) Satisfactory performance report by end user & Assistant Director (Biomedical), Capital Hospital.
- ii) Conducting the Audit of the contractual period by Govt. Auditors (for relevant fiscal year) and clearance certificate from Drawing & Disbursing Officer, Capital Hospital that there is no Audit objection, Draft Para, Advance Para, Printed Para against the contractor. In case of failure the amount of security deposit will not be released unless the audit objection is settled.

(I) **ANY OTHER DETAIL NOT INCONSISTENT WITH THESE RULES THAT THE PROCURING AGENCY MAY DEEM NECESSARY.**

1) **EARNEST MONEY**

Tenderer including those registered with the Authority must invariably furnish **Earnest Money 3% of Bid Value subject to minimum of Rs. 10,000/-**. The Earnest Money will be in the form of Demand Draft/Deposit at Call in favour of Drawing & Disbursing Officer, Capital Hospital, CDA Islamabad. Earnest money in shape of cheque will not be accepted. Tenders without earnest money will not be considered. Earnest Money of the **2nd lowest** tenderer would be refunded within the validity period of their offer or on signing the Contract Agreement with the successful Tenderer whichever occurs first.

2) **PAYMENT TERMS.**

100% payment will be made to you by the D.D.O (Capital Hospital), CDA, Islamabad on the production of the following documents:-

- i. Attested copy of CNIC of Owner/Partner in case of new vender.
- ii. Bill in quadruplicate on proper bill form duly printed/stamped and machine numbered showing quantity, unit price and total price.
- iii. Receipt and verification on the bill by end user and Assistant Director (Biomedical), Capital Hospital.
- iv. The contractor shall produce a clearance certificate of Tax on profession and trade from Excise and Taxation Department.
- v. Attested copy of N.T.N Certificate, in case of a non active tax payer, the rates of income tax shall be deducted according to prevailing rates, FBR policies.
- vi. Certificate of Registration with Sales Tax Department along-with Sales Tax Registration Number in case of new vender.
- vii. Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.

3) **Opening of Tender:**

- a) Tender should reach in Capital Hospital by 11.00 hours on due date mentioned in the advertisement. All out station tenders must be sent by Courier Service so as to reach the Capital Hospital before date prescribed for opening of tender.
- b) The tender will be opened at 11.30 hours on the due date in the presence of Tenderers or their representatives, who may care to attend the opening of tenders.

4) **INCOME TAX DEDUCTION**

Tenderers should know that income tax will be recovered at prevailing rate for supply from all payments made to them during the currency of contract period unless they provide the exemption certificate from income Tax Department while submitting their tender that they have been exempted from recovery of income Tax. They will produce an attested copy of the said certificate without waiting for demand by the office within Seven days on receipt of intimation regarding acceptance of their tender. When there is no indication of exemption, recovery of income tax will be made which will not be refunded.

5) **FAILURE AND TERMINATION:**

Should the Contractor fail to deliver Stores or any consignment thereof within the period prescribed for such delivery, the purchaser shall be entitled at his option either:-

- i) To cancel the Contract with forfeiture of security/black listing or a portion thereof and/or;
- ii) To get repair/replacement elsewhere, without notice to the Contractor on the account and at the risk cost of the contractor, the (repair/replacement not carried out) without canceling the contract.
- iii) To recover from the contractor as agreed liquidated damages and not by way of penalty, a sum of **0.07% percent** of the price of any repair/replacement which the Contractor has failed to deliver as aforesaid.

6) **CONSIGNEE:** Executive Director, Capital Hospital G-6/2, Islamabad.

7) **SPECIAL NOTE:**

- i. In case the Firm is declared or found Black Listed by Government /Semi Government before execution of Contract, Authority may Terminate /Cancel the Contract with OR without forfeiting the earnest money/security deposit etc.
 - ii. Recovery of any outstanding dues of the CDA, Hospital on account of risk purchase liquidation damages, Sub-standard supplies, over payment etc. against any other contract awarded to you can be affected from the payment against this contract.
- 8) Capital Hospital Authority reserves the right to amend the contract at any time during the contract period.
- 9) Non-compliance of any of the above instructions will render the tender liable to be ignored.

(DR. KHUDEJA TUL KUBRA)
 Director Project & Development
 Capital Hospital, (CDA)
ISLAMABAD.

Tel: 051-9221334-330

CAPITAL DEVELOPMENT AUTHORITY
CAPITAL HOSPITAL

Schedule to tender No.CDA/CH-11/ (Laundry)/2016-17/ 45 Date of opening 05-10-2017

SCHEDULE OF PROPOSAL

Sr.#	Description	Qty	Unit Price	Total Price
01	Steam Washing Machine Make UniWash Bremen Germany	02		
	a) Replacement of bearings	04		
	b) Replacement of Seals	04		
	c) Replacement water level glass window with seal	02		
	d) Replacement of Outlet valve seal	02		
	e) Replacement of Cam Shaft switch	02		
	f) Motor repair / rewinding	01		
	g) Complete servicing of both machines	02		
02	Dryer Machine make UniWash Bremen Germany	02		
	a) Replacement of Door Switch	01		
	b) Replacement of Steam Guage	01		
	c) Complete servicing	02		
03	Steam Press Make UniWash Bremen Germany	01		
	a) Replacement of Solenoid Valve	01		
	b) Complete Servicing	01		

04	Flat Work Ironer Make UniWash Bremen Germany	01		
	a) Repair of Hydraulic System Pump Leakage	01		
	b) Replacement of Moletone Cloth Pad size (18"x12")	01		
	c) Complete servicing	01		

ANY OTHER PART FOUND DEFECTIVE DURING REPAIR WORK WILL ALSO BE CONSIDERED INCLUSIVE. NO EXTRA PAYMENT SHALL BE CLAIMED.

It is Hereby certified that:

- i. The work will be carried out exactly in accordance with the requirement/specification given in tender documents.
- ii. Offer is valid up to_____.
- iii. We have carefully read the terms & conditions mentioned in tender document. We accept all these terms & conditions unconditionally.

Name of Firm:_____

Postal Address:_____

Telephone No:_____ Fax No._____ Mobile:_____

Name / Signature/Stamp of Authorized

Representative_____

NIC No:_____