

**CAPITAL DEVELOPMENT AUTHORITY**  
**(CAPITAL HOSPITAL)**

**TENDER DOCUMENTS**

FOR

**PREVENTIVE MAINTENANCE SERVICE CONTRACT**  
**FOR OXYGEN GENERATION PLANT, CAPITAL**  
**HOSPITAL, CDA ISLAMABAD FOR THE PERIOD OF**  
**TWO YEARS.**

Procurement Section  
Capital Hospital, CDA

**Invitation-to-tender**  
**Cost of Tender - Rs.1000/-**

**CAPITAL DEVELOPMENT AUTHORITY**  
**CAPITAL HOSPITAL**

No.CDA/CH-11/ (Oxygen Plant)/2020-21/95

Islamabad: the,

2020

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Subject: - **PREVENTIVE MAINTENANCE SERVICE CONTRACT OF OXYGEN GENERATION PLANT, CAPITAL HOSPITAL CDA, ISLAMABAD FOR THE PERIOD OF (2) TWO YEARS.**

**(A) INVITATION TO BID**

Preventive Maintenance Service Contract of Oxygen Generation Plant as shown in the schedule to this tender is 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 and those set out in the invitation to tender and under-take to abide by and be bound by the said terms and conditions.

**(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. Tenderers are allowed to examine the Oxygen Generation Plant before submitting their bids.
- iv. 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 clearly be indicated.
- d) The work should be carried out according to the specification/description.
- e) After Repair/Service/Maintenance the Oxygen Generation Plant 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 firm will provide service to keep Oxygen Generation Plant in good working order, and include all preventive maintenance. The firm will carry out complete overhauling and services / maintenance of Oxygen Generation Plant, as per schedule and as and when called by the end user.
- j) In case of any loss/damage occurs in official property due to working/installation of equipment, the contractor will be responsible. He will bear all the expenses of repair/replacement of damaged equipment or which deemed necessary.
- k) Copy of service report will be signed by the end user and verified by the Assistant Director (Biomedical). The firm/contractor will maintain records of all visits & services in service log book and a copy of same will be submitted to the Director Project & Development, Capital Hospital on the same day.
- l) **The Firm will check conditions of parts recommended to be replaced on certain life cycle and shall advice the Capital Hospital in advance, when required. In case the required parts are not included in the contractual items list then Firm will intimate the Hospital Authority in advance regarding the required part and its cost. Formal approval for replacement of non listed part/item will be solicited by the Executive Director, Capital Hospital.**
- m) Preventive Maintenance will be carried out immediately on emergency calls for repair, maintenance, calibration and adjustment, whenever required for machine breakdown or quality issue. The response time for such emergency calls will be within 02 hours in normal working days excluding general and local public holidays. The firm will provide service schedule of each part of system along with the tender.
- n) The service / 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 Director/Executive Director, Capital Hospital.

- o) The successful bidder will be responsible for obtaining service password of Oxygen Generation Plant & other associated equipment. The firm should give details of their trained personnel capable of repairing such equipment. Such trained personal must have at least 05 years experience in maintaining superconducting Oxygen Generation Plant.
- p) Details of Repair/Maintenance/Service job of Oxygen Generation Plant carried out in last five (05) years along with at least One (01) active reference of institute where such equipment is being maintained.
- q) The Firm should provide schedule of service and replacement of parts during contract period.
- r) Item wise list of scheduled parts along with cost is required to be attached with tender by the bidder.

**(D) DETAIL 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 1<sup>st</sup> 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:**

Time to Time inspection of equipment will be carried out by the Executive Director, Capital Hospital or his representative as deputed by him.

**(E) DELIVERY TIME OR COMPLETION SCHEDULE.**

**VALIDITY PERIOD OF CONTRACT:**

The Contract will remain valid initially for the period of two (02) years from date of commencement of agreement and also extendable on same terms & conditions for another period of one (01) year OR till finalization of new contract. However formal extension will be granted by Executive Director, Capital Hospital.

**(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 will not be 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.

**Technical Evaluation**

It will be carried out by the technical scrutiny committee, 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.

**c) 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:**

- i. 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 total value of the contract estimated at the time of signing the contract.**
- ii. **Any additional item/part if required which is not mentioned in list provided by successful bidder, 5% security the total amount of said item/part will be deposited by bidder at the time of placing order.**
- iii. **The security deposit will be refundable to the contractor subject to fulfillment of following conditions:-**
  - a. Satisfactory performance report by End User and Assistant Director (Biomedical), Capital Hospital.
  - b. 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 contract. In case of audit objection 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**

Tenderers must invariably furnish Earnest money equivalent to 3% of bid value subject to minimum of Rs.10,000/- along with the proposal. The Earnest Money will be in the form of Call Deposit in favour of Drawing & Disbursing Officer, Capital Hospital, CDA, Islamabad. Earnest Money in shape of cheque & Bank Guarantee will not be accepted. Tenders without Earnest Money will not be considered / entertained. Earnest Money will be refunded to unsuccessful tenderers immediately after tenders are decided.

**2) PAYMENT TERMS.**

- i. 100% payment on account of service charges of Oxygen Generation Plant will be made to you by the D.D.O, Capital Hospital on monthly basis.
- ii. Payment of parts if replaced as & when required basis during contract period will be made separately.
- iii. The service bills will be submitted soon after completion of the assigned/routine job, delayed submission of bill will be fined @ 0.05% per day after grace period of one month which will be deducted from the bill amount.

**Payment will be made on production of following documents:-**

- a. Photocopy of Contract Agreement.
- b. Attested copy of CNIC of Owner/Partner.
- c. Bill in triplicate on proper bill form duly printed/stamped and machine numbered showing quantity, unit price and total price.
- d. Consignee's receipt certificate to be issued by the authorized representative of Executive Director, End User & Assistant Director (Biomedical) regarding satisfactory repair/maintenance/service/supply complete in all respects.
- e. The supplier shall produce a clearance certificate of Tax on profession and trade from Excise and Taxation Department.
- f. Certificate of Registration with Sales Tax Department along with Sales Tax Registration Number (dully attested).
- g. Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.
- h. Certificate of National Tax Number. In case of a non active tax payer, the rates of income tax shall be deducted according to prevailing rates, FBR policies.

\* (All copies duly attested by Notary Public)

**3) OPENING OF TENDER:**

- a. Tender should reach in Capital Hospital by **10:30 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 **11:00 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 contract period unless they provide the exemption certificate from income Tax Department while submitting their tender. 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 carryout the repair /maintenance/service within the period prescribed for such work, Executive Director, Capital Hospital will have option:-**

- a. To cancel the contract with forfeiture of security & black listing or a portion thereof and
- b. To get Repair/Maintenance/Service/Supply elsewhere on the account and at the risk cost of the contractor the (repair/supply not carried out) without cancelling the contract.

**6) RECOVERY**

To recover from the contractor as agreed liquidated damages and not by way of penalty, a sum of Rupees **0.07%** of the price of any stores /Services which the contractor has failed to deliver as aforesaid, for each day during which the delivery of such stores / services may be in arrears.

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

**8) 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 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.
- iii. Capital Hospital Authority reserves the right to amend the contract at any time during the contract period.

**(DR. IRSHAD ALI JOKHIO)**  
**Dy. Director Medical-1, Capital Hospital,**  
**(CDA), ISLAMABAD.**  
**Tel: 051-9221334-330**



**CAPITAL DEVELOPMENT AUTHORITY**  
**CAPITAL HOSPITAL**

Schedule to tender No.CDA/CH-11/(Oxygen Plant)/2020-21/

Date of opening 2020

**SCHEDULE OF PROPOSAL**

S#	Description of Equipment	Qty	Repair/Maintenance / Service Charges	
			Cost Per Month (02 visits) In Pak Rupees	Total Cost Annually
01	Oxygen Generation Plant	01		

**COST & DETAIL OF PARTS TO BE REPLACED AS PER SCHEDULE DURING CONTRACT PERIOD.**

Sr. #	Name of part	Quantity as per schedule	Unit Price F.O.R	Total Price F.O.R
1	Compressor oil 20 liters	04 X 20 liters 80 liters		
2	Oil separator	04		
3	Air intake filter	04		
4	Compressor oil filter	04		
5	Pre filter element for particular	01		
6	Pre filter element for collecting	01		

**COST & DETAIL OF PARTS TO BE REPLACED AS & WHEN REQUIRED BASIS DURING CONTRACT PERIOD.**

S.#	Name of part	Quantity	Unit Price F.O.R	Total Price F.O.R
1	Oxygen line testing for any leakage	01		
2	Replacement of Oxygen Outlet (incl installation and supply of outlet point UK std with pipe line of standard size & gauge)	05		
3	Repair of flow meter/de-scaling of humidifier	20		

**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 \_\_\_\_\_.

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile: \_\_\_\_\_

Name / Signature/Stamp of Authorized Representative \_\_\_\_\_

NIC No: \_\_\_\_\_