

CAPITAL DEVELOPMENT AUTHORITY
(CAPITAL HOSPITAL)

TENDER DOCUMENTS

FOR

PREVENTIVE MAINTENANCE SERVICE
CONTRACT FOR OXYGEN GENERATION
PLANT OF CAPITAL HOSPITAL, CDA,
ISLAMABAD.

Procurement Section
Capital Hospital, CDA

Fax: 9224377
Tele: 9221334-274

Cost of Tender- Rs.2000/-

CAPITAL DEVELOPMENT AUTHORITY
(CAPITAL HOSPITAL)

NO.CDA/CH-11/ (Oxygen Generation Plant) /F.O.R/2020-21/ / Islamabad, the 2021

M/S _____

Subject: **PREVENTIVE MAINTENANCE SERVICE CONTRACT FOR OXYGEN GENERATION PLANT OF CAPITAL HOSPITAL, CDA ISLAMABAD.**

(A) INVITATION TO BID

The item as shown in Form of Bid (Technical) of this tender is required by the Capital Hospital, CDA Islamabad. You are invited to quote for the supply of the same detailed as per tender documents subject to standing terms and conditions as laid down in Public Procurement Rules 2004 and those set out in the invitation to tender in Press 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**. Bid will comprise **one single envelope containing, financial proposal**. 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. The bidder should quote for all items as package.
- iv. The Financial Proposals of bids will be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- v. The bid found to be the lowest will be accepted.
- vi. Bidders are allowed to examine the Oxygen Generation Plant before submitting their bids.
- vii. Clarification, if any, must be sought from the Procurement Section, Capital Hospital before preparation of your tender;

(C) GENERAL TERMS AND CONDITIONS FOR F.O.R BASIS TENDER:

- a) Black listed Firms by Government / Semi Government Organization are not allowed to participate.
- b) Contractor will make the equipment fully functional.
- c) After repair / service / maintenance of plant will be handed over in satisfactory operational functional condition to end user.
- d) Written Warranty of repair work / replaced part for the period of one year commencing from the date of completion of work.
- e) The material / parts must conform to the specification of Generation plant.

- f) The work should be carried out according to the specification/ description.
- g) In case any replacement part is offered, a certificate to the effect that, it is, of the same quality and performance as the original, will also be furnished.
- h) All parts being replaced will be handed over to Biomedical Department.
- i) Testing of the equipment will be carried out by end user at the time of the handing over of the plant after each repair /service
- j) Copy of each service report will be signed by end user dully verified by Dy. Director Biomedical. Contractor will maintain the record of complete service history in log and copy of same will be submitted to Director P & D, Capital Hospital on same day.
- k) The firm will provide service to keep the plant in good working condition and include all preventive maintenance. The firm will carry out complete overhauling and services / maintenance of plant as per schedule and as and when called by end user.
- 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 part 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 Executive Director Capital Hospital.
- m) Preventive Maintenance will be carried out immediately on emergency calls for repair, maintenance, calibration and adjustment, whenever required for plant 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 plant and other associated equipment, if applicable.
- p) The firm should give detail of their trained personnel capable of repairing such plant. Such trained personal much have at least 10 year experience in maintaining the plant.
- q) Detail of repair maintenance / service job of plant carried in last ten years along-with at-least two (02) active reference s of institutes where such equipment is being maintained.
- r) The firm must have proper workshop / office, testing and Calibration tools which will be verified by committee of Capital Hospital before signing the contract.
- s) Items wise list of scheduled parts along-with cost is required to be attached with tender by the bidder.
- t) **No escalation, under any circumstances, would be entertained.**
- u) Contractor will not sublet to anybody else. In case of subletting the contract will be liable for cancellation without any notice and also liable to forfeiture of security deposit.
- v) Non-relation certificate, that no employee of Capital Hospital is shareholder in my business.

w) Please fill in the blank spaces provided in the schedule and sign the same. Two copies of the fill up BOQ/Schedule must invariably be attached with the original offer.

❖ Form "A" Tender documents duly Signed & Stamped should be put in Proposal.

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

1) RATES:

- i. The bidder should quote item wise rates.
- ii. The rates should be firm and final.
- iii. The rates should be minimum and be as favorable as those extended to any Government Department/Agency/Company or individual.
- iv. Amendments in sixth schedule to the Sales Tax Act 1990 effected from 1st July, 2008, provides exemption of Capital Hospital from GST.
- v. Quote your rates both in figures and words. All cutting /overwriting must be signed by the bidders.

2) VALIDITY OF OFFERS

Offer must remain valid for **180 days** from the date of opening of tender.

3) INSPECTION

First and final inspection shall be carried out by the Executive Director, Capital Hospital or his representative as deputed by him. All expenses on account of inspection if required to be carried out at the Firm's premises would be borne by the bidders. Clear acceptance in this respect must be given.

(E) DELIVERY TIME OR COMPLETION SCHEDULE

1) VALIDITY OF PERIOD CONTRACT PERIOD

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 & condition for another period of one year or till finalization of new contract. However, formal approval for extension will be granted by Executive Director, CH.

(F) QUALIFICATION CRITERIA

- a) Attested copy of CNIC of Owner/Partner.
- b) Attested copy of the receipt of professional tax paid to Excise & Taxation Department concerned.
- c) Certificate of Registration with Sales Tax Department alongwith Sales Tax Registration Number.
- d) 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.
- e) Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.
- f) Attested copy of (SECP) Security and Exchange Commission of Pakistan membership, if applicable.
- g) 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..
- ii. **Preliminary screening:** Following factors will be taken into consideration to declare the bid “Responsive “or “ Non -Responsive”
 - Inclusion of all required documents
 - Correct authorization of proposal
 - Signature of CV’s
 - Sufficient proposal validity.

(b) **Technical Evaluation**

It will be carried out by Technical Evaluation Committee constituted by Executive Director, 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
- Convert to a common currency (using exchange rate stated in RFP doc)
- Compare total costs
- Rank prices with lowest price as No.1

Lowest Price Bid will be recommended for Contract award, subject to any negotiations required. Recommendations will be submitted to Competent Authority for approval of Financial Evaluation Report.

(H) **FORMAT OF ALL SECURITIES REQUIRED**

SECURITY DEPOSIT:

Successful bidders 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** which will be refundable to the contractor subject to fulfillment of following conditions:-

- i) Satisfactory performance report by End User and 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

contract. In case of audit objection 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**

Bidders must invariably furnish earnest money equivalent to **3% of bid subject to Minimum of Rs.10,000/-** value along with the financial proposal. The earnest money will be in the form of Call Deposit/in favour of D.D.O (Capital Hospital) Islamabad. Cheque and Bank Guarantee are not acceptable. Tender without earnest money will not be considered.

2) **PAYMENT TERMS.**

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

- a. Photocopy of Contract Agreement.
- b. Attested copy of CNIC of Owner/Partner.
- c. Bill in quadruplicate on proper bill form duly printed/stamped and machine numbered showing quantity, unit price and total price.
- d. Consignee's receipt/certificate of "Initial Inspection Report" to be issued by the authorized representative of Executive Director regarding acceptance of material.
- e. The contractor shall produce a clearance certificate of Tax on profession and trade from Excise and Taxation Department.
- f. 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.
- g. Certificate of Registration with Sales Tax Department alongwith Sales Tax Registration Number.
- h. Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.
- i. Installation report dully signed by end user & Assistant Director Biomedical.

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 bidders or their representatives, who may care to attend the opening of tenders.

4) **INCOME TAX DEDUCTION**

Bidders should know that income tax will be recovered at prevailing rate 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 will 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 purchase elsewhere, without notice to the contractor on the account and at the risk and cost of the contractor, the stores not delivered or others of a similar description (where others exactly complying with the particulars are not, in the opinion of the Purchaser which will be final, readily procurable) without canceling the contract in respect of the consignments not yet due for delivery and/or;
- iii. to recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of **0.07% (point zero seven percent)** of the price of any stores which the Contractor has failed to deliver as aforesaid per day during which the delivery of such stores may be in arrears.
- iv. **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.**
- v. Clarifications, if any, must be sought from the Procurement Section, Capital Hospital before preparation of your tender.

(DR. IRSHAD ALI JOKHIO)
Dy. Director Medical-I, Capital Hospital
(CDA), Islamabad.
Tel: 051-9221334-274

CAPITAL DEVELOPMENT AUTHORITY
(CAPITAL HOSPITAL)

Schedule to Tender NO.CDA/CH-11/ (Oxygen Generation plant) /F.O.R/2020-21/

FORM OF BID (FINANCIAL)

Please fill in the blank spaces provided in the form in all respects duly Signed and Stamped.

LIST OF GOODS OR BILL OF QUANTITIES

NOTE: RATES QUOTED BY BIDDER ON PERCENTAGE % BASIS

Description of Store	Qty	Estimated Price	Offered Price
Service Charges (Annual)		Rs. 378,000/-	
Compressor Oil	(80 Liter, 4 times yearly)	Rs.339,433/-	
Oil Separator	(04 times yearly)	Rs.408,766/-	
Oil Filter	(04 times yearly)	Rs. 105,248/-	
Air Filter	(04 times yearly)	Rs.152,265/-	
Line Filter	(02times yearly)	Rs.203,200/-	
Pre-filter element for particular	(02times yearly)	Rs.769,947/-	
Pre-filter element for Collecting	(02times yearly)	Rs.439,774/-	
Oxygen Line Testing for any leakage	(01 job yearly)	Rs. 93,500/-	
Replacement of Oxygen outlet point	(01 as & when Required)	Rs.20,000/-	
Oxygen Flow meter	(01 as & when Required)	Rs.14,000/-	
Total		Rs.2,924,133/-	
	Below		
	Above		

a) It is hereby certified that:

- i. All terms & conditions in tender are accepted
- ii. The stores will be supplied exactly in accordance with the requirement/specification given in tender documents.
- iii. The stores will be supplied / installed within----- days after award of contract agreement.
- iv. Offer is valid upto-----

Name of Firm _____

Address: _____

Tel: No: _____ Mobile No: _____

Signature/Stamp of Authorized Rep: _____