



BID SOLICITATION DOCUMENT

RATE CONTRACTING
For Supply of
Miscellaneous
Contingent Items
For FY 2024-25

**PROVINCIAL HEALTH SERVICES
ACADEMY (PHSA) HEALTH
DEPARTMENT GOVERNMENT OF
KHYBER PAKHTUNKHWA**

Submitted By: _____

NOTE: Each bidder shall submit its bid on this document i.e. Bid Solicitation Document (BSD) with all supporting documents be annexed accordingly.

Signature: _____

Preface

The Bid Solicitation Documents prepared for use by the Director General Provincial Health Services Academy, Department of Health, Khyber Pakhtunkhwa for the supply of Miscellaneous Contingent items through Open Competitive Bidding under Khyber Pakhtunkhwa Procurement of Goods, Works & Services (KPPRA) Rules 2014.

The document describes General Conditions related to minimum qualification of prospective bidder, evaluation methodology/criteria and statement of requirements.

Signature: _____

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Signature: _____

INTRODUCTION TO THE ORGANIZATION

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of Health Department Government of Khyber Pakhtunkhwa situated at Budhni Road Duranpur, Peshawar. The Academy provides allied health educational programs to general public and various in-service trainings to health personnel which is the most valuable asset of the health sector.

VISION STATEMENT

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

MISSION STATEMENT

It seeks to catalyze designing solutions and developing models which address current and emerging health and healthcare challenges particularly related to HHR through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Contact for information:

Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar.

Phone +92 91 2614226, 2614231

Email: info@phsa.edu.pk

Website: www.phsa.edu.pk

Signature: _____

Invitation to bids

PHSA intends to invite bids from prospective bidders for the supply of miscellaneous contingent items for its office for the financial year 2024-25 under KP PPRA Rules 2014. Bidders are advised to read the Contents of the instruction to Bidders (ITB) carefully for filling up the Bidding Documents Properly in order to become responsive. Tender Notice appeared in daily "Daily Aaj", and "Daily Mashriq" dated 12th June, 2024, on PHSA website www.phsa.edu.pk and on KPPRA website www.kppra.gov.pk dated 12th June 2024.

پراونشل ہیلتھ سروسز اکیڈمی، محکمہ صحت، خیبر پختونخوا

ٹینڈر نوٹس

ذیل درجہ ذیل سال 2024-25 کے لئے خیبر پختونخوا پبلک پروکیورمنٹ ریگولیشنز (ا) کے تحت پلانڈ فرمز/غذائے داران جو انکم ٹیکس/سٹریٹس کے ساتھ رجسٹرڈ ہوں سے مندرجہ ذیل متفرق اشیاء کی ریٹ کنٹریکٹ برائے ترسیل و خریداری کے لیے سربراہی پیش کرنا مطلوب ہیں۔

کمیٹری نمبر شمار	اشیاء خریداری/ترسیل کی تفصیل
1	میشینری اور فوڈز کی ترسیل
2	متفرق اتفاقی اشیاء کی ترسیل
3	کھانے پینے کی خام اشیاء کی ترسیل

شرائط: (1) مندرجہ بالا اشیاء خریداری کام کی نوعیت کی تفصیلات متعلقہ Bid Solicitation Documents میں موجود ہیں جو دفتر ہذا سے دفتری اوقات کار میں یا دفتر ہذا کی ویب سائٹ www.phsa.edu.pk سے بغیر ادائیگی کے حاصل کی جاسکتی ہیں۔ نیز متعلقہ www.kppra.gov.pk (BSD) کے سائٹ پر بھی موجود ہے۔ (2) مندرجہ بالا ہر کمیٹری کی پیشکش کے ساتھ بطور ضمانت مبلغ 25000/- روپے بینک CDR جمع کرنا ضروری ہے۔ (3) سربراہی/ٹینڈر بنام ڈائریکٹر جنرل پراونشل ہیلتھ سروسز اکیڈمی (PHSA) بذمہ روڈ دوران پور پشاور کو مورخہ 27 جون 2024 دوپہر 12 بجے تک بذریعہ رجسٹرڈ پوسٹ/کورئیر سروس پہنچ جانے چاہئے جو کہ اسی دن 12 بجے حجاز کینٹی کے سامنے کھولے جائیں گے۔ نیز لفافے پر واضح الفاظ میں اشیاء خریداری/ترسیل و کام کا نام درج ہونا ضروری ہے۔ (4) مندرجہ بالا اشیاء خریداری/ترسیل کے لیے علیحدہ علیحدہ پیشکش مطلوب ہیں۔ تاہم Category-wise پیشکش (جن کی تفصیل Bid Solicitation Documents میں موجود ہوں) بھی جمع کرائے جاسکتے ہیں۔ نیز ہر Category میں موجود تمام اشیاء یا کام کے لیے پیشکش دینا ضروری ہیں۔ (5) تمام ٹیکسز اور ڈیوٹی کی توثیق حکومت کی سرحد قوانین اور اصول کے مطابق کی جائے گی۔ (6) نمبر شمار 2، 1 کیلئے نمونہ (sample) جمع کرنا لازمی ہے۔ (7) حجاز اٹھارہ کسی ایک یا سارے نمونہ کو جو بتائے بغیر منسوخ کرنے کا اختیار محفوظ رکھتا ہے۔

ڈائریکٹر جنرل پراونشل ہیلتھ سروسز اکیڈمی محکمہ صحت، خیبر پختونخوا، بذمہ روڈ دوران پور پشاور

IRF(P)
13/23/2024 Email: info@phsa.edu.pk, www.phsa.edu.pk Phone: 091-2614231-26

روزنامہ 5 12 جون 2024ء پشاور

Signature: _____

Instruction to Bidders (ITB)

Instruction to bidders based on terms and conditions are covered under Bid Data Sheet

Primary and secondary documents to be submitted with bid:

- Bid Form-1: Bid Cover Sheet
- BID For Miscellaneous contingent items
- BID Security i.e. financial instrument of Rs. 25000/- in the form of CDR.
- Bid Form-2: Affidavit to be produced on stamp paper duly verified by the oath commissioner
- 2 Years Relevant supply Certificate (The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Performance Certificate from at least 01 Public Sector Institutions (The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Updated NTN Certificate from FBR
- Updated GST Certificate from FBR.

(Submission of above Documents without relevant signature, stamp and proper attestation shall render the Bid non-responsive).

Signature: _____

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1	Bid reference number	Miscellaneous Contingent Items-2024-25
ITB Clause 2	Name of Client & source of funds	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa – under Regular Budget
ITB Clause 3	Name of Goods/ Statement of responsibility	Miscellaneous Contingent Items
ITB Clause 4	Pre-Bid Meeting	20-06-2024
ITB Clause 5	Commencement date of downloading/provision of Bidding Document	12-06-2024
ITB Clause 6	Closing date & Time of Bid	27 th June 2023 at 1200 Hrs
ITB Clause 7	Submission of Bid	Through registered courier service as received in the registry office before on closing date and time. Hand delivered bid will not be entertained.
ITB Clause 8	Bidding for selected items within the Category	No
ITB Clause 9	Bidding procedure	KPPRA Rule 6 (2) (a) Single Stage One Envelop Procedure
ITB Clause 10	Method determining the best Evaluated Responsive Bidder	Lowest Price of Qualified Bidder
ITB Clause 11	Clarification(s) on Bidding Documents	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa
ITB Clause 12	Language of bid	English or Urdu
ITB Clause 13	Specific Description of Goods in the Bidding Documents	Annexure A: Statement of requirement for miscellaneous contingent items
ITB Clause 14	Bid Price	Bid Price shall be inclusive of all duties and taxes.
ITB Clause 15	Currency of Bid	PK Rs.
ITB Clause 16	Name of the Bid Pro Forma	Annexure A: Bid Pro Forma specification for miscellaneous contingent items
ITB Clause 17	Name of the Bid Form	Bid Form 1: Bid Cover Sheet & Bid Form 2 :Affidavit

Signature: _____

ITB Clause 18	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money amounting to Rs. 25000/- in the name of Director General PHSA, Health Department, Government of KP. In case of non-provision of bid security/earnest money, the bid will be considered as invalid and will be returned to the bidder after being examined by the procurement committee. The bid security will be forfeited if a bidder withdraw his bid within the validity period.
ITB Clause 19	Bid validity period	120 days from the last date of submission of Bid.
ITB Clause 20	Date, time and venue of opening of bids	27 th June, 2024 at 1200 Hrs at the Office of Director General PHSA, Doran Pur Peshawar
ITB Clause 21	Duration of Contract	For the Financial Year 2024-25
ITB Clause 22	Performance Guaranty / Performance Security	The successful firm will deposit Rs. 10% amount as performance guarantee/security as per evaluation based on consumption data from previous year that shall be returned after successful completion of the contract period
ITB Clause 23	Minimum Qualification of Bidders to be attached with each bid	<ul style="list-style-type: none"> ● <u> </u> Bid Form 1: Bid Cover Sheet ● Bank guaranty as Bid Security amounting Rs. 25000/- in the form of CDR. ● <u> </u> Bid Form 2 : Affidavit ● <u> </u> 2 Years Relevant supply Certificate ● <u> </u> Performance Certificate from at least one public sector organizations ● <u> </u> Attested updated Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of
ITB Clause 24	Rates Validity	For the Financial Year 2024-25
ITB Clause 25	Evaluation Methodology	Bid evaluation will be based and calculated on consumption data from previous year. The unit rate of an item will be considered for which consumption data is not available.
ITB Clause 26	Termination of contract	In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

Signature: _____

BID FORM 1: BID COVER SHEET

Bid Ref. No. -----

Date-----

Title of the Supplier/Firm	
Contractor:	
Owner/Proprietor	
Address:	
E-mail:	
Phone office:	
Cell Phone:	
Facsimile:	

1. Bid for Miscellaneous Contingent Items

It is certified that the rates of entire Items are quoted on annexure A.

2. Bid Security (CDR only) Attached: ☐ YES ☐ NO

3. Bid Form-2: Affidavit produced on stamp paper Attached: ☐ YES ☐ NO

4. 2-Years Relevant supply Certificate Attached ☐ YES ☐ NO

5. Performance Certificate from at least one public sector organization attached ☐ YES ☐ NO

6. NTN Certificate form FBR ☐ YES ☐ NO

7. GST Certificate form FBR ☐ YES ☐ NO

8. Sample provided for each item ☐ YES ☐ NO

It is certified that the documents submitted herewith are authentic and correct to the best of my knowledge. Any counterfeit documents found at any stage will lead to my disqualification.

Dated: Official Stamp:

Signature: _____

BID FORM 2: AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) I/We have read the contents of the instruction to bidders and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are according to specifications mentioned in statement of requirements.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 23 of the ITB of the Bid Solicitation Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The Undersigned has no dispute anywhere in the Province regarding supplies.
- 9) The undersigned will be held responsible as per KPPRA rules for any loss occurred to department due to substandard supply.
- 10) I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signature with CNIC No & Name.

Witness. _____

(Signature with CNIC No & Name)

Note: The Affidavit must be on judicial stamp paper worth Rs. 100/- by the Executive of the Firm & attested by Oath Commissioner.

Signature: _____

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE - A

LIST OF MISCELLANEOUS CONTINGENT ITEMS FOR PROCUREMENT OF FINANCIAL YEAR 2024-25

(SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF
BID SUBMISSION)

S#	ITEM	Specification	SIZE/Quantity	Rate	Bid price (including Taxes)
MC-1	Acid Black	Best Quality	300 ML	Per Bottle	
MC-2	Air freshener	Best Quality	300 ML	Per Bottle	
MC-3	Bucket Plastic	Best Quality	16L	Each Per Item	
MC-4	Broom	Best Quality		Per Kg	
MC-5	Door Locks (tala) with Keys	China Made	Small	Each Per Item	
MC-6	Door Locks (tala) with Keys	China Made	Medium	Each Per Item	
MC-7	Door Locks (tala) with Keys	China Made	Large	Each Per Item	
MC-8	Dry Battery 12 V	Best Quality	A23	Each Per Item	
MC-9	Dry Battery 1.5 V	Best Quality	AAA	Each Per Item	
MC-10	Dry Battery 1.5 V	Best Quality	AA	Each Per Item	
MC-11	Dust bin plastic	Best Quality, Plastic	Large size	Each Per Item	
MC-12	Dust bin plastic	Best Quality, Plastic	medium size	Each Per Item	
MC-13	Dust bin plastic	Best Quality, Plastic	Small size	Each Per Item	
MC-14	Duster cloth (White)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-15	Duster Cloth (Yellow)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-16	Energy saver bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-17	LED bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-18	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 5 meter	Each Per Item	
MC-19	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 10 meter	Each Per Item	
MC-20	Floor Brush with handle	Best Quality	Standard size	Each Per Item	
MC-21	Insect killer spray	Best Quality	300 ML	Each Per Item	

Signature: _____

S#	ITEM	Specification	SIZE/Quantity	Rate	Bid price (including Taxes)
MC-22	Jala brush with handle	Best Quality	Standard size	Each Per Item	
MC-23	Glass Jug	Best Quality	2L/2.5L	Each Per Item	
MC-24	Kitchen Tissue Roll	Best Quality	Large Size	Each Per Item	
MC-25	Liquid Hand Wash (Refresh, Moisture, Classic, Revitalize, Sensitive)	Best Quality	250 ml	Each Per Bottle	
MC-26	Lota Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	
MC-27	Mop (steel handle)	Best Quality	51" long	Each Per Item	
MC-28	Detergent liquid	Best Quality	500 ML	Each Per Item	
MC-29	Mug Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	
MC-30	Phenyl	Best Quality	2.75 liter	Each Per Bottle	
MC-31	Puchara for cleaning floor		2 Kg	Each Per Item	
MC-32	Toilet Soap	Best Quality	125 gm	Each Per Item	
MC-33	Washroom cleansing liquid	Best Quality	500 ML to 600 ML	Each Per Item	
MC-34	Terry Towel	with dense terry fabrics	24"x36"	Per piece	
MC-35	Tissue Box (Perfumed)	Best Quality	150 x 2ply	Each Per Item	
MC-36	Toilet Roll	Best Quality		Each Per Item	
MC-37	Washing Powder	Best Quality	1 Kg	Each Per Pack	
MC-38	Washing Powder	Best Quality	2 Kg	Each Per Pack	
MC-39	Window Glass Cleaning Spray	Best Quality	500 ML	Each Per Piece	
MC-40	Wiper plastic	For Floor	Large	Each Per Item	
MC-41	Wiper plastic	For Small Rooms	Medium	Each per Item	
MC-42	Wiper plastic	For Washrooms	Small	Each per Item	
MC-43	Table cloth Green blazer	For office table	Meter	Each per meter	
MC-44	USB flash Drive	Best Quality	32 GB	Each per Item	
MC-45	USB flash Drive	Best Quality	64 GB	Each per Item	
MC-46	USB flash Drive	Best Quality	128 GB	Each per Item	

Signature: _____

Annexure B: Terms and Conditions of agreement

This Contract Agreement is hereby agreed between the M/s _____, Government Contractor Peshawar hereinafter referred to as first party or supplier or contractor and Provincial Health Services Academy (PHSA), Department of Health Government of Khyber Pakhtunkhwa Peshawar hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide miscellaneous contingent items by the first party to the second party as set out in the tender notice and Bid Solicitation Documents i.e. statement of requirements, specifications and demand order placed by the second party as per the following approved rates for the entire F.Y. 2023-24:

S#	ITEM	Specification	SIZE/Quantity	Rate (including Taxes)	Approved Rate (including Taxes)
MC-1	Acid Black	Best Quality	300 ML	Per Bottle	
MC-2	Air freshener	Best Quality	300 ML	Per Bottle	
MC-3	Bucket Plastic	Best Quality	16L	Each Per Item	
MC-4	Broom	Best Quality		Per Kg	
MC-5	Door Locks (tala) with Keys	China Made	Small	Each Per Item	
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MC-19	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 10 meter	Each Per Item	
MC-20	Floor Brush with handle	Best Quality	Standard size	Each Per Item	
MC-21	Insect killer spray	Best Quality	300 ML	Each Per Item	
MC-22	Jala brush with handle	Best Quality	Standard size	Each Per Item	
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Signature: _____

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MC-44	USB flash Drive	Best Quality	32 GB	Each per Item	
MC-45	USB flash Drive	Best Quality	64 GB	Each per Item	
MC-46	USB flash Drive	Best Quality	128 GB	Each per Item	

- When a demand order is issued by the second party, the first party shall supply the respective miscellaneous contingent items within three days in accordance with the tender specifications at PHSA. No transportation cost shall be borne by the second party.
- The first party shall submit its bill(s) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection committee.
- The contract is valid for the Financial Year 2024-25.
- Supply of items shall not be affected / delayed at any cost / condition.
- The first party's shall submit Rs. 10% of the total bids evaluated as per previous year consumption data as performance security that shall be returned after successful completion of the contract period.
- Supplies shall be of good quality. Supply of sub-standard items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance security will be forfeited.
- In case of any mishap, an enquiry shall be conducted by Health Department to ascertain causes of mishap and if the first part is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance security.
- In case of substandard supply the firm will be warned 01 time besides forfeiting of performance security and the case of blacklisting will be initiated.

FIRST PARTY

SECOND PARTY

Signature: _____

Name of Supplier/Contractor:

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

Director General PHSA

Signature _____

Date: _____

Signature: _____