



FAUJI FOUNDATION

1ST CREATED UNDER THE CHARITABLE ENDOWMENTS ACT 1890
FOR THE BENEFIT OF EX SERVICEMEN AND THEIR FAMILIES

TENDER INVITATION

Tender No. & Date

FF/3651/19-20/ALC/
EM/CPO DATED
03 OCT 2019

Tender Opening Date & Time

21 OCT 2019, 11:30 Hours

Project

**FAUJI FOUNDATION
HOSPITAL RAWALPINDI
(ALC DEPTT)**

Subject: Tender for Procurement of Electro Medical Stores (ALC) for FFH Rwp (ALC Deptt) from Oct 2019 to Sep 2020 - FY: 2019/20

Dear Sir,

1. Sealed Quotaions are invited for the items required by our Fauji Foundation Hospital Rawalpindi (ALC Deptt) as per terms and conditions mentioned below, which may be read thoroughly before submitting your offer. Detail of demanded items is as per Anx A to this IT.

2. **Special Instructions.**

- a. **The demanded items have to be delivered in two phases on six monthly basis. The purchase order will be furnished twice a year.**
- b. All tender conditions may please be read point by point and understood properly before quoting and tender conditions should be responded clearly.
- c. In case of incomplete rate / in complete quotation, the offer will not be accepted.
- d. Only IT terms and conditions be endorsed on technical and commercial offers. Un-necessary terms & conditions from the firms, written on technical and commercial offers will not be accepted.
- e. Firm's representative must attend and witness personally or through their agent, the opening of the tender on the specified day/date/time.
- f. Supplier will provide all relevant documentation while installing equipment and warranty/Support Certificate from the OEM for the validity period.
- g. Hand Written quotations are liable to be rejected.

3. **Submission of Tender.** The quotation both Technical Proposal & Commercial Proposal must reach this office on due date and time upto 1100 hours as per following:-

- a. **Technical Proposal.** The firms are to submit their technical offer for each item separately, which should contain all relevant specification **alongwith essential literature / brochures** in an envelope and clearly marked “**Technical Proposal**” without prices. Tender number and date of opening with Serial number of tendered item must be endorsed on envelope. **Each item is to be quoted separately with nomenclature of the item clearly marked on both envelopes i.e. single item single envelope. PLEASE ALSO PROVIDE SOFT COPY (IN MS WORD FORMAT) IN USB OF YOUR TECHNICAL PROPOSALS AT THE TIME OF TENDER OPENING.** Compliance matrix (specimen as per **Anx ‘C’**) must be filled / completed by the firms and will be attached with technical proposals. Without compliance matrix, technical proposal will not be accepted.
- b. **Commercial Proposal.** Separate commercial offer for each item is to be submitted in single envelope indicating prices quoted in figures as well as in words. It should be clearly marked on the envelope “**Commercial Proposal**” tender number and date of opening. Commercial offer of only those firms will be opened by a board of officers whose technical offers are accepted by technical authorities. Date of opening of commercial offer would be intimated to firms after receipt of technical scrutiny report from technical authorities. Commercial offer of technically rejected firms will be returned to the firms un-opened.
- c. Both the “**envelopes**” of **technical** and **commercial** offers of each item should be enclosed in one cover, properly sealed. The envelope containing both (Technical and Commercial) proposal should be properly / clearly marked with tender number, S.No. of quoted item and opening date.
- d. Specifications of Equipment should be mentioned in proposal in same order as in IT.
4. Details of after sale service facilities available in Pakistan for the quoted equipment is to be reflected.
5. **Validity of Offers.** The **quotation should be valid for a period of 4 months** from the date of opening of “**Commercial Proposal**“. In case the firm withdraw its offer withing validity period, bid money equal to 5% of quoted price will be deducted / paid by the firm as penalty besides taking other acitons, against the firm.

6. **Multiple Option.** Only one option of the offered item (latest version) is to be quoted and will be accepted. Alternative offer of the item of same manufacturer will not be accepted.
7. **Demonstration.** The firms are to demonstrate the equipment by displaying actual equipment or through demonstration tape, if asked (seller will provide for acceptance of their equipment before opening of commercial offer).
8. **Warranty / Guarantee.** **One year on sight comprehensive warranty / guarantee** with “labour and part” against any manufacturing defects from the date of its supply / installation will be given.
9. **Samples of the demanded ALC Stores are available at Fauji Foundation Hospital (ALC) Rawalpindi. Firms must visit the Hospital to see the sample before quoting.** Any further details information / clarification regarding samples, please contact Dr. Nadeem Gul, Manager FFH (ALC) Rawalpindi, Tel # 051-5788150-65 (Extn 510), Cell # 0300-9593132.
10. The ALC Stores quoted must be new and of latest model.
11. Sales tax is exempted on supply of goods to hospitals vide Govt of Pakistan Finance Bill 2008. Therefore, do not include sales tax while quoting your rates.
12. Fauji Foundation is a charitable trust and exempted from taxes / duties in light of amended PCT 9914. While preparing commercial proposal (C&F / CIP), please indicate applicable taxes/duties separately so that the contracts are concluded keeping in view the applicability / exemption of these taxes/duties, accordingly.
13. Alternative offer of the item of the same manufacturer will not be accepted.
14. **Please note that ALC Stores being asked must meet the specifications and samples placed in FFH (ALC) Rawalpindi. In no case, ALC Stores items not meeting the criteria should be quoted.**
15. **Time of Delivery:** The delivery of stores, once ordered, is to be made within one month. The delivery period would be considered as essence of the contract. The participants are to mention their delivery period in their bids giving minimum delivery lead time.
16. **Security Money.** The firm winning the contract has to deposit 10% of the total contract amount in shape of CDR/Bank Draft/Pay Order as contract performance guarantee. This amount is to be refunded to the sellers after successful materialization of the contract and completion of warranty period.

17. **Liquidated Damage:** Liquidated damages equal to 2% of contract value per month subject to maximum of 10% on the delayed supplies will be recoverable from the seller.

18. **Risk Purchase:** If the items demanded (less medicine) remain un-supplied for over one month the purchase order to the firm may be cancelled and the item will be purchased through following resources at the risk and cost of the firm after giving the firm due notice/warning by CPO: -

- a. Item will be purchased from next lowest bidder in Comparative Statement (CST).
- b. Item will be re-tendered on same specifications if 2nd lowest is not available.
- c. Item will be purchased through Local Purchase (LP).

19. **Payment:**

- a. 100% payment will be made after completion of supply as per purchase order and satisfactory delivery and acceptance by the user.
- b. **Withholding Tax on Goods and Services:** Pursuant to amendment in first schedule of income tax ordinance 2001 with effect from 01 Jul 2015, the firms are required to submit copy of acknowledgement slip of tax return filed for the latest tax year (alongwith their quotations), to ascertain whether your firm is "filer or non filer" of tax return. In case, a firm wins the contract, at the time of claiming the payments against deliveries, a copy of above slip is to be attached with the bills/invoice to determine that the firm is a tax return "filer". If this copy is not attached, the firms are to be considered as "non filer" and tax will be deducted accordingly by the paying authorities. As per requirements the "filer" status/acknowledgement slip of return filed would also be cross checked/reconciled with web portal of FBR.
- c. Please note that as per requirements the "filer" status/acknowledgement slip of return filed would also be cross checked/reconciled with web portal of FBR.

20. You may attend and witness personally or through your authorized agent / representative the opening of the tender on the specified day/date. The representative / agent so detailed must be in position of authority letter of the concerned firm.

21. Please note that this is only an invitation to tender and no commitment to you. General Manager (Procurement) also reserves the right to accept or reject all or any offer without assigning any reason for such action.
22. Fauji Foundation reserves the right to increase or decrease the required quantity.
23. For any further details please contact Dy General Manager/Manager (Procurement) on Tel # 051-5951821-40 (Extn 1363).
24. The list of projects / references where the quoted equipment has already been supplied/ installed by your firm will be provided at the time of signing of the contract.
25. All firms registered with Fauji Foundation can participate in tender. However, unregistered firms will participate by providing 5% earnest money of the quoted value in shape of bank draft. In case unregistered firm, if stands lowest in commercial offer, it has to get itself registered with Fauji Foundation as per instructions given on web site www.fauji.org.pk . In case firm fails to submit registration documents within 10 days of issue of information, earnest money deposited will be forfeited and item will be considered for award to next bidder.
26. In case of any dispute regarding terms and conditions of the contract / purchase order, quality of stores or any other difference between the parties, the matter will be referred to Director (IT&P) Fauji Foundation who will be the sole arbitrator and his decision will be final and binding on both the parties.
27. Firm to give certificate that "All IT conditions are accepted". The contract has to be concluded as per terms and conditions stated in this invitation to tender. Any subsequent changes by the firm at the time of conclusion of contract (being post tender offer) are not to be accepted.
28. Firm to provide certificate that "The firm is not blacklisted".
29. **Ignoring of Offers.** No offer shall be considered if it:-
 - a. is submitted without earnest-money by un-registered firm or by a firm not registered for the particular store.
 - b. is received after the date and time fixed for its receipt.
 - c. is unsigned.
 - d. is ambiguous.
 - e. is conditional.
 - f. is given by firm black-listed, suspended or removed from the approved list.
 - g. is received with a validity period shorter than the required in the tender enquiry.
 - h. does not conform to general conditions of the enquiry.

30. Firm's poor response / performance regarding supply of equipment and repair backup support for any equipment already installed in any FF Project may render the firm ineligible for shortlisting.
31. Please quote the items as per the specifications mentioned in IT form. Any deviation in spec / manufacturer / country of origin will not be accepted.
32. The copy of this IT, tender documents issued by CPO be signed and stamped on all pages of these documents and attached with the technical offer.

33. Please prepare your quotations as per specimen attached as **Anx B**.
34. Please complete the Compliance Matrix as per specimen attached as **Anx C**.
35. Firm to provide certificate that “**All IT terms and conditions are accepted**“. Specimen attached as per **Anx D** which must be signed by CEO/ MD of the firm and firms’s stamp be also affixed. The contract has to be concluded as per terms and conditions stated in this invitation to tender. Any subsequent changes by the firm at time of conclusion of contract (being post tender offer) are not to be accepted.
36. Firms to provide certificate that “The firm is not blacklisted“. Specimen attached as per **Anx E** which must be signed by CEO / MD of the firm and firms’s stamp be also affixed.
37. Firm’s representative must attend and witness personally or through their agent, the opening of the tender on the specified day/date/time. The rep /agent so detailed must be in position of authority letter as per **Anx F** which must be signed by CEO / MD of the firm and firms’s stamp be also affixed.
38. It is imperative to go through all the terms and conditions of IT given on website for compliance. However, the proforma (attached as **Appendix – I**) is also to be filled, signed and submitted along with technical offer.

Anx B**QUOTATION AGAINST FAUJI FOUNDATION****IT# _____ DATED _____**

It is certified that all terms and conditions given in above mentioned IT are acceptable and the quotations given below are submitted for consideration please.

Quotation No & Date	Validity (Minimum Six Months)	Nomenclature of Eqpt & Model No, Country of Origin/Mfr	Year of Launch in the Market	Quantity	Unit Price on		Warranty/ Guaranty	
					FOR	C&F	Free Service & Spares	Free Service after expiry of warranty in Column 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**General Manager Procurement
Fauji Foundation Head Office
68 Tipu Road, Fauji Tower
Chaklala Rawalpindi
Tel : 5951821 – 40, Extn-1363
Tel : 5952737, Fax : 5951718**

_____ **Oct 2019**

COMPLIANCE MATRIX

Ser#	Item Description	Compliance by the Firm (Yes / No)

Name of Firm: _____

Station : _____

Date : _____

 (Name and Signature of the CEO/MD of the firm)

CERTIFICATE FOR ACCEPTANCE OF ALL THE TERMS & CONDITIONS

Certified that our firm accept all IT terms and Conditions and will abide by them.

Name of Firm: _____

Station : _____

Date : _____

 (Name and Signature of the CEO/MD of the firm)

CERTIFICATE FOR ACCEPTANCE OF ALL THE TERMS & CONDITIONS

Certified that our firm has not been blacklisted by any government / semi government or private organization.

Name of Firm: _____

Station : _____

Date : _____

(Name and Signature of the CEO/MD of the firm)

AUTHORITY LETTER

Certified that Mr _____ Son of _____ Appointment _____
CNIC Number _____, Cell Number _____ is hereby
authorized to attend dTechnical / Commercial opening tender at Fauji Foundation Head
Office, Rwp. Three specimen signatures of abvoe named individual are appended below:-

a. _____ b. _____ c. _____

Name of Firm: _____

Station : _____

Date : _____

(Name and Signature of the CEO/MD of the firm)

CHECK LIST OF EM EQPT – TENDER OPENED ON

It is impreative to go through all the terms and conditions of IT given on website for compliance. However, this proforma (check list) is to be filled, signed and submitted along with technical offer).

Item _____ Project _____ Firm _____

Ser	Type	Yes	No
1.	Tech & Commercial are in seperate envelopes		
2.	Country of origin as per IT Specifications		
3.	In case of C&F:-		
a.	Proforma invoice attached. Fol information is available in proforma invoice		
(1)	HS Code.		
(2)	Port of Shipment.		
(3)	Port of Discharge.		
(4)	Country of Origin.		
(5)	Mode of Despatch by Sea or by Air.		
(6)	Validity.		
(7)	Name of project (Hospital).		
(8)	Firm's complete address.		
(9)	Payment terms as per Invitation Tender (IT), clause 19 i.e 80% at the time of shipment and 20% after receipt / installation of eqpt.		
(10)	Stamp or signature of the Manufacturer appended on proforma invoice.		
(11)	Address of consignee on Proforma Invoice mentioned as General anager Procurement, Fauji Foundation Head Office 68 Tipu Road Chaklala Rawalpindi.		
b.	Agency agreement on letter head of OEM/Principial.		
c.	Agency agreement signed by both the parties with validity.		
4.	In case of bids in Local Currency (Pak Rupees):-		
a.	Firms in Pakistan is auth distributor of OEM.		
b.	Firm holds valid agency agreement.		
5.	Applicable for both (C&F) and Lo al Currency):-		
a.	Validity of qtn (06 Months)		
b.	Two years warranty incl replacement of spare parts.		
c.	Ten years spares backup supports.		
d.	Quotation is submitted with earnesst money by un-registered firm.		
e.	Quotation submitted by the firm duly signed.		
f.	Conditional quotation submitted by the firm (details to be attached).		
g.	Is the firm black-listed, suspended or removed from the approved list.		
h.	Delivery schedule mentioned (4-6 weeks).		
i.	Details of after sales services facilities.		
j.	Each page of quotation numbered and signed.		

(Name and Signature of the CEO of firm)