



**Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY**

TO

PPRA & MIS

Dear Sirs,

Reference: TENDER ENQUIRY NO **4145-EM-19(07)-LP-PUR-HOSP** DATE **01.11.2018**.

You are requested to submit quotations for the item(s) noted in the Schedule to the Tender. Offer should be sent duly sealed in an envelope. Please note the following instructions for filling the tender:-

1. SUBMISSION OF TENDER

- 1.1 TENDERS WILL BE OPENED AT 1200 HOURS ON 20- NOVEMBER 2018 IN BID CENTER ADJACENT TO RABITA HALL POF WAH CANTT AND MUST REACH BID CENTER ON OR BEFORE 11.30 HOURS ON DUE DATE. The tender received late will not be entertained. You may witness the opening of the tender if you so desire. If a representative is deputed, he should bring a letter of authority from you.
- 1.2 Only one tender should be included in one envelope. The outside of the envelope should be inscribed with:-

Tender Enquiry No: **4145-EM-19(07)-LP-PUR-HOSP**

Tender to be opened on: **20-November 2018 1200 Hrs**

The Bids received **By Post** will endorsed following address:

**I/C C.R. Section C-04,
POF WAH CANTT**

In addition to it, the bids "By Hand" will also be received in the Bid Center till 30 mints before the time of Bid opening.

Tender in favour of: **DY.COMMNADANT-POF-HOSPITAL
POF WAH CANTT. (PAKISTAN)**

- 1.3 If envelope does not indicate reference of T.E or received late the same may be returned un-opened.

2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS

- 2.1 For materials, the prices should be filled in column 5 and delivery date in column 6 of the schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the Schedule, which shall form the Quotation. You may use a separate sheet if necessary.
- 2.2 For Plant and Machinery, you are required to quote in two parts:-

Part I **"Technical Offer"**: It should exclusively give technical details and literatures/brochures of the offered plant, machinery and equipment; validity date; delivery schedule; and signed undertaking given on the schedule to this Tender Enquiry. It must not indicate price, costs etc.

Part II **"Commercial Offer"** It should indicate the commercial terms e.g. price, terms of payment, mode of payment, mode of supply.

Each part should be placed in a separate sealed cover. The envelopes should be inscribed with: Part I "Technical Quotation without price" and Part II "Commercial Quotation with Price."

2.3 The quotation must remain valid for, at least 90 days from the date of opening of tenders.

2.4 The quotation should hold good for any reduced or enhanced quantities without notice.

2.5 In the event of non-acceptance of offer, intimation may be given to the Tenderers on their request.

2.6 Conditional offers or alternative offers are likely to be ignored.

2.7 Quotations should be based on:-

F.O.R. station of Dispatch basis, i.e. delivered free on rail, inclusive of packing and forwarding charges. The stores will be booked under Military Credit Note, to be provided by the purchaser.
and/or

Free delivery at POF's stores at _____.
In this case Octroi duty will be payable by the supplier.

2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offer without these clarifications and inclusive of Taxes and Duties may be ignored.

2.9 Taxes and duties levied on or after Tender opening date or on or after the date offer was signed and dispatched will be allowed to include in the offered rates.

2.10 "Suppliers will furnish a certificate, issued by Excise & Taxation Deptt, that he has cleared all Professional Tax payable by him" offers received without this certificate will be rejected.

2.11 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, in their quotations and shipping/dispatch documents.

2.12 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement of the T.E such offer shall be ignored

3. INSPECTION

- 3.1 Supplies shall be subject to the inspection and acceptance by the competent inspection authority nominated by the Purchaser, who will arrange it at his own cost. Inspection facilities such as tools, test equipment, instruments etc will, however, be provided by the Suppliers in accordance with the relevant specifications.
- 3.2 Where considered necessary by the Purchaser, stores may be obtained on Warranty/Guarantee, subject to inspection on receipt. Rejected stores will be removed and replaced with the acceptable stores by the Supplier at his own expense, within a specified time.

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed postal order/pay order for Rs 500/- in favour of Director Admin POFs Wah Cantt. **Tenders received without tender FEE will be rejected in tender opening.**

4.1 TENDER SAMPLE

Where required, offer must a company tender sample, strictly according to the description and specification given in Tender Enquiry. Offer not accompanied by tender sample will NOT be entertained excepting the established and reputable firms who have either previously satisfactorily supplied the same or similar stores or have submitted an acceptable sample thereof against previous T.E.

5. BID MONEY

- 5.1 Bid Money at the rate of 2% (for registered firms) and 5% (for unregistered firms) of the quoted value should accompany the tender in the shape of Deposit At Call Receipt/Pay Order/Banker's cheque, from a scheduled Bank drawn in favour of **Dy. Commandant-POF Hospital. Proof of registration with POF must be attached with the quotation.**

Tenders received without Bid Money will be rejected in tender opening.

- 5.2 Bid Money of the unsuccessful tenderers will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful tenderers will be retained until the contract is finalized. Bid Money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.
- 5.3 State owned organizations are not required to provide Bid Money.

6. ACCEPTANCE OF OFFERS

- 6.1.1 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 6.1.2 Procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1.1) towards suppliers or contractors who have submitted bids or proposals.
- 6.1.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals

6.2 PERFORMANCE BOND

- (a) The successful bidders shall provide Performance bond at the rate, prescribed by POF Board according to the value of contract which shall not exceed 10% of contract value, in the form of a Deposit At Call Receipt from a scheduled Bank; or, an unconditional Bank Guarantee valid for 12 months (03 months extendable to 12 months in case of cloth items required by Clothing Fy.) after receipt of store in POFs on a prescribed format. The Performance Bond will be in favour of C.M.A. POF Wah Cantt. It will be returned on satisfactory completion of the contract.
- (b) If the Supplier fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and the Purchaser shall be entitled to make other arrangements for purchase of the stores at the risk and expense of the Supplier.

6.3 Performance Bond from State owned organizations may be waived off at the discretion of the Purchaser.

6.4 FAILURE TO SUPPLY THE STORES

All deliveries must be completed by the specified date. If the failure to deliver the stores within the scheduled time should have arisen from "Force Majeure", which the Purchaser may admit as reasonable ground for further time, he will allow such additional time as he may consider to have been required by the circumstances of the case. Otherwise, he will be entitled, at his discretion, to cancel the contract; and/or, claim liquidated damages upto 2% but not less than 1% of the contract price of the items and their quantities for each and every month or part of a month, beyond the specified delivery date, during which these may not be delivered, subject to a maximum of 10% of the total contract value of the particular stores which remained unsupplied either in part or in full: or, to purchase, from elsewhere, the unsupplied stores at the risk and cost of the Supplier.

6.5 PAYMENT

- a. Payment will be made by the C.M.A (POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.
- b. Payment of duties /Taxes including professional tax (where applicable) must be supported by proof of having paid these to concerned Govt. Taxation Deptt:

7. SECURITY OF INFORMATION

The tenderer and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other than the manufacturer or to any press or agent not authorized in writing by POFs to receive it.

Please return the Schedule to the Tender duly signed by the specified date, alongwith the specifications drawings etc. if any, enclosed herewith - even if you are unable to quote.

WARNING In case the firm abstain from making offers or fail to return/acknowledge the tender form by the specified date on three consecutive occasions, no further tender enquiry may be issued to them and their names would be liable to remove from the approved list.

Yours faithfully,

(Hafiz Muhammad Bashir)
Manager-Purchase
POF-Hospital

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER ENQUIRY NO. 4145-EM-19(07)-LP-PUR-HOSP

DATE 01.11.2018.

(1) **FOR MATERIALS**

Item No	Description with Spec etc.	Unit	Quantity	Price Figure	Price in Words	Delivery Date
1.	<u>Detail of Machinery:-</u> Hospital Manual Beds Specifications:- (Attached as Annexure-B)	No.	10			Immediate.

(2) For Plant & Machinery:-

(3) **Special Conditions.**

1. SALES TAX EXEMPTED FROM HOSPITAL SUPPLIES.
 2. OFFER WITHOUT BID MONEY AND TENDER FEE WILL NOT BE CONSIDERED.
 3. DATE AND STAMP OF THE POSTAL ORDER MUST BE VISIBLE.
- (ATTACHED AS ANNEXURE-C)**

(4) **Undertaking**

Should our offer be accepted, we hereby undertake to supply the stores/render the services contracted on the basis of Conditions of Contract embodied in Form POF 1280, and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract, and POF will have the right to purchase the stores/services elsewhere at our risk and cost.

Place _____

Signature of the Tenderer _____

Date _____

Name _____

Position _____

Address _____

Income Tax G.I.R No. _____

SPECIFICATIONS

1. **Detail of Machinery:** **Hospital Manual Beds .**
(Qty-10 Nos.)
2. **Specifications:**

Movements

1. All movements should be manually controlled.
2. Separate crank for controlling each position.
3. Back raise $0-70^{\circ} \pm 5^{\circ}$
4. Knee raise $0-30^{\circ} \pm 5^{\circ}$
5. Adjustable bed height

Dimension

6. Total Length – 2100mm to 2200mm.
7. Total Width – 960 mm with side rails down.
8. Mattress Base Size – 860mm to 875mm.

Handling

9. Bumpers (4 corners)
10. Collapsible half-length side rail .

Mattress

11. **Mattress should be X-ray translucent.**
12. Length and width: suitable to bed dimensions mentioned above.
13. Total Thickness: 12 cm or more.
14. Mattress covers easy to clean and disinfected with hypo chlorite.
15. Cover Material – PVC / Polyurethane.

Other Features

16. Safe working load 180kg or better.
17. Easy transportation head/foot board.
18. Space under the bed for easy cleaning.
19. Double caster with dia 130 mm or better.
20. Caster break: Breaking all four casters (central lock preferred).
21. Caster should be rubber mounted and frictionless.
22. Holders for infusion rod, and drainage bags.
23. Removable Head/foot board with flat surface design easier cleaning, chemical resistant and fully washable.

Accessories

24. **IV pole with each bed (total Qty 10)**
25. **Bed side cabinet (total Qty 10)**
26. Cabinet should have top panel, drawer and cupboard made of power coated steel.
27. Cabinet should have 04 caster two of which can be braked.
28. **Over bed table (total Qty 10)**
29. Reading / meal table on base.
30. Height adjustable table.
31. Eating boards with protective plastic edges.
32. Metal powder coated construction.
33. Table should have 04 casters two with break.
34. **Foot step for patient (total Qty 10)**
35. Base frame made of steel.
36. Steps should be covered with rubber mat.

Standard Terms & Conditions:

1. Warranty: The vendor will be responsible for maintenance of the equipment including parts and service for the period of 3 years.
2. List of equipment available for providing calibration and routine maintenance support as per manufacturer documentation in service/technical manual.
3. The firm should have more than 05 years experience in concern line of business.
4. Firm must arrange demo unit of quoted model at the time of technical evaluation
5. Firm should have trained engineers who must be trained on quoted system.(certificates must be attached with technical bid)
6. A comprehensive list of above said units installed in reputable hospitals along with after sale service infrastructure in Rawalpindi / Islamabad will be provided.(list must be attached with technical bid)
7. Original manufacturer's service manuals, operational manual and brochure of quoted model with detailed specifications must be provided by the firm. Net generated brochure will not be acceptable.
8. Provide vis-à-vis comparison.
9. POF reserves the right to reject any firm's offer on the basis of quality/ services issues
10. Firm to guarantee the supply of spare parts up 10 years on as and when required basis
11. Standardization: FDA or CE

ANNEX "C"SPECIAL CONDITIONS

1. STANDARD ACCESSORIES THE COST OF WHICH IS COVERED IN BASIC UNIT SHOULD BE CLEARLY INDICATED AND LISTED AS A PART OF BASIC EQUIPMENT.
2. OPTIONAL ACCESSORIES, IF AT ADDITIONAL COST, SHOULD BE SHOWN SEPARATELY.
3. THE LIST AND PRICE OF RECOMMENDED SPARE PARTS REQUIRED FOR THREE YEARS TROUBLE FREE OPERATION SHOULD BE QUOTED.
4. EQUIPMENT WILL BE INSTALLED AND COMMISSIONED AT POF HOSPITAL WAH CANTT FREE OF CHARGE.
5. THE FIRM WILL PROVIDE **03 YEARS** WARRAANTY/GUARANTEE OF THE ENTIRE SYSTEM FROM THE DATE OF SUCCESSFUL COMMISSIONING. DURING THIS PERIOD REPLACEMENT OF ANY COMPONENT/PART IF NECESSARY WILL BE MADE BY THE FIRM FREE OF CHARGE IN ADDITION TO FREE SERVICE.. TWO SETS MANUALS IN ENGLISH WILL BE PROVIDED FREE OF COST INSTALLATION MANUAL AND OPERATIONAL MANUAL.
6. THE FIRM WILL ENCLOSE AN UNDERTAKING TO GUARANTEE FOR SUPPLY OF SPARE PARTS UP TO 10 YEARS AS AND WHEN REQUIRED.
7. CONSUMABLE BEING OFFEREREDE FREE OF CHARGE WILL BE IDENTIFIED SEPARATELY.
8. THE FIRM SHOULD MENTION PRODUCT YEAR OF MAUNUFACTURING AND REFERENCES WHERE THE QUOTED MODEL IS AVAILABLE/INSTALLED IN PAKISTAN.
9. QUOTATION MUST BE PREPARED AS PER CONDITION NO.2.2 OF T.E PART-1 "TECHNICAL OFFER" IT SHOULD EXCLUSIVELY GIVE TECHNICAL DETAILS AND LITERATURE/BROACHERS OF THE OFFERED PLANT, MACHINERY AND EQUIPMENT. VALIDITY DATE, DELIVERY SCHEDULE AND SIGN UNDER TAKING GIVEN ON THE SCHEDULE TO THIS STANDSRD INQUIRY. IT MUST NOT INDICATE PRICE, COST ETC.. PART-II COMMERCIAL TERMS E..G.PRICE, TERMS OF PAYMENT MODE OF PAYMENT, MODE OF SUPPLY. EACH PART SHOULD BE PLACED IN A SEPARETAE SEALED ENVELOP. THE ENVELOPES SHOULD BE INSCRIBED WITH PART-I "TECHNICAL QUOTATION WITH OUT PRICE" AND PART-II "COMMERCIAL QUOTATION WITH PRICE."
10. TENDER FEE AND EARNEST MONEY MAY BE PLACED IN SEALED SEPARATE ENVELOPS.