

MAYO HOSPITAL, LAHORE

BIDDING DOCUMENT

REGARDING

REPAIR OF VARIOUS ELECTRO – MEDICAL
EQUIPMENT / MACHINERY INSTALLED IN DIFFERENT
DEPARTMENTS, MAYO HOSPITAL, LAHORE

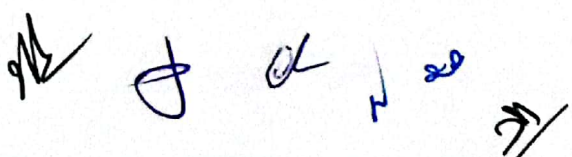
DUE FOR OPENING ON

/2024


**CHIEF EXECUTIVE OFFICER
MAYO HOSPITAL, LAHORE**

TEL: 0092-42-99211129-154

E-MAIL: mayohospitallahore@gmail.com



Contd.....P/2

OFFICE OF THE CHIEF EXECUTIVE OFFICER, MAYO HOSPITAL, LAHORE

Tender Fee : Rs.5000/-
(Non – Refundable)

TENDER ENQUIRY FOR REPAIR OF VARIOUS ELECTRO-MEDICAL EQUIPMENT'S / MACHINERY INSTALLED IN DIFFERENT DEPARTMENTS, MAYO HOSPITAL, LAHORE.

Last Date of Receipt of Tender	Date & Time of Opening of Tender	Tender Opening Place / Venue	Bid Security (Refundable)
10:00 A.M	10:30 A.M	Conference Room Mayo Hospital	2% of quoted value

PLEASE READ THE FOLLOWING INSTRUCTIONS / TERMS & CONDITIONS CAREFULLY FOR THE REPAIR OF ELECTRO-MEDICAL EQUIPMENT / MACHINERY.

- 1- Sealed Tenders are invited from General Sales Tax registered Firms for repair of various Electro-Medical Equipment / Machinery. Tender receipt can be obtained on cash payment of Rs.5000/- each tender (non-refundable) from the Almoner Office of this hospital and bidding documents can be downloaded from PPRA and Mayo Hospital website.
- 2- All offers/bids will be submitted in accordance with Punjab Procurement Rules 2014 and its subsequent amendments notified by the Government of the Punjab, Health Department.
- 3- Any offer not received, as per the terms & conditions of the tender enquiry is liable to be ignored.

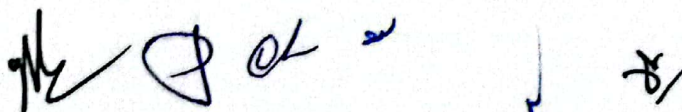
No offer shall be considered if:-

- a) Not received as per terms & conditions of the tender enquiry.
- b) Received from the firm not having NTN / GST certificate.
- c) Received after the time and date fixed for its receipt.
- d) The tender is unsigned.
- e) The offer is ambiguous.
- f) The offer is conditional.
- g) Tender received without requisite earnest money.
- h) The offer is from a firm, Black Listed, Suspended or removed from any Government department.
- i) Offer received with shorter validity than required in the tender enquiry.
- j) Received without required documents.
- k) If received without tender purchase receipt
- l) Bidding document not duly signed and stamped by the authorized person.
- m) Received without CNIC Copy of Proprietor / Person submitted tender.


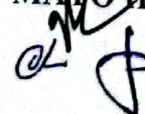
Contd.....P/3

(Handwritten signatures and initials)

- 4- The participating firm must submit the following documents along with the Technical Bid:-
Copy of
(a) Relevant Experience Certificates
(b) Past experience in relevant field
(c) C.N.I.C
(d) NTN Certificate
(e) GST / PST Certificate
(f) Copy of Earnest Money / Bid Security
(g) Under taking Certificate that firm is not suspended / black listed / defaulter from any Government / Autonomy Institution at any time
(h) Bid Validity Period
(i) Tender Documents along with Terms & Conditions which should be read carefully and signed & stamped each paper by the tenderer
(j) Tender Purchase Receipt
(k) List of Available Tools / Instruments
(l) List of Technical & Non-Technical Staff
(m) Financial Soundness Certificate / Bank Statement for the last One Year
- 5- Mayo Hospital being a Government institution, therefore, the tenderer shall have a bound to accept all terms & conditions of the Government / PPRA.
- 6- Single stage – two envelopes bidding procedures as per Punjab Procurement Rules, 2014 (Amended) shall be applied.
- i) The bid shall comprise a single package containing two separate envelopes, each envelop shall contain separately the technical proposal and the financial proposal.
 - ii) The envelopes shall be marked as ‘TECHNICAL PROPOSAL’ & ‘FINANCIAL PROPOSAL’ in bold and legible letters to avoid confusion.
 - iii) Initially, only the envelope marked ‘TECHNICAL PROPOSAL’ shall be opened. The envelop marked as ‘FINANCIAL PROPOSAL’ shall be retained in this office without being opened.
 - iv) The Hospital Technical Evaluation Committee shall evaluate the technical proposal and reject any proposal which do not confirm the specified requirement.
 - v) The financial proposals of technically evaluated approved bids shall be opened publicly at the time date and venue to be announced and communicated to the bidders in advance.
 - vi) The financial proposal of bids found technically non-acceptable shall be returned as un-opened to the respective bidders.
 - vii) The bid found to be the lowest evaluated bid shall be accepted.
 - viii) The inner and outer envelopes shall be addressed to the Chief Executive Officer, Mayo Hospital, Lahore and shall be inscribed with the following sentence ‘DO NOT OPEN BEFORE’ to be completed with the time and date specified in the invitation of bid.
 - ix) Copy of CDR should attach to the Technical Proposal.



- 7- Tenderers are required to visit the Department concerned along with the representative of the Bio-Medical Engineering department or authorized representative from the concerned department and after checking the defective equipment, submit their estimate in the Name of the Chief Executive Officer, Mayo Hospital, Lahore under a sealed envelop bearing the number and due date of this tender.
- 8- The tenderer will intimate the part/parts with the cost required to be replaced from the machine/equipment. He will also intimate the repair charges (if any). Details of Job & Break-up of prices must be informed in the bid.
- 9- The warranty of repaired equipment / machine will be of **One Year**. In case the equipment/machine stops working due to the same fault during the warranty period, the firm will rectify the fault without additional cost, in case of failure penalty of market cost of part/equipment will be imposed on the firm. Amount of penalty will be decided by the authority / committee of the hospital.
- 10- If the contractor fails to fulfil the contractual obligations the authority reserves the right to impose a penalty in addition to forfeiture of security and other punitive actions as per rules including the black listing of the firm.
- 11- The firms will submit a Call Deposit Receipt as per the attached list with tender in favour of the Chief Executive Officer, Mayo Hospital, Lahore which will be returned under rules, failing which the offer will not be considered.
- 12- The successful service provider will have to submit an amount as performance security which will be 5% of the approved value after receipt of the work order in the form of CDR.
- 13- A certificate should be given by the tenderer's that they will ensure safety and responsible for free replacement of faulty part / parts during the guarantee / warranty period which is ONE YEAR from the receipt of repaired machine / equipment.
- 14- The successful tenderers will be bound to repair the equipment/machines within 20 days from the receipt of the confirmed order or decided by the authority failing which action will be taken as per rules including forfeiture of the bid/performance security.
- 15- The parts replaced from the machine will be returned to the department concerned and will be the property of the hospital.
- 16- In case of any terms introduced by the Government of the Punjab, will be incorporated in the contract and the contractor will be bound to comply with them.
- 17- The quoted rates will include free delivery at the consignees' site. The rates once concluded will be final and Bidder will be bound to provide services throughout the contract and extended period (if any), irrespective of currency fluctuation, any duty imposed by the government or other reason(s).
- 18- Tenderer's should quote their final rates both in words as well as in figures.
- 19- Any overwriting, cutting, erasing and crossing or etc. appearing in the offer must be properly signed by the authorized person. Moreover, all pages of the tender documents must also be signed and stamped by the firm authorized person. A conditional offer will not be accepted.
- 20- The Bidder shall certify that the quoted price(s) against the Bid(s) are not more than the prices charged from any other sector (Public, Semi Government or Private) of Pakistan. In case of any discrepancy, the Bidder hereby undertakes that their firm will be liable to refund the price charged in excess. A price reasonability certificate must be attached to the bid.


CHIEF EXECUTIVE OFFICER
MAYO HOSPITAL, LAHORE
 Contd.....P/5

PROFILE OF THE BIDDER

SR. #	PARTICULARS	
1-	Name of the Firm / Company	
2-	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
3-	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
4-	Bid Signing Authority	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or power of Attorney to sign and submit the Bidding	
5-	Address for communication under the current bidding	
6-	Registration Details	
	NTN Registration Number	
	GST / PST Registration Number	
	Banks Name, Address and Account Numbers (please enclose the bank statement)	

Contd.....P/6

M *D* *Q* *22*
2 *21*

UNDERTAKING

(MUST BE PROVIDED ON STAMP PAPER OF RS.100/-)

We, M/S. _____ Postal
Address _____

are not suspended /black listed / defaulter of any Government / Semi Government / Autonomy Institution at any time. In case of any violation on any terms and conditions, our security / call deposit may be forfeited any we shall not challenge in any court of Law.

Moreover we also confirm that the prices quoted in Mayo Hospital, Lahore are not more than the prices quoted in other government / Autonomy Institution. In case of any over pricing we shall be bound to refund that to the Institution in the best interest of the Government / Hospital. We also confirm to abide by all the terms & conditions laid down in the Tender Enquiry or time to time changed by the Government.

We shall be responsible to replace the faulty part / parts during the guarantee warranty period free of cost (which is for One Year) after initial repair and parts to be replaced during the contractual period will be genuine / brand new.

SIGNATURE OF TENDERER: _____

NAME OF TENDERER: _____

DESIGNATION: _____

C.N.I.C NO.: _____

Handwritten signatures and initials in blue ink.

Contd.....P/7

CRITERIA OF TECHNICAL EVALUATION**Part-A: (COMPULSORY PARAMETERS)**

Sr. #	Parameter(s)	Remarks / Documents Required	Status (Attached / not attached)
1.	Copy of C.N.I.C	Compulsory	
2.	N.T.N Certificate	Compulsory	
3.	G.S.T / P.S.T Certificate	Compulsory	
4.	Copy of Bid Security	Compulsory	
5.	Under Taking Certificate Regarding Non-Black Listing on the legal stamp paper of Rs.100/-	Compulsory	
6.	Tender Documents which should be read carefully and each paper should be duly signed and stamped by the bidder or authorized person.	Compulsory	
7.	Tender Purchase Receipt (Original)	Compulsory	

Part (B) Ordinary Parameters

Sr. #	Parameter with detail of documents	Maximum Marks	Marks Obtained	Remarks															
1.	List of available concerned tools / instruments / machines & calibrations etc.	20																	
2.	List of Technical & Non Technical Staff Qualified Engineer (BSc)----- 10 Qualified Technician ----- 10 {one technician ----- 2 marks,} {two technician ----- 5 marks,} {three or more technician-10 marks} Helpers ----- 05	25																	
3.	Past Performance / Experience in the relevant field. Major institutions (Public / Private) served, Past performance. <table border="1" style="margin-left: 20px;"> <tr> <td>I</td> <td>1 institution</td> <td>05</td> </tr> <tr> <td>ii</td> <td>2 to 3 institutions</td> <td>10</td> </tr> <tr> <td>iii</td> <td>4 to 5 institutions</td> <td>15</td> </tr> <tr> <td>iv</td> <td>6 to 7 institutions</td> <td>20</td> </tr> <tr> <td>V</td> <td>8 and above</td> <td>25</td> </tr> </table>	I	1 institution	05	ii	2 to 3 institutions	10	iii	4 to 5 institutions	15	iv	6 to 7 institutions	20	V	8 and above	25	25		
I	1 institution	05																	
ii	2 to 3 institutions	10																	
iii	4 to 5 institutions	15																	
iv	6 to 7 institutions	20																	
V	8 and above	25																	
4.	Last Year Tax Returns	10																	
5.	Annual Turnover - Bank statement of last financial year. <table border="1" style="margin-left: 20px;"> <tr> <td>i</td> <td>Less than 10 Lac</td> <td>5</td> </tr> <tr> <td>ii</td> <td>Up to 10 to 20 Lac</td> <td>10</td> </tr> <tr> <td>iii</td> <td>Up to 20 Lac to 30 Lac</td> <td>15</td> </tr> <tr> <td>iv</td> <td>More than 30 Lac</td> <td>20</td> </tr> </table>	i	Less than 10 Lac	5	ii	Up to 10 to 20 Lac	10	iii	Up to 20 Lac to 30 Lac	15	iv	More than 30 Lac	20	20					
i	Less than 10 Lac	5																	
ii	Up to 10 to 20 Lac	10																	
iii	Up to 20 Lac to 30 Lac	15																	
iv	More than 30 Lac	20																	

Total Marks: 100

Qualifying Marks: 65% (65 and above)

Contd.....P/8

Detail of repairable Electro-medical equipment / machinery

Sr. #	Name of Equipment	Make / Model	Serial No.	Installed in
1	Repair of image intensifier of NCOT (A&E) Block Mayo Hospital Lahore	Siemen ISO1994	F0145201454/3 91434	NCOT (A&E)
2	Repair of image intensifier of NCOT (A&E) Block Mayo Hospital Lahore	Philips BV Libra	001587	NCOT (A&E)

[Handwritten Signature]
CHIEF EXECUTIVE OFFICER
MAYO HOSPITAL, LAHORE
[Handwritten initials]