

North West General Hospital & Research Centre (NWGH & RC)
Peshawar

STANDARD BIDDING DOCUMENT (SBD)
(BID SOLICITATION DOCUMENTS)

For
House Keeping and Accessories 2025-2026

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INTRODUCTION:

North West General Hospital & Research Centre invites the sealed bids from the eligible bidders for procurement of Housekeeping Items for Hospital, Medical College & Institute of Allied Health Sciences under Open Competitive Bidding "*Single Stage Single Envelope*" bidding procedure.

1) INSTRUCTIONS TO BIDDERS:

- i) This Bidding procedure will be conducted in light of terms and conditions mentioned in Standard Bidding Documents (SBD).
- ii) Any bid received after the deadline for submission of bids shall not be entertained and shall be rejected.
- iii) The bid should be complete in all respect and must be signed by the bidder.
- iv) All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be considered that the prices are inclusive of all the Govt. Applicable taxes.
- v) Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication with each other.
- vi) For any query or clarification regarding the Bid Solicitation Documents (SBD), the applicants may send a written request at least one day prior to the opening date.
- vii) The Bid once submitted by vendor will not be withdrawn.
- viii) Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No Bid shall be considered if:
 - a. It is received after the date and time fixed for Bid Submission.
 - b. The offer is Ambiguous / Not Clear.
 - c. The offer is conditional i.e. Quoted Two Rates against One Item, advance

- payment, or currency fluctuations etc.
- d. The offer is from blacklisted firm in any Federal / Provincial Government or Private Institution of Pakistan.
 - e. Only typed tender on Original Letter Head Pad of Firm, Signed from Authorize person should be submitted, the hand written quoted price will not be accepted. The tenders must be according to hospital provided specification; alternate rates (**Double rates for single Items**) will not be accepted.
- ix) In case of Bid Tie, the decision will be taken by the Management of North West General Hospital & RI and will be accepted by the bidders.
- x) Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may lead to rejection of its bid result into its disqualification from participation in the North West General Hospital & Research Centre (NWGH&RI) Peshawar's future Participation in Tender.

2) **ELIGIBILITY CRITERIA:**

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached with the tender.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR for NTN and for services must be registered with KNTN.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental or Private institutions.
- **Local office must be available in Peshawar.**

3. **GENERAL CONDITIONS: -**

1. North West General Hospital & Research Centre Hayatabad Peshawar shall evaluate the bid and without reference to the price, the management may reject any proposal which does not confirm to the specified requirements.
2. At any time prior to the deadline for submission of bids, North West General Hospital Peshawar may reserve the right, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
3. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.



**North West General Hospital & Research Centre Hayatabad,
Peshawar**

INVITATION FOR BIDS

Chief Executive Officer, Alliance Health Care (Pvt) Ltd Hayatabad Peshawar Invites sealed tenders under Competitive Bidding for the procurement of housekeeping Items for Hospital, under "**Single Stage Single Envelope Procedure**" from Income / Sales tax, reflected on Active Taxpayer List of FBR.

Competent Authority reserves the right to reject any or all the bids.

4. BID VALIDITY:

- i) The bids should be valid for a period of 60 Days.

5. RATES VALIDITY:

Rates approved must be valid till **30-06-2026**.

S.No	Item Name	Cat Name
1	Trash Bag-*-White	Housekeeping
2	Dustbin Liner White----	Housekeeping
3	Trash bag-*-Yellow	Housekeeping
4	Dustbin Liner Yellow.--.	Housekeeping
5	Trash Bag-*-RED	Housekeeping
6	Cool Water (Blue)-SMC-Women 300 1 liter	Housekeeping
7	Cool Water Breez-SMC-1 liter	Housekeeping
8	Battery Cell-3-Circles-Size AAA 1.5V	Housekeeping
9	Battery Cell-Lithium-03V CR 2032	Housekeeping
10	Battery Cell large-Brand 777-Size D 1.5 V	Housekeeping
11	Battery cell medium-Toshiba-size c 1.5 v	Housekeeping
12	Battery cell 9v-camelion-9v block 6f22	Housekeeping
13	Battery Cell-3-Circles-Size AA 1.5V	Housekeeping

06. SPECIAL CONDITIONS OF THE CONTRACT: -

1. If any of the given specifications/parameters mentioned in Bid do not meet the required specifications of hospital, the bidder offer will be considered as rejected.
2. In case of a successful bidder, who fails to furnish the contract and as the case may be shall proceed for blacklisting.
3. All bidders shall comply with code of ethics
4. As per Single Stage Single Envelope bidding procedure the Lowest Bid will be accepted after sample approval by the Management. If the lower bid rejected supported by the rejection report by the End-User duly approved by the higher authorities than the next lowest bid will be accepted and so on.

Note: The Procuring Agency reserve the rights to visit the warehouse of the bidders by the team of experts to

verify the information / details mentioned by the bidders; if deems necessary.

09. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Black-listment of Defaulted Bidder/Contractor:

The following are the events which would lead to initiate blacklisting/debarment process;

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently

Conditions for debarment of Defaulted Bidder/Contractor

- Failure or refusal to;
- Accept Purchases Order / Services order terms;
- Make supplies as per specifications agreed:
- Fulfill contractual obligations as per contract '.
- . Non execution of work as per terms & condition of contract.
- . Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- : Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- . Security consideration of the State i.e., any action that jeopardizes the security of the State or good reputa of the Hospital.

Procedure for black-listment and debarment

- 1.. Competent authority of the Hospital may on information, or on its own motive, issue show cause notice to the bidder.
2. The show cause notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
- 4.. In-case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.



5.. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.

6-: The competent authority shall decide the matter within thirty days from the initiation of proceedings.

7.. The order of the Chief Executive Officer (AHL) shall be considered as final and will be binding by both the parties.

10. Award of Contract:

The Award of the Contract Agreement will be subject to Approval by the Competent Authority of Hospital.

The Contract Agreement will be executed on Official Stamp Paper duly attested by Oath Commissioner and will be signed by both the parties on agreed upon terms and conditions.

11. Payment:

a. The payment schedule will be 60-Days after delivery of stock and submission of invoices.

12. Terms & Conditions •

- The delivery should be made within 07 days' time period.
- If the supply is not done within the period mentioned in the supply order, penalty @ 2% will be charged upto 15 days and beyond 15 days the penalty will be charged @ of 5%
- The bidder must register with Income/ Sales Tax Department
- No advance payment will be permissible.

