

# Medical Teaching Institution (MTI)

Khyber Medical College, Peshawar

Contact No: 091-9221385-9

[www.kmc.edu.pk](http://www.kmc.edu.pk)



## TENDER DOCUMENTS

For

### CENNA MAGAZINE & OTHER ITEMS 2022-2023

**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.

Assistant Manager  
Procurement  
KMC Peshawar

Chairman Purchase Committee  
KMC Peshawar

Senior Finance officer  
KMC Peshawar

Administrative Officer  
KMC Peshawar

Chairman Cenna Magazine KMC

## INTRODUCTION:

Khyber Medical College, Peshawar (MTI) invites. Sealed bids from the eligible bidders for procurement of CENNA Magazine & Other items for this institution under Open Competitive Bidding under o Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

### 1) INSTRUCTIONS TO BIDDERS:

1. The bids should reach the office of Dean KMC on or before **23/08/2022 at 11:00 AM** will be opened on the same day **at 12:00 Noon** in presence of the bidders/representatives who choose to attend.
  2. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
  3. The bid should be complete in all respect and must be signed by the bidder.
  4. 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 presumed that the prices include all the taxes.
  5. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
  6. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
  7. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
  8. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
    - a. Received without earnest money;
    - b. It is received after the date and time fixed for its receipt;
    - c. The offer is ambiguous;
    - d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
    - e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:
    - f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted.
    - g. The quoted Price must be pre printed and hand written quoted price will not be acceptable.
    - h. The tenders must be according to this institution's specification;
- Alternate rates (**Double rates for single Items**) will not be accepted.
9. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
  10. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
  11. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
  12. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
  13. 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 besides rejection of its bid result into its disqualification from participation in this institution's future bids.

## 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.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and for services KNTN.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.
- The bidder must have a functional **Local office in** Peshawar.

## 3. GENERAL CONDITIONS:-

1. KMC Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, KMC Peshawar may, 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.
4. 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.
5. The purchase committee KMC may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

**Khyber Medical College,  
MTI Peshawar.**

Phone: 091-9221385-9

**INVITATION FOR BIDS**

Dean **Khyber Medical College, Peshawar**

Invites sealed tenders under National Competitive Bidding for the procurement of CENNA Magazine and Other items for KMC under rule 6(2)(b) "**single stage Single envelope procedure**" of chelksdasd KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR. The tenders complete in all respect must reach the undersigned by **11:00 am** on **23/08/2022** , which will be opened at 12:00 hrs on the same day in conference room of KMC in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

**4. BID Security**

Bid security **Rs-50,000/-** in shape of Call Deposit refundable drawn in favor of "Dean KMC Peshawar

The bid security may be forfeited:


- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract
- iii) If a successful Bidder unable to supply the items after issuance of 3 reminders, order will be placed to the next lowest bidder.

**5. BID VALIDITY:**

- i) The bids should be valid for a period of 120 Days.
- ii) In exceptional circumstances, Khyber Medical College, Peshawar may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

## Printing List of Items

S.No	Specification	Per Unit Price
1.	<ul style="list-style-type: none"> <li>• <b>CENNA MAGAZINE</b></li> <li>• Size (8.50" x 11")</li> <li>• Two Color (270 pages of 80 grams of set imported paper)</li> <li>• Color Pages 210 pages (128-gram mate paper in four colors with UV)</li> <li>• Title Cover (4 color 300-gram art card with spot UV &amp; embossed + Lamination)</li> <li>• Jildi Machine binding</li> </ul>	
2.	<p><b>Receipt Book</b> 10.5" x 4" 75 gm leaf (100 leaves) with serial number double counter perforate (4 different numbers on each page)</p>	
3.	<p><b>File Cover</b> 14" x 22" 250-gram art card 1 Color Printing (Students Admission File Cover with pocket)</p>	
4.	<p><b>File Cover printed KMC</b> 14" x 22" 300-gram art card Color Printing</p>	
5.	<p><b>Stock Register</b> 13 x 8.5-inch 75 gram 300 leafs with Hard sewing Binding</p>	
6.	<p><b>Expense Register</b> 13 x 8.5-inch 75 gram 300 leafs with Hard sewing Binding</p>	
7.	<p><b>Dispatch Register</b> 13 x 8.5-inch 75 gram 300 leafs with sewing Hard Binding</p>	
8.	<p><b>Diary Register</b> 13 x 8.5-inch 75 gram 300 leafs with sewing Hard Binding</p>	
9.	<p><b>Dak Book</b> 8" x 6.5" 75gm 100 leaf fancy binding</p>	
10.	<p><b>Indent Book</b> 75gm 100 leaf 2 Nos on each leaf with serial number double counter perforate total page size 13"x 8" fancy binding</p>	
11.	<p><b>Any Other Register</b> 13 x 8.5-inch 75 gram 300 leafs with Hard Binding</p>	
12.	<p><b>Pana Flex</b> 440 gram per square feet matt</p>	
13.	<p><b>Certificate</b> 250-gram Art Card 4 color printing (printing as per demand)</p>	

14.	<b>Shield/plaque</b> Walnut wood with laser engraving size 8-10" color Brown Material Wooden with Box 	
15.	<b>Shield/plaque</b> Acrylic 8"x10" with box with printing on demand	
16.	<b>Convocation Cards</b> Two sided 14"x4.70" 4 color printing matt laminated with envelop	
17.	<b>Dinner Card</b> Two sided Two sided 7"x5" 1 color printing texture card with envelop	
18.	<b>Oath Card</b> One Side legal size 4 color printing with ribbon	
19.	<b>Life Time Achievement Award Certificate</b> One side A4 size color	

**Note: Samples may be called for all the above items before issuing of work order if required.**

**7. Award of Contract:**

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /KMC Peshawar.

**8. Payment:**

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply and inspection