



**BACHA KHAN MEDICAL COMPLEX  
SWABI  
MEDICAL TEACHING INSTITUTE**

**BID SOLICITATION DOCUMENTS**

**For**

**PORTER SERVICES FOR HOSPITAL**

**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:

Bacha Khan Medical Complex (MTI) Swabi invites. Category wise sealed bids from the eligible bidders, Reputed Contractors/Individuals for the Porter services at BKMC Swabi. Open Competitive Bidding under rule Single Stage Single Envelope” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

<i>Description</i>	<i>Dates</i>
<i>Pre-Bid</i>	
<i>Tender opening date</i>	

### 1) INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. Pre-bid meeting with the interested bidders will be held on \_\_\_-\_\_\_-2022 at 11:00 AM hrs in the Office of Manager Material Management of the Institution.
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
4. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
5. The bid should be complete in all respect and must be signed by the bidder.
6. 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 & duties.
7. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
8. 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.
9. 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 Withdrawn bids will be returned unopened to the Bidders.
10. 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 tender document and the bid is unsigned;
  - d. The offer is ambiguous;

- e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
- f. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:

11. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
12. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
13. In case of Bid Tie, the decision will be taken by Post Qualification.
14. 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 the BKMC Swabi's future bids.

## **2) ELIGIBILITY CRITERIA:**

1. 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.
2. Only Typed tender on original letter pad, sealed & signed should be submitted.
3. The tender must be according to hospital specification.
4. Alternates rates will not be acceptable
5. No conditional tender will be acceptable
6. The bidder must be registered with Income / Sales Tax Department, NTN, KNTN, reflected as Active Tax Payer on the list of FBR.
7. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
8. 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) KPPRA Rules 2014.

## Mandatory Criteria for Hospital Porter Services

Description	
<ul style="list-style-type: none"><li>• Relevant Experience should be more than 01 year.</li><li>• Note : The firm Experiences will be count after registration of the firm with the FBR</li></ul>	Mandatory
<ul style="list-style-type: none"><li>• The bidder must be registered with Income / Sales Tax, KNTN / Professional Tax, NTN.</li><li>• (Certificate of Company/Firm/Registration/Incorporation under the laws of Pakistan Valid Income Tax Registration Valid General Sales Tax Registration (Status = Active with FBR)</li><li>• Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan)</li></ul>	Mandatory

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## Financial Bid

S.NO	CATEGORY	COST(PKR)
1.	Hospital Porter staff for Provision of Hospital Services as mentioned in Scope of Services.	Per Head Charges in PKR
	Total Amount per Month per head	
<p>Note: -</p> <ul style="list-style-type: none"><li>• Costs Includes of all taxes.</li><li>• Form Shall be filled for the whole assignment.</li></ul> <p>Note: - The contractor should pay the Porter personnel in accordance to the rules &amp; regulations of Khyber Pakhtunkhwa labor department.</p> <ul style="list-style-type: none"><li>• No. of staff will be according to the need/requirement of hospital. It may be increase or decrease by the need arise.</li></ul>		

### **3. GENERAL CONDITIONS: -**

1. BKMC Swabi 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. BKMC Swabi may increase or decrease the requirements per KPPRA rules.
4. At any time prior to the deadline for submission of bids, BKMC Swabi 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.
5. 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.
6. MTI / BKMC Swabi may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.
7. No offer shall be accepted if Bidder failed to meet the qualification prescribed in these documents.
8. The contractor shall obey all the written and verbal instructions issued from competent authority. Default on part of contract will lead to fine which may extend to Rs. 50,000; however, continuous default will lead to cancellation of contract as well as blacklisting.

**Bacha Khan Medical Complex  
Medical Teaching institute  
Swabi**

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**INVITATION FOR BIDS**

Hospital Director, Medical Teaching Institute, Bacha Khan Medical Complex Swabi Invites sealed tenders on basis under National Competitive Bidding for Porter Services for Hospital, under rule “*single stage single envelope procedure*” of KPPRA Rules 2014, from well reputed firm registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security of Rs 300,000/- in the name of Hospital Director BKMC Swabi. Pre-bid meeting with the interested bidders will be held on \_\_\_-\_\_\_-2022 at 11:00 AM hrs. at the Office of Manager Material Management.

The tenders complete in all respect must reach the undersigned by \_\_\_-\_\_\_-2022 at 11:00 AM which will be opened at 11:30Am hrs. on the same day in Office of the Hospital Director of the Complex 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. 300,000/- (refundable) drawn in favor of “Hospital Director BKMC Hospital” should be kept sealed in the financial proposal.

**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.

**5. BID VALIDITY:**

i) The bids should be valid for a period of 180 working Days from the date of opening.

ii) In exceptional circumstances, BKMC Hospital 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.



## **6. SPECIAL CONDITIONS OF THE CONTRACT: -**

1. Porters age will be 19 to 45 years.
2. The company would submit an undertaking regarding compliance of labor law and reputations.
3. All bidders shall comply with code of ethics formulated by KPPRA

### **Scope of Work:**

#### **What is a hospital porter?**

A hospital porter is an assistant in a medical facility. They help maintain cleanliness and help with patient care by transporting patients and delivering equipment, messages, food or other materials doctors and patients may require. It's common to assist any professional in the hospital, including nurses, doctors and medical staff, by performing errands. This is an entry-level position that provides on-the-job training and has few requirements to qualify. It's a great career path for people who like to be active and have strong interpersonal skills. It's also a good place to start working if you want to work in hospital maintenance or management.

#### **What are the hospital porter duties and responsibilities?**

Below mentioned are the duties and responsibilities of the porter.

#### **Transferring patients throughout the hospital**

You may move patients to new rooms or transport them for surgeries. You use assistive devices, such as wheelchairs and mobile beds to perform this task. If a patient is mobile, you may help them travel to different parts of the hospital, such as the cafeteria or shower. A patient might also need transport when they're staying in a different ward of the hospital. For example, if a patient's condition worsens, you might transport them to the ICU for more observation and intensive care when advised by the clinical team.

#### **Delivering medical equipment**

Medical professionals may give directions to move portable medical equipment, such as a defibrillator, and it's a porter's responsibility to ensure the safety of the equipment as you move it into the room in which a doctor requests. It's important to learn how to transport medical equipment to maintain its settings. Medical equipment is often expensive and can be delicate, so using caution whenever transporting is a priority.

### **Handling waste and dangerous materials**

A common task is to transport clinical waste, such as blood and other hazardous materials for disposal. For your health and safety, it's important to handle and dispose of these materials properly. You can also help a patient maintain hygiene by changing bed linens and cleaning bedpans.

### **Bringing meals to patients**

Bringing meals to patients throughout the day is a common task. This requires quickness so that patients receive food in a timely manner. This provides company and human interaction, which can be critical to recovery.

### **Delivering patient medical notes**

For surgeries and other transports, you can deliver the patient's medical chart with the patient. The medical chart contains important information that the doctors /require to care for their patients. You can also deliver notes about the patient when new medical staff joins the patient care team or when a doctor or nurse requests the patient's chart for scheduling, writing medical notes or planning procedures.

### **Transferring the deceased to the mortuary**

When a patient passes, you take them to the hospital mortuary. It's important to use discretion and be respectful. Often you may help funeral services transport the deceased from the hospital.

### **Providing patients with company**

When there aren't other time-sensitive duties, you may provide company to patients to comfort them during their hospital stay.

### **Porter Fitness**

Porters medical fitness certificate will be provided by company.

### **Other use and duties**

Porters can be employed in other department of facilities like mali, peon and etc.

## **Terms & Conditions:**

- The tenure of contract will be 03 years.
- The Contractor Must Be Registered with KAPPRA
- All porters will wear proper uniform dress clearly indicating their function. Uniform shall bear name of contractor/firm. Uniform must be approved from Hospital Director
- Initial 3 months will be testing period
- Proper haircut, proper shoes (uniform), shall be nonsmokers / addicts.
- Performance will be evaluated by Facility Department on daily basis.
- Any failure to meet the requirement of the contract including failure to complete the work satisfactory, failure to deploy minimum manpower, failure to provide/use material, shall result in deduction of proportionate amount from firm.
- The contractor shall also be liable for any expenses; losses damage which factor may incur or sustain due to contractor fault. The cost shall be deducted from the contractor bill.
- The contractor shall carryout out work directly. contractor is not allowed to carry out whole or part of the work through subcontractor
- The above manpower requirement does not include weekly off, leave, absence, and requirement.
- The contractor shall not engage any person below the age less than 18 years and not more than 45 years for the work.
- The contractor engages personnel from Swabi District.
- The contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave etc. so as to ensure full staff at all time. In case of absence/leave by any reason the contractor must make arrangement of alternate immediately otherwise wages at double the rate would be deducted per day of absence.
- If a person is found unsuitable for the work by hospital staff due to misconduct/negligence of duty /unsafe act/being under influence alcohol/violation of any norms or instruction or any other reason, the person shall be replaced by the contractor immediately on being informed that effect.
- A daily attendance register shall be mentioned by the supervisor which shall be counter signed by the designated hospital staff responsible for that area of work of shift wise and countersigned by worker-in-charge on day to day basis.
- The contractor will follow the KAPPRA rules.
- The contractor shall comply with the provisions of the Acts and rules by Central/State Govt as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including: -
- Right are reserved to cancel the order in to or a part thereof without assigning any reason but to safeguard interest of the institution/patient.

### **8. Award of Contract:**

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

### **9. Payment:**

- a. No advance payment will be permissible.

- b. Payment will be made after completing the formalities i.e., attendance, biometric verification and FM Certificate and applicable taxes & duties will be deducted at source.

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