



Medical Teaching Institution (MTI)
Bacha Khan Medical Complex (BKMC)
Swabi

Contact No: 0938-280214

BID SOLICITATION DOCUMENTS
For
CATTERING CONTRACT FOR CAFETERIA OF
THQ TOPI HOSPITAL - MTI GKMC, SWABI
AND
THQ CHOTA LAHOR HOSPITAL - MTI GKMC, SWABI

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:

Medical Teaching Institution (MTI)/ Bacha Khan Medical Complex Swabi invites. Sealed bids from the eligible bidders for CATERING CONTRACT FOR CAFETERIA OF THQ TOPI & THQ CHOTA LAHOR HOSPITALS MTI GKMC, SWABI under Open Competitive Bidding under rule 6(2) (a) “*Single Stage Single Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

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. The bids will be opened on in presence of the bidders/representatives who choose to attend.
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
4. The bid should be complete in all respect and must be signed by the bidder.
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 Withdrawn bids will be returned unopened to the Bidders.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, the quoted Price must be preprinted and hand written quoted price will not be acceptable. The tenders must be according to hospital 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 the BKMC Swabi'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, KPRA, reflected as Active Tax Payer on the list of FBR NTN
- Bank Statement of at least one million for the last year is Mandatory.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- 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.
- Bidder shall clearly mention local office address, mobile, and phone.

3) GENERAL CONDITIONS: -

1. BKMC Swabi shall evaluate the bid 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, 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.
4. Minimum 01 Year Experience Certificate regarding running cafeteria/canteen/catering business.
(To be verified from Performance certificate from the organization / institute where firm is providing cafeteria services)
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. BKMC MTI Swabi may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

4) SPECIAL TERMS AND CONDITIONS: -

- Physical/personal visit inspection of the location may be conducted.
- Monthly rent procedure and 6 months' advance rent
- 10% increase will be applied every year.
- Separate Electric connection and Gas meter /Sub meter to be installed by the contractor and will pay his own bills.
- Rent needs to be paid before 10th of every month in advance otherwise 10% will be charged on rental amount.
- Contract period validity three-year extendable depending on satisfactory performance.
- Vendor/Tenant will not be allowed to make any amendments or modification without proper approval by the competent authority.
- The Quoted rent should be inclusive of all govt. taxes.

The competent Authority holds the right to terminate the contract on below mentioned conditions

- Non Payment of Rent for Continuous 2 Months
- Unsatisfactory Performance
- Any loss to hospital property



- Involvement in illegal or any activity that may cause any harm to Hospital.

Bacha Khan Medical Complex
Medical Teaching institute
Swabi

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5) INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Bacha Khan Medical Complex Swabi** Invites sealed tenders under National Competitive Bidding for the **CATERING CONTRACT FOR CAFETERIA OF THQ TOPI & THQ CHOTA LAHOR HOSPITALS MTI GKMC, SWABI**, under rule 6(2)(a) *“single stage Single envelope procedure”* of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security RS. 200,000/- in the name of Hospital Director BKMC Swabi. The tenders complete in all respect must reach the undersigned by 11:00 hrs on , which will be opened at 11:30 hrs on the same day in conference room 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.

6) BID SECURITY

Bid security RS. 200,000/- refundable drawn in favor of “Hospital Director BKMC”

The bid security may be forfeited:

1. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. In the case of a successful Bidder, if the Bidder fails to sign the contract

7) SECURITY DEPOSIT:

Successful bidder will deposit security in the form of Call Deposit in favor of Hospital Director, amounting to RS. 300,000/- (Rupees Three Hundred Thousand only) at the time of signing the contract which will be refundable after Expiry of contract. -

8) BID VALIDITY:

- i) The bids should be valid for a period of 120 Days.
- 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.

9) Financial Quoted Bid

S.NO	Specification	Quoted Price
1	Per Month Rent Provided to Hospital	RS. _____ / Per Month (The Quoted rent should be inclusive of all govt.taxes.)

Note:

1. Highest Financial Bid Quoted by any Firm/ Company will be the winner of the Tender
2. The price quoted shall not be less than RS. 20,000/-. If the quoted price was less than RS. 20,000/-, the bid will be consider as non-responsive / disqualified

10) OTHER TERMS & CONDITIONS.

- Contractor will execute the following work at his own cost within two months after awarding of contract:
 1. Construction of Shades. (whitewash electrical work and floor treatment.
 2. Construction of one Tuck Shop
 3. Construction of Kitchen and Dishwashing Area.
 4. Provision/Fixation of Furniture as per Specification
 5. Provision of Crockery as per Specification.
 6. Contractor will execute this work on the site of cafeteria, reserved by Hospital management.
- Contractor will execute at his own cost any order or instruction that may be issued by the Hospital Management on matters relating to hours of works efficiency or service & quality of food stuffs as well as requirement of law and rules regulations, order or instructions as may be issued by competent authority from time to time on any matter connected with or concerning the running of the cafeteria.
- Contractor will arrange crockery of good quality duly approved by the Hospital at his own cost in the canteen and properly maintain them throughout the period of the contract. Waiters/Bears will not be less than 18 years of age and will be vaccinated. Any change in employment / Discharge of duty of any waiter/bearer along with his identity Card will be communicated to the Hospital Management.
- Contractor will maintain adequate supply of fresh, good quality and whole–some food stuff offered for sale and render efficient service.
- Contractor will sell the food stuff at the rates approved by the Authority. The rates approved will be exhibited conspicuously in the cafeteria.
- Contractor will deal directly with the customers and make recoveries from them, otherwise Hospital shall not be responsible for such recoveries at any time.
- The furniture of Cafeteria will be arranged by the contractor at his own cost.
- Contractor will keep and maintain a complaint book in a conspicuous place in the cafeteria which will be made available by him to any person who wants to make a complaint by writing therein and complaints book will be submitted once a month for in evaluation to the Hospital Management. The Hospital Director or any other person specifically authorized by him on his behalf shall have the power to inspect the complaint book at any time as and when considered necessary.
- In the event of any default, non-observance of any terms and conditions, false statements, the authority will be competent to terminate the contract. In that case contractor shall vacate the cafeteria and take all his belongings from there within a week of the date of cancellation, failing which it will be lawful for the Authority to forfeit the security deposit and confiscate any material by breaching breaking & opening the locks through its own Security staff and take over the possession of the premises.
- The Hospital Director, will be competent to cancel the contract under the rules and contractor will vacate the cafeteria immediately when directed to do so.
- Contract period will be for (03) three years and renewable for further one more term on satisfactory performance but first three months will be for observation of performance and in-case of showing unsatisfactory performance during the observation period competent authority may terminate the agreement forthwith.

- Contractor will observe cleanliness of the Cafeteria, Hospital has the right for surprise checking for observation of atmosphere and general dealing with clients as and when consider it necessary.
- Health screening of successful Contractor and his all workers will be carried out during contract period by Hospital. List of all workers with their attested ID Cards will be provided by the successful contractor. Contractor or his workers will not indulge in any politics with the connivance of staff internally / externally.
- The furniture of cafeteria will be arranged by the successful contractor. The contractor will be responsible for damage / repair of the furniture during the contract period.
- The contractor will arrange fiber glass shade for serving area at his own level and cost, where need.
- The contractor will make the serving area fly/insect proof.

11) AWARD OF CONTRACT:

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