

Bidding Documents

Tender No. 01-23.

FRAME WORK CONTRACT OF STATIONERY / PRINTING ITEMS
FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD
OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND
ORGAN PROCUREMENT CELL (OPC), LAHORE.
FOR FINANCIAL YEAR 2022-23.

PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET, LAHORE.



HOTA

Punjab Human Organ Transplant Authority

BIDDING DOCUMENTS

PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET, NEAR BOP, LAHORE.

PH. NO. 042-99206046-7

(The Bidder must attach this list along with the Bid outside the main Envelope/Package)



**PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET (NEAR BOP), LAHORE.
PH. NO. 042-99206046-7**

Tender No. _____ **Opening Date & Time:** _____

Title of Procurement: _____

Sr. No	Description	Remarks	
		Yes	No
01.	Whether the Bid is submitted in Two Envelopes.		
02.	Tender Number & Title of Procurement mentioned on outside the Envelope/Package.		
03.	Technical Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-A	
04.	Financial Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-B	
05.	Whether both The Technical and Financial Proposal are put into another Outer Envelope.		

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-A" TECHNICAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Technical Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope A : Enclosures of Technical Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Technical Bid/Technical Proposal of firm with specifications/standard packing/size/brands and warranty of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original Tender fee deposit slip issued by the PHOTA.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	An Affidavit/Undertaking on Stamp Paper of Rs.50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted according to the specimen mentioned in the PHOTA Bidding Documents.			
06.	Tender/Bidding Documents duly signed & stamped each page by firm / company / bidder / representative of firm/company.			
07.	Attested Copy of an active Income Tax Registration Certificate.			
08.	Attested Copy of an active Sales Tax Registration Certificate.			
09.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
10.	Technical/Professional Staff List of the firm/ company with CV's of staff and salaries of staff duly signed & stamped by firm / company / bidder / representative of firm/company. On the letter head of the Bidder/Firm/Company.			
11.	The specified catalogues / brochure/ or samples of data sheet. (if required for any item)			
12.	Machinery, Transport, Warehouse details (if available any)			
13.	Business and Financial worth of previous work of Firm/Company.			
14.	Audit Report of Firm/Company. (if available previous years/last year)			
15.	Proof of Sales of the Firm/Company. (attach purchase orders/work orders/supply orders and contract/work agreement)			
16.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-B" FINANCIAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Financial Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope B : Enclosures of Financial Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Financial Bid/ Financial Proposal of firm with Unit Price/Total Price, GST/PST (If applicable) and Other taxes (If applicable) of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original CDR of 2% Bid Security in the name of Director General/Administrator.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	Attested Copy of an active Income Tax Registration Certificate.			
06.	Attested Copy of an active Sales Tax Registration Certificate.			
07.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
08.	Tax Exemptions Documents/Certificate/Letter (If available and applicable for any quoted item)			
09.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39 SHADMAN 1, SHADMAN MARKET, LAHORE.

TENDER No. 01-23

FRAME WORK CONTRACT OF STATIONERY / PRINTING ITEMS
FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.
Bidding Procedure 38 (2) a (RULE 15 (01) FRAMEWORK CONTRACT)

Tender Fee:	Rs 500/-
Last date of issuance:	11/01/2023.
Receiving Date & Time:	11/01/2023. TILL 11:00 a.m.
Opening date & Time:	11/01/2023. at 11:30 a.m.
Venue:	<u>PHOTA OFFICE 39 SHADMAN 1, SHADMAN MARKET, LAHORE.</u>
Bid Security:	2% of total tender value in the form of CDR only In the name of Director General/Administrator, PHOTA, Lahore (with Financial Proposal)

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm _____
Complete Address _____
Office Telephone /Fax No. _____
Name of authorized representative _____
Cell No. (Authorized Representative) _____
I.D. Card No. (C.N.I.C) (Copy Attached) _____
Sales Tax Reg. No. (Active) _____
Income Tax No. / N.T.N (Active) _____
Amount of Tender Fee deposited Rs: _____
(Original receipt will be attached with tender forms)

(CERTIFICATE MUST BE PROVIDED ON STAMP PAPER OF Rs. 50/- or above)

We M/S _____ are not suspended/Black listed/defaulters of any Government/Autonomy Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further hereby undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any subsequent amendment made by the PHOTA. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER WITH
STAMP**



Bidding Documents for Tender No.01-23 (Framework Contract of Stationery Store Items)

TENDER ENQUIRY

FRAME WORK CONTRACT OF STATIONERY / PRINTING ITEMS FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND ORGAN PROCUREMENT CELL (OPC), LAHORE.

FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.

Bidding Procedure 38 (2) a (RULE 15 (01) FRAMEWORK CONTRACT)

TERMS & CONDITIONS

Sealed offers are invited from all Suppliers /Printers/Publishers/Manufacturers/Whole sale dealers and their distributors having good repute for the Purchase of _____ PHOTA, Lahore on FOR Basis according to attached specifications, as per schedule in this Tender Enquiry. Tender should be addressed in the name of the Director General / Administrator PHOTA, Lahore along with the following arranged documents: -

i.

Sr. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
01.	Original receipt for purchase of tender.		
02.	Technical Proposal on letter head of firm/company duly signed and stamped by the bidder/authorized representative.		
03.	Acceptance of terms and conditions of tender documents duly signed and stamped by the Bidder/Authorized representative.		
04.	An affidavit on stamp paper of Rs. 50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted as per sample.		
05.	Attested Copies of an active National Tax Number Certificate, an active General Sale Tax Number Certificate and Professional tax certificate (for the year 2022-23) all these are necessary.		
06.	Original CDR of bid security (demanded in the tender form in the name of Director General/Administrator PHOTA) with financial proposal. (only CDR acceptable),		
07.	Bid with pin binding and all pages numbered with indexing page. As per checklists attached in bidding documents. (All instructions/conditions regarding knock out clauses are compulsory otherwise bid will be rejected).		

The bid shall be received under the Punjab Procurement Revised Rules, 2014 (amended to date) as specified below: - Only that rule will be mentioned under which Tender is being floated.

ii. Single Stage Two Envelopes Bidding Procedure (PPRA Punjab Revised Rules, 2014 (amended to date) 38(2)a): -

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal" along with tender number & title of tender/procurement;
- (iii) in the first instance, the envelope marked as "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

Bidding Documents for Tender No.01-23 (Framework Contract of Stationery Store Items)

- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals by approving authority, the procuring agency shall open the financial proposals of the technically accepted bids publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

iii. Evaluation Criteria

For the purposes of evaluation, the word "Product" would mean the specific item included in the bidders bid along with specific make and model. Marking will be as follows: -

NOTE: PLEASE. DO NOT FILL THIS FORM, JUST ATTACH THE REQUIRED DOCUMENTS, THIS IS A SAMPLE FOR YOUR INFORMATION ONLY.

COMPANY / BIDDER EVALUATION CRITERIA:

COMPULSORY DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID /

COMPANY PROFILE / QUALIFICATION PARAMETERS

Sr. No.	Parameter	Details	Total Marks	Remarks															
i.	Performance of Last one year of the Goods / Items being quoted. (Attach relevant Purchase / Work orders)	Institutions served: <table border="1"> <tr> <td>i.</td> <td>No institution served</td> <td>00</td> </tr> <tr> <td>ii.</td> <td>01</td> <td>05</td> </tr> <tr> <td>iii.</td> <td>02 to 04</td> <td>10</td> </tr> <tr> <td>iv.</td> <td>05 to 07</td> <td>15</td> </tr> <tr> <td>v.</td> <td>08 and above</td> <td>20</td> </tr> </table>	i.	No institution served	00	ii.	01	05	iii.	02 to 04	10	iv.	05 to 07	15	v.	08 and above	20	20	Institutions may include Private or Public Organizations, or individuals.
i.	No institution served	00																	
ii.	01	05																	
iii.	02 to 04	10																	
iv.	05 to 07	15																	
v.	08 and above	20																	
ii.	Market experience / Business experience (Attach supporting documents in proof thereof)	<table border="1"> <tr> <td>i.</td> <td>1 -3 years</td> <td>05</td> </tr> <tr> <td>ii.</td> <td>4 – 5 years</td> <td>10</td> </tr> <tr> <td>iii.</td> <td>Above 5 years</td> <td>15</td> </tr> </table>	i.	1 -3 years	05	ii.	4 – 5 years	10	iii.	Above 5 years	15	15	Bidders having less than 1-year market experience are ineligible.						
i.	1 -3 years	05																	
ii.	4 – 5 years	10																	
iii.	Above 5 years	15																	
iii.	Income tax, sales tax and Professional tax registration certificates along with employee's Salary statement.	<table border="1"> <tr> <td>i.</td> <td>Income tax registered (04) Sale tax registered (03) Professional tax registered (03)</td> <td>10</td> </tr> <tr> <td>ii.</td> <td>(attach G –Form for salary of Technical staff)</td> <td>05</td> </tr> </table>	i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10	ii.	(attach G –Form for salary of Technical staff)	05	15	Authorized certificates issued by the concerned Authorities are required.									
i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10																	
ii.	(attach G –Form for salary of Technical staff)	05																	

(Handwritten signatures and initials)

Bidding Documents for Tender No.01-23 (Framework Contract of Stationery Store Items)

iv.	Valid Letter of Authorization from the Principal	i.	Valid letter of Authorization from Principal/Sole propriety certificate etc.	10	10	Not applicable for Stationery/Printings/Publications
		ii.	Not attached	00		
v.	Company capacity to provide after sales service. (Attach CVs of Technical Staff, with Salary Statements duly attested)	i.	Good	20	20	
		ii.	Acceptable	10		
		iii.	Average	05		
		iv.	Un-acceptable	00		
vi.	Company's Good will & reputation. (Market reputation, and PHOTA experience)	i.	Good	20	20	
		ii.	Acceptable	10		
		iii.	Average	05		
		iv.	Un-acceptable	00		

Total marks: 100
Qualifying marks: 70%

SIGNATURES OF THE TECHNICAL EVALUATION COMMITTEE (TEC)

Punjab Human Organ Transplant Authority

i. End User / Indenter, _____ ii. _____

iii. _____ iv. _____

v. _____ vi. _____

Handwritten signatures and initials in blue ink.

iv. General Terms

1. It is mandatory to get 70% marks in the technical evaluation criteria, otherwise bid will be rejected.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder shall complete the bid form indicating the goods to be supplied, a brief description of the goods, their packing, size, quantity, price schedule with unit price and total bid price of the goods.
4. Alternate offers without separate tenders will not be considered.
5. The bidder is required to offer competitive price. All prices must include the General Sales Taxes/PST (if applicable) and other taxes/duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
6. Prices shall be in Pak Rupee on FOR basis.
7. Bids shall remain valid for period of (180) one hundred and eighty days after opening of technical bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the Parties. A bid valid for a shorter period shall be rejected as non-responsive.
8. If the acceptance of the bid issued during the validity period is not accepted by the bidder, the bid security will be forfeited.
9. The successful bidder shall furnish a Performance Security equal to 5% of the total order value in the shape of CDR only in the name of Director General/Administrator PHOTA.
10. Performance Security has to be deposited before final order, which will be retained by the procuring agency until warranty period.
11. No interest shall be payable by the procuring agency on the securities.
12. The PHOTA authorities, at any stage of the procurement proceedings, may require the supplier or contractors to provide information concerning their professional, Technical, Financial, legal or managerial competence whether already pre-qualified or not.
13. Failure to submit the tender in the manner prescribed in the invitation to tender will not be accepted.
14. The authority reserves the right of accepting the full or part quantity offers (subject to technical scrutiny).
15. The offer should be strictly as per specifications of the tender.
16. The successful bidder/supplier/contractor/manufacture will provide a stamp paper for the acceptance of contract agreement, this agreement will be made between the successful bidder/supplier/contractor/manufacture and procuring agency (PHOTA Authority). This agreement will be made earlier from or at the time of receiving the supply/purchase/work order.

No offer will be considered if it:

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that required in the tender inquiry.
- vi. Does not conform to the general conditions of the tender inquiry.

Bidding Documents for Tender No.01-23 (Framework Contract of Stationery Store Items)
vii. Is received without earnest money/bid security as specified in the tender.

v. **Special Terms**

1. The tender documents should be signed by the authorized representative of the firm.
2. Provisions of 'Vermin protection' and 'Rodent Proof' measures would also be the responsibility of the contractor/supplier.
3. In case of downtime more than 12 hours 0.1% of the cost of Purchase of equipment/machinery would be deducted per day from the security deposit and the company might be blacklisted.
4. The successful bidder/supplier/contractor/manufacturer will be responsible to provide the supply/delivery, delivery challan and bill with sales tax invoice and any other document related to the final payment within the supply/delivery period to avoid late delivery charges.

5. **MANUFACTURER/SUPPLIER'S GUARANTEE CERTIFICATE.**

The Supplier/Contractor/Printers/Publishers/Manufacturer/will provide guarantee certificate at the time of delivery clearly stating that the stores being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender. They will also provide two copies of service manuals.

6. **PANELTY CLAUSE.**

- a. The Inspection Committee of PHOTA, Lahore will conduct inspection of the supplied items, if found substandard and not conforming to the specifications as per proposal / data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
- b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated.

7. **PROVISION OF BIDDER'S UNDERTAKING.**

The successful bidder/supplier/contractor/manufacturer will provide an undertaken as guarantee certificate duly signed and stamped by the bidder/supplier/contractor/manufacturer, earlier from or at the time of delivery/supply clearly stating that "the store items/goods being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender, if found substandard and not conforming to the specifications as per proposal /data sheet provided by the bidder and are not in accordance with the specifications given in the tender, the same shall be returned for replacement at the cost of supplier. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated".

8. LATE DELIVERY

Supply should be done in accordance with the time schedule mentioned in the purchase/supply/work order. In case of late supply, beyond the stipulated period, penalty @ of 2.0 % Per Month or 0.067% per day of the cost of contract will be deducted from the final payment.

9. BLACKLISTING.

If the contractor fail/delay in performance of any of the obligations under the contract, violates any of the provisions of the contract, commits breach of any of the terms & conditions of the contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the purchaser may without prejudice to any other right of action it may have, blacklist the bidder/supplier/contractor/firm/company, either indefinitely or for a stated period, for future tenders in public sector, as per rules/mechanism provided in Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 amended to date.

10. TRANSPORTATION.

- a). The Supplier shall arrange transportation of the goods/equipment to their final destination.
- b). Transportation including loading/unloading/packing of goods shall be arranged and paid for by the supplier.

11. INCIDENTAL CHARGES.

- a). The supplier shall be required to provide all the incidental service charges including taxes.
- b). The procuring agency will not pay any extra amount against any expenditure incurred on it, as the contract shall be construed as fixed amount and includes all costs.

12. The offer rates should be inclusive of all applicable taxes i.e. Income Tax, GST, PST (if applicable) and Stamp Duties etc. No bid will be considered if rates are exclusive of applicable taxes.

13. A bidder quoting against this invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.

14. The Supply/Work will be done within 30 days or earlier from the date of receipt of Supply/Purchase/Work Orders.

15. Director General/Administrator PHOTA, Lahore reserve the rights to increase or decrease the quantity of store items.

16. In case of dispute, decision of the Director General/Administrator PHOTA, Lahore shall be final.


DIRECTOR GENERAL/ADMINISTRATOR
Punjab Human Organ Transplantation Authority,

Lahore.

**DEMAND OF STATIONARY STORE ITEMS WITH ITS SPECIFICATIONS
FOR PHOTA HEAD OFFICE, SUB OFFICES (RAWALPINDI, MULTAN & FAISALABAD), OPC LHR.
FOR THE FINANCIAL YEAR 2022-23.**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
1	Box File (Filing Box Triangular)	Local	Nos	50
2	Ring File (Fine, Black Color)	Good Quality (Fiber)	Nos	350
3	File Cover with PHOTA & OPC logo	Printed Art Card 350gm (As per sample)	Nos	1500
4	Multicolor Sticky Note Pad	3 X 3 Inch (Pack of 100)	Packet	100
5	Multicolor Sticky Note Pad	3 X 2 Inch (Pack of 100)	Packet	100
6	Arrow Flags Stickers	125 Flags	Packet	100
7	Paper Clips	30 MM (Good Quality)	Packet	30
8	Paper A4 Size (80 gm.)	Double A or Equivalent	Rim	1000
9	Paper Legal Size (80 gm)	Double A or Equivalent	Rim	300
10	Paper A4 Size (120 gm.)	Double A or Equivalent	Rim	100
11	Paper Cutter	Sensa or Equivalent - 18mm (Good Quality)	Nos	50
12	Paper Punching Machine (2 Hole)	Good Quality (20 Sheets)-Large	Nos	15
13	Paper Punching Machine (2 Hole)	Good Quality (100 Sheets)	Nos	5
14	Stamp Pad	Good Quality (Blue)	Nos	15
15	Ink for Stamp Pad	Good Quality (Blue)	Nos	15
16	Ink for Fountain Pen-BLACK (50 ML)	Dollar or Equivalent	Nos	15
17	Ink for Fountain Pen-BLUE (50 ML)	Dollar or Equivalent	Nos	15
18	Paper Puncher (1 Hole)	Good Quality (Metal)	Nos	15
19	Letter Tray 3 Step Metal Mesh (JALI) (Black)	Good Quality	Nos	15
20	Calculator	Casio Genuine or Equivalent (As per Sample)	Nos	5
21	Gum Stick (UHU)	40 gm, (UHU) or equivalent	Nos	200
22	Uniball Fine Deluxe OR Equivalent	Deluxe (Blue Color Only)	Nos	500
23	Ball Point	Piano 0,8 mm or equivalent (Blue)	Nos	500
24	Gel Pen	Uni Ball Signo OR Equivalent (0,7) (Blue)	Nos	500
25	Ball Point	Uni Ball Eye Micro Roller Ball Round Tip Pen OR equivalent (Blue)	Nos	500
26	Fluid white pen	Kita or equivalent	Nos	50
27	Permanent Marker	Dollar or equivalent (Black & Blue)	Nos	50
28	Led Pencil	Gold Fish or Equivalent	Nos	250

**DEMAND OF STATIONARY STORE ITEMS WITH ITS SPECIFICATIONS
FOR PHOTA HEAD OFFICE, SUB OFFICES (RAWALPINDI, MULTAN & FAISALABAD), OPC LHR.
FOR THE FINANCIAL YEAR 2022-23.**


Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
29	Pin Remover	KW or Equivalent	Nos	30
30	Common Pin	50 Gm Sensa or Equivalent	Box	40
31	Paper Weight Marble	Local	Nos	20
32	Stapler Medium	Fuji or Equivalent	Nos	25
33	Heavy Duty Stapler	Can Staple Upto Sheets 210 Pages 24 MM	Nos	2
34	Stapler Pin Small	Dollar or equivalent size 24/6	Packet	200
35	Stapler pin Heavy	Opal or equivalent size 23/15	Packet	25
36	Water Damper	Local	Nos	10
37	Scotch tape 1 inches	50 yards length (good quality)	Nos	50
38	Binding Tape 2 inch	Sensa or equivalent	Nos	80
39	Scale 12" Steel	Steel Sensa or equivalent	Nos	20
40	Letter Opener Knife	Local Sensa or equivalent	Nos	5
41	Register Diary (150 Pages)	Local (Weight 60 Gm)	Nos	50
42	Register Dispatch (150 Pages)	Local (Weight 60 Gm)	Nos	50
43	Register Rolled (150 Pages)	Local (Weight 60 Gm)	Nos	20
44	Drafting Pad Large	70 gm, 100 pages	Nos	50
45	Drafting Pad Small	70 gm, 100 pages	Nos	50
46	Scissor 7 inches	Local Sensa or equivalent (office Size)	Nos	20
47	Envelope Large with PHOTA Logo	A4 Size (As per Sample)	Nos	2000
48	Envelope Large (White)	Large / Legal Size (As per Sample)	Nos	2000
49	Envelop (9 x 4) with PHOTA & OPC Logo	70 gm Printed (as per sample)	Nos	2000
50	Envelop (9 x 4) White	Good Quality	Nos	3000
51	Envelop Small (Color Brown)	9*4 Size	Nos	1500
52	Rubber Band	1 Inch (400 Gram Packet)	Packet	5
53	Attendance Register (150 Pages)	Good Quality	Nos	5
54	Poker Wire Wooden Base	Good Quality	Nos	10
55	Binder Clip 25 MM	Good Quality (Black Color)	Nos	100
56	Binder Clip 32 MM	Good Quality (Black Color)	Nos	100

**DEMAND OF STATIONARY STORE ITEMS WITH ITS SPECIFICATIONS
FOR PHOTA HEAD OFFICE, SUB OFFICES (RAWALPINDI, MULTAN & FAISALABAD), OPC LHR.
FOR THE FINANCIAL YEAR 2022-23.**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
57	Binder Clip 51 MM	Good Quality (Black Color)	Nos	100
58	Wall Clock (14 inches or higher)	Good Quality Round Easy To Read	Nos	10
Total Rs.				

** Prices may vary at the time of purchase due to current economic conditions and fluctuation of dollar rate.

Assistant Director Admin: 


Director Administration/HR &
Coordination
Punjab Human Organ Transplantation
Authority,
PHOTA, Lahore.

Bidding Documents

Tender No. 02-23.

FRAME WORK CONTRACT OF GENERAL STORE ITEMS
FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD
OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND
ORGAN PROCUREMENT CELL (OPC), LAHORE.
FOR FINANCIAL YEAR 2022-23.

PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET, LAHORE.



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Punjab Human Organ Transplant Authority

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39-SHADMAN-01, SHADMAN MARKET, NEAR BOP, LAHORE.

PH. NO. 042-99206046-7

(The Bidder must attach this list along with the Bid outside the main Envelope/Package)



**PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET (NEAR BOP), LAHORE.
PH. NO. 042-99206046-7**

Tender No. _____ Opening Date & Time: _____

Title of Procurement: _____

Sr. No	Description	Remarks	
		Yes	No
01.	Whether the Bid is submitted in Two Envelopes.		
02.	Tender Number & Title of Procurement mentioned on outside the Envelope/Package.		
03.	Technical Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-A	
04.	Financial Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-B	
05.	Whether both The Technical and Financial Proposal are put into another Outer Envelope.		

Punjab Human Organ Transplant Authority

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.

(Handwritten signatures in blue ink)



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-A" TECHNICAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Technical Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope A : Enclosures of Technical Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Technical Bid/Technical Proposal of firm with specifications/standard packing/size/brands and warranty of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original Tender fee deposit slip issued by the PHOTA.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	An Affidavit/Undertaking on Stamp Paper of Rs.50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted according to the specimen mentioned in the PHOTA Bidding Documents.			
06.	Tender/Bidding Documents duly signed & stamped each page by firm / company / bidder / representative of firm/company.			
07.	Attested Copy of an active Income Tax Registration Certificate.			
08.	Attested Copy of an active Sales Tax Registration Certificate.			
09.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
10.	Technical/Professional Staff List of the firm/ company with CV's of staff and salaries of staff duly signed & stamped by firm / company / bidder / representative of firm/company. On the letter head of the Bidder/Firm/Company.			
11.	The specified catalogues / brochure/ or samples of data sheet. (if required for any item)			
12.	Machinery, Transport, Warehouse details (if available any)			
13.	Business and Financial worth of previous work of Firm/Company.			
14.	Audit Report of Firm/Company. (if available previous years/last year)			
15.	Proof of Sales of the Firm/Company. (attach purchase orders/work orders/supply orders and contract/work agreement)			
16.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-B" FINANCIAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Financial Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope B : Enclosures of Financial Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Financial Bid/ Financial Proposal of firm with Unit Price/Total Price, GST/PST (If applicable) and Other taxes (If applicable) of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original CDR of 2% Bid Security in the name of Director General/Administrator.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	Attested Copy of an active Income Tax Registration Certificate.			
06.	Attested Copy of an active Sales Tax Registration Certificate.			
07.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
08.	Tax Exemptions Documents/Certificate/Letter (If available and applicable for any quoted item)			
09.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39 SHADMAN 1, SHADMAN MARKET, LAHORE.

TENDER No. 02 -23

FRAME WORK CONTRACT OF GENERAL STORE ITEMS
FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.

Bidding Procedure 38 (2) a (RULE 15 (01) FRAMEWORK CONTRACT)

Tender Fee:	Rs. 500/-
Last date of Issuance:	11/01/2023.
Receiving Date & Time:	11/01/2023. TILL 11:00 a.m.
Opening date & Time:	11/01/2023. at 11:30 a.m.
Venue:	<u>PHOTA OFFICE 39 SHADMAN 1, SHADMAN MARKET, LAHORE.</u>
Bid Security:	2% of total tender value in the form of CDR only in the name of Director General/Administrator, PHOTA, Lahore (with Financial Proposal)

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm _____
Complete Address _____
Office Telephone /Fax No. _____
Name of authorized representative _____
Cell No. (Authorized Representative) _____
I.D. Card No. (C.N.I.C) (Copy Attached) _____
Sales Tax Reg. No. (Active) _____
Income Tax No. / N.T.N (Active) _____
Amount of Tender Fee deposited Rs: _____
(Original receipt will be attached with tender forms)

(CERTIFICATE MUST BE PROVIDED ON STAMP PAPER OF Rs. 50/- or above)

We M/S _____ are not suspended/Black listed/defaulters of any Government/Autonomy Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further hereby undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any subsequent amendment made by the PHOTA. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER WITH
STAMP**



Bidding Documents for Tender No.02-23 (Framework Contract of General Store Items)

TENDER ENQUIRY

FRAME WORK CONTRACT OF GENERAL STORE ITEMS FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND ORGAN PROCUREMENT CELL (OPC), LAHORE. FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.
Bidding Procedure 38 (2) a (RULE 15 (01) FRAMEWORK CONTRACT)

TERMS & CONDITIONS

Sealed offers are invited from all Suppliers /Contractor/Printers/Publishers/Manufacturers/Whole sale dealers and their distributors having good repute for the Purchase of PHOTA, Lahore on FOR Basis according to attached specifications, as per schedule in this Tender Enquiry. Tender should be addressed in the name of the Director General / Administrator PHOTA, Lahore along with the following arranged documents: -

i.

Sr. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
01.	Original receipt for purchase of tender.		
02.	Technical Proposal on letter head of firm/company duly signed and stamped by the bidder/authorized representative.		
03.	Acceptance of terms and conditions of tender documents duly signed and stamped by the Bidder/Authorized representative.		
04.	An affidavit on stamp paper of Rs. 50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted as per sample.		
05.	Attested Copies of an active National Tax Number Certificate, an active General Sale Tax Number Certificate and Professional tax certificate (for the year 2022-23) all these are necessary.		
06.	Original CDR of bid security (demanded in the tender form in the name of Director General/Administrator PHOTA) with financial proposal. (only CDR acceptable).		
07.	Bid with pin binding and all pages numbered with indexing page. As per checklists attached in bidding documents. (All instructions/conditions regarding knock out clauses are compulsory otherwise bid will be rejected).		

The bid shall be received under the Punjab Procurement Revised Rules, 2014 (amended to date) as specified below: - Only that rule will be mentioned under which Tender is being floated.

ii. **Single Stage Two Envelopes Bidding Procedure (PPRA Punjab Revised Rules, 2014 (amended to date) 38(2)a): -**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal" along with tender number & title of tender/procurement;
- (iii) in the first instance, the envelope marked as "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

Bidding Documents for Tender No.02-23 (Framework Contract of General Store Items)

- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals by approving authority, the procuring agency shall open the financial proposals of the technically accepted bids publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

iii. Evaluation Criteria

For the purposes of evaluation, the word "Product" would mean the specific item included in the bidders bid along with specific make and model. Marking will be as follows: -

NOTE: PLEASE. DO NOT FILL THIS FORM, JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION ONLY.

COMPANY / BIDDER EVALUATION CRITERIA:

COMPULSORY DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID /

COMPANY PROFILE / QUALIFICATION PARAMETERS

Sr. No.	Parameter	Details	Total Marks	Remarks															
i.	Performance of Last one year of the Goods / Items being quoted. (Attach relevant Purchase / Work orders)	Institutions served: <table border="1"> <tr> <td>i.</td> <td>No institution served</td> <td>00</td> </tr> <tr> <td>ii.</td> <td>01</td> <td>05</td> </tr> <tr> <td>iii.</td> <td>02 to 04</td> <td>10</td> </tr> <tr> <td>iv.</td> <td>05 to 07</td> <td>15</td> </tr> <tr> <td>v.</td> <td>08 and above</td> <td>20</td> </tr> </table>	i.	No institution served	00	ii.	01	05	iii.	02 to 04	10	iv.	05 to 07	15	v.	08 and above	20	20	Institutions may include Private or Public Organizations, or individuals.
i.	No institution served	00																	
ii.	01	05																	
iii.	02 to 04	10																	
iv.	05 to 07	15																	
v.	08 and above	20																	
ii.	Market experience / Business experience (Attach supporting documents in proof thereof)	<table border="1"> <tr> <td>i.</td> <td>1 -3 years</td> <td>05</td> </tr> <tr> <td>ii.</td> <td>4 – 5 years</td> <td>10</td> </tr> <tr> <td>iii.</td> <td>Above 5 years</td> <td>15</td> </tr> </table>	i.	1 -3 years	05	ii.	4 – 5 years	10	iii.	Above 5 years	15	15	Bidders having less than 1-year market experience are ineligible.						
i.	1 -3 years	05																	
ii.	4 – 5 years	10																	
iii.	Above 5 years	15																	
iii.	Income tax, sales tax and Professional tax registration certificates along with employee's Salary statement.	<table border="1"> <tr> <td>i.</td> <td>Income tax registered (04) Sale tax registered (03) Professional tax registered (03)</td> <td>10</td> </tr> <tr> <td>ii.</td> <td>(attach G –Form for salary of Technical staff)</td> <td>05</td> </tr> </table>	i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10	ii.	(attach G –Form for salary of Technical staff)	05	15	Authorized certificates issued by the concerned Authorities are required.									
i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10																	
ii.	(attach G –Form for salary of Technical staff)	05																	

Bidding Documents for Tender No.02-23 (Framework Contract of General Store Items)

iv.	Valid Letter of Authorization from the Principal	<table border="1"> <tr> <td data-bbox="526 235 598 380">i.</td> <td data-bbox="598 235 909 380">Valid letter of Authorization from Principal/Sole propriety certificate etc.</td> <td data-bbox="909 235 997 380">10</td> </tr> <tr> <td data-bbox="526 380 598 448">ii.</td> <td data-bbox="598 380 909 448">Not attached</td> <td data-bbox="909 380 997 448">00</td> </tr> </table>	i.	Valid letter of Authorization from Principal/Sole propriety certificate etc.	10	ii.	Not attached	00	10	If applicable for specific general store items						
i.	Valid letter of Authorization from Principal/Sole propriety certificate etc.	10														
ii.	Not attached	00														
v.	Company capacity to provide after sales service. (Attach CVs of Technical Staff, with Salary Statements duly attested)	<table border="1"> <tr> <td data-bbox="526 593 598 649">i.</td> <td data-bbox="598 593 909 649">Good</td> <td data-bbox="909 593 997 649">20</td> </tr> <tr> <td data-bbox="526 649 598 705">ii.</td> <td data-bbox="598 649 909 705">Acceptable</td> <td data-bbox="909 649 997 705">10</td> </tr> <tr> <td data-bbox="526 705 598 761">iii.</td> <td data-bbox="598 705 909 761">Average</td> <td data-bbox="909 705 997 761">05</td> </tr> <tr> <td data-bbox="526 761 598 817">iv.</td> <td data-bbox="598 761 909 817">Un-acceptable</td> <td data-bbox="909 761 997 817">00</td> </tr> </table>	i.	Good	20	ii.	Acceptable	10	iii.	Average	05	iv.	Un-acceptable	00	20	
i.	Good	20														
ii.	Acceptable	10														
iii.	Average	05														
iv.	Un-acceptable	00														
vi.	Company's Good will & reputation. (Market reputation, and PHOTA experience)	<table border="1"> <tr> <td data-bbox="526 907 598 963">i.</td> <td data-bbox="598 907 909 963">Good</td> <td data-bbox="909 907 997 963">20</td> </tr> <tr> <td data-bbox="526 963 598 1019">ii.</td> <td data-bbox="598 963 909 1019">Acceptable</td> <td data-bbox="909 963 997 1019">10</td> </tr> <tr> <td data-bbox="526 1019 598 1075">iii.</td> <td data-bbox="598 1019 909 1075">Average</td> <td data-bbox="909 1019 997 1075">05</td> </tr> <tr> <td data-bbox="526 1075 598 1131">iv.</td> <td data-bbox="598 1075 909 1131">Un-acceptable</td> <td data-bbox="909 1075 997 1131">00</td> </tr> </table>	i.	Good	20	ii.	Acceptable	10	iii.	Average	05	iv.	Un-acceptable	00	20	
i.	Good	20														
ii.	Acceptable	10														
iii.	Average	05														
iv.	Un-acceptable	00														

Total marks: 100
Qualifying marks: 70%

SIGNATURES OF THE TECHNICAL EVALUATION COMMITTEE (TEC)

Punjab Human Organ Transplant Authority

i. End User / Indenter, _____ ii. _____

iii. _____ iv. _____

v. _____ vi. _____

iv. General Terms

1. It is mandatory to get 70% marks in the technical evaluation criteria, otherwise bid will be rejected.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder shall complete the bid form indicating the goods to be supplied, a brief description of the goods, their packing, size, quantity, price schedule with unit price and total bid price of the goods.
4. Alternate offers without separate tenders will not be considered.
5. The bidder is required to offer competitive price. All prices must include the General Sales Taxes/PST (if applicable) and other taxes/duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
6. Prices shall be in Pak Rupee on FOR basis.
7. Bids shall remain valid for period of (180) one hundred and eighty days after opening of Technical bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the Parties. A bid valid for a shorter period shall be rejected as non-responsive.
8. If the acceptance of the bid issued during the validity period is not accepted by the bidder, the bid security will be forfeited.
9. The successful bidder shall furnish a Performance Security equal to 5% of the total order value in the shape of CDR only in the name of Director General/Administrator PHOTA.
10. Performance Security has to be deposited before final order, which will be retained by the procuring agency until warranty period.
11. No interest shall be payable by the procuring agency on the securities.
12. The PHOTA authorities, at any stage of the procurement proceedings, may require the supplier or contractors to provide information concerning their professional, Technical, Financial, legal or managerial competence whether already pre-qualified or not.
13. Failure to submit the tender in the manner prescribed in the invitation to tender will not be accepted.
14. The authority reserves the right of accepting the full or part quantity offers (subject to technical scrutiny).
15. The offer should be strictly as per specifications of the tender.
16. The successful bidder/supplier/contractor/manufacture will provide a stamp paper for the acceptance of contract agreement, this agreement will be made between the successful bidder/supplier/contractor/manufacture and procuring agency (PHOTA Authority). This agreement will be made earlier from or at the time of receiving the supply/purchase/work order.

No offer will be considered if it:

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that required in the tender inquiry.
- vi. Does not conform to the general conditions of the tender inquiry.
- vii. Is received without earnest money/bid security as specified in the tender.

v. Special Terms

1. The tender documents should be signed by the authorized representative of the firm.
2. Provisions of 'Vermin protection' and 'Rodent Proof' measures would also be the responsibility of the contractor/supplier.
3. In case of downtime more than 12 hours 0.1% of the cost of Purchase of equipment/machinery would be deducted per day from the security deposit and the company might be blacklisted.
4. The successful bidder/supplier/contractor/manufacture will be responsible to provide the supply/delivery, delivery challan and bill with sales tax invoice and any other document related to the final payment within the supply/delivery period to avoid late delivery charges.
5. **MANUFACTURER/SUPPLIER'S GUARANTEE CERTIFICATE.**

The Bidder/Supplier/Contractor /Manufacturer/ will provide guarantee certificate at the time of delivery clearly stating that the stores being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender. They will also provide two copies of service manuals. (If applicable).

6. PANELTY CLAUSE.

- a. The Inspection Committee of PHOTA, Lahore will conduct inspection of the supplied items, if found substandard and not conforming to the specifications as per proposal / data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
- b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated.

7. PROVISION OF BIDDER'S UNDERTAKING.

The successful bidder/supplier/contractor/manufacture will provide an undertaken as guarantee certificate duly signed and stamped by the bidder/supplier/contractor/manufacture, earlier from or at the time of delivery/supply clearly stating that "the store items/goods being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender, if found substandard and not conforming to the specifications as per proposal /data sheet provided by the bidder and are not in accordance with the specifications given in the tender, the same shall be returned for replacement at the cost of supplier. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated".

8. LATE DELIVERY

Supply should be done in accordance with the time schedule mentioned in the purchase/supply/work order. In case of late supply, beyond the stipulated period, penalty @ of 2.0 % Per Month or 0.067% per day of the cost of contract will be deducted from the final payment.

9. BLACKLISTING.

If the contractor fail/delay in performance of any of the obligations under the contract, violates any of the provisions of the contract, commits breach of any of the terms & conditions of the contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the purchaser may without prejudice to any other right of action it may have, blacklist the bidder/supplier/contractor/firm/company, either indefinitely or for a stated period, for future tenders in public sector, as per rules/mechanism provided in Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 amended to date.

10. TRANSPORTATION.


- a). The Supplier shall arrange transportation of the goods/equipment to their final destination.
- b). Transportation including loading/unloading/packing of goods shall be arranged and paid for by the supplier.

11. INCIDENTAL CHARGES.

- a). The supplier shall be required to provide all the incidental service charges including taxes.
- b). The procuring agency will not pay any extra amount against any expenditure incurred on it, as the contract shall be construed as fixed amount and includes all costs.

12. The offer rates should be inclusive of all applicable taxes i.e. Income Tax, GST, PST (if applicable) and Stamp Duties etc. No bid will be considered if rates are exclusive of applicable taxes.
13. A bidder quoting against this invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
14. The Supply/Work will be done within 30 days or earlier from the date of receipt of Supply/Purchase/Work Orders.
15. Director General/Administrator PHOTA, Lahore reserve the rights to increase or decrease the quantity of store items.
16. In case of dispute, decision of the Director General/Administrator PHOTA, Lahore shall be final.

Punjab Human Organ Transplant Authority


DIRECTOR GENERAL/ADMINISTRATOR,
Punjab Human Organ Transplantation Authority,
Lahore.



**DEMAND OF GENERAL STORE WITH ITS SPECIFICATION
FOR PHOTA HEAD OFFICE, SUB OFFICE (RAWALPINDI, MULTAN & FAISALABAD), OPC , LHR.
FOR THE FINANCIAL YEAR 2022-23**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
1	Air Freshener	Touch n Fresh or equivalent 300ml	Bottle	200
2	Brush for Bath Room (Nylon)	Local	Nos	30
3	Wash room cleaner	Harpic or equivalent 500/ML	Bottle	200
4	Surface Cleaner Bottles	Dettol Floral or equivalent 500 ML Bottle	Bottle	100
5	Phenyl Floor Cleaner	Finis or equivalent 01 Litre	Bottle	100
6	Towel Large	White large 27x54 Good Quality	Nos	25
7	Towel Medium Size	For Floor Cleaning	Nos	50
8	Tissue Paper Box	Rose Petal or equivalent (100 x 2 Ply)	Box	500
9	Tissue Box table Casing	Wooden Style Casing	Nos	5
10	Disposable Plastic Bags	Local (81cm Tall for 50 Liter Bin size approx)	Nos	100
11	Sponge for dish washing	Scotch Brite or equivalent Small	Nos	50
12	Knife for Kitchen	KIWI or Equivalent (Medium Size)	Nos	5
13	Pencil cell AA	Toshiba or equivalent	Nos	250
14	Pencil Cell AAA	Toshiba or equivalent	Nos	250
15	Rechargeable cell AAA (for cordless phone)	Panasonic or Equivalent (1.2V) Min 550 mAh	Nos	20
16	Duster Cotton	Local	Nos	200
17	Mosquitos Killer Spray	Mortin or equivalent All Insect Killing spray (375ml)	Bottle	50
18	Furniture Shine Spray	Pledge Wood classic Furniture Polish 250ml or equivalent	Bottle	80
19	Mirror Glass Cleaner	Glint or equivalent 500ml Bottle	Bottle	100
20	Liquid Dishwasher	Lemon Max or equivalent 275ml Bottle	Bottle	100
21	Plastic Balti	Medium Size (30 Liter)	Nos	10
22	Water Glass	Good Quality (Omroc or Equivalent)	Nos	66
23	Water Glass	Wine Glass Set - Transparent & Large Size	Nos	150
24	Tea Cup with Saucer	Broc Style Marble White	Nos	300
25	Suger Pot with spoon	Broc Style Marble White	Nos	50
26	Tea Pot	Broc Style Marble White	Nos	50

**DEMAND OF GENERAL STORE WITH ITS SPECIFICATION
FOR PHOTA HEAD OFFICE, SUB OFFICE (RAWALPINDI, MULTAN & FAISALABAD), OPC , LHR.
FOR THE FINANCIAL YEAR 2022-23**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
27	Water Jug with Plastic Cover	Toyo Nasic or Equivalent	Nos	35
28	Spoon (Steel)	Good Quality (Table Size)	Nos	60
29	Spoon (Steel)	Good Quality (Tea Size)	Nos	100
30	Fork (Steel)	Good Quality (Table Size)	Nos	50
31	Bath Soap (original)	LifeBuoy Or Equivalent 140gm (Different Fragrances/ Colors)	Nos	100
32	Surf Powder	Surf Excel or Equivalent (Pack of 500 GM)	Nos	100
33	Insect Killer Powder	Mortin or Equivalent (100 Gram)	Nos	30
34	Serving Wooden Tray	Good Quality (Large Size)	Nos	5
35	Water Proof Rain Coat for Bike	Medium Size	Nos	10
36	Call Bell / Office Bell	Good Quality	Nos	15
37	Soap Casing	Good Quality	Nos	20
38	Marble Floor Shampoo	Good Quality (1 Liter Bottle)	Nos	50
39	Broom Sticks (Jharoo)	Good Quality (25 KG)	KG	30
40	Long Handle Spider Web cleaner Stick (JALA Brush)	Good Quality	Nos	10
41	Hospital Bed Sheet White	Single Bed Size	Nos	20
42	Rat Killer Baits	Mortein or Equivalent	Box	10
43	Wall Clock	Casio or Equivalent	Nos	5

Assistant Director Admin: 


Director Administration/HR & Coordination

18/11/22

Bidding Documents

Tender No. 03-23.

PURCHASE OF OTHER STORE ITEMS

**FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD
OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND
ORGAN PROCUREMENT CELL (OPC), LAHORE.
FOR FINANCIAL YEAR 2022-23.**

**PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET, LAHORE.**



HOTA

Punjab Human Organ Transplant Authority

BIDDING DOCUMENTS

**PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET, NEAR BOP, LAHORE.**

PH. NO. 042-99206046-7

(The Bidder must attach this list along with the Bid outside the main Envelope/Package)



**PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39-SHADMAN-01, SHADMAN MARKET (NEAR BOP), LAHORE.
PH. NO. 042-99206046-7**

Tender No. _____ Opening Date & Time: _____

Title of Procurement: _____

Sr. No	Description	Remarks	
		Yes	No
01.	Whether the Bid is submitted in Two Envelopes.		
02.	Tender Number & Title of Procurement mentioned on outside the Envelope/Package.		
03.	Technical Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-A	
04.	Financial Proposal (Tender Number & Title of Procurement mentioned on outside the Envelope/Package).	Envelope-B	
05.	Whether both The Technical and Financial Proposal are put into another Outer Envelope.		

HOTA
Punjab Human Organ Transplant Authority

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-A" TECHNICAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Technical Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope A : Enclosures of Technical Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Technical Bid/Technical Proposal of firm with specifications/standard packing/size/brands and warranty of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original Tender fee deposit slip issued by the PHOTA.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	An Affidavit/Undertaking on Stamp Paper of Rs.50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted according to the specimen mentioned in the PHOTA Bidding Documents.			
06.	Tender/Bidding Documents duly signed & stamped each page by firm / company / bidder / representative of firm/company.			
07.	Attested Copy of an active Income Tax Registration Certificate.			
08.	Attested Copy of an active Sales Tax Registration Certificate.			
09.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
10.	Technical/Professional Staff List of the firm/ company with CV's of staff and salaries of staff duly signed & stamped by firm / company / bidder / representative of firm/company. On the letter head of the Bidder/Firm/Company.			
11.	The specified catalogues / brochure/ or samples of data sheet. (if required for any item)			
12.	Machinery, Transport, Warehouse details (if available any)			
13.	Business and Financial worth of previous work of Firm/Company.			
14.	Audit Report of Firm/Company. (if available previous years/last year)			
15.	Proof of Sales of the Firm/Company. (attach purchase orders/work orders/supply orders and contract/work agreement)			
16.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



**SUBMISSION AND ARRANGEMENT OF "ENVELOPE-B" FINANCIAL PROPOSAL
WITH SUPPORTING DOCUMENTS**

The bidder must provide all the supporting documents with Financial Proposal, number all the pages of supporting documents, provide the page information arrange the documents in the following order:

Envelope B : Enclosures of Financial Proposal (CHECK LIST)		Remarks		Page #
Sr. No.	Description	Yes	No	
01.	Covering Letter on the letter head of the Firm/Company duly signed & stamped by Firm/Bidder/Authorized Representative of Firm.			
02.	Financial Bid/ Financial Proposal of firm with Unit Price/Total Price, GST/PST (If applicable) and Other taxes (If applicable) of quoted items on the letter head of the Firm/Company duly signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.			
03.	Original CDR of 2% Bid Security in the name of Director General/Administrator.			
04.	Attested copy of valid CNIC of the owner and representative of Firm/Company.			
05.	Attested Copy of an active Income Tax Registration Certificate.			
06.	Attested Copy of an active Sales Tax Registration Certificate.			
07.	Attested Copy of Professional Tax Certificate for Financial year 2022-23.			
08.	Tax Exemptions Documents/Certificate/Letter (If available and applicable for any quoted item)			
09.	All the above documents and any other supporting document must be numbered by the Firm/Company and page number must be mentioned in the column specified for the purpose.			

HOTA
Punjab Human Organ Transplant Authority

Signed & stamped by Firm/ Company /Bidder/Authorized Representative of Firm.



PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,
39 SHADMAN 1, SHADMAN MARKET, LAHORE.

TENDER No. 03 -23

PURCHASE OF OTHER STORE ITEMS
FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.
Bidding Procedure 38 (2) a.

Tender Fee:	Rs. 500/-
Last date of Issuance:	11/01/2023.
Receiving Date & Time:	11/01/2023. TILL 11:00 a.m.
Opening date & Time:	11/01/2023. at 11:30 a.m.
Venue:	<u>PHOTA OFFICE 39 SHADMAN 1, SHADMAN MARKET, LAHORE.</u>
Bid Security:	2% of total tender value in the form of CDR only in the name of Director General/Administrator, PHOTA, Lahore (with Financial Proposal)

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm _____
Complete Address _____
Office Telephone /Fax No. _____
Name of authorized representative _____
Cell No. (Authorized Representative) _____
I.D. Card No. (C.N.I.C) (Copy Attached) _____
Sales Tax Reg. No. (Active) _____
Income Tax No. / N.T.N (Active) _____
Amount of Tender Fee deposited Rs: _____
(Original receipt will be attached with tender forms)

(CERTIFICATE MUST BE PROVIDED ON STAMP PAPER OF Rs. 50/- or above)

We M/S _____ are not suspended/Black listed/defaulters of any Government/Autonomy Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further hereby undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any subsequent amendment made by the PHOTA. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER WITH
STAMP**



TENDER ENQUIRY
PURCHASE OF OTHER STORE ITEMS
FOR PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY HEAD
OFFICE, SUB OFFICES RAWALPINDI, MULTAN, FAISALABAD AND ORGAN
PROCUREMENT CELL (OPC), LAHORE.
FOR FINANCIAL YEAR 2022-23.

UNDER PROCEDURE PPRA PUNJAB REVISED RULES 2014 AMENDED TO DATE.

Bidding Procedure 38 (2) a.

TERMS & CONDITIONS

Sealed offers are invited from all Suppliers /Contractor/Printers/Publishers/Manufacturers/Whole sale dealers and their distributors having good repute for the Purchase of PHOTA, Lahore on FOR Basis according to attached specifications, as per schedule in this Tender Enquiry. Tender should be addressed in the name of the Director General / Administrator PHOTA, Lahore along with the following arranged documents: -

i.

Sr. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
01.	Original receipt for purchase of tender.		
02.	Technical Proposal on letter head of firm/company duly signed and stamped by the bidder/authorized representative.		
03.	Acceptance of terms and conditions of tender documents duly signed and stamped by the Bidder/Authorized representative.		
04.	An affidavit on stamp paper of Rs. 50/- or above regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted as per sample.		
05.	Attested Copies of an active National Tax Number Certificate, an active General Sale Tax Number Certificate and Professional tax certificate (for the year 2022-23) all these are necessary.		
06.	Original CDR of bid security (demanded in the tender form in the name of Director General/Administrator PHOTA) with financial proposal. (only CDR acceptable).		
07.	Bid with pin binding and all pages numbered with indexing page. As per checklists attached in bidding documents. (All instructions/conditions regarding knock out clauses are compulsory otherwise bid will be rejected).		

The bid shall be received under the Punjab Procurement Revised Rules, 2014 (amended to date) as specified below: - Only that rule will be mentioned under which Tender is being floated.

ii. **Single Stage Two Envelopes Bidding Procedure (PPRA Punjab Revised Rules, 2014 (amended to date) 38(2)a): -**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal" along with tender number & title of tender/procurement;
- (iii) in the first instance, the envelope marked as "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals by approving authority, the procuring agency shall open the financial proposals of the technically accepted bids publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

iii. Evaluation Criteria

For the purposes of evaluation, the word "Product" would mean the specific item included in the bidders bid along with specific make and model. Marking will be as follows: -

NOTE: PLEASE. DO NOT FILL THIS FORM, JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION ONLY.

COMPANY / BIDDER EVALUATION CRITERIA:

COMPULSORY DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID /

COMPANY PROFILE / QUALIFICATION PARAMETERS

Sr. No.	Parameter	Details	Total Marks	Remarks															
i.	Performance of Last one year of the Goods / Items being quoted. (Attach relevant Purchase / Work orders)	Institutions served: <table border="1" style="margin-left: 20px;"> <tr> <td>i.</td> <td>No institution served</td> <td>00</td> </tr> <tr> <td>ii.</td> <td>01</td> <td>05</td> </tr> <tr> <td>iii.</td> <td>02 to 04</td> <td>10</td> </tr> <tr> <td>iv.</td> <td>05 to 07</td> <td>15</td> </tr> <tr> <td>v.</td> <td>08 and above</td> <td>20</td> </tr> </table>	i.	No institution served	00	ii.	01	05	iii.	02 to 04	10	iv.	05 to 07	15	v.	08 and above	20	20	Institutions may include Private or Public Organizations, or individuals.
i.	No institution served	00																	
ii.	01	05																	
iii.	02 to 04	10																	
iv.	05 to 07	15																	
v.	08 and above	20																	
ii.	Market experience / Business experience (Attach supporting documents in proof thereof)	<table border="1" style="margin-left: 20px;"> <tr> <td>i.</td> <td>1 -3 years</td> <td>05</td> </tr> <tr> <td>ii.</td> <td>4 - 5 years</td> <td>10</td> </tr> <tr> <td>iii.</td> <td>Above 5 years</td> <td>15</td> </tr> </table>	i.	1 -3 years	05	ii.	4 - 5 years	10	iii.	Above 5 years	15	15	Bidders having less than 1-year market experience are ineligible.						
i.	1 -3 years	05																	
ii.	4 - 5 years	10																	
iii.	Above 5 years	15																	
iii.	Income tax, sales tax and Professional tax registration certificates along with employee's Salary statement.	<table border="1" style="margin-left: 20px;"> <tr> <td>i.</td> <td>Income tax registered (04) Sale tax registered (03) Professional tax registered (03)</td> <td>10</td> </tr> <tr> <td>ii.</td> <td>(attach G -Form for salary of Technical staff)</td> <td>05</td> </tr> </table>	i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10	ii.	(attach G -Form for salary of Technical staff)	05	15	Authorized certificates issued by the concerned Authorities are required.									
i.	Income tax registered (04) Sale tax registered (03) Professional tax registered (03)	10																	
ii.	(attach G -Form for salary of Technical staff)	05																	

Bidding Documents for Tender No.03-23 (Purchase of Other Store Items)

iv.	Valid Letter of Authorization from the Principal	i.	Valid letter of Authorization from Principal/Sole propriety certificate etc.	10	10	Applicable for specific other store items
		ii.	Not attached	00		
v.	Company capacity to provide after sales service. (Attach CVs of Technical Staff, with Salary Statements duly attested)	i.	Good	20	20	
		ii.	Acceptable	10		
		iii.	Average	05		
		iv.	Un-acceptable	00		
vi.	Company's Good will & reputation. (Market reputation, and PHOTA experience)	i.	Good	20	20	
		ii.	Acceptable	10		
		iii.	Average	05		
		iv.	Un-acceptable	00		

Total marks: 100
Qualifying marks: 70%

SIGNATURES OF THE TECHNICAL EVALUATION COMMITTEE (TEC)

Punjab Human Organ Transplant Authority

i. End User / Indenter, _____ ii. _____

iii. _____ iv. _____

v. _____ vi. _____

iv. General Terms

1. It is mandatory to get 70% marks in the technical evaluation criteria, otherwise bid will be rejected.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder shall complete the bid form indicating the goods to be supplied, a brief description of the goods, their packing, size, quantity, price schedule with unit price and total bid price of the goods.
4. Alternate offers without separate tenders will not be considered.
5. The bidder is required to offer competitive price. All prices must include the General Sales Taxes/PST (if applicable) and other taxes/duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
6. Prices shall be in Pak Rupee on FOR basis.
7. Bids shall remain valid for period of (180) one hundred and eighty days after opening of Technical bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the Parties. A bid valid for a shorter period shall be rejected as non-responsive.
8. If the acceptance of the bid issued during the validity period is not accepted by the bidder, the bid security will be forfeited.
9. The successful bidder shall furnish a Performance Security equal to 5% of the total order value in the shape of CDR only in the name of Director General/Administrator PHOTA.
10. Performance Security has to be deposited before final order, which will be retained by the procuring agency until warranty period.
11. No interest shall be payable by the procuring agency on the securities.
12. The PHOTA authorities, at any stage of the procurement proceedings, may require the supplier or contractors to provide information concerning their professional, Technical, Financial, legal or managerial competence whether already pre-qualified or not.
13. Failure to submit the tender in the manner prescribed in the invitation to tender will not be accepted.
14. The authority reserves the right of accepting the full or part quantity offers (subject to technical scrutiny).
15. The offer should be strictly as per specifications of the tender.
16. The successful bidder/supplier/contractor/manufacture will provide a stamp paper for the acceptance of contract agreement, this agreement will be made between the successful bidder/supplier/contractor/manufacture and procuring agency (PHOTA Authority). This agreement will be made earlier from or at the time of receiving the supply/purchase/work order.

No offer will be considered if it:

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that required in the tender inquiry.

- vi. Does not conform to the general conditions of the tender inquiry.
- vii. Is received without earnest money/bid security as specified in the tender.

v. Special Terms

1. The tender documents should be signed by the authorized representative of the firm.
2. Provisions of 'Vermin protection' and 'Rodent Proof' measures would also be the responsibility of the contractor/supplier.
3. In case of downtime more than 12 hours 0.1% of the cost of Purchase of equipment/machinery would be deducted per day from the security deposit and the company might be blacklisted.
4. The successful bidder/supplier/contractor/manufacturer will be responsible to provide the supply/delivery, delivery challan and bill with sales tax invoice and any other document related to the final payment within the supply/delivery period to avoid late delivery charges.
5. **EXECUTION OF WARRANTY.**

The Manufacturer/supplier/contractor have undertaken to supply the specified model, appropriate material and workmanship of the items for satisfactory operation for a comprehensive warranty period of **Three Years (03 Years)** from the date of installation /commissioning inclusive of all kind of parts and service etc. free of cost, if the items are faulty, the supplier would have to replace it at his cost.

6. MANUFACTURER/SUPPLIER'S GUARANTEE CERTIFICATE.

The Bidder/Supplier/Contractor/Printers/Publishers/Manufacturer will provide Guarantee Certificate at the time of delivery clearly stating that the stores being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender. They will also provide two copies of service manuals (if applicable for any item).

7. PANELTY CLAUSE.

- a. The Inspection Committee of PHOTA, Lahore will conduct inspection of the supplied items, if found substandard and not conforming to the specifications as per proposal / data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
- b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated.

8. PROVISION OF BIDDER'S UNDERTAKING.

The successful bidder/supplier/contractor/manufacturer will provide an undertaken as guarantee certificate duly signed and stamped by the bidder/supplier/contractor/manufacturer, earlier from or at the time of delivery/supply clearly stating that "the store items/goods being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender, if found substandard and not conforming to the specifications as per proposal /data sheet provided by the bidder and are not in accordance with the specifications given in the tender, the same shall be returned for replacement at the cost of supplier. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated".

9. LATE DELIVERY

Supply should be done in accordance with the time schedule mentioned in the purchase/supply/work order. In case of late supply, beyond the stipulated period, penalty @ of 2.0 % Per Month or 0.067% per day of the cost of contract will be deducted from the final payment.

10. BLACKLISTING.

If the contractor fail/delay in performance of any of the obligations under the contract, violates any of the provisions of the contract, commits breach of any of the terms & conditions of the contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the purchaser may without prejudice to any other right of action it may have, blacklist the bidder/supplier/contractor/firm/company, either indefinitely or for a stated period, for future tenders in public sector, as per rules/mechanism provided in Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 amended to date.

11. TRANSPORTATION.

a). The Supplier shall arrange transportation of the goods/equipment to their final destination.

b). Transportation including loading/unloading/packing of goods shall be arranged and paid for by the supplier.

12. INCIDENTAL CHARGES.

a). The supplier shall be required to provide all the incidental service charges including taxes.

b). The procuring agency will not pay any extra amount against any expenditure incurred on it, as the contract shall be construed as fixed amount and includes all costs.

13. The offer rates should be inclusive of all applicable taxes i.e. Income Tax, GST, PST (if applicable) and Stamp Duties etc. No bid will be considered if rates are exclusive of applicable taxes.


14. A bidder quoting against this invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.

15. The Supply/Work will be done within 30 days or earlier from the date of receipt of Supply/Purchase/Work Orders.

16. Director General/Administrator PHOTA, Lahore reserve the rights to increase or decrease the quantity of store items.

17. In case of dispute, decision of the Director General/Administrator PHOTA, Lahore shall be final.

Punjab Human Organ Transplant Authority


DIRECTOR GENERAL/ADMINISTRATOR
Punjab Human Organ Transplantation Authority,

Lahore.



**DEMAND OF OTHER ITEMS WITH ITS SPECIFICATION
FOR PHOTA HEAD OFFICE, SUB OFFICE (RAWALPINDI, MULTAN & FAISALABAD), OPC LHR.
FOR THE FINANCIAL YEAR 2022-23**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
Electrical Items				
1	LED Bulb, Screw Based (Philips or Equivalent) Day Light	12 OR 13 Watts 1 year warranty	Nos	40
2	LED Bulb, Screw Based(Philips or Equivalent) Day Light	18 OR 20 Watts 1 year warranty	Nos	40
3	LED Bulb, Screw Based (Philips or Equivalent) Day Light	45 Or 40 Watts 1 year warranty	Nos	25
4	Office Double Batten Semi Oval (LED Light)	4 feet 40 Watt-Orient or Osaka or Equivalent	Nos	15
5	Plastic Bulb Holder Base AC250V 10A	E27 Socket	Nos	24
6	Cable (GM or Equivalent)	3/29, Copper 90 Meter	Coil	2
7	Cable (GM or Equivalent) Double Core	3/29, Copper 90 Meter	Coil	1
8	Cable (GM or Equivalent) Double Core	7/29, Copper 90 Meter	Coil	2
9	Cable (GM or Equivalent) Double Core	40/76, Copper 90 Meter	Coil	1
10	Cable (GM or Equivalent)	3/29, Copper 90 Meter (1 Pair)	Coil	2
11	Cable (GM or Equivalent)	CABLE 7/052 (10MM CU PVC 450 750V) Red & Black	Coil	4
12	TV Cable (Separator)	4 Outputs Option (Good Quality)	Pieces	5
13	Extension Leads (As per Sample)	Good Quality (Piano/China Fitting) wire (40/76 copper) 10 Meter Length with multi pin shoe options	Nos	20
14	AC Drain Pipe	Good Quality	ft	200
15	Electrical Tape	Osaka (Black + Red) or Equivalent	Nos	50
16	Circuit Breaker (AC)	63 Amp (single Pole) Good Company	Nos	15
17	Circuit Breaker (AC)	20 Amp (Single Pole) Good Company	Nos	15
18	Circuit Breaker (AC)	63 Amp (Double Pole Change over Breaker) Good Quality	Nos	10
19	Circuit Breaker (DC)	C 125 Amp 1000 V (Double Pole) Schneider or ABB or Equivalent (Must be Original)	Nos	7
20	Circuit Breaker (DC)	63 Amp (Double Pole) ABB or Equivalent (Must be Original)	Nos	10
21	Circuit Breaker (AC)	20 Amp (Double Pole) ABB or Equivalent (Must be Original)	Nos	10
22	Bracket Fan (Steel Blades)	Brand: GFC or equivalent 2 years warranty	Nos	5

**DEMAND OF OTHER ITEMS WITH ITS SPECIFICATION
FOR PHOTA HEAD OFFICE, SUB OFFICE (RAWALPINDI, MULTAN & FAISALABAD), OPC LHR.
FOR THE FINANCIAL YEAR 2022-23**

Sr. No	Item Name	Specifications with Brand	Packing/Size	Proposed Quantity to be purchased
Electrical Items				
23	Roads for Electric Heater (Sogo) or Equivalent	Carbon Fiber Tube 500/1000 Watts (As per Sample)	Nos	25
24	WD 40 Or Equivalent	100 ML	Nos	5
25	Hammar (Large Size Heavy Duty)	Wooden Handle	Nos	3
26	Screw Driver Set	Professional for Electrical work (For Officd Use)	Set	3
27	Ups Dry Battery (Crown or Equivalent)	12 Volt / 7AMP (As per sample)	Nos	15
28	Ceiling Fan	Size 56 inches-GFC / Royal or Equivalent	Nos	3
29	DSLR / Camcorder Professional Tripod	Approximately Height 4 Feet, Flip Leg Locking System Non Slip Rubber Feet, Lightweight Aluminum 1(Rwp) 1 (LHR) 1 Backup	Nos	3
30	DSLR Camera (D700) Rechargeable Battery	Nikon EN-EL15 (7.0V, 1900mAh) 14 Wh (Original)	Nos	3
31	Nikon MH-25 Battery Charger (Original)	With AC power cord	Nos	2
32	Metal Exhaust Round GFC or Equivalent	Size 12 inches, 4 Blades	Nos	3
33	Water Pump (Motor)	Shahzad (SP-2) or Equivalent, Motor Power 1.0 HP Max Line Suction 100 Feet, R.P.M 2850, Max Water O/P 4000 Ltr/Hr,	Nos	2
34	3 Pin Shoe	Heavy Duty for Power Plug	Nos	12
35	Power Plug with Box	Premium Quality	Nos	12

Assistant Director Admin: _____



Director Administration/HR & Coordination

