



# KHYBER COLLEGE OF DENTISTRY (MTI)

## STANDARD BIDDING DOCUMENTS

FOR

### The Procurement of PVC Card Printers and other Related Items

**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.

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## 1. INTRODUCTION:

Khyber College of Dentistry invites. Item wise sealed bids from the eligible bidders for procurement of **PVC Card Printers and other related items** through Open Competitive Bidding under rule 6(2)(a) "**Single Stage Single Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

<i>Description</i>	<i>Dates</i>
<b>Closing/Last submission/Opening</b>	<b>28-03-2025</b>
<b>Bid security</b>	<b>PKR 100,000/-</b>
<b>Tender Process</b>	<b>Single Stage Single Envelope</b>

## 2. 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. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. 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.
8. 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 Withdrawn bids will be returned unopened to the Bidders.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - a. Received without earnest money;
  - b. It is received after the date and time fixed for its receipt;
  - c. The tender document and the bid are unsigned;
  - d. The offer is ambiguous;
  - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
  - f. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt;
  - g. Hand written bids shall NOT be accepted; it must be typed.
10. Usage of correction fluid & corrections are strictly prohibited.
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 KCD Peshawar's future bids.
14. All bidders must provide compliance sheet in soft copy with bid submission.
15. Previous Performance of the bidder shall be considered during evaluation process.

### 3. ELIGIBLE BIDDERS:

- a. 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.
- b. The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and KPK Professional tax.
- c. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- d. 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.

### 4. GENERAL CONDITIONS: -

1. KCD Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. At any time prior to the deadline for submission of bids, KCD-MTI Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
3. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
4. KCD-MTI Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.
5. Non-Provision of mandatory documents mention in these SBDs shall lead to disqualification of the firm / quoted items.
6. Bid document and required documents must be submitted in Hard Tap binding, Bids in the Clip or box file will not be allowed
7. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.
8. The Procuring Agency has the right to inspect the premises of bidder to inspect the setups ensuring proper after sales services, documents mentioned in technical bids and any other relevant details. Premises (office/workshop) of bidder shall be insured through ownership/or Rent agreement.
9. The Bid security shall be shall be from bank account of the bidder. Ordinary cheque and Payment Order (PO) in the form of bid security shall result in bid rejection.
10. The Unit price quoted by the bidder shall be **inclusive** of all applicable duties and taxes. All prices shall include relevant taxes & duties, where applicable. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
11. In case of the Importers/Authorized Dealers, the firm will ensure that the items are acquired from the original manufacturer and are procured through proper channel as advised by the original manufacturer.
12. Different models/ prices offered for a single item by the same bidder shall be considered as alternate bid and shall be non-responsive.
13. All reservations in SBDs shall be submitted in writing in the pre-bid meeting by authorized person/representative of the firm.
14. The schedule for supply of goods shall be as under:
  - i. **Within 90 days from the date of issuance of supply order by the Purchasing Agency for items to be imported.**
  - ii. **Within 30 days from the date of issuance of supply order by the Purchasing Agency for items to be locally manufactured/ locally available.**

15. The Penalty on late supply of goods shall be charged as under
- i. Penalty @ 2% for late supply up to 30 days.
  - ii. Penalty @ 5% for late supply beyond 45 days

S #	Parameters	Sub-parameters	Marks
<b>1</b>	<b>Mandatory Documents (failing to any of below will lead to disqualification)</b>		
	Bidder must be importer /Authorized Distributor of the quoted items and must provide a certificate. Authorization must be attached		Mandatory
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Non-Shareholder certificate, that no employee of KHYBER COLLEGE OF DENTISTRY is shareholder in my business	Mandatory
	Most recent Sales Tax Return from FBR last two years		Mandatory
	OEM direct warranty support model shall be preferred, supporting documents must be attached.		Mandatory
	Provided equipment must be from legal channel and not from Grey Channel.		Mandatory
	Supplier will be required to provide 3 years onsite warranty/Guarantee for all the Supplied items and a letter from OEM for the same.		Mandatory
	Fully compliance with the required specifications as per statement of Requirement. Compliance with the required specifications as per statement of requirement.		Mandatory

## STATEMENT OF REQUIREMENTS

<b>1</b>	<b>Light Duty Printer Laser Printer</b>	Print speed: Up to 38 ppm
		Print quality: Up to 1200 x 1200 dpi
		Memory: 256 MB or Higher
		Monthly Duty Cycle: 80,000 Pages or above
		Wireless Connectivity (Optional)
		<b>Additional toner prices should be quoted separately</b>
		Warranty: 02 Year comprehensive warranty including parts and Onsite support
<b>2</b>	<b>Thermal label printer (without ribbon printing)</b>	Printing Speed: 200mm
		Printhead Life: 100 Kilometer
		Printing Method: Direct Thermal (without ribbon printing)
		Printing Paper: 79.5±0.5mm× φ83mm
		Interface: USB, Serial
		Lan Port (Optional)
		Cash Drawer Support Yes
		Beeper Yes
		Additional roller price should be quoted separately
<b>3</b>	<b>80mm Thermal Receipt Printer (without ribbon printing)</b>	<b>Printing speed</b> : 150mm/second or Higher
		<b>Print Resolution:</b> 180 dpi or Higher
		<b>Features</b> : Easy drop-in paper loading with tear-bar or Auto-cutter
		<b>Connectivity Technology:</b> USB Cable; Optional (Parallel Interface / Ethernet)
		<b>Printing Method: Direct Thermal (without ribbon printing)</b>
		Support multiple 1D and QR code types printing
		Support multi-international languages
		Additional roller price should be quoted separately
		Warranty: 02 Years comprehensive warranty including parts and Onsite support
<b>4</b>	<b>PVC Card Printer</b>	Direct-To-Card Dye Sublimation, Thermal Transfer Dual Sided

		Capacity to print 1000 or above Monochrome cards per hour
		Capacity to print 220 or above colored cards per hour
		Capacity to print 160 or above colored dual side cards per hour
		Output Hopper Capacity 100 card
		Input Hopper Capacity 100 Cards
		300x600 color & In monochrome: 300x1200 dpi
		Printing Capability Double Side
		Max card thickness supported 50 mil
		USB 3.0 and ethernet
		Print head Protection/safety Cover
		OEM warranty 3 years backed by OEM (with parts and labor)
	<b>Additional prices for consumables</b>	<b>Cleaning Kit</b>
		<b>Color ribbon</b>
		<b>Black monochrome ribbon</b>
<b>8</b>	<b>Printed PVC cards</b>	<b>Printed PVC Cards for patient registration (double-sided)</b>
<b>9</b>	<b>RFID cards for employee</b>	<b>Normal white RFID card for employee</b>

## KHYBER COLLEGE OF DENTISTRY MTI PESHAWAR

### 5. INVITATION FOR BIDS

Institute Director, **KHYBER COLLEGE OF DENTISTRY** invites sealed tenders on National Competitive Bidding for the procurement of PVC Card Printers and other related items, under rule 6(2)(a) "**single stage single envelope procedure**" of KPPRA Rules 2014, from reputed firms registered with the Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security **PKR 100,000/-** in the name of Dean KCD Peshawar.

The tenders complete in all respect must reach the Procurement Department by **11:00 am** on **28-03-2025** which will be opened at **11:30** am On the same day in Committee Room KCD in the presence of the Tender Opening 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 **PKR 100,000/-** in favor of “Dean Khyber College of Dentistry, Peshawar” should be kept sealed in the financial proposal.

Bid security of the successful bidder will be released after submission of Performance Guarantee.

### **The bid security may be forfeited:**

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract

## **7. BID VALIDITY:**

- i) The bids should be valid for a period of **180** days.

In exceptional circumstances, KCD Institute 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.

## **8. CONTRACTOR**

### **Conditions for Blacklistment of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014**

The following are the events, which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

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

### **Conditions for debarment of Defaulted Bidder/Contractor**

- I. Failure or refusal to;
- II. Accept Purchases Order / Services order terms;
- III. Make supplies as per specifications agreed;
- IV. Fulfill contractual obligations as per contract
- V. Non-execution of work as per terms & condition of contract.
- VI. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- VII. Persistent and intentional violation of important conditions of contract.
- VIII. Non-adherence to quality specifications despite being importunately pointed out.
- IX. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the KHYBER COLLEGE OF DENTISTRY Peshawar.

### **Procedure for blacklistment and debarment**

1. Competent authority of KHYBER COLLEGE OF DENTISTRY may on information, or on its own motion, issue show cause notice to the bidder.

2. The show because notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the PKPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

**9. REDRESSING OF GRIEVANCES**

- a. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
  - b. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
  - c. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
  - d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 10. Note:** Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

**11. AWARD OF CONTRACT:** Contracts shall be confirmed through a written agreement signed by the successful bidder and the KCD Peshawar.

**12. PAYMENT:**

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.