



# **BID SOLICITATION DOCUMENTS**

**For**

## **Outsourcing of KCD Dental Material shop**

**THROUGH**

**E-PADS (E-Pak Acquisition & Disposal System)**

<b>S. No</b>	<b>Name of Item</b>	<b>Tender process</b>	<b>BID Security (PKR)</b>
01	Outsourcing of KCD Dental Material Shop	Single stage Single Envelope	200,000/-

**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.

## INVITATION FOR BIDS

### SECTION 01

### INVITATION FOR BIDS THROUGH EPADS OUTSOURCING OF DENTAL MATERIAL SHOP

Khyber College of Dentistry (KCD), Peshawar invites Bids through **EPADS** (E-Pak Acquisition & Disposal System) from eligible bidder register with FBR for Income Tax, Sales Tax and reflected on Active Tax Payer (ATL) list of FBR, as well as registered with EPADS, for the below mentioned tender. Detailed of tender, specification, submission, Opening and method of evaluation is provided in bidding documents. Bid Security in Shape of Call Deposit Receipt (CDR) is required to be submitted from schedule bank of Pakistan in favor of Dean KCD, Peshawar.

S. No.	Name of Tender	Required Bid Security fixed	Procurement Method
01	Outsourcing of Dental Material Shop KCD	Rs. 200,000/-	Single Stage Single Envelope

#### **TERMS & CONDITIONS:**

1. A complete set of Bid Solicitation Documents can be downloaded by interested Bidders from KCD Website <https://kcd.edu.pk/tenders> and EPADS <https://portalkp.eprocure.gov.pk> after publication of this advertisement in the newspaper till last day for submission of Bid.
2. Interested bidders shall submit bid(s) by uploading scan copy of bid(s) on EPADS on or before **22-05-2026 till 11:00AM (PST)**. The bidders shall upload all relevant/mandatory documents on EPADS.
3. The Scan copy of the bid security must be attached with Bids on EPAD. Bids without earnest money on EPADS will not be entertained.
4. Original CDR/Bid Security must be submitted to the office of the Assistant Manager Procurement, Khyber College of Dentistry, Peshawar (KCD) on or before **22-05-2026 at 11:00AM (PST)**. If the original Bid Security does not reach the aforementioned office by the closing date & Time, the bid will be rejected.
5. Electronic Bids shall be opened on the same day at **11:30AM (PST)**.
6. Income Tax, Stamp duty, Professional Tax and KPRA or any other Government taxes will be charged as per rules.
7. Procurements will be carried out as per Act and Rules of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KP-PPRA).
8. Registration with KPRA is mandatory wherever applicable.
9. The Bid accompanied by Pay Order (PO) shall be rejected.
10. Bids received through by hand/Post/Courier, e-mail/Fax shall not be accepted.
11. Interested bidders who wants to participate in the Tender Process shall registered themselves with the EPADS for gaining their unique user's name and password.
12. The advertisement is also available on the websites of Khyber College of Dentistry, Peshawar (KCD-MTI) ([www.kcd.edu.pk](http://www.kcd.edu.pk)) and KP-PPRA (<http://kppra.gov.pk>).
13. Khyber College of Dentistry, Peshawar (KCD-MTI) reserves the right to cancel any or all E-Bids by assigning cogent reason under Rule 47 Khyber Pakhtunkhwa public procurement Regulatory Authority.

DEAN  
Khyber College of Dentistry,  
Peshawar

## INTRODUCTION:

**Khyber College of Dentistry (KCD) Peshawar invites** bids through EPADS from the eligible bidders for the procurement of **Outsourcing of KCD Dental Material Shop** for this institution Open Competitive Bidding under rule 14 2(a) **“Single Stage Single Envelope”** bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

<b>Description</b>	<b>Dates</b>
<b>Last date and time for Bid submission</b>	<b>22-05-2026 at 11:00 AM</b>
<b>Bid Security</b>	<b>Rs-200,000/-</b>

### 1. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. A complete set of Bid Solicitation Document can be downloaded by interested Bidder from EPADS (<https://kp.eprocure.gov.pk>), after publication of this advertisement in the newspaper till last day for submission of Bid.
3. Interested bidders shall submit bid(s) by uploading scan copy of bid(s) on EPADS on or before **22<sup>nd</sup> May, 2026 till 11:00 AM**. The bidders shall upload all relevant/mandatory document on EPADS.
4. The Scan copy of the bid security must be attached with Bids on EPAD. Bids without Bid Security on EPADS will not be entertained.
5. The Bids on EPAD should be complete in all respect and must be signed by the bidder.
6. All prices quoted must be in Pak Rupees (PKR) and must be inclusive of all Government applicable taxes.
7. The bid should be complete in all respect and must be signed by the bidder.
8. 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 Government applicable taxes.
9. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
10. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send on EPADS.
11. Any bid not received on EPADS 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 on EPADS;
  - c. The offer is ambiguous;

- d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
- e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt;
- f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted.
- g. The quoted Price must be preprinted and hand written quoted price will not be acceptable.
- h. The tenders must be according to this institution's specification;

Alternate rates (**Double rates for single Items**) will not be accepted.

- 12. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
- 13. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
- 14. The bidder submitting bid in the name different from his own will be summarily rejected.
- 15. Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

## 2. ELIGIBILITY CRITERIA/ EVALUATION CRITERIA: -

S#	Mandatory Requirements	
1	Sales Tax Registration Certificate	Mandatory
2	NTN Registration Certificate	Mandatory
3	Registration with Khyber Pakhtunkhwa Revenue Authority	Mandatory
4	Certificate on Stamp Paper for not Black Listing of Firm by any Government/Semi-Government Organization.	Mandatory
5	Non-Shareholder certificate, that no employee of Khyber College of Dentistry Peshawar is a shareholder in my business	Mandatory
6	The bidder should have at-least 3 years' experience from a reputable public sector organization in the relevant field (Dental Material Shop) since the incorporation of business, shall be eligible to participate in the tender. Evidence shall be attached.	Mandatory
7	Bank Statement of the Firm Last 1 year	Mandatory

Note: The minimum monthly rent for KCD Dental Material Shop shall be Rs. 15,000/-. All the bidders quoted price must be above Rs.15,000/-per month, below quoted price bids shall not be considered.

### Covered Area of Dental Material Shop

### Outsourcing of KCD Dental Material Shop

a. Covered Area of Dental Material Shop = 78 Sft

### Financial Quotation for Dental Material Shop

S.NO	CATEGORY	Rent (PKR) per month
a.	<b>Rent for KCD Dental Material Shop Per Month</b>	
<b>Note: - Bidder with highest Grand total will be awarded the contract</b>  <b>Financial Quotation must be on company letterhead. The quoted Price must be printed and handwritten quoted prices are not acceptable</b>		

### 3. GENERAL CONDITIONS: -

1. KCD-MTI Peshawar shall evaluate the proposal as per the evaluation criteria set out in this document.
2. Alternative bids via single bid shall not be considered and shall be rejected.
3. At any time prior to the deadline for submission of bids, KCD-MTI, Peshawar may, for a reason to be recorded, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
4. If a bid is not substantially responsive, it will be rejected for the said bidding.
5. KCD-MTI Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.
6. Conditional tender will not be accepted.
7. The bidder shall provide an undertaking that the bidder has not been declared blacklisted by any institution duly attested by Oath Commissioner/Notary public.
8. Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the KPPRA Rules.

10. If the bidder provides details concerning his qualifications as false/incorrect or incomplete.

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**INVITATION FOR BIDS**

**Outsourcing of KCD Dental Material Shop**

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## **Dean Khyber College of Dentistry, Peshawar**

invites sealed tenders on EPADS under National Competitive Bidding for the **Outsourcing of KCD Dental Material Shop** for KCD under rule 14(2)(a) **"Single stage Single envelope procedure"** of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The tenders complete in all respect must be uploaded on EPADS by 11:00am on 22/05/2026, which will be opened at 11:30am on the same day on EPADS in the presence of the procurement committee and the bidders / representatives who may choose to attend.

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

### **4. BID Security**

CDR from the account of the firm/bidder/contractor. Bid security Rs-200,000/- of the bid Value in shape of Call Deposit Receipt (refundable) drawn in favor of "Dean, KCD, Peshawar".

The bid security may be forfeited:

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

### **5. BID VALIDITY:**

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

### **6. SCOPE OF WORK**

**Outsourcing of KCD Dental Material Shop**

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- 1 The contractor will use the area for Dental Material Shop as specified to him.
- 2 The contractor agrees and under takes that the business activity shall be strictly in accordance with the policy of the Institution.
- 3 The Contractor further agrees and under takes that he will not undertake any business activity of the following items and services;
  - Opening and starting any business activity related to the sale and purchase of drugs and medicines in these shops.
  - He shall not start and open any business activity related to Music, Video and CDs business.
- 4 The contractor agrees and under-takes that all the electrical/electronic appliances will be provided by him and that KCD management will not be responsible for any damage caused at any time.
- 5 The successful bidder will take prior permission from the KCD Management before starting any necessary civil works in the area specified.
- 6 Contractor will pay all the utility bills i.e. electricity and gas charges.
- 7 The contractor shall be responsible for any damage(s) caused to the structure or system(s) in use and that he/she will be responsible for any fixtures required in the area allocated.
- 8 This Agreement shall be valid for a period of three (03) Years 10% increase in rent every year with initial one year as probation period. This contract can be extended upon satisfactory performance for two (02) years with 10% increase each year. However, the PE may re-advertise in which the same vendor may apply.
- 9 The contract can be terminated by procurement body on the notice of 15 days in probation period.
- 10 The procuring body shall have right to terminate this Agreement upon giving one-month written notice to the other Party and without assigning any reason thereof. In the event of termination, the Parties agree to promptly settle any outstanding billings and payments due under this Agreement.
- 11 The successful contractor will deposit two months' advance rent as a security within 07 days of signing of the agreement and monthly rent up to 5th of each month, failing which the contractor will be charged Rs.1000/-per day as penalty till 15th of that month to clear the liability. After the 15th 7-days' notice including counseling and warning will be served failing which the administration will have the right/power to terminate the contract and close the business.
- 12 Any other tax levied by the Govt. subsequent to the signing of the agreement, shall be paid by the contractor according to Govt. instructions / rules/directives.

- 13 Tender of those contractors will not be accepted who are either defaulter/ have outstanding dues of more than 3 months in any other institution or involved in any dispute / judicial proceedings or any other case with the hospital administration or any other Govt. institution.
- 14 On the expiry of contract period, the administration will be authorized to take over possession of the contract.
- 15 The call deposit of the first three bidders shall be retained till the finalization of the contract agreement. The call deposit of the unsuccessful bidders will be released / returned on the next day.
- 16 The successful contractor must execute formal contract agreement within 15 days from the date of award of the contract, failing which the bid shall stand cancelled and call deposit will be forfeited. In case of successful bidder, call deposit will be released within 15 days' subject to provision of the deposition of security.
- 17 The contractor will have to provide formal contract agreement on stamp paper of Rs.100/- or more duly attested by 1st class Magistrate and notary public for running of the contract.
- 18 The contractor will be responsible for cleanliness of contract area up to the required standard, failing which he may be charged Rs.1000/- per day as penalty.
- 19 The contractor should provide well behaved and well-mannered staff and will be in uniform and badges and submit the names of his workers including watchman, cleaners and other workers with full particulars i.e., NIC No. etc. to the hospital administration for record and necessary action before the contract is awarded.
- 20 No subletting of contract is allowed to a second or third party, if violated, the college administration reserve the right to cancel the contract agreement with the notice of one month.
- 21 After taking over of contract, the contractor will be responsible for its repair and replacement thereof in case of any sort of break down etc.
- 22 In case of any dispute, the decision of the DEAN KCD will be final and binding.
- 23 There will be proper handing / taking over of the contract charge from the DEAN administration after fulfilling the requirements of the contract. Moreover, the successful bidder will report to Building and facilities Management Department only and will not bypass the reporting line failing which disciplinary proceedings may be initiated against him.
- 24 The contractor if needs a separate telephone line, will use telephone on his own and no connection/facility of telephone will be provided from the College exchange.

## **7. AWARD OF CONTRACT:**

All the bidders eligible/ technically qualified according to their criteria set forth in clause no. 3. The Contract shall be awarded to the eligible/ technically qualified Highest Evaluated Financial Proposal and shall be declared as winning bidder.

## **8. BLACKLISTMENT OF DEFAULTED BIDDER/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;

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

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

Failure or refusal to;

- Accept Purchases Order / Services order terms;
- Providing services/supplies as per specifications agreed:
- Fulfill contractual obligations as per contract
- o Non execution of work as per terms & condition of contract.
- o Any unethical or unlawful professional or business behavior detrimental to good Conduct and integrity of the public procurement process.
- o Persistent and intentional violation of important conditions of contract.
- o Non-adherence to quality specifications despite being importunately pointed out.
- o 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 -MTI, Peshawar.

## **Procedure for blacklistment and debarment**

1. Competent authority of KHYBER COLLEGE OF DENTISTRY-MTI, Peshawar may on information, or on its own motion, issue show cause notice to the bidder.
2. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
3. 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.
4. 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.
5. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
6. The order of competent authority shall be communicated to the bidder by indicating reasons.
7. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
8. The duration of debarment may vary up to five years depending upon the nature of violation.

## **9. REDRESSING OF GRIEVANCES**

1. 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.
2. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint.
3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**Note:** Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

## **10. CONTRACT AGREEMENT:**

Contracts shall be confirmed through a written agreement signed by the successful bidder and the KCD-MTI, Peshawar duly attested by the Oath Commissioner/Notary Public.