



SHAIKHA FATIMA INSTITUTE OF NURSING & HEALTH SCIENCES
SHAIKH ZAYED POSTGRADUATE MEDICAL INSTITUTE
LAHORE-54600

Phone No. 042-35865731 – 35 Ext. 2343, 2733

Ref: SFINHS/Admin/0-0/25/158

Date: 11-04-2025

INVITATION TO BID

Shaikha Fatima Institute of Nursing & Health Sciences, Lahore invites sealed bids from the Printers/Contractors/Bidders etc. registered with Income Tax & Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of printing items at Shaikha Fatima Institute of Nursing & Health Sciences, Lahore.

Sr. No.	Name of Works	Bid Security
1.	Supply of printing items at Shaikha Fatima Institute of Nursing & Health Sciences, Lahore.	Rs.54,000/-

1. Bidding documents containing terms & conditions etc are available at Accounts Office, SFINHS during office hours. Price of the bidding documents is **Rs.3,000/-** per bid non-refundable. Bidding documents can also be downloaded from website at www.szmc.org.pk. This advertisement is also available at E-Pads & PPRA website www.PPRA.org.pk.
2. Firms/Contractors/bidders/Companies/Printers are required to submit Technical & Financial proposals in two separate sealed envelopes according to **single stage two envelopes procedure Rule-36 (b) of PPRA-2004 (amended)**.
3. The bidders will apply through E-PADS and hard copies of sealed bids must drop to the Admin Office, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore with specified date and time, otherwise bids will not be entertained. The bids prepared in accordance with the instructions in the bidding documents should reach at **11:00 Am** on **12-05-2025** only Technical Bids will be opened on the same day at **11:30 A.M** at 1st floor Conference room Shaikh Zayed Medical Complex, Lahore.
4. The Bids of Tender immediately available in Account Office, SFINHS after the publication of the tender notice on PPRA Website.
5. Executive Director of SFINHS reserves the right to accept / reject all bids or proposals with assigning reason as per **Rule. No. 33 PPRA-2004 (amended)**.
6. Other terms and conditions will be followed according to Tender documents.


EXECUTIVE DIRECTOR
Rulow

SZ+154-125

**SHAIKHA FATIMA
INSTITUTE OF NURSING & HEALTH SCIENCES,
LAHORE.**



TENDER DOCUMENTS

FOR

SUPPLY OF PRINTING ITEMS FINANCIAL YEAR 2024-25

OF

**Shaikha Fatima Institute of Nursing & Health Sciences,
Shaikh Zayed Postgraduate Medical Institute, Lahore.**

Phone: - 042-35865731-35 Ext. 2733

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SHAIKHA FATIMA INSTITUTE OF NURSING & HEALTH SCIENCES

PROFILE OF THE BIDDER

NAME OF CONTRACTOR

ADDRESS

MOBILE NUMBER OR OFFICE NUMBER

CNIC NUMBER/COPY

NTN NUMBER

GST NUMBER

TOTAL COST OF TENDER

Bid Security of Rs.54,000/-

CDR No.

SIGNATURE OF CONTRACTOR

SALIENT FEATURES OF THE CONTRACT

Date of issue of tender	
Tender Enquiry	Supply of Printing items (FY 2024-25)
Tender Price	Rs. 3000/- (Non-Refundable)
Place of issuance of tender	Accounts Office, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore
Place of submission of tender	Admin Office, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore
Last date and time for submission of tender/bid	Date:- 12-05-2025 Time: 11:00 A.M
Date and time for opening the tender for Technical Proposal Bids.	Date:- 12-05-2025 Time: 11:30 A.M
Place of tender opening	Conference Room 1 st Floor, Shaikh Zayed Hospital, Lahore.
Amount of earnest money in the form of Demand Draft/Pay Order drawn on any scheduled bank.	Rs.54,000/-
Date of commencement	Within 10 days of issue of letter of award.
Bid Process	Single Stage Two Envelopes Bidding Procedure
Time for completion of the works/supply	45 days from issuance of letter of supply order
Period within which formal agreement shall be accepted by the bidder from date of issue of tender of indent.	12 days
Validity of tender	12 months from the date of the tender opening.

GENERAL INSTRUCTIONS

INSTRUCTIONS FOR BIDDERS (TERMS & CONDITIONS):-

The tender documents shall be issued @ Rs 3000/- (non-refundable) (Three Thousand Only) from the Accounts Office, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore on any working day within office hours from 8:00 A.M to 2:00 P.M and on Friday 8:00 A.M to 12:00 P.M.

A- PREPARATION OF THE TENDERS

1- Introduction

1.1 The purpose of these instructions is to provide the Bidders with the necessary information and instructions to enable them to prepare and submit their tender in a coordinated manner and to establish the procedure to be followed in time when the contract is awarded.

1.2 Tenders shall be prepared at the Tenderers own cost and must be submitted on the attached prescribed form of Tender. All pages of the Tender Document must be signed and stamped by the Tenderers. The preparation of the tender document and any correspondence in connection with the tender documents should be in English language.

1.3 Any offer/bid not received as per terms & conditions of the Tender. No offer shall be considered if:-

- Bid/offer is received without earnest money of Rs.54,000/-
- Bid received after the time and date fixed.
- The offer is ambiguous.
- The offer is received by Fax or E-mail.
- The offer is received from a blacklisted firm.
- The offer is not conforming to specification indicated in the tender document.
- Any conditional offer.
- The cover envelope should not indicate particular tenderer name, date.
- The envelope was not be properly sealed.

2. COST OF BIDDING: -

The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the manner or outcome of the bidding process.

NOTE: List of required items with specifications is attached in "Annexure-04"

3. ELIGIBLE BIDDERS:-

3.1 This invitation for bids is open to all original firms/Printers/companies in Pakistan.

3.2 The bidders should submit a certificate that bidder is not involved in corrupt and fraudulent practices with Government (Federal/Provincial) a local body or a public sector organization.

4. ELIGIBLE GOODS:-

All Goods (Supply of Printing Items-2024-25) to be supplied under this Contract shall be of the specifications as required under these Tender (Bidding) Documents.

SCOPE OF BID:-

5.1 Shaikha Fatima Institute of Nursing & Health Sciences, Lahore (hereinafter called the "Employer") wishes to receive request for Proposals (Bids) for the scope of Goods/Printings which include, but shall not be limited to **Supply of Printing Items-2024-25**.

5.2 A detailed scope of procurement (supply of Printings Items) has been described elsewhere in these documents. The successful Bidder will be expected to supply the required Printing Items and complete the Work within the stipulated period (Described in Section "Delivery Time / Completion Schedule" of the Bidding Documents) after receipt of the Letter of Acceptance (Work Order) by the successful Bidder, as specified in these Bidding Documents.

6. AMENDMENT IN BIDDING DOCUMENTS:-

6.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

6.2 All prospective bidders who have received/purchased the bidding documents shall be notified of the amendment in writing, and shall be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

7. CLARIFICATION OF BIDDING DOCUMENTS:-

A Prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement or on the E-Procurement System (EPADS). The Procuring Agency will respond in writing to any request for clarification of the bidding documents which it receives not later than seven (07) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the E-Procurement System (EPADS) for clarity of bidders.

A Prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through E-Procurement System (EPADS).

8. QUALIFICATION AND DISQUALIFICATION OF BIDDERS:-

8.1 In the absence of prequalification, the Procuring Agency shall determine to its satisfaction whether the bidder who is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

8.2 An affirmative determination shall be a pre-requisite for Award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event, the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidders, capabilities to perform satisfactorily.

8.3 The Procuring Agency, at any stage of the Procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier capacities may require the suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.

8.4 The Procuring Agency, to take action without prejudice, to avail any other remedy or for breach of contract, a written notice shall be issued to the defaulter supplier. If the supplier failed to deliver the goods/printing items as per contract within stipulated time period and failed to perform any other obligation under the contract and if the supplier engaged in any corrupt or fraudulent practices, the Procuring Agency has the right, at any stage, to terminate/disqualify the contract.

8.5 The Procuring Agency shall disqualify any bidder if finds, at any time, that the information submitted by him concerning his qualification as supplier was false and materially inaccurate or incomplete.

8.6 After disqualification of the bidder, the Procuring Agency shall announce with a notification as such rejection of the bidder's bid and Procuring Agency shall proceed to the next lowest evaluated bidder to make a similar determination of that bidder capability to perform satisfactorily.

9. **BLACKLISTING:-**

9.1 The Procuring Agency, at any stage can blacklist the bidder, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or Fraudulent practices as per **Rule-19 of PPR-2004 (amended)**.

9.2 The Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the bidders before such passed orders.

❖ **PREPARATION OF BIDS**

10. **BID FORM AND PRICE SCHEDULE:-**

The Bidder shall complete the Bid Form and Price Schedule furnish in bidding documents (Annex-2 & Form-4), indicating the goods/Printing Items to be supplied, a brief description of the goods/Printing Items, specification, Taxes, quantity, Prices.

11. **VALIDITY PERIOD OF THE BID:-**

11.1 Validity period of the bids shall be one (01) year.

11.2 In exceptional circumstances, the committee may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will neither be required nor permitted to modify its tender.

12. **LATE BIDS:-**

Bidder will be responsible for ensuring that his / her bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bid will not be considered even if it became late as a result of circumstances beyond the bidder's control.

13. **LANGUAGE OF BID:-**

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

EARNEST MONEY/BID SECURITY:-

Each bid must be accompanied by an earnest money of Rs 54,000/- Earnest money shall be in favor of the Executive Director of Shaikha Fatima Institute of Nursing & Health Sciences, Lahore in the form of Demand Draft/Pay Order drawn on any scheduled Bank.

NOTE: - Cheque and / or cash will not be accepted:-
The Earnest Money of unsuccessful bidders shall be returned:
After Delivery of supplies/goods/Printing Items from the successful bidder or
if all the bids are rejected after such rejection or
Thirty (30) Days from the date of opening the bids.

The Earnest money of the successful bidder shall be **returned after 06 months** from the completion of supply/goods/Printing Items of agreement/contract, If the bidder to whom the contract is awarded refuses or neglect to issue policy, neglects to execute the whole Agreement/some items or fail to, the amount of Earnest money will be forfeited as proportionate percentage.

15 BID PRICE: -

15.1 The bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods/Printing Items, it proposes to supply under the Contract.

15.2 Form of price Schedule is to be filled in very carefully, preferably typed. Any alteration /correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red / yellow marker.

15.3 The bidder should quote the prices of Goods/Printing Items according to the strength / technical specifications as provided in the Form of Price Schedule and Technical Specifications. The specifications of Printing Items, different from the demand of bid enquiry, shall straightway be rejected.

15.4 The bidder is required to offer competitive price. All prices must include all taxes and duties, where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 Form of price schedule is to be filled in very carefully, should be typed form including GST (Without GST/handwritten no document will be entertained). Every page is to be signed and stamped at the bottom. An affidavit will be provided stating that his/her firm/company is not blacklisted by PPRA or any department on stamp paper.

15.6 Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive bidder.

15.7 While tendering your quotation, the present trend / inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

15.8 Any discount offered shall be valid for at least the period of validity of the Bid. A discount valid for lesser period shall be considered null and void.

16. BID CURRENCY: -

Prices shall be quoted in Pak Rupees.

❖ **METHOD OF BIDDING (SINGLE STAGE TWO ENVELOPS BIDDING PROCEDURE)**

As per Rule No. 36 (b) PPR 2004 (amended) single stage two envelope procedure shall be followed.

The bid shall be a single package consisting of two separate envelopes, containing separately the Financial and Technical proposals.

❖ The envelope shall be marked as "Technical Proposal" and "Financial Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the Procuring Agency.

17.

TECHNICAL EVALUATION CRITERIA FOR SCORING:-

17.1 For the purpose of determining the lowest evaluation bid, facts other than price such as previous performances, previous experiences, financial soundness and such other details of the company.

17.2 The discretion, may consider appropriate shall be taken into consideration. The following merit point system for weighing Evaluation factors / criteria shall be applied for the TECHNICAL PROPOSAL. The numbers of points allocated to each factor shall be specify the "Technical Evaluation Report".

17.3 The Financial bids of technically accepted bidders will be opened publically at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

Sr. #	Parameters	Marks	Company Name	Remarks
1.	Company Profile:-	10		(Compulsory)
	i) Certificate of Registration			
	ii) NTN Registration	03		
	iii) Professional Tax Certificate	07		
	iv) Sale Tax Certificate	10		
2.	Experience of Printing Items:- Provide at least 05 years experience of Printing items with work order.	10		
3.	Financial Soundness :- Bank Statement for last One year with minimum transactions upto 1 Million.	10		(Compulsory)
4.	Affidavit on Stamp Paper as per (Annexure-03)	10		(Compulsory)
5.	CDR (Rs 54,000/-) Estimated Cost/Bid Price.	10		(Compulsory)
6.	Technical Staff/Machinery Provide the list/type of Machinery of Printing Press. & Staff List	30		(Compulsory)

Total Marks = 100

QUALIFYING MARKS: - 80

EXECUTIVE DIRECTOR
(SFINHS, LAHORE)
Shaikha Fatima Institute
& Health Sciences
Shaikh Zayed Medical Complex Lahore

17.4 The list of technical staff along with their relevant experience and certificate of credentials must be provided along with the bid.

17.5 A technically eligible bidder / vendor based on conditions listed in this document, not providing the verifiable proof will be rejected in "Technical Evaluation", and its sealed / unopened Financial Proposal shall be returned back.

17.6 The bidders / vendors who have duly complied with the Eligibility / Qualification and Evaluation Criteria will be eligible for further processing.

17.7 100% complete information according to the bid evaluation criteria provided by the firm will get maximum marks. The information provided by the firm should be relevant, concise and to the point as per bid evaluation criteria, unnecessary documentation will have a negative impact.

17.8 After technical evaluation is completed, the Procuring Agency shall inform the bidders who have submitted proposals the technical scores obtained by their technical proposal, and shall notify those bidders whose proposal did not meet the minimum qualifying mark or were considered non-responsive, that their financial proposals shall be returned unopened after completing the selection process. The Procuring Agency shall simultaneously notify the bidders in writing who have secured the minimum qualifying marks, the date, time and location for opening the financial proposals. Bidder's attendance at the opening of financial proposals is optional.

17.9 Financial proposals shall be opened publically in the presence of the bidders or their representatives who were authorized. The name of the bidder and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who got the minimum qualifying marks shall then be inspected to confirm that they have remained sealed and unopened. There financial proposals shall then be opened and the quoted price read aloud and recorded.

18. **ANNOUNCEMENT OF TECHNICAL EVALUATION REPORT:-**

As per Rule 35 of PPR-2004 (amended), the Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract and all the bidders shall be informed accordingly.

19. **REJECTION AND ACCEPTANCE OF THE TENDER/BID:-**

19.1 The Procuring Agency shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPR Rules 2004 (amended) without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

19.2 The Tender / bid shall be rejected if:

19.3 It is substantially non-responsive; or

19.4 If the bidder does not apply through EPAD.

19.5 The bidder does not meet any of the mandatory criteria mentioned in Clause No. 17; or

19.6 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 17; or

19.7 The bid is incomplete, partial, conditional, altered, late; or

19.8 The bidder does not attach Bid Security in Shape of CDR; or

19.9 The bid security is not attached or less than the required amount; or

19.10 The Bidder submits more than one Bids against one Tender; or

19.11 The Bidder tries to influence the Tendering process; or

19.12 The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or

19.13 There is any discrepancy between bidding documents and bidder's proposal i.e. any non- conformity or inconsistency or informality or irregularity in the submitted bid; or

19.14 The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document.

RE-BIDDING: -

20.1 If the Procuring Agency rejects all bids that it may call for re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement.

20.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

21. CLARIFICATION, INTERPRETATIONS:-

21.1 Any information, clarifications, interpretations sought by the intending Bidders(s) must be referred to the Executive Director, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore in writing not later than six days prior to the date of submission of tenders, who will issue necessary interactions in writing to all Bidders simultaneously, which will become a part of the contract.

21.2 The Bidders shall sign copies of all such agenda and submit them together with the tender documents and tender drawings. Verbal discussions shall not be considered binding. No extension in the closing date shall be demanded on account of any such clarification and/or interpretation having been received late.

22. AWARD OF CONTRACT:-

The bidder with lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the contract, within the original or extended bid validity period.

23. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD.

The Procuring Agency reserves the right to increase or decrease, the quantity of goods/supply/ Printing Items originally specified in the Price Schedule/bill of quantity and Schedule of Requirements without any change in unit price or other terms and conditions prior to award of contract or after the award of contracts but such increase or decrease shall not be more than 15% of the original contract cost.

24. SIGNING OF CONTRACT: -

24.1 At the same time the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send to the bidder the *Contract Form* provided in the bidding documents, incorporating all agreements between the Parties.

24.2 Within 07 days of receipt of the Contract Form, the successful Bidder and the Procuring Agency shall sign and date the Contract. The Procuring Agency shall issue Purchase/Supply/Work Order on the same date of signing of Contract after ensuring the submission of Bank Security/Earnest Money for execution of the Contract by the Contractor. If the successful Bidder, after completion of all codal formalities shows inability to sign the Contract/refuse/accept the contract, then their Bid Security/Earnest Money to the extent of proportionate percentage shall be forfeited and the firm shall be blacklisted minimum for two years for future participation. In such situation, the procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

24.3 The Contract is to be made on *Stamp Paper worth of Rs. @ 25 paisa per every one hundred rupees* of the total value of the Contract, under Section 22 (A) (B) of Schedule 1 of Stamp Duty Act, 1899 read with Finance Act 1995 (Act-VI of 1995) Notification No. JAW/HD/8-21/77 (PG) dated 1st January, 2014.

25. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY:-

25.1 The procuring agency shall constitute a committee comprising of odd number of persons, with necessary powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

25.2 Any party may file its written complaint against the eligibility parameters, evaluation criteria or any other terms and conditions prescribed in the bidding documents if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the Grievance Redressal Committee (GRC) well before the proposal submission deadline.

25.3 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of Final Evaluation Report.

25.4 In case, the complaint is filed against the Technical Evaluation Report, the GRC shall suspend the procurement proceedings.

25.5 In case, the complaint is filed after the issuance of the Final Evaluation Report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the Final Evaluation Report in case where single stage single envelope bidding procedure is adopted.

25.6 The GRC shall investigate and decide upon the complaint within ten (10) days of its receipt.

25.7 Any bidder or party not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final.

❖ GENERAL CONDITIONS OF CONTRACT

26. CONTRACT DOCUMENTS AND INFORMATION:-

26.1 The Supplier shall not, without the Procuring Agency's prior written consent, disclose the contract, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the procuring agency in connection therewith to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

26.2 Any documents, other than the contract itself, enumerated in general terms and condition, shall remain the property of the Procuring Agency and shall be returned (all copies) to the procuring agency on completion of the supplier's performance under the contract if so required by the procuring agency.

26.3 In case of requirement, Procuring Agency/Technical Evaluation Committee may inspect the premises of bidder to inspect the Technical and Managerial Capability/setup for ensuring proper after sales services.

27. SUBMISSION OF SAMPLES: -

1. The samples (Supply of Printing items) shall be submitted 1st lowest bidder (as per BOQ Specification) and approved from Technical Evaluation Committee, Shaikh Zayed Medical Complex, Lahore.

2. After Letter of Acceptance (LOA) the bidder may be asked to provide sample of the each item free of charge for verification of quality and conformity with to the specifications, before award of contract / purchase order.

3. The Committee may cancel Letter of Acceptance (LOA) if the sample provided by the bidder is of low quality and not matched or not as per specifications given in the bidding documents;

28. INSPECTION OF SAMPLES/SUPPLY:-

28.1 The Procuring Agency or its representative shall have the right to inspect and/ or to confirm their conformity to the contract specifications without any extra cost. The Procuring Agency can also right to physically examine/inspect for supply/goods/Printing Items in accordance before the approved sample and after receiving supply as decided by the Procuring Agency.

28.2 The Procuring Agency may extend the period upto one (01) month for supply of goods/works/Printing Items after receiving the application from bidders with the remarks/reasons/justification.

29. **TERMINATION FOR INSOLVENCY (BANKRUPT):-**

The Procuring Agency may at any time terminate the contract by giving written notice of one (01) month time to the supplier, if the supplier becomes bankrupt or insolvent. In this event, termination shall be without compensation to the supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has occurred or shall be occurred thereafter to parties.

30. **INCIDENTAL SERVICES/CHARGES:-**

The Procuring Agency will not pay any extra amount against any expenditure as incidental services incurred on it as the contract shall be fixed amount contract and include all costs. The Procuring Agency will provide all necessary documents/specification for facilitation but no amount to be given in any case except the contract amount.

31. **ALTERATION IN TENDERS:-**

31.1 No alteration shall be made in the form of tenders or the accompanying documents and in case such alteration is made or the bill of quantities is not properly filled in, or the instructions are not fully complied, the tender may be rejected.

31.2 Accept where otherwise specified the rates quoted in the tender shall be composite as per details in BOQ and the correspondence specification and shall be comprehensive including all taxes, duties, other inputs, all incidental charges, overheads, labour, tools, plants, equipment, transport and profits etc.

31.3 The rates shall be quoted in both words and figures, in case of any discrepancy in the quoted figures or words of rates which shall be correctly taken. In the event of there being a discrepancy between the unit rate and the total amount entered for any time in the bid sheet, the rate will be taken as correct and the total amount will be adjusted accordingly when the tender is being examined.

32. **SUBMISSION OF TENDER:-**

32.1 Tenders should be submitted strictly accordingly to the items specifications & conditions mentioned in this Tender Document. Conditional tenders will not be accepted.

32.2 The completed tenders shall be enclosed in the self-addressed envelope provided for this purpose. The envelope should be properly sealed and filled out with the Bidder's Name and Address and delivered in person/registered/mail to the following address:-


EXECUTIVE DIRECTOR
Shaikha Fatima Institute of Nursing
& Health Sciences
Main Gate Medical Complex
Lahore

CONFIDENTIAL:-

All receipts of these documents for the purpose of submitting a tender (whether they submit a tender or not) shall treat the detail of these documents as private and confidential. All specifications, and other documents supplied by the Employer for the bidding purpose shall be returned with the tender bid. Bidders unable to bid shall also return the same on the date of opening of the tender.

34. ARBITRATION AND RESOLUTION OF DISPUTES.

34.1 The Procuring Agency may resolve after coming disputes between the parties to the contract through arbitration/mediation.

34.2 If, after 30 days from the commencement of such informal negotiations, the Procuring Agency and the supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

34.3 In case of any dispute concerning the interpretation and/ or application of this contract shall be settled through arbitration. The Arbitrator will be appointed with mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on both Parties.

35. INSPECTION AND TESTS: -

35.1 The Technical Evaluation Committee will verify that the Supply of Printing Items 2024-25 for SKZMDC are legally imported and its bidder's responsibility to provide documentary proof for that.

35.2 The Technical Evaluation Committee shall inspect the Supply of Printing Items-2024-25 for SKZMDC supplied, under the contract / purchase order to verify their conformity to the technical specifications. After the inspection or test if the Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to the Procuring Agency.

36. RATES:-

Accept where otherwise specified the rates quoted in the tender shall be composite as per details in BOQ. The rates shall be quoted in both words and figures, in case of any discrepancy in the quoted figures and words, the rates shall be taken as correct. In the event of discrepancy between the unit rate and the total amount entered for any time in the bid sheet, the rate will be taken as correct and the total amount will be adjusted accordingly when the tender is being examined.

GENERAL TERMS AND CONDITIONS:-

- 37.1 In this contract, the following General Terms & Conditions shall be interpreted as indicated.
- 37.2 Invitation for sealed tender bids on complete supply/goods/printing Items rates is invited from the reputed, Sales Tax and Income Tax registered firms/Companies/Publishers/Printers & Bidders.
- 37.3 "The contract" means the agreement entered into between the procuring Agency and supplier as mentioned in tender documents and **PPR Rules 2004 (Amended)**.
- 37.4 The contract price means the price payable to the supplier under the contract after the full and proper performance of its contractual obligations.
- 37.5 "Goods" means **Supply of Printing items-2024-25** or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 37.6 "The Procuring Agency" means the Principal of SKZMDC advertised the tender.
- 37.7 **The process of the tender shall be single stage two envelopes method (Technical & Financial bids) as per Procurement Rule No. 36(b) PPR-2004 (amended).**
- 37.8 Rate shall be quoted financial proposals/bids documents.
- 37.9 All bidders will be bound to submit their bids in book binding form alongwith separators clearly mentioning "the clause/ page number/ Yes or No" in the required sequence.
- 37.10 All the documents of bid shall be affixed with number.
- 37.11 The firms participating in the Tender must be registered with EPADS.
- 37.12 The bidders must have to purchase/ submit documents/ incorporate data on EPADS at the earliest to avoid any internet interruptions/slow link openings or any related electronics errors without waiting for the due date.
- 37.13 The quantities mentioned in the Bill of Quantities/Price Schedule are estimated and the Employer has the full right to delete/reject any/whole items in full or part without assigning reason. However, any change/difference in measurements/quantities will be adjusted in payments accordingly.
- 37.14 **The Procuring Agency shall reserves the right to increase or decrease the quantity of goods/ supply/ works/printing not more than 15% of the Contract cost.**
- 37.15 All the Printing Items supplied must be conformed to the specifications and samples.
- 37.16 All taxes shall be deducted from bill according to the **Federal Government Rules**.
- 37.17 Tender accompanied by a Bank Draft / Pay Order of Rs. 54,000/- for **Supply of Printing Items FY 2024-25** in the name of the Executive Director, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore as earnest money shall reach the undersigned on or before **12-05-2025** till **11:00 A.M.** The Technical proposals will be opened on the same day at **11:30 A.M.**
- 37.18 In case of late delivery of supply/goods/Printing Items beyond the time period specified, a penalty of **0.067 %** per day will be charged from the bidder's bill on late delivery of supply/goods/Printing Items and **2 %** per month will be charged from the bidder's bill on non-supplied items.
- 37.19 If the Bidders to whom the contract is awarded, refuses or neglect to execute the whole agreement/ contract/ some items agreement or fail to execute the supply/Work order fully/completed, the amount of earnest money will be forfeited as proportionate percentage and purchase will be made further from the **2nd lowest bidder**.

- 37.20 The Contract is to be made on *Stamp Paper worth of Rs. @ 25 paisa per every one hundred rupees* of the total value of the Contract, under Section 22 (A) (B) of Schedule 1 of Stamp Duty Act, 1899 read with Finance Act 1995 (Act-VI of 1995) Notification No. JAW/HD/8-21/77 (PG) dated 1st January, 2014.
- 37.21 Form of price schedule is to be filled in very carefully, should be typed form including GST (Without GST/handwritten no document will be entertained). Every page is to be signed and stamped at the bottom. An affidavit will be provided stating that his/her firm/company is not blacklisted by PPRA or any department on stamp paper.
- 37.22 The Executive Director, SFINHS reserves the right to accept or reject any or all offers with assigning reason as per **Procurement Rules No.33 PPR-2004 (amended)**.
- 37.23 All above these General Terms & Conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.
- 37.24 The bidders should be apply through EPAD.
- 37.25 10% Performance Guarantee/Security will be deducted from your bill/supply order for (one) 01 year as a security for supply of printing items-2024-25.

38. **ESSENTIAL DOCUMENTS TO BE**

ENCLOSED WITH TENDER DOCUMENTS

- ♦ The contractor firms required to provide their NTN Number, Sale Tax Certificate and Professional Tax Certificate.
- ♦ Certificate of Registration Firm/Company.
- ♦ Bank Statement at least three years.
- ♦ The contractor will provide evidence of physical existence of the office premises/staff of their individual company/firm.
- ♦ Authority letter must be attached by firm.

EXECUTIVE DIRECTOR
(SFINHS, LAHORE)

Executive Director
Shaikha Fatima Institute of Nursing
& Health Sciences
Zayed Medical Complex Lahore

ACCEPTANCE

I ACCEPT AND WILL ABIDE BY THE ABOVE TERMS OF CONTRACT.

(Signature of Contractor)

M/s

Annexure-1)

CONTRACT FORM

(On stamp paper worth Rs. @ 25 paisa per hundred rupees of the total value of the contract)

This Contract is made on the day of 2025, between the (hereinafter referred to as the "Procuring Agency") of the First part: and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the "supplier") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

Whereas the Procuring Agency invited bids for procurement of goods, in pursuance where of (M/s firm name) being the Bidders/Contractors/Firms/Companies of items (s); and whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (item name) and services in the sum of Rs. (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs. (amount in figures and words) for fee delivery items and/or unit price _____ for the total price _____ of the items of CIF portion for establishing the LC.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the general Condition of this Contract hereinafter referred to as "Contract":
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. The price Schedule Submitted by the Bidder,
 - b. The Schedule of requirements;
 - c. The Technical Specification;
 - d. The general Condition of Contract;
 - e. The Special Condition of Contract;
 - f. The Procuring Agency's Notification of Award;
 - g. The Scope of Work;
 - h. The Contract; and
 - i. The Bid & its Clarifications.
 - j. The Contract Specifications (attached as annexure)
 - k. Any undertaking Provided by the Firm
3. In consideration of the payments to be made by the procuring Agency to the Bidders/ Firms/Companies/Publishers/Printers as hereinafter mentioned, the Bidders/ Firms/Companies/Publishers/ Printers hereby covenants with the Procuring Agency to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the supplier in consideration of the provision of the Goods/ works/Printing Items and the remedying of defects therein, the contract price of such other sum as may become payable under the provision of this Contract at the time and in the manner prescribed by this Contract.

5. (The Bidders/ Firms/Companies/Publishers/Printers) hereby declares that it has not obtained or induced the procurement of any Contract, rights, interest, privilege or other obligation or benefit from Federal Government of the Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Federal Government of the Pakistan) through any corrupt business practice.
6. Without limiting the generality of the foregoing, (the Bidders/ Firms/Companies/ Publishers/Printers) represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to given and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether describe as consultant fee or otherwise, with the object of obtaining or including the procurement of the contract, right interest, privilege or other obligation or benefit in whatsoever form from Federal Government of the Pakistan, except that which has been expressly declared pursuant hereto.
7. [The Bidders/ Firms/Companies/ Publishers/Printers] certifies that has made and shall make full disclosure of all agreements and agreements with all persons in respect of or related to the transaction with the Federal Government of the Pakistan and has not taken any action or shall not take any action to circumvent the above declaration, representation.
8. [The Bidders/ Firms/Companies/ Publishers/Printers] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Federal Government of the Pakistan under any law, contract or other instrument, be void able at the option of Federal Government of the Pakistan.
9. Notwithstanding any rights and remedies exercised by Federal Government of the Pakistan in this regard, [The Bidders/ Firms/Companies/ Publishers/Printers] agrees to indemnify Federal Government of the Pakistan any loss or damage incurred by it on account of it corrupt business practices and further pay compensation to Federal Government of the Pakistan in an amount equivalent to ten time the sum of any commission, gratification, bridge, finder's fee or kickback given by the [The Seller/Supplier] as aforesaid for the purpose of obtaining or inducing the of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Federal Government of the Pakistan.
10. In case of any dispute concerning in the interpretation and/or application of this contract shall be settled through arbitration. The decisions taken and/or award made by the arbitrator shall be final and binding on the parties.
11. This contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

In Witness whereof the parties hereto have caused this contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/Sealed by the Bidders/ Firms/Companies/Contractors.

Authorized Supplier/ authorized Agent

- 1.
- 2.

Signed/ Sealed by Procuring Agency

- 1.
- 2.

(Annexure-2)

BID FORM

Date: - _____
Tender No: - _____
Name of the Item: - Supply of Printing Items
Financial Year- 2024-2025.

To: **Executive Director**
Shaikha Fatima Institute of Nursing &
Health Sciences,
Shaikh Zayed Hospital, Lahore.

Respected Sir,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the Tender of **Supply of Printing items-24-25** Financial Year-2024-2025 and deliver the **Supply of Printing items-2024-25** Financial Year 2024-2025 specified in and in conformity with the said Bidding Documents for the Sum of (Total Bid Amount), (Bid Amount in Words) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the Printing Items in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the sum of the ten (10) percent of the contract price for the due performance of the contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid for a period of (number) days from the date fixed for bid opening under IBD clause (37.15) of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal contract is prepared award, shall constitute a binding contract between us.

We understand that you are no bound to accept the lowest or any bid you may receive. Commission or gratuities, if any, paid or to be paid by us agents relating to this bid, and to contract execution if we are awarded the contract, are listed below.

Amount and Currency

Name and address of bidder
(If none, state "none").
Dated this day of 2025

Signature
(In the capacity of)

Duly authorized to sign bid for and on behalf of Attachment

(Annexure-3)

AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Tender No. SFINHS/Tender/2025 published on PPRA on

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding **Supply of Printing item-2024-25**.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document.
5. We undertake, if our Bid is accepted, to print and deliver the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of Shaikha Fatima Institute of Nursing & Health Sciences is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPR Amended Rules 2004.
8. We also declare that our Company/Organization/Firms/Bidders/Publishers/Printers is not blacklisted by any of the Federal or Provincial Government in Pakistan.
9. The samples (**Supply of Printing items-2024-25**) shall be submitted 1st lowest bidder (as per BOQ Specification) and approved from Technical Evaluation Committee, Shaikha Fatima Institute of Nursing & Health Sciences, Lahore.

[Name and Signatures of authorized Person along with stamp]

(Annexure-4)

BILL OF QUANTITY/PRICE SCHEDULE

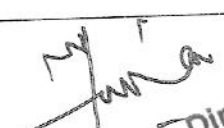
**SPECIFICATION FOR PRINTING ITEMS FY-2024-25 IN
SHAIKHA FATIMA INSTITUTE OF NURSING & HEALTH SCIENCES, LAHORE.**

Sr. No.	Description	Status	Quantity
1.	FILE COVERS 300 grams Bleach Card fine quality full size (15"x10") (printing with Monogram+ tag point + inner thick cloth) (as per sample)	01 Color	5000 Nos
2.	LETTER HEAD PAD, size A-4 (8.5"x11") 80gm Double A Paper, 100 pages (as per sample)	01 Color	500 Nos
3.	NOTE SHEET PAD, SFINHS Size 8.5"x14"80gm Imported Paper, 100 pages (as per sample)	01 Color	500 Nos
4.	RULED PAPER OPEN LINED SHEET (ANSWER SHEET) With 01 colour printing+Pin Binding+ Sr. No. Answer Sheet Size (13"x8.5"), 80gm offset paper 24 pages = 12 paper = 01 binding (01 Answer Sheet) 01 Answer Sheet x 160 = 01 Ream (Sewing Binding) (as per sample)	01 Color	100 Ream
5.	EXTRA SHEET (Ruled paper narrow line with 01 colour Printing & Sr. No.) Single Sheet Size 13"x17", 80gm offset paper & after binding size 13"x8.5". 02 pages = 01 Paper = 01 Extra Sheet (as per sample)	01 Color	2000 Nos
6.	CASH BOOK (ACCOUNT DEPARTMENT) 100 pages (Best Quality as per Sample)	01 Color	20 Nos
7.	External Diploma Admission Form for Paramedical Courses (Best Quality as per Sample)	01 Color	5000 Nos
8.	Admission Form for BS Nursing 04 years program and Post RN 02 years degree program (Best Quality as per Sample)	01 Color	5000 Nos

9.	Audit Salary Register SFINHS for Gazetted Employees 100 pages (Best Quality as per Sample)	01 Color	05 Nos
10.	Audit Salary Register SFINHS for Non-Gazetted Employees 100 pages (Best Quality as per Sample)	01 Color	05 Nos

In words _____

Contractor's Signature & Seal


 Executive Director
 (Executive Director, SFINHS)
 Shaikha Fatima Institute of Nursing
 & Health Sciences
 Shaikha Zayed Medical Complex Lahore

Note: -

- Evaluation shall be done Whole Item and contract will be awarded accordingly.
- Form of price schedule is to be filled in very carefully, should be typed form including GST (Without GST/handwritten no document will be entertained). Every page is to be signed and stamped at the bottom. An affidavit will be provided stating that his/her firm/company is not blacklisted by PPRA or any department on stamp paper.
- All expenses/costs regarding transportation, shifting manpower/goods/Printing etc. shall be beared by the Bidder himself.
- In case of discrepancy between unit price and total, the unit price shall prevail.
Foreign currency rate will be considered on the date of opening of Financial Bid as per selling rate announced by the National/State Bank of Pakistan.

(Annexure-5)

CHECK LIST / KNOCK OUT CLAUSES

The Provision of this checklist/ knock out clauses is essential prerequisite along with submission of tenders.

Sr. #	DETAIL	YES / NO.	PAGE #
1.	All Bidding documents to be submitted in Book Binding form.		
	Original Receipt for Purchase of Tender.		
2.	CDR / Pay Order / Demand Draft of Rs. 54,000/- cost/price with the Financial Bid.		
3.	Minimum 03 years' experience (Documentary Proof, Copy of Performance Certificate) with College/ University & Institute.		
4.	Acceptance of terms and condition, tender documents, duly singed and stamped.		
5.	Price should not be mentioned on technical bid.		
6.	Company Profile including all staff.		
7.	Bank Statement / Balance sheet, NTN (PST) and Professional Tax & Sale Tax Certificate of the Bidder.		

Notices:

The tenderer shall submit an affidavit on legal stamp paper Rs.100/- that their firm has not been blacklisted at the moment on any ground by any Government (Federal & Provincial), a local body or a public sector organization.

Acceptance of firm

Name, Sign and Stamp of firm's representative

Date: _____

FIRM address for notice purpose

Procuring Agency's Address for notice purposes shall be the

EXECUTIVE DIRECTOR

Shaikha Fatima Institute of Nursing & Health Sciences, Lahore.

Direct No. 03014728596 & 03014728596
Shaikh Zayed Medical Complex 23-6138832