



Government of Pakistan
Islamabad Healthcare Regulatory Authority (IHRA)
2nd & 3rd Floor, DMLC Building (PRCS) Sufi Tabassum Road, H-8/2
Islamabad



TENDER NOTICE

Islamabad Healthcare Regulatory Authority (IHRA) invites sealed bids from sole distributors, firms, contractors, suppliers, and dealers registered with Sales Tax / Income Tax Departments / relevant authorities for the purchase of Software Licenses, IT Equipment & Office Equipment to Islamabad Healthcare Regulatory Authority for the development of IT Infrastructure and to fulfill the office needs.

Name of Procuring Agency	Islamabad Healthcare Regulatory Authority (IHRA), Islamabad.	
Number of Tenders	Two	
	Tender No.1	Purchase of Software Licenses
	Tender No.2	Purchase of IT Equipment
	Tender No.3	Purchase of Office Equipment
Method of Procurements	Single Stage – Two Envelopes	
Title of Procurements	Provision of IT Equipment & Office Equipment at IHRA, Islamabad	
Contact Officer	Deputy Director (Coordination & In-charge Procurement) Ph: 051-9199-999	
Closing Time, Date & Place for receiving of bids	Up to 02:00 PM, on 25-5-2022 at IHRA, 2 nd & 3 rd Floor, DMLC Building (PRCS) Sufi Tabassum Road, H-8/2, Islamabad	
Time & Place of publicly opening of bids.	At 02:30 PM, on 25-5-2022, at IHRA, 2 nd & 3 rd Floor, DMLC Building (PRCS) Sufi Tabassum Road, H-8/2, Islamabad	

2. Bids Security/ earnest money @ 2% of the bid value in the shape of **Pay Order/ Demand Draft** in favor of “Islamabad Healthcare Regulatory Authority” must be attached with the **bid**.

3. Tender documents, lists, and detail of items/equipment with specifications and detailed terms/conditions can be obtained (free of cost) from the office of the Deputy Director (Coord & In-charge Procurement), during office hours and can also be downloaded from official websites of IHRA (<https://ihra.gov.pk>) and PPRA (<https://www.ppra.org.pk>). IHRA reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.

Handwritten signature and date: 14/5/2022, 95-255, Pd R

(Muhammad Abubakar Hayat)
Deputy Director (Coord & In-charge Procurement)

Government of Pakistan
Islamabad Healthcare Regulatory Authority (IHRA)
2nd & 3rd Floor, DMLC Building (PRCS) Sufi Tabassum Road, H-8/2
Islamabad

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the procurement of various items, stock, and services for IHRA, Islamabad. Interested bidders (manufacturers/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and IHRA's websites. The qualified bidders with the lowest evaluated bid and subject to the approval of samples will be awarded a purchase contract. The detailed evaluation criteria have been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	Islamabad Healthcare Regulatory Authority (IHRA).
Submission of Bids up to:	25 th May 2022 at 02:00 PM
Opening of Bids:	25 th May 2022 at 02:30 PM
Venue:	Meeting Room, IHRA. 3 rd Floor, DMLC Building (PRCS) Sufi Tabassum Road, H-8/2, Islamabad
Contact Person:	Deputy Director (Coord & In-charge Procurement).
Phone:	+92 51 9199-999

3. This document contains the following: -

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items' quantity and specifications.

(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- ii) Single Stage-Two Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security, not less than **2% of quoted price** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **Islamabad Healthcare Regulatory Authority, Islamabad**. Neither personal Cheque nor the bids received without earnest money will be accepted.
- iii) Bid validity period till **30-06-2022** must be clearly mentioned in the bid.

Bidder's Signature: _____

- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till the completion of the agreement period. However, the earnest money of unsuccessful bidders will be returned on receipt of a written request.
- v) For each item the **manufacturers/company name/brand name** must be quoted. A physical inspection may be conducted.
- vi) The offered rates should include GST/Government taxes, delivery, installation, necessary software charges, etc.
- vii) The bid must indicate the sound financial status of the bidder. It should be supported by evidence, like a certificate from a reputed bank.
- viii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- ix) **National Tax No., GST Registration Number and Vendor Number, and bank account number must be indicated by each bidder.**
- x) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of the submission of false statements, the firm shall be blacklisted and debarred from the bidding process.
- xi) **If any item is found substandard, defective, and not meeting the prescribed specifications, the same will not be accepted in any circumstance, and action will be taken against the supplier. This inter alia may range from forfeiting of bid security to blacklisting of the firm for future participation in the procurement process.**
- xii) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xiii) The contract will be awarded to the lowest evaluated bidder **after approval/successful inspection of samples by the Purchase/Tender Committee**, whose decision will be treated as **final**.
- xiv) The Result of the bid evaluation under Rule **35** of PP Rules, 2004 will be announced **fifteen** days prior to the award of the contract to the successful bidder. In case of any complaint of a bidder, a Redressal Grievance Committee already constituted in the IHRA will address the grievances.
- xv) Bidders are requested to quote the best brands and final price.
- xvi) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules.
- xvii) The interested manufacturer/authorized dealers/suppliers must give the full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.

Bidder's Signature: _____

- xviii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xix) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within **15 days of receipt of the Supply/work Order**. In case supply/work is not carried out within the stipulated period, a penalty @ **0.25% per** day of the amount of pending items of supply order may be imposed and the amount will be deducted from the invoice of the supplier.
- xx) Receipt of incomplete supplies or delay in services will render the supply order liable to be canceled and the supply order will be awarded the next most advantageous bid.
- xxi) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firm does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and the firm can be debarred from the business with the office.
- xxii) **10% Performance Guarantee against Supply Orders of physical assets will be retained by this Authority against the Warranty Period of those items.**
- xxiii) **The following documents must be attached with respect to each tender, if applicable:**
 - a. Import Documents (GD, Tax Paid Documents at the time of shipment clearance).
 - b. Letter from Manufacturing Company (Factory) from where equipment is imported.
 - c. Page Yield confirmation from manufacturing factory.
 - d. ISO Certificate from Manufacturing Factory.
 - e. Copy of Trade Mark Registration.
 - f. Income Tax exemption Certificate, if any.

(b) EVALUATION CRITERIA

- 1) **Technical Responsiveness (items meet 100% specs / requirement)**
- 2) **Bidder Responsiveness (70 scores to qualify out of 100):**
 - a. **Similar supplies over 03 million each (Marks: 30 Max)**
 - i. At least Three: 20 Marks
 - ii. Four to Five: 25 Marks
 - iii. More than Five: 30 Marks
 - b. **Annual Turn Over Marks: 30 Max (subject to provision of relevant documents proving the financial strength)**
 - i. At least 25 million: 20 Marks
 - ii. 26 to 30 million: 25 Marks
 - iii. More than 30 million 30 Marks
and above
 - c. **Firm similar experience (20 Marks) (Provide work completion certificate/work orders or any other supporting documents)**
 - i. 2-3 years: 10 Marks
 - ii. 3-5 years: 15 Marks
 - iii. More than 5 years: 20 Marks
 - d. **Warranty & Support (20 Marks)**
 - i. One Year: 15 Marks
 - ii. Two or More Years: 20 Marks
- 3) **Bidder securing at least 70% Marks + Financial Lowest Bid**

Signature: _____