



**Lady Reading Hospital Peshawar
(MTI)**

Contact No: 091-9211927

**BID SOLICITATION DOCUMENTS
For**

**THE PROCUREMENT OF SERVICES FOR REPAIR, MAINTENANCE AND
OPERATIONALIZATION OF INCINERATOR 2025-2026**

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 submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Interested bidders are required to submit the Non-Refundable fees of PKR Five thousand (5000) only in the MCB Bank “LRH Receipts account No:0847608141003952” prior to submission of Bids. (Separate Fee should be submitted with each tender).

The Original Receipt must be attached in the technical bid. If the receipt not found in bids, then the said bidder will be considering Disqualified.

*Manager Material Management
LRH/MTI Peshawar*

*AD Legal
LRH/MTI Peshawar*

*Bio Medical Engineer
LRH/MTI Peshawar*

*Manager House Keeping
LRH/MTI Peshawar*

*Director Finance
LRH/MTI Peshawar*

*Associate Hospital Director
LRH/MTI Peshawar*

*Director Nursing
LRH/MTI Peshawar*

*Medical Director
LRH/MTI Peshawar*

*Hospital Director
LRH/MTI Peshawar*

INTRODUCTION:

Medical Teaching Institution (MTI)/ Lady Reading Hospital Peshawar invites sealed bids from the eligible contractors or firms for the Preventive Maintenance & repair Incinerators along with ensuring the quality, quantity up to the mark. Open Competitive Bidding under rule 6(2) (b) “*Single Stage Two Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

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. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “**1- Technical Bids**” and “**2-Financial Bids**” which should be packed in one outer envelope.
3. The technical bids will be opened on - - at -- **AM** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
4. An affidavit is mandatory, without indicating the figure in the Technical Bid that bid security is placed in the financial bid. Duly attested by notary public.
5. Pre-bid meeting with the interested bidders will be held on - - at -- **AM** in MMD Committee room of the Institution.
6. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
7. 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.
8. The bid should be complete in all respect and must be signed by the bidder.
9. All prices quoted must be in Pak Rupees (PKR) and should include all taxes applicable by government. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
10. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
11. 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.
12. 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.
13. 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 is 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. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be preprinted and hand written quoted price will not be acceptable. The tenders must be according to hospital specification; alternate rates will not be acceptable

14. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
15. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
16. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
17. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
18. 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 the LRH Peshawar's future bids.
19. Contract may be extended up to 3 years with mutual understanding of both parties.
20. All participants/vendors are expected to quote their prices with utmost integrity, ensuring that they provide the best value for money. It is essential that rates quoted in tenders or for any awarded items are fair, competitive, and justifiable.
21. Please note that if any abnormality or significant deviation is found in the quoted or awarded rates, the concerned vendor will be held responsible for justifying the pricing. Failure to provide a satisfactory explanation will result in recovery of the excess amount from the vendor.

2) ELIGIBILITY CRITERIA:

1. 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.
2. Computerized National Identity Card (photo-copy).
3. List of skilled staff on 100 rupees stamp paper with a copy of appointment letter and copy of certificates / diploma and experience.
4. The bidder must read out the special conditions in bidding documents and should comply to these conditions.
5. The bidder must be registered with Income Tax Department, reflected as Active Tax Payer on the list of FBR.NTN/KNTN and KPK Professional tax.
6. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental / Semi-Governmental institutions.
7. 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.
8. No Joint Venture will be accepted.

3) GENERAL CONDITIONS: -

1. LRH 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. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, LRH 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.
4. 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.
5. MTI / LRH Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

4) INVITATION FOR BIDS

Hospital Director, Medical Teaching Institute, **Lady Reading Hospital Peshawar** invites sealed tenders for the Preventive Maintenance and Repair contract of Incinerators, under rule 6(2)(b) **“single stage two envelope procedure”** of KPPRA Rules 2014, from Manufacturers / Importers / Authorized Dealers/Contractors registered with the Income tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security 1,000,000/- in shape of Call Deposit Receipt (CDR) in the name of Hospital Director LRH Peshawar of the total quoted value. An affidavit is mandatory, without indicating the figure in the technical bid that bid security is placed in the financial bid. Pre-bid meeting with the interested bidders will be held on - - at -- **AM** at the MMD committee Room on this hospital.

The tenders complete in all respect must reach the undersigned by **hrs.** on - -, which will be opened at -- **AM** on the same day in conference room of the Complex 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.

5) BID SECURITY:

Bid security 1,000,000/- in shape of Call Deposit drawn in favor of “Hospital Director LRH Hospital” should be kept sealed in the financial proposal of the total quoted value. An affidavit is mandatory without indicating the figure in the technical bid that bid security is placed in the technical 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 or to furnish performance Guarantee.

6) BID VALIDITY:

- i) The bids should be valid for a period of 180 days.
- ii) In exceptional circumstances, LRH Hospital 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.

7) Termination of the Agreement:

Without prejudice to any other available rights / remedies, the LRH-MTI shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by Service Provider.

The performance of services by the Service Provider under this agreement shall remain under observation during the whole period of the agreement, in case the services are found unsatisfactory, below the specified standard or non-performance due to strike of the Service Provider staff / manpower, this contract shall be terminated by the LRH-MTI at any time with immediate effect. In such events e.g. non-performance due to strike or violation of contract, the Service Provider shall be BLACKLISTED as per the prevailing KPPRA rules and Performance Guarantee/Security will be encashed / forfeited or the toolkits / tools / equipment may be confiscated.

In case of failure of the service provider to fulfill any obligation under this contract within the stipulated time, the procuring agency may proceed for imposition of penalties or may proceed for termination of the agreement as decided by the hospital authority.

The LRH-MTI shall be entitled to terminate this agreement forthwith at any time upon serving notice of 30 days after the probation period in the event of misconduct either on the part of the Service Provider or its employees or non-performance of responsibilities and services by the Service Provider.

8) Arbitrator/ Dispute Resolution:

If any conflict arises between the parties, the matter will refer to the Committee Comprising of both parties' equal members to conduct inquiry. If the nominated representatives are unable to resolve the Dispute to the satisfaction of the Parties, then the matter will be referred to the Arbitrator.

S #	PARAMETERS	SUB-PARAMETERS	MARKS
1	Legal / Financial Requirements		
		I. NTN Registration Certificate II. KNTN Registration Certificate III. Sales Tax Certificate IV. Professional Certificate V. List of special tools for job execution (Technical & Electrical) on 100 rupees stamp paper VI. Job Execution method on company letter head for Schedule of maintenance (Daily, weekly, monthly and quarterly) VII. Non-Black listing affidavit on 100 rupees stamp paper VIII. Company should have (Environmental Protection certificate)	Mandatory
2	Technical Staff		20
	List of Skilled Staff on stamp paper(100 Rupees) members (Full Time) (Qualifications i-e Copy of Degree, Diploma, Certificate & Experience and Salary Slip Required)	Prior Experience of engineering & managing the following number of workforces / HR in relevant field (To be verified by the list of employees having date of appointment, CNIC No. designation and Contact Numbers. a) 20 or more will get full marks b) 10 or more will get 10 marks c) 05 or more will get 05 marks	
3	Financial Capabilities		15
	Financial Soundness (Bank statement must be attached) Turnover in Million (I-T-I and IT-II Form	i) 50 million or above ii) 30 million to 50 million iii) 20 million to 30 million	15 07 03
4	Audit Report	Most Recent Audit Report (last three years) one mark for each year	03
Performance Specifications			
5	Relevant Experience		15
	Prior Experience of Installation/ Operations/ Maintenance of at least 05 Incinerators in Public/Private Sector simultaneously for Healthcare Infectious& Hazardous Waste: (To be verified from the Contract / Work Order issuance& execution of the project). Each will get 3 Marks		15

6	BACK SUPPORT OF THE BIDDER	10
	a) Valid ISO 9001 QMS (PNAC) of the firm / bidder. (4) b) Valid ISO 14001 of the EA(PNAC) of the firm / bidder. (3) c) Valid ISO 45001 of the H & S (PNAC) of the firm / bidder. (3)	
7	OFFICE/ WORKSHOP FACILITY	07
	a) Availability of office/workshop in Peshawar Khyber Pakhtunkhwa to be verified with Ownership / Rent Agreement with Owner/ Rent Agreement with CompanyName. (will get full Marks) (07) b) Availability of office/workshop in Khyber Pakhtunkhwa outside Peshawar to be verified with Ownership / Rent Agreement with Owner/ Rent Agreement with Company Name. (04)	

Total Marks in Technical Criteria: **70**

Qualifying Percentage in Technical Criteria: **70 %**

Qualifying Marks: 49

10) EVALUATION CRITERIA: -

- The bidders achieving a minimum of 49 marks out of 100 marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective. After opening of the financial bid of the qualify bidders the firm / contactor with HFRB (Highest Fair ranked Bid) will be selected and contract will be awarded.
- Bids having items not fulfilling / in compliance with the required specifications shall be treated as non-responsive bids.

11) Financial Criteria (30 Marks):

S #	Parameters	Sub-Parameters	Total Marks
	Price		30
		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: $[\text{Lowest Price (Fm)} \div \text{Price of Bid under consideration (F)}] \times 100 \times 0.30$	30

12) REDRESSING OF GRIEVANCES:

1. 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.
2. 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 05 days after the announcement of the bid evaluation report.
3. The grievance redressal 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.
4. 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.

13) AWARD OF CONTRACT:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /LRH Peshawar.

14) Payment:

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

SPECIFICATION SERVICES FOR REPAIR, MAINTENANCE AND OPERATIONALIZATION OF INCINERATOR 2025-2026

S.No	Description	Per Month Price
1.	Services and maintenance with parts of incinerator	

Note:

- It is the responsibility of vendor (winner HFRB) to operationalize the incinerator.
- Contract may be extended for the period of 3 years.
- Micro Processor of the incinerator in LRH should not be changed.
- Safety of incinerator should not be bypass.
- This contract is covered with all Parts including UPS and batteries.
- Safety measurement and precautions should be taken by the vendor as mentioned below.

Table 1

	Activities	Fine Imposing Mechanism		
		First Time Occurrence	Second Time Occurrence within Same Month	Third Time Occurrence within Same Month
High Risk Activity	Non Disposal/ Less disposal of collected waste as per defined SOPs	Fine of Rs. 2000 along with Written Warning Issued by Infection Control Program to the Service Provider	Imposing of Fine of Rs. 3,000	Double the Fine, Rs. 6,000
	Non-compliance of PPEs	Fine of Rs. 2000 along with Written Warning Issued by Infection Control Program to the Service Provider	Imposing of Fine of Rs. 3,000	Double the Fine, Rs. 6,000
	Non cleanliness of Incinerator Site at the end of each shift.	Written Warning Issued by Infection Control Program to the Service Provider	Imposing of Fine of Rs. 3,000	Double the Fine, Rs. 6,000
	Non-deashing of the incinerator before the start of next cycle.	Written Warning Issued by Infection Control Program to the Service Provider	Imposing of Fine of Rs. 3,000	Double the Fine, Rs. 6,000

SPECIFICATIONS

1	PERSONNEL PROTECTIVE EQUIP. INCLUDES SAFETY SHOES, HELMETS, GLOVES ETC
	<p><u>Safety Shoes</u> (for Waste Collectors, Handlers & Helpers)</p> <ul style="list-style-type: none"> • Ankle-high Shoes

- Upper Option: Yellow, Rexene/Synthetic Leather

Sole: Black, Rubber/PVC, Anti-Slip

- Steel Toe: Not Required
- Lining: Breathable Mesh, Non-Rubbing
- Eyelets: Non-Corrosive Metallic
- Laces: Yellow, Woven Polyester or Polyamide



Safety Gloves (for Waste Collectors, Handlers & Helpers)

- Material: White Woven Cotton
- Yellow PVC Coated: On Palm and Back Sides, Wrist Uncoated

- Wrist Area: Woven Cotton with Elastic
- Washable: Yes
-

Disposable: No



Cap (for Waste Collectors & Helpers)

- Baseball Cap: Yellow Color
- Material: Cotton
- Peak: Nylon Reinforced
- Logo: Yes
- Washable: Yes



Safety Helmet (for Waste Handlers only)

- Safety Helmet Color: Yellow
-

Material: HDPE

- Harness: Nylon
- Headband: Adjustable Strip Ratchet
- Sweatband: Sponge foam
- Logo Required: Yes



Safety Goggles (for Waste Collectors, Handlers & Helpers)

- Safety Goggles
-

Lens: Polycarbonate



- Frame: Black Nylon
- Arm Length: Adjustable
- Anti-Fog: No

Mask (for Waste Collectors, Helpers)

-

Surgical Face Mask

- Material: Non-woven
- Protection: 3-Layer
- Nose Wire: Plastic
- Ear-loops: Yes

-

Color: Green

- Disposable: Yes

Mask (for Waste Handlers)

- Dust Respirator Mask
- Elastic fixing
- White color



- Non-woven
 - Disposable: Yes
- (Local / Imported)**

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UNIFORM FOR STAFF (WASTE MANAGEMENT STAFF+ OPERATIONAL STAFF)

Waste Collector, Waste Handler & Vehicle Helper Uniform

- Uniform: Shirt & Trousers
- Material: Cotton
- Color: Yellow
- Front Pockets: Carry Logo
- Fluorescent Stripes: 2 Red Fluorescent Strips in the Vertical Mid of the Shirt
- Shirt Rear: Contractor's Company Name/Logo

Driver Uniform

- Uniform: Shirt & Trousers
- Material: Cotton
- Color: Khaki
- Front Pockets: Carry Logo
- Shirt Rear: Service Provider's Company Name/Logo

(Local)

Note: Any other item required will be considered on the basis of sample submission and acceptance.

