

Terms and Conditions

For

Tender of

EM Stores items

FY=2026-27

TERMS AND CONDITIONS store)

1. All bidders are directed to comply with PPRA rules/regulation in true letter and spirit.
2. Nonrefundable tender fee worth **Rs.7000.00** (Rupees Seven thousand only) will be deposited in AFIRM Rawalpindi on collection of tender documents.
3. All items from good reputed manufacturers should be quoted.
4. Firm will be responsible to impart training to AFIRM staff of operating, provision of software, primary trouble shooting and maintenance of provided items.
5. Installation of items at AFIRM Rawalpindi will be responsibility of supplier/contractor.
6. Bidder will furnish a certificate from the manufacturer that the items has been directly purchased from them and it qualifies European quality control / CE standards, when required by this institute. The supplier will be responsible for providing of original delivery Challan and all relevant documents of the manufactures. All items must be properly packed in cardboard boxes.
7. Warranty period **24 months** for equipment will start after Installation/Delivery to the patients.
The same will be clearly mentioned in invoices. The warranty will cover all after sale services including maintenance repairs and parts replacement free of cost. Transportation charges if any in this regard will be borne by supplier. The supplier will be responsible for necessary maintenance and repair /services and calibration of all items along with availability of spares for 10 years after expiry of warranty period (on payment).
8. **Delivery of Tender** Quotations must be forwarded in duplicate (technical + financial bid in separately sealed envelope for each item along with Catalogues/Brochures. Country of origin/manufacturer's name must be indicated. Warranty / guarantee and after sale service of the quoted must be mentioned in the offer. The offer is to be submitted in duplicate as under:-

a. Commercial Offer.

(1) Commercial offer for each item will be submitted in separate sealed envelopes. The offer indicating the quoted price in figures as well as in words along with all applicable taxes which should be shown separately. According to Govt of Pakistan Itr no CIR-WHT/MAG/2022/216 dated 02 Feb 2022 exemption of sale tax on supply of goods to hospital run by Federal / Provincial government has been withdrawn with effect from 15 Jan 2022. Please include 18% GST on financial offer.

(2) Following information will be clearly marked on the envelope for each item:-

- (a) Tender number
- (b) Date of opening
- (c) Commercial offer – (ser no of items in tender documents issued by this institute should be mentioned along with the name of the items) as per following specimen:-

Ser	Tender ser no	Nomenclature of items	Technical specifications in detail	Manufacturer	Model number	Year of Mfr	Make / country of origin	A / U	Unit Price	18% GST	Unit price Inc GST
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(Signed by authorized signatory/proprietary of firm)

Details and specifications of all accessories included must be mentioned in the commercial offer

b. **Technical Offer.** Only technical details without mentioning the financial aspect of the offer in triplicate would be enclosed in an envelope along with essential literature and brochures. Following information will be clearly marked on the envelope for each item: -

(1) **Technical Offer –** (Ser no of items in tender documents issued by this institute should be mentioned along with the name of the items) as per following specimen: -

Ser	Tender s/no	Nomenclature of items	Technical specifications in detail	Manufacturer	Model number	Year of Mfr	Make / country of origin	NTN Cert	Registration Cert	Professional Sale Tax Cert
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(Signed by authorized signatory/proprietary of firm)

Details and specifications of all accessories included must be mentioned in the technical offer.

(2) Tender Number

(3) Date of opening

(4) Technical offer must fulfill requirement as above mentioned specimen.

c. Both the envelopes i.e. the one containing commercial offers and the other one containing technical offers (of all the items) would be enclosed in yet another properly sealed envelope that will be marked with address to this office only alongwith all relevant tender details written.

d. The tender duly sealed will be addressed to the following: -

The Commandant

AFIRM Rawalpindi

e. The tender documents must be deposited by hand or sent through courier services so as to reach AFIRM by 10:00 hrs on 13 Oct 2026 Tender documents received after due date and time will not be accepted.

f. Technical offer without prices will be opened on the day of tender opening and will be sent for technical scrutiny after opening of technical bids. Samples of items will be provided by firms if required which be returned later. Commercial offer of only those firms will be opened, whose technical offer have been accepted by technical authorities. Date of opening for commercial offers will be communicated after technical scrutiny is completed. On the date of opening of commercial offers, the commercial offers of firms whose technical offers have been rejected will be returned un-opened (to the representative of the firm present).

9. All bidders must have valid income tax (IT) and General sales tax (GST) registration, Proof of GST deduction (for each supplied items) when applicable and its deposition in government treasury will be provided with invoices, otherwise contingent bills will not be processed. The supplier must provide:

a. NTN Cert of the proprietor (Latest/Renewed)

b. GST Registration (Latest/Renewed)

c. Sale Tax Cert. (Latest/Renewed)

d. Professional Tax Cert (Latest/Renewed)

e. Registration / License of firm / company (Latest/Renewed)

f. CNIC

g. Specimen signature of any person authorized by proprietor to sign correspondence on firm letter pad.

h. Bank statement of last six months

i. Authorized distribution certificate for delivery of equipment

j. Firms Quoting import items Should have Registration as License to Import Medical Devices/Equipment's valid DRAP

10. The rates should be inclusive of all applicable taxes, packing charges and transportation charges etc.

11. Validity of financial offer: - The quotation should be valid up to **30th June 2027**, validity if not mentioned in the quotations will be rejected.

12. Delivery Schedule. Delivery schedule is to start with signing of contract / issue of supply order. Delivery period and stock position must be mentioned in your offer and delivery should not be later than **30 days** for local item and

90 days for imported item after issuing of supply order. Details of all accessories of the item supplied will be mentioned in the delivery challan, which must tally with the approved technical specifications.

13. In case of any delay in delivery beyond prescribed time, penalty will be imposed for the period of delay @ the rate of 02% of quoted value per week and will be deducted from earnest money to a maximum of 10% of the quoted price

14. No more than three options will be quoted for each item. AFIRM has the right to choose any offer from the quoted items for Comparative statement preparation.

15. All tenders will be accompanied by a security deposits (refundable bid security @ 05% of the bid (In Pak rupees) in the shapes of CDR in the name of Comdt AFIRM. Cheque / cash will not be accepted. Without security deposit, no tender will be entertained. The original will be attached with the commercial bid. Photocopy will be attached with technical bid. The amount of rupees of the photocopy should be crossed so that it is not legible.

16. All bidders must have valid income tax (IT) and General sales tax (GST) registration, Proof of GST deduction (for each supplied items), when applicable and its deposition in government treasury will be provided with invoices, otherwise contingent bills will not be processed. The supplier must provide: -

- | | | |
|----|--|------------------|
| a. | NTN Cert of the proprietor | (Latest/Renewed) |
| b. | GST Registration | (Latest/Renewed) |
| c. | Sale Tax Cert. | (Latest/Renewed) |
| d. | Professional Tax Cert | (Latest/Renewed) |
| e. | Registration / License of firm / company | (Latest/Renewed) |
| f. | CNIC | |

g. Specimen signature of any person authorized by proprietor to sign correspondence on firm letter pad.

h. Bank statement of last six months

i. Authorized distribution certificate for delivery of equipment.

17. Refurbished/Repaired, 2nd hand and loose packing items will not be supplied at any cost.

18. Following manuals will be provided along with the supplied items: -

- | | |
|----|------------------------------------|
| a. | Technical manual / service manual. |
| b. | Operating manual. |
| c. | Software CD (when applicable) |

19. Operating and technical training (where required) to the concerned staff will be provided/arranged by the supplier in Pakistan or abroad. This will stand compulsory part of contract.

20. Undertaking Certificate: - The bidder will provide an undertaking (Affidavit form for Rs. 100.00) that he/she is not black listed by any court/any Govt office, Army, Navy or Air Force on a stamp paper as following: -

"It is certified that firm _____ has never been black listed by any agency by the same name or any other name and also has not changed its name.

21. Withdrawal of offer. If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the earnest money of the firm will be confiscated.

22. Disqualification. Offers are liable to be rejected if: -

a. There is any deviation from the General/Special/Technical instructions required by AFIRM Rawalpindi.

b. Offers are found conditional or incomplete in any respect.

c. Tender documents if not signed by authorized signatory/proprietor of firm'

- d. Applicable Taxes and duties are NOT indicated separately.
- e. Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- f. Received later than appointed/fixed date and time.
- g. Offers (commercial/technical) containing non-initiated/unauthenticated amendments/corrections/overwriting. If the validity of the agency agreement has expired.
- h. Principals invoice in duplicate is not enclosed /included. Bid security not provided where applicable.
- i. If validity of offer is not quoted as required in IT or made subject to confirmation later.
- j. Offer made through Fax/E-mail/Cable/Telex.
- k. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- i. If the tender documents are not signed by the authorized signatory/proprietor of the firm.

23. **Rights Reserved.** AFIRM Rawalpindi reserve full rights to accept or reject any or all offers including the lowest, after assigning grounds for its rejection. The grounds of rejection shall be communicated to suppliers/contractors who submit the offer upon request.

24. **CDR.** CDR equal to 10% of contract value will be required to be submitted by the firm along with signing of contract. It will remain valid for up to 60 days after completion of warranty period. It will be automatically extended by the firm with the extension of delivery period. In case backed by warranty, the warranty period will start from date of installation/delivery to the patients at AFIRM of the items.

25. **Late Delivery.** In the event of delay in delivery at supplier's fault, the supplier shall inform the purchaser before expiry of such delivery period giving reasons / justification for it. The purchaser shall have the right to take following actions: -

- a. Cancel the contract
- b. In case of any delay in delivery beyond prescribed time, penalty will be imposed after the period of delay @ the rate of 2% of quoted value per week and will be deducted from the earnest money to a maximum of 10% of the quoted price.
- c. To purchase the stores not delivered, from elsewhere, at the risk and expense of the supplier and without notice to him.

26. **Purchaser's Right.** Commandant this institute reserves the right to cancel the bid/proposal or to reject any offer or quotation without assigning any reason or explanation. The purchaser also reserves the right of deletion, addition and cancellation of the contract in part or full without assigning any reason whatsoever. The Commandant reserved the right to increase/decrease the quantity of items to be purchased as per items requirements/availability of funds. The Commandant reserves the right to make any change in terms and conditions which shall be communicated to all the bidders before opening of tender

27. **Payment:** Mode of payment will be made for through CMA as per procedure in vogue.

28. As far as possible an authorized signatory should attend the opening of tender both on date of opening technical and commercial offers.

29. **Secrecy.** The supplier shall undertake that any information about the sale/purchase of the stores under this contract shall not be communicated to any person, agency or any press other than the manufacturer of the stores. Any breach on this account will be punishable under official secret Act 1923, in addition to termination of the contract at the risk of supplier.

30. Authority letter from the CEO or Chief executive of the firm mentioning the name address, Phone number, email address, specimen signature of the authorized signatory of the firm for correspondences/ contact with AFIRM Rawalpindi regularly for this tender must be included in the bidder's documents.

31. A certificate (on letter head pad) of the firm duly signed by the authorized signatory stating that all the terms and condition of AFIRM for this tender are acceptable to the firm must be included in the bidder's documents.

Anx "A"

FORM OF BID

Technical proposal

Ser	Tender ser no	Nomenclature of items	Technical specifications in detail	Manufacturer	Model number	Year of Mfr	Make / country of origin	NTN Cert	Registration Cert	Professional Sale Tax Cert
1.										
2.										
3.										

(Signed by authorized signatory/proprietary of firm)

Financial proposal

Ser	Tender ser no	Nomenclature of items	Technical specifications in detail	Manufacturer	Model number	Year of Mfr	Make / country of origin	A / U	Unit Price	18% GST	Unit price Inc GST
1.											
2.											
3.											

(Signed by authorized signatory/proprietary of firm)