



**National Integrated Development Association (NIDA-Pakistan) Township**  
Besham, district Shangla KP Pakistan  
Tel: 0996-400327

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**Tender Document**

**For**

**Procurement and installation of Incinerator of 20 kg for Waste Management at DHQ  
Hospital Dassu.**

**Funded by**

**Government of Khyber Pakhtunkhwa**

**Reference # NIDA/Tender/DHQP/2023-24**

<b>Bid Details:</b>		
1	Date of commencement of Bidding Document	<b>28-08-2023</b>
2	Last date and time for receipt of Bidding Document (last date is extended from 12 <sup>th</sup> September, 2023 to 20 <sup>th</sup> September 2023)	<b>20-09-2023 by 2:00 PM (PST)</b>
3	Date and Time of Bid Opening (last date is extended from 12 <sup>th</sup> September, 2023 to 20 <sup>th</sup> September 2023)	<b>20-09-2023 by 3:30 PM (PST)</b>
4	Place of opening of Bids	Conference room NIDA-Pakistan Head office Besham, District Shangla Tel: 0996-400327
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at <a href="mailto:info@nidapakistan.org">info@nidapakistan.org</a>

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

## Introduction

National Integrated Development Association (NIDA-Pakistan) is a non-governmental organization committed to aiding underprivileged communities across Pakistan, including Gilgit Baltistan, the Federally Administered Tribal Areas (FATA) and Azad Jammu Kashmir (AJK). NIDA-Pakistan is registered with Government of Pakistan under the *Societies Registration Act 1860*.

The organization has also contributed to emergency relief, recovery, rehabilitation and development of rural and urban communities across Khyber Pakhtunkhwa (KPK), FATA and in parts of Punjab province. Inclusion of all sections of the community is a key focus of NIDA-Pakistan's interventions.

## Background

NIDA-Pakistan is running DHQ Hospital Dassu Upper Kohistan under the PPP initiative of KP Govt: w.e.f 1st April, 2022. Since its inception, NIDA-Pakistan had established various departments/wards (OPD, Emergency, Gynae, Pead's, Medical, Eye, ENT, Dental etc.) and allied services, lab, X-Ray, Ultrasound, ECG/ETT, Labor room, Major OT, Minor OT, Pharmacy, administration block and equipped hospital with additional equipment's and furniture's required for smooth functioning of the hospital.

## Procurement Items

Under the Project, NIDA requires the services of service provider for the Procurement and installation of incinerator of 20 kg for waste management at DHQ Hospital Dassu and hereinafter referred as the "NIDA", invites **sealed bids for the Procurement of Incinerator of 20 kg for Waste Management at DHQ Hospital Dassu and clearly mentioned on the envelopes applied for.**

S.No	Item	Quantity	Specification
1	Medical waste incinerator	01	<ul style="list-style-type: none"><li>- 20KG/H</li><li>- Configuration: floor-standing</li><li>- Aautomatic</li><li>Meet Local NEQS emission standards</li><li>- Can be operated on both Gas or Diesel. Electricity, Single phase.</li><li>- Lead time: 4/6 weeks</li><li>- 2 years warranty</li></ul> Dust proof re-wired control panel housing with all safeties i.e. Temperature control for primary chamber, secondary chamber and overload relays and MCB,s for electrical functions. Suitable protection for burner and combustion of air for incineration of waste. Waste charging manual /automatic, door and ash removal door on the incinerator

### Address of the DHQ hospital Dassu:

The hospital is located in Dassu Upper Kohistan adjacent to KKH and rescue 1122 office.

**Safety**

The Contractor shall be responsible for the embedding of safety features in the inherent design of the equipment, for elimination of identified hazards, including but not limited to high voltage, electromagnetic radiation, sharp points and edges, etc., and reduction of associated risk to personnel and equipment. The Contractor shall be responsible for the addition of bilingual warnings and caution notices, where hazards cannot be eliminated or risks cannot be reduced. The Contractor shall be responsible for the protection of the power sources, controls, and critical components of the redundant systems and subsystems by shielding or physical separation when possible.

**Inspection and Testing**

The Client shall inspect and test the Goods supplied, the Services provided or the Works carried out, under the Contract, to verify their conformity to the Technical Specifications.

The inspections and tests shall be conducted at the premises of the Contractor OR at the final destination. Where conducted at the premises of the Contractor, the Contractor shall provide all-reasonable facilities and assistance.

NIDA may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three (03) working days, free of cost to the Purchaser.

The Purchaser's post-delivery right to inspect, test and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the Goods.

Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

## 1. Submission of Bid:

- a. All the Bids shall be furnished on Single Stage two Envelopes Procedure. The technical proposal Envelop should be sealed and marked in separate envelop marking as Technical Proposal comprising of bidder profile, registration certificates, NTN, KNTN, Audit reports and past similar experience while financial proposal should be comprising of quoted prices inclusive of all applicable taxes.
- b. Bidder (s) will have to bid for all items specified in this document complete details, and submit in the sealed envelopes clearly marked as “**Procurement and installation of Incinerator of 20 kg for Waste Management at DHQ Hospital Dassu**” for DHQ Hospital Dassu.”
- c. Prices should be inclusive of all applicable taxes, where applicable. The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- d. The bids to this tender must be submitted latest by, **September 20, 2023, 2:00 pm** as per format specified in Annexure A, B & C to the point of contact given below. Electronic bid will not be entertained. Any bid delivered after due date and time will be considered non-responsive and disqualified from further consideration.

The Bids should be addressed to:  
**Procurement Department**  
NIDA- Pakistan  
Township Besham District Shangla  
Tel: 0996-400327.

- e. NIDA-Pakistan reserves the right for conducting inspection by its own personnel or reputed third parties from the donor side. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- f. The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However, the vendor should pass on the benefit to the NIDA-Pakistan if there is any price reduction in the meantime.
- g. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

## **2. Eligibility of the Bidder:**

The main criteria for applying to the tender are as follows:

- i. Company or Firm having valid registration.
- ii. 5 years of similar experience as a service provider and in the provision of relevant services.
- iii. Bidder must not be a bankrupt or in the going process of bankrupt
- iv. Bidder must be valid sales tax and income tax registered and must on active tax payers list.
- v. The bidder must be a manufacturer or direct agent of the manufacturer of required equipment in Pakistan.
- vi. The successful bidder shall submit a declaration to supply all the required item as per delivery schedule within 30 days
- vii. Warranty confirmation on Company Letter Head duly sign and stamped are required.
- viii. The warranty period of the goods shall be as per standard warranty time offered by the manufacturer.
- ix. Affidavit must provide on a stamp paper stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO.
- x. Bidder(s) must provide the leaflets/ brochures/catalogs of the quoted brand with the Technical bid.
- xi. The Bid Form should be submitted on the prescribed format on company's letterhead. Bid Form must be properly signed and stamped by the authorized person.

## **3. Deliverables:**

All the items Delivery and installation shall be complete within 30 working days at required location i.e. DHQ Hospital Dasso with consultation of NIDA-Pakistan.

## **4. Bid Security:**

- i. All bidders shall furnish bid Security of 5% of quoted price in the form of Call deposit/Pay Order/Demand Draft in favour of NIDA-Pakistan. Cheque or cash will not be accepted in any case. After selection of successful bidder, NIDA-Pakistan will return/release the bid security to the unsuccessful bidders. NIDA-Pakistan will forfeit the bid security in following cases.
  - If bidders withdraw its bid during opening time of tender.
  - If successful bidder withdraws its bid prior to the agreement

## **5. Specific Terms & Conditions:**

- i. NIDA-Pakistan reserves the right to increase or decrease the quantity, if required or right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
- ii. NIDA-Pakistan reserves the right to increase/decrease the scope of work. Bidder has no right to challenge the decision in Court.
- iii. An effort by a bidder to influence NIDA-Pakistan, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of NIDA-Pakistan.

- iv. Agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
- v. NIDA-Pakistan reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the duration and time period on quoted prices and terms & conditions.
- vi. Tender publication does not constitute any commitment on part of NIDA-Pakistan unless a written agreement is signed by both parties.
- vii. NIDA-Pakistan reserves the right to cancel/reject any or all offers without assigning any reason.
- viii. Exact quantities/ number may vary slightly from estimated numbers.

**6. General Terms & Conditions**

- i. Good track-record and references from previous client/Customer/including documentary evidence in shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
- ii. NIDA-Pakistan reserves the right to initiate re-tendering without providing any reason whatsoever. The NIDA-Pakistan shall not incur any liability on account of such rejection.
- iii. NIDA-Pakistan reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- iv. Canvassing of any kind will be a disqualification and the NIDA-Pakistan may decide to cancel the bidder from its empanelment.

**7. Submission of Bid and required Documents:**

- i. The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- ii. The bidder will provide the affidavit for not having blacklisted from any organization.
- iii. Bidders must attach bid security as mentioned in clause 7 of this document.
- iv. Bidders must mention the turnover along with proof i.e. Returns/bank statements.
- v. Covering letter as per Annexure A.
- vi. Declaration of eligibility as per Annex B.
- vii. Bid Security as per clause 4.1.
- viii. Financial proposal/ bid should be in detail and complying with terms and conditions.
- ix. Copy of valid NTN and GST (other taxes if applicable) Certificate must be attached.
- x. Once the bid is submitted in sealed cover by the bidder, NIDA-Pakistan will not accept any addition / alterations / deletions of the Bid. However, NIDA-Pakistan reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by NIDA-Pakistan.
- xi. Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect False information at any time, he may be debarred from participation in the future tendering processes.
- xii. Bidder(s) must provide the leaflets/ brochures/catalogs of the quoted brand with the Technical bid.

**8. Technical Evaluation Criteria for Procurement of Incinerator of 20 kg for Waste Management at DHQ Hospital Dassu:**

#	Required Field	Marks	Remarks
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1	NTN and Form H (Certificate)	5	
2	Sales Tax Registration Certificate	5	
3	Non-Blacklisted Affidavit on Legal Stamp Paper of Rs. 100/=	5	
4	Bank Statement of Last 3 Years	5	
5	Business Experience in Same Nature of Work for last 5 years	20	
6	Turnover 10 million	10	
7	Income Tax Annual Returns of 5 Years to verify the Annual Turnover	5	Total 5 marks 1 mark for each year
8	The Warranty of items must be 12 years and efficiency 17%	5	Full Marks if provided
9	After Sales Service 03 Years on Site (Cleaning visit at site)	5	Full Marks if provided
10	Monthly Sales Tax returns of Last Five Months	5	01 marks for each month
<b>Total Score</b>		<b>70</b>	



**Note:** Total **100** marks **70** technical and **30** financial. After evaluation successful bidders may consider for further agreement process that got highest marks. NIDA-Pakistan also reserve the right to negotiate.

NIDA-Pakistan will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, NIDA-Pakistan, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The NIDA-Pakistan reserves the right for such waivers and this shall be binding on all vendors.

Deviation from specifications / evaluation stipulated may make the offer liable for rejection.

For proper scrutiny, evaluation and comparison of offers, the NIDA-Pakistan may, at its discretion, ask some or all vendors for clarification of their offers. The request for such clarifications and the response will necessarily be in writing.

#### **9. Fees and payment Schedule:**

- i. No Advance will be allowed in any case.
- ii. Vendor will submit invoice, Delivery Challans, Project Completion report duly acknowledged by NIDA-Pakistan representative for the process of payment and will disburse within 5-25 days.
- iii. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.

#### **10. Penalty (liquidated damages / not satisfaction of work) / for delayed in work:**

- i. In case the complete work has delayed beyond the agreed date of agreement, for late time work @ 0.5% of the total amount for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (will be deducted from the final payment) if the work remain delayed more than 10 days then NIDA-Pakistan reserves the right terminate the agreement.

#### **11. Bid Currency & Language:**

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

#### **12. Cost of Bidding:**

The bidder shall bear all the costs associated with the preparation and submission of bid.

#### **13. Bidding Document:**

- i. The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.
- ii. No applicant should add, omit, or change any item, term or condition in the original paper.
- iii. If the applicant has any additional terms & conditions this shall be stipulated in a

separate letter accompanying the bid.

#### **14. Deadline for Submission of Bids:**

Bids must be received by the NIDA-Pakistan at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the NIDA-Pakistan, the bids will be received up to the appointed time on next working day. NIDA-Pakistan may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

#### **15. Confidentiality Statement:**

All data and information received from NIDA-Pakistan for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NIDA-Pakistan. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NIDA-Pakistan. NIDA-Pakistan may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

#### **16. Rejection of the Bid:**

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.
- It is received **through** Telegram/Fax/E-mail.
- If the bid is submitted without the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid submission.

#### **17. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by NIDA-Pakistan.**

#### **18. Modifications and Withdrawal of Bids:**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

#### **19. Bid Opening and Evaluation:**

- The NIDA-Pakistan will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the supplier to attend, at the Time, date mentioned in Bid document and at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NIDA-Pakistan, the bids shall be opened at the appointed time.
- Bidders satisfying the technical requirements as determined by the NIDA-Pakistan and accepting the Terms and Conditions of this document

shall be short-listed.

- Decision of the NIDA-Pakistan in this regard shall be final and binding for the bidders.
- The agreement will be awarded only to the successful responsive bidder.
- NIDA-Pakistan reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the required items/services.

**20. Clarifications of Bids:**

To assist in the examination, evaluation and comparison of bids the NIDA-Pakistan may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

**21. NIDA-Pakistan's Right to Accept or Reject Any Bid or All Bids:**

The NIDA-Pakistan reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the NIDA-Pakistan's action.

**22. Governing Laws and Disputes:**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

**23. Placement of Order and Acceptance:**

The vendor shall give acceptance of the order placed on it within 2 days from the date of order, failing which, the NIDA-Pakistan shall have right to cancel the order.

**24. Authorized Signatory:**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements/ contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NIDA-Pakistan.

**Annex A**

Date: \_\_\_\_\_

**Tender reference**

To:

Procurement Department  
NIDA-Pakistan Township Besham.

**Dear Sir:**

Having examined the bidding documents including Tender No: # NIDA/Tender/DHQP/2023-24, receipt of which is hereby duly acknowledged, we, the undersigned, offer to work in conformity with the said bidding documents for the sum of 5,900,000/- PKR or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Until a formal Contract is prepared and executed, this Bid, together with written acceptance thereof and notification of award, shall constitute a binding Contract between us.

We understand that NIDA-Pakistan is not bound to accept the lowest or any bid NIDA-Pakistan may receive. We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this                      day of                      2023

\_\_\_\_\_  
Managing Director FAST Deal

**Declaration of Eligibility:**

**Annex B**

**(To be submitted on companies / Concern letter head)**

Tenderer / Constructor / Supplier:

I, the undersigned (Name and address of representative)  
Representative of:

(Name and address of company)

Do hereby affirms that our company/firm/organization/ Constructor is eligible because we;

- Are registered company/firm/organization/ Constructor.
- Are registered with NTN and GST.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NIDA-Pakistan)
- We're not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, and USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared  
In the presence of

Declared

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Company Stamp)

\_\_\_\_\_  
(Name, address)

\_\_\_\_\_  
(Location, date)

**Financial Proposal**

<b>Procurement of Incinerator of 20 kg for Waste Management at DHQ Hospital Dasso</b>				
<b>S.No</b>	<b>Items with Specifications</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total Cost</b>
1	20KG/HR Configuration: floor-standing Automatic Meet Local NEQS emission standards Can be operated on both Gas or Diesel. Electricity, Single phase. Lead time: 4/6 weeks 2 years warranty Dust proof re-wired control panel housing with all safeties i.e. Temperature control for primary chamber, secondary chamber and overload relays and MCB,s for electrical functions. Suitable protection for burner and combustion of air for incineration of waste. Waste charging manual /automatic, door and ash removal door on the incinerator	01		
	<b>Taxes</b>			
	<b>Total cost</b>			