



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 10/18-19

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. for following services:

Medical Checkup of SECP Employees

Interested bidders may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, date and location for opening of bid, bid evaluation criteria, clarification/rejection of bid etc. from the undersigned and can be downloaded from <https://www.secp.gov.pk/procurement/> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **January 07, 2019 at 1500Hrs** and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091 (Ext-437) during Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Applicants

1. **Tender Identification Number:** **10 / 18-19.**
2. Bids are invited for “**Medical Checkup of SECP Employees**”.
3. The Securities and Exchange Commission of Pakistan invites bids from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:
 - a. Annual Medical Checkup of SECP Employees
 - b. Medical check-up of newly recruited employees

Through

SINGLE STAGE TWO ENVELOP METHOD

4. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial bid and the technical bid. The envelopes shall be clearly marked as “**FINANCIAL BID**” and “**TECHNICAL BID**” in bold and legible letters.
5. Initially, only the envelope marked “**TECHNICAL BID**” shall be opened publically. The envelope marked as “**FINANCIAL BID**” shall be retained.
6. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of unsuccessful bidders (technically) will be returned.
7. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website:
<https://www.secp.gov.pk/procurement/>
8. The bid validity period shall be 150 days.
9. The amount of the bid and bid security shall be in Pak rupees.
10. The bid security shall be submitted in a **third sealed envelope with the technical bid**.
11. The bids should be accompanied by bid security (refundable) for an amount equal to **5%** of the total quoted price (inclusive GST, if applicable) in shape of either pay order or demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan**.
12. Bids not accompanied by bid security or with less amount of bid security will not be entertained.

13. The bid security of successful Hospitals/Laboratories will be retained and that of other Hospitals/Laboratories will be returned after award of contract.
14. In case any Hospital/Laboratory submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
15. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.
16. The interested lab(s)/hospital(s) may offer to conduct mentioned laboratory tests at any single/multiple location(s), however, should tick the location

S. No.	Location	Strength w.r.t Location	Please Tick Location of Services being Offered
1.	Islamabad	355	<input type="checkbox"/>
2.	Lahore	57	<input type="checkbox"/>
3.	Karachi	98	<input type="checkbox"/>
4.	Peshawar	07	<input type="checkbox"/>
5.	Quetta	04	<input type="checkbox"/>
6.	Faisalabad	08	<input type="checkbox"/>
7.	Multan	06	<input type="checkbox"/>
8.	Gilgit	01	<input type="checkbox"/>
9.	Sukkur	02	<input type="checkbox"/>

17. The interested lab/hospital must have facility to conduct medial lab tests at the premises where it is offering to provide the services.

18. Laboratories / Hospitals will be engaged for three years.
19. Payment to the Hospitals/Laboratories will be subject to the deduction of income tax & sales tax at the rate prescribed by the Government from time to time. A certificate for the tax amount deducted will be provided to the service provider.
20. Hospitals/Laboratories shall be bond to complete the task on mutually agreed dates and time at each station.
21. Two attested sets of laboratory tests with reports shall be provided by the laboratory along with the bill/invoice.
22. Hospitals / Laboratories participating in the bidding process may be required to make a presentation on their organization profile, experience and methodology to the procurement committee. (if required)

Successful Hospitals/Laboratories will have to sign a legal agreement with the Commission for the period of three years. All the services shall be in accordance with the agreement signed between the parties i.e. SECP and the Hospitals/Laboratories. Sample agreement is attached herewith as **Annex "B"** however, attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.

23. The Commission reserves the right to avail the required services from second best evaluated Hospital/Laboratory incase successful Hospitals/Laboratories is unable to provide the required services.
24. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
25. The language of the bid is English and alternative bids shall not be considered.
26. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
27. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the Hospitals/Laboratories shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
28. The rates must be quoted strictly in accordance with our documents and Annex(s).
29. Discounts (if any) offered by the Hospitals/Laboratories shall be part of the bid.
30. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected

Hospitals/Laboratories are not willing to supply/provide services on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.

31. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
32. The interested Hospitals/Laboratories must have regular place of business, telephone numbers and email address.
33. The proof of Hospitals/Laboratories existence as a legal entity and an affidavit that the Hospitals/Laboratories are not blacklisted by any organization must be presented with the bid.
34. Services provided must be paid in respect of all applied duties and taxes.
35. The strength of employees may increase/decrease according to SECP requirement.
36. Only registered Hospitals/Laboratories who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
37. If Hospitals/Laboratories are not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
38. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
39. SECP reserves the right to reject and cancel all received bids at any stage of the bidding process.
40. The bids received after the due date and time will not be entertained.
41. Bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
42. Unsealed bids will not be entertained.
43. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
44. Clarification if any, on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
45. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
46. The envelopes shall bear the following additional identification marks:

Bid for: Medical Checkup of SECP Employees

Bidder Name: XYZ Firm

Attention: **M. Ubaidullah Khalid**
Deputy Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

47. The deadline for the submission of bids is:

Date: January 07, 2019

Time: 1500 Hrs

48. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: January 07, 2019

Time: 1530 Hrs

49. A statement "Not to be opened before 1530Hrs on **January 07, 2019**" shall be clearly mentioned on the top of the sealed bid.

Note:

- **The attachment details are as under**

- | | |
|---|-----------|
| 1. Terms of Reference | Annex "A" |
| 2. Sample agreement is attached herewith as | Annex "B" |
| 3. Evaluation criteria | Annex "C" |

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference - Medical Checkup of SECP Employees

The Commission is desirous to have services of Hospital, Laboratory etc to assist the Commission in conducting Annual Medical Checkup of its employees. The Commission Head Office is at Islamabad, whereas, the registration offices are at Islamabad, Lahore, Peshawar, Multan, Faisalabad, Sukkur, Karachi, Gilgit and Quetta.

The purpose of selecting of the hospital/laboratory is to ensure health of its employees. Interested Hospitals/Laboratories are invited to furnish information for providing the subject services to the Commission.

Hospitals and Laboratories shall also represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Commission.

The Hospitals/Laboratories shall provide their profiles reflecting following information:

A. General Information:

- 1) Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letterhead.
- 2) Legal status i.e. partnership/ public or private limited company/ consortium with the name and addresses of proprietor/ partner(s)/ director(s).
- 3) Affiliation with International agency/ institution (if any).
- 4) Audited financial statements for the last three years.
- 5) Sales tax Registration & National Tax Number and copies of certificates. (If applicable)
- 6) Information regarding major acclaimed previous/ current client with proof about quality of satisfactory services provided
- 7) History of litigations (if any)
- 8) Any Additional information that will support in justifying the Hospital/Laboratory meeting the set criteria(if any)

B. Specific Information

- 1) Past relevant experience of providing **Services for Annual Medical Checkup of Employees** services to:
 - Large, reputable and professional organization of similar nature including autonomous bodies, public sector, financial institutions, corporate sector etc.

- Clients added in the list within last 03 years
 - Clients removed from the client list within last 5 years.
- 2) Name and brief detail of the specialized equipment related to medical tests required by SECP, in hand and in use of the hospital / laboratory.
 - 3) CVs/Resumes of qualified professional.
 - 4) Financial Standing supported by a reference letter from the bank.

C. Detail of Medical Test: The Annual Medical Check-up shall include but not limited to following tests given in table below:

MEDICAL TESTS (ABOVE-40)	MEDICAL TESTS (BELOW-40)
Particulars	Particulars
Peripheral Film/ESR	Peripheral Film/ESR
Urine RE	Urine RE
RFT (Urea, Creatinine + Uric Acid)	Serum Creatnine
LFT	Uric Acid
Lipid Profile	Vitamin D-3
PSA (for Males)	Blood Sugar
Ultra Sound (Abdomen Pelvis)	Lipid Profile
Blood Glucose	S. ALT
Vitamin D-3	-
ECHO Cardiograph	-
ETT	
CA 19-9	
CA 15-3 (Female)	

For new potential employees, following Lab tests and physical examination (as and when required basis) shall be required:

Tests (Above-40)	Tests (Below- 40)
Tests	Tests
Blood CP	Blood CP
ESR	ESR
Urine R/E	Urine R/E
Blood Glucose (Fasting)	Blood Glucose (Fasting)
RFTS	RFTS
Lipid Profile	Lipid Profile

ECG	Ultrasound Abdomen & Pelvis
Uric Acid	Uric Acid
PSA (for Males)	Chest X-Ray P/A View
Ultrasound Abdomen & Pelvis	HCV ab
Chest X-Ray P/A View	Hep B Ag
HCV Ab	ECG
Hep B Ag	LFTs
LFTs	Mantoux
Mantoux	Urine For TLC
Urine For TLC	Psychological Assessment
Psychological Assessment	

Total number of employees is 538 as per detail given below:

FM ↓ 40	FM ↑40	M ↓ 40	M ↑ 40	Total
38	33	141	326	538

NOTE: FOR SUBMISSION OF FINANCIAL BID

- Interested bidders must quote against all the required medical test and total of all the quoted prices.
- In case any bidder does not quote against any single requirement/medical test then its financial bid shall be stand rejected.

Evaluation Criteria

Annex “C”

S. No.	Evaluation Grounds	Marks
a	Experience in the field, in number of year, since inception of business operations. (1 Mark per Year, Max marks for 10 years plus experience)	10
b	Relevant experience in conducting medical tests for organizations/firms (i) No. of organization dealing (1 Mark per organization Max 20) (1 mark for each of the National , Multi-National Companies, UN agencies, Embassies, International NGOs, Government Autonomous Bodies, Financial Institutions/ banks) (ii) Strength of employees in organizations where Medical Services are being provided: (Max 30 Marks) a. Less than 100 (0 Marks) b. Above 100 and Less than 200 (2 Marks per org.) c. Above 200 and Less than 300 (5 Marks per org.) d. Above 300 and Less than 400 (10 Marks per org.) e. Above 400 (15 Marks per org.)	20 30
c	Relevant Valid ISO,CAP, PNAC Certifications (2 Marks each) Relevant Valid Other certification (2 marks per certification, Max. marks 4)	10
d	Business Volume (Max. marks for max. business volume/ rest on pro-rata basis) (provide financial statement for FY 2017-18)	05
e	Geographical Coverage (2 marks each for Offices/Services at Karachi, Lahore, Islamabad, Faisalabad, Multan, Peshawar, Quetta, Gilgit and Sukkur)	18
f	Credit period provided (<u>Credit period</u> - Max marks 10 for 1-month credit period and rest pro-rata, Minimum credit period shall not be less than 15 days.	10
g	Provision of 24/7/365 days services 10 Marks – Sampling 24 Hrs. 10 Marks – 12 Hrs. availability of Consultants (Radiologist, Cardiologist, Pathologist, Sinologist)	20
h	Other related services (15 Marks – for Specialized test facility e.g. Hormones, PCR, CT Scan, MRI, Echo ETT, Tumor marker, Histopath)	15
i	Staff Strength (Max. marks for max. strength/ rest on pro-rata basis)	20
j	Quality of Lab Equipment (Tools, Radiology Machines etc.)	30
k	Surprise Visit at Lab (Hygiene, Environment, Customer Dealing, Customer Management etc.)	12
	Total	200

Financial Evaluation Criteria

- Bid(s) found in compliance with MUST requirement and securing minimum 80% marks i.e. 160 Marks or more, out of 200 Marks shall be considered at par/equivalent.
- Bid(s) found in compliance with MUST requirement and securing minimum 80% marks i.e. 160 Marks or more, out of 200 Marks shall ONLY be considered for financial evaluation.

Bid(s) found in compliance with MUST requirement and securing minimum 80% marks i.e. 160 Marks or more, out of 200 Marks and **quoting lowest rates for the offered location (s) shall be selected.**