



PRINCIPAL

# SHAIKH KHALIFA BIN ZAYED AL-NAHYAN MEDICAL & DENTAL COLLEGE LAHORE

Shaikh Zayed Postgraduate Medical Institute, Lahore  
Tel: +92-42-35912229, 35912306-8, 35865731-5 Ext. 2731, Fax: 35830639

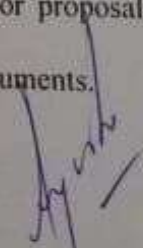
Ref: SKZMDC/PC/25/250  
Date: 11-02-2025

## INVITATION OF BID

Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College a leading college invites sealed bids from the reputed, companies/contractors registered with income Tax and Sales Tax Department and enlisted annual framework contract of Book Shop within the premises of Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College for a period of (01) One Year 2025-26 commencing from the date of award of contract. **Single stage two envelopes bidding procedure shall be adopted as per Rule 36 (b) of Public Procurement Rule 2004 (amended).**

Sr. No.	Name of Works	Time Limit
1.	<b>TENDER DOCUMENTS FOR ANNUAL FRAMEWORK CONTRACT OF BOOK SHOP IN SKZMDC/ SZMC, LAHORE.</b>	01 Year

1. Bidding documents containing detailed terms and condition etc. are available at Account Department, SKZMDC, Lahore. Price of bidding documents is Rs.5,000/- (Rupees Five Thousands Only). Bidding documents can also be downloaded from website at [www.szmc.org.pk](http://www.szmc.org.pk). This advertisement is also available at E-Pads on PPRA website [www.PPRA.org.pk](http://www.PPRA.org.pk).
2. The bidders will apply through E-PADS and hard copies of sealed bids must drop to the office of Procurement Office, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore within specified date and time, otherwise bids will not be entertained. The bids prepared in accordance with the instructions in the bidding documents should reach at 11:00AM on 15-03-2025 only Technical Bids will be opened at the same day at 11:30 AM at 1<sup>st</sup> Floor Conference Room Shaikh Zayed Medical Complex, Lahore.
3. Tender accompanied by a Bank Draft / Pay Order Rs.15,000/- of the estimated cost for annual framework contract of Book Shop in the name of Principal, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore should be attached with the financial bid and a photocopy of the same with technical bid as demanded in the bidding documents.
2. The Bids of Tender immediately available in Account Department, SKZMDC after the publication of the tender notice on PPRA Website.
3. Principal, SKZMDC reserves the right to accept / reject all bids or proposals with assigning reason as per Rule No. 33 PPRA 2004 (amended).
4. Other terms and conditions will be followed according to Tender documents.

  
PROF. DR. AYESHA HUMAYUN  
PRINCIPAL, SKZMDC

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REGISTRAR

Ref: SKZMDC/PC/25/253

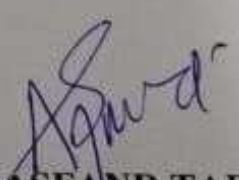
Date: 11-02-2025

Mr. Rizwan Mahmood,  
Deputy Director PPRA,  
Sector G-5/2, Islamabad  
Phone # 051-9205728

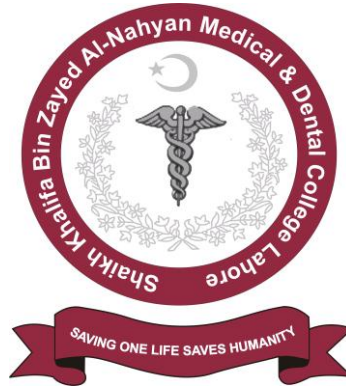
**Subject:- TENDER NOTICE OF ANNUAL FRAMEWORK  
CONTRACT OF BOOK SHOP IN SHAIKH KHALIFA BIN ZAYED  
AL-NAHYAN MEDICAL & DENTAL COLLEGE, LAHORE.**

Please find enclosed here with a copy of tender notice for annual framework contract of book shop in Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore for PPRA Website publication.

Original D.D /P.O. No. 51754117 dated 31-10-2024 for Rs. 15,000/- (Fifteen Thousand Only) as PPRA website publication fee is also enclosed.

  
DR. ASFAND TARIQ  
REGISTRAR,  
SKZMDC, LAHORE.

**SHAIKH KHALIFA BIN  
ZAYED AL-NAHYAN MEDICAL & DENTAL COLLEGE,  
LAHORE.**



**TENDER DOCUMENTS**

**For**

**ANNUAL FRAMEWORK CONTRACT OF BOOK SHOP**

**Shaikh Khalifa Bin Zayed Al-Nahyan Medical  
& Dental College, Lahore.**

**Procurement Officer Tel No: 0302-1140423 & 0323-4395476**

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**PROFILE OF THE BIDDER**

**NAME OF CONTRACTOR**

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**ADDRESS**

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**MOBILE NUMBER OR OFFICE NUMBER**

---

**CNIC NUMBER/COPY**

---

**NTN NUMBER**

---

**STRN (GST) NUMBER**

---

**TOTAL COST OF TENDER**

Bid Security of \_\_\_\_\_

C.D.R amount \_\_\_\_\_

CDR No. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF CONTRACTOR**

# ***SALIENT FEATURES OF THE CONTRACT***

Date of issue of tender	<b>FY-2025-26</b>
Tender Enquiry	<b>ANNUAL FRAMEWORK CONTRACT OF BOOK SHOP, SKZMDC</b>
Tender Price	<b>Rs 5,000/-</b>
Place of issuance of tender	Accounts Office, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore.
Place of submission of tender	The Principal Admin Block, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore.
Last date and time for submission of tender.	<b>Date: 15-03-2025 Time: 11:00 A.M</b>
Date and time for opening the tender for Technical Proposal Bids.	<b>Date: 15-03-2025 Time: 11:30 A.M</b>
Place of tender opening	Conference Room 1 <sup>st</sup> Floor, Shaikh Zayed Hospital, Lahore.
Amount of Earnest Money in the form of Demand Draft/Pay Order drawn on any scheduled Bank.	Rs 15000/- of the Bid Security.
Security Deposit Amount/ Performance Guarantee	Rs 100,000/-
Bid Process	<b>Single Stage Two Envelopes Bidding Process</b>
Date of commencement	Within 10 days of issue of letter of award.
Period within which formal agreement shall be accepted by the bidder from date of issue of tender of indent.	Within 15 days
Validity of tender	12 months from the date of tender opening.
Contract Period	<b>One (01) year extendable on satisfactory performance</b>
Attachment	Original receipt for the purchase of the bidding documents.

## ❖ GENERAL INSTRUCTIONS

### 1. INSTRUCTIONS FOR BIDDERS/CONTRACTORS (TERMS & CONDITIONS):-

The Tender Documents shall be issued to the contractors/ firms from Accounts Department, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore on payment of **Rs 5,000/- (Five Thousand Rupees)** non-refundable on any working day within office hours from 8:00 A.M to 2:30 P.M and on Friday from 8:00 A.M to 12:00 P.M.

#### A- PREPARATION OF THE TENDERS:

##### 1. Introduction

1.1 The purpose of these instructions is to provide the bidders/ contractors with the necessary information and instructions to enable them to prepare and submit their bid in a coordinated manner and to establish the procedure to be followed up to the time when the contract is awarded.

1.2 Tenders shall be prepared at the bidders/ contractors own cost and must be submitted on the attached prescribed form of Tender. All pages of the Tender Document must be signed and stamped by the bidders. The preparation of the tender document and any correspondence in connection with the tender documents should be in English Language.

1.3 Any offer/ bid received against the terms & conditions of the tender shall not be considered if:

- Offer/ bid received without Earnest Money of **Rs 15,000/- (Fifteen Thousand only)** of the Bid Security.
- The offer/ bid is received after the time and date fixed for its receipt.
- The offer/ bid is ambiguous.
- The offer/ bid is received by fax or e-mail.
- The offer/ bid is received from a blacklisted firm.
- The offer/ bid is not conforming to the specifications indicated in the tender document.
- The offer/ bid is conditional.
- The envelope should indicate particular tender name, tender date.
- The envelope must be properly sealed.

### 2. BLACKLISTING:

2.1 The Lessor/ Procuring Agency, at any stage can blacklist the lessee/bidder/supplier/ contractor who either consistently fail to provide satisfactory performances or are found to be involved in corrupt or fraudulent practices as per **Rule-19 of PPRA-2004 (amended from time to time)**.

2.2 The Lessor/ Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the lessee/bidder/supplier/contractor before such passed the orders.

## **2. CLARIFICATION OF BIDDING DOCUMENTS:-**

A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement or on the e-Procurement System (EPADS). The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (03) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the e-Procurement System (EPADS) for clarity of bidders.

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through e-Procurement System (EPADS).

### **❖ PREPARATION OF BIDS**

#### **3. BID FORM AND PRICE SCHEDULE:**

The Bidder/ Lessee shall complete the Bid Form and an appropriate Price Schedule furnish in bidding documents (Annex-2), indicating the Art equipment/ Accessories/ Stationery, a brief description for Annual Framework Contract of Book Shop, specification, Taxes, quantity, Prices etc.

#### **4. EARNEST MONEY/ BID SECURITY:**

Each tender must be accompanied by an earnest money of Rs 15,000/- which shall be in favour of "The Principal, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore" in the form of Demand Draft/ Pay Order drawn on any Scheduled Bank.

**NOTE:** Cheque or Cash will not be accepted.  
The Earnest Money of unsuccessful bidders shall be returned.  
Earnest Money will be returned to the successful bidder/ lessee after logistic installation/ furnishing shop.  
In case of rejection of all the bids, earnest money will be returned to the bidders within **Thirty (30) Days** from the date of opening the bids.

The Earnest Money of the successful bidder/lessee shall be returned **after one (01) month** of completion of "**Agreement/ contract of annual framework of Book Shop**", If the bidder/ lessee to whom the contract is awarded refuses to issue policy or neglects to execute the whole Agreement/some items or fail to, the amount of Earnest Money will be forfeited.

### **❖ METHOD OF BIDDING (SINGLE STAGE TWO ENVELOPS BIDDING PROCEDURE)**

**❖ As per Rule No. 36(b) single stage two envelopes procedure shall be followed.**  
The bid shall be a single package consisting of two separate envelopes, containing separately the Financial and Technical proposals.

**❖** The envelope shall be marked as "Technical Proposal" and "Financial Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the Procuring Agency/ Lessor.



**5. TECHNICAL EVALUATION CRITERIA FOR SCORING:**

5.1 For the purpose of evaluating the highest bidder, facts other than price such as previous performances, previous experiences, financial soundness and such other details of the company shall be taken into account. The discretion, may consider appropriate shall be taken into consideration. The following Merit Point System for weighting evaluation factors / criteria shall be applied for the “**TECHNICAL PORPOSAL**”. The number of points allocated to each factor shall be specified the “**Technical Evaluation Report**”. The Financial bids of technically accepted bidders will be opened publically at a time to be announced by the Lessor/ Procuring Agency and the financial bids found technically non-responsive shall be returned unopened to the respective bidder.

Sr. #	Parameters	Marks	Company Name	Remarks
1.	<b>Company Profile:</b>	5		(Compulsory)
	i) Certificate of Registration			
	ii) NTN Registration			
	iii) Professional Tax Certificate			
	iv) Sale Tax Certificate			
v) Police Verification Certificate				
2.	<b>Experience:</b>  At least last five year experience by the firm/lessee. List of Institute/ University/College where the lessee/bidder served & its Experience Certificates.  Minimum number of Commercial Photocopy Machines and Printers should be	10		
3.	<b>Financial Soundness of the Firm :</b>  Bank Statement for last one year with transactions minimum upto five (05) million in last calendar year.	10		(Compulsory)
4.	<b>Affidavit on Stamp Paper as per (Annexure-03)</b>	10		(Compulsory)
5.	<b>CDR Copy (Rs 15,000/-) as a bid Security with Technical Bid.</b>	10		(Compulsory)
6.	<b>Technical Evaluation Committee physically visists/checks/ examines your shop where you served or serving another institute/university/ college/Other Department.</b>	35		(Compulsory)

**Total Marks = 100**

**QUALIFYING MARKS: - 80**

**PRINCIPAL  
(SKZMDC, LAHORE)**

5.1 The 1<sup>st</sup> highest bidders shall remain shortlisted on the basis of reserve price. If the highest bidder fails to perform, the second highest bidder shall replace him, similarly if second bidder fails to perform well, the 3<sup>rd</sup> highest bidder shall be given the opportunity to prove his potential.

5.2 100% complete information according to the bid evaluation criteria provided by the firm/lessee will get maximum marks. The information provided by the firm/lessee should be relevant, concise and to the point as per bid evaluation criteria, unnecessary documentation/information will have a negative impact.

5.3 After technical evaluation is completed, the Lessor/ Procuring Agency shall inform the bidders who have submitted both proposals, the technical scores obtained by their technical proposal, and shall notify those bidders whose proposal did not meet the minimum qualifying mark/ criteria or were considered non-responsive, that their financial proposals shall be returned unopened after completing the selection process. The Lessor/ Procuring Agency shall simultaneously notify in writing bidders that have obtained/scored the minimum qualifying marks, the date, time and location for opening the financial proposals. Bidders/Lessee's attendance at the opening of financial proposals is optional.

## **6. ANNOUNCEMENT OF EVALUATION REPORT:**

As per Rule 35 of PPRA, 2004 (Amended), the Lessor/ Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract and all the bidders shall be informed accordingly.

## **7. REJECTION AND ACCEPTANCE OF THE TENDER/BID.**

The offer/ bid shall be rejected if:

- 7.1 **The bidder does not apply through EPAD.**
- 7.2 It is substantially non-responsive; or
- 7.3 The bidder does not meet any of the mandatory criteria mentioned in Clause No.05; or
- 7.4 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 05; or
- 7.5 The bid is incomplete, partial, conditional, alternative, late; or
- 7.6 The bidder does not attach Bid Security in Shape of CDR (Rs. 15,000/-); or
- 7.7 The bid security is not attached or it is less than the required amount; or
- 7.8 The Bidder submits more than one Bids against one Tender; or
- 7.9 The Bidder tries to influence the Tender evaluation / Contract award; or
- 7.10 The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 7.11 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
- 7.12 The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document.
- 7.13 The bidder did not submit medical & police clearance certificate.

## 8 GENERAL TERMS AND CONDITIONS:-

- 8.1 In this contract, the following General terms & Conditions shall be interpreted as indicated.
- 8.2 Sealed tender on whole tender rates are invited from the reputed lessees/ firms/ contractors/ bidders/ company with Sales tax and Income Tax registered from FBR & other Government Department.
- 8.3 The "contract" means the agreement entered into between the lessor and lessee as mentioned in tender documents and PPRA Rule 2004 (Amended).
- 8.4 "Services" means annual framework contract of Book Shop or other materials which the Contractor is required.
- 8.5 "The Lessor" means "The Principal of SKZMDC" or the owner on the behalf of SKZMDC.
- 8.6 "The Lessee" means "The Successful Bidder" or the person who won the bid.
- 8.7 For the purpose of this agreement unless a contrary intention appears from the subject in the contract, the term, annual framework contract of Book Shop Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore.
- 8.8 That, the bidder is required to deposit Rs 15,000/- (Rupees Fifteen Thousand only) of bid price in the shape of call deposit in the name of "Principal, SKZMDC" from any scheduled Bank at the time of submission of offer. No bid will be considered for acceptance without call deposit.
- 8.9 That, the contractor will furnish a Performance Guarantee @ Rs. 100,000/- of total bidding amount/ contract amount in the shape of Bank Draft/ Pay Order in the name of "The Principal Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore". The contractor shall be bound to provide the Performance Guarantee within seven (07) days of receipt of award letter. This Performance Guarantee will be refundable three months after expiry of the contract. If successful lessee/ bidder fails to meet the time limit for depositing Performance Guarantee; he will lose the contract and his bid shall stand cancelled further the CDR obtained as bid security shall be forfeited. The contract will be awarded to the next higher bidder, approved by the College Authorities.
- 8.10 That, the contract period will be for **01 Year** from the date of award with 10% annual increase and extendable mutually agreed.
- 8.11 That, the lessee/ tenant will not quote rate of any material unreasonably below or above the market price, which will be determined at the time of accepting the tenders. The tenders not fulfilling this condition will not be considered. Tender will be submitted clearly marked as original.
- 8.12 That, in the interest, betterment & welfare of this medical college also for smooth business operations lessee/ tenant is duty bound to deliver / handover three month rent separately in advance postdated cheques on quarterly basis in Accounts Department of this College to save time and to avoid litigation problem on due date of possession. Lessee/ Tenant money shall be deposited in advance on possession date. In case the lessee/ tenant is failed to deposit the monthly rent on due date of each month, he shall pay a penalty of Rs 1,000/- (one thousand only) per day also total security amount deposited shall not be refunded to the lessee/ tenant. The Principal SKZMDC has reserved the right to forfeit this security amount.
- 8.13 That, the lessee/ tenant is duty bound to deposit, electricity charges, at per meter reading.
- 8.14 That, the lessee/ tenant is granted / approved by the Principal, SKZMDC / Competent Authority to the lessee/ tenant (herein after referred to as "Lessee"/Tenant") is / was in the form of revocable tenant.

8.15 That, on the expiry of early termination of this lessee/ tenant, the lessee/ tenant shall forthwith remove his belongings and restore the said "The Book Shop of SKZMDC" in the original condition without any objection, resistance or delay.

8.16 That, the lessee/ tenant shall be responsible for all the complaints regarding availability of Medical Books, Photocopier, Scanning Machine, Book Binding & Stationery etc. The Lessee/Tenant would be responsible to compensate for all disputes. In case of any dispute, the decision of the Principal, SKZMDC, Lahore will be final and binding on the tenant/ lessee.

8.17 That, the lessee/tenant is duty bound to arrange all types of Medical Books, Photocopiers, Type/Ring Binding facility etc. He will be responsible for any damage or loss in transit and replace goods broken or lost within ten days from the date of notice thereof.

8.18 That, the Principal or the indenting officer or any officer or person duly authorized by the Principal shall have power to inspect Book Shop at any time round the clock.

8.19 That, in the interest & betterment of this Medical College to save the time/expenditure & revenue also to avoid litigation, both parties are clearly agreed, that during contract period in case of any dispute, differences or question is arose, all matters would be decided inside of this college. Lessee/Tenant is not entitled to file or submit any type of application / case against the Principal, SKZMDC in any police station or lessee/tenant is not authorized / allowed & permitted to file any petition or legal proceeding in the court of law. Lessee/ Tenant is also duty bound to render "undertaking" with his own willing through this contract with thumb impression without any due pressure, that he will not obtain "stay order" from any Court of Law. In case of any complaint / grievance tenant is duty bound to place the case before the Principal, SKZMDC whose decision will be final and binding on the lessee/tenant. Lessee/ Tenant will not challenge this decision in any Court of Law / Legal Forum.

8.20 That, without prejudice to the rights of the Medical College, the Principal, SKZMDC has reserved the right to impose the penalty on the lessee/ tenant on receiving any complaint which may extend upto Rs10,000/- (Ten thousand only) for each complaint regarding "over-charging" or cancel the contract for charges more than the prescribed rates, decision of the Principal, SKZMDC shall be final and binding upon the lessee.

8.21 That, the lessee/tenant shall not assign or sublet the contract without written approval of the Principal, SKZMDC. The lessee/ tenant or his authorized representative shall remain present at "The Book Shop of SKZMDC Premises" round the 8:00 AM to 3:00 PM from Monday to Saturday & 8:00 AM to 12:00 PM on only Friday.

8.22 That, in the event, if lessee/ tenant committing breach of any term and condition of this agreement. If the lessee/tenant or his agents or servants being guilty of fraud in respect of the agreement or any other contract into by the tenant or any of the partners or representatives thereof with college authorities or directing, giving promising or offering any bribes, gratification gift, loans, rewards of advantage pecuniary, otherwise, college authorities shall have reserved the right to terminate this contact forthwith and blacklist the lessee/ tenant.

8.23 That, in the event of default or non-observance by the lessee/tenant of the terms and conditions of this deed /tenant, and in case of any / all disputes question, differences of objection whatsoever which may arise between the parties touching or relating in any way connected with or arising of this instrument or the meaning or operation of any part thereof for the rights. duties or liabilities of either party then save in so far as the decision of any such matter is herein before provided for and has been so for an, or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regards the right and obligations of the parties as the result of such termination shall be referred for arbitration / decision to the Principal of SKZMDC who shall be the "Sole Arbitrator" decision / order / award shall be final and binding upon the parties and it shall not be challenged in any Court of Law / Legal Forum.

8.24 That, the rates quoted in approved price list will be charged for the full period of the contract and no application for increase in the rates of compensation on one plea or another will be entertained.

8.25 That, there will be no time limit for imposing fine which could be imposed at any time after adulteration has come to light and for deducting the amount of such a single complaint or more subsequent bill or security deposits of the tenant.

8.26 That, if lessee/ tenant whose tender is once sanctioned, refuses to accept, he will be disqualified or if lessee/ tenant is failed to deliver postdated on quarterly basis cheques in advance. Earnest Money amounting to Rs 15,000/- will be forfeited and contract will be terminated without giving any notice.

8.27 It is expressly agreed that either party shall be at liberty to terminate this contract / agreement at any time by giving **"Two Month Notice"** in writing to other party without assigning any reason. In case notice is given by the lessee/ tenant, he shall be bound to carry out the work till the final decision / arrangement is communicated to him by the Principal, SKZMDC. However, if mutually agreed upon, the period of contract may be extended on expiry of the contract, on such terms and condition as may be agreed upon.

8.28 That, if lessee/ tenant violates the terms and conditions of the said contract intentionally, The Principal, SKZMDC will cancel the contract and take possession. Defaulter lessee/ tenant shall have no right to recourse the Court of Law against the Principal, SKZMDC action. The decision will not be changed and security deposited by the lessee/ tenant will not be refunded.

8.29 That, the Principal, SKZMDC may reject bids at any time prior to the acceptance of a bid according to PPRA Rules.

8.30 That, the cost of stamp paper on this agreement shall be borne by lessee/ tenant.

8.31 That, the all bidders will sign with stamp at the end of the bidder Performa with NTN and CNIC. The Principal, SKZMDC is the absolutely owner of the premises specified for this purpose has been offered the title ownership right of property in and to the area licensed hereunder shall all time remain vested in the licensor / Principal, SKZMDC and lessee/ tenant agrees not to do or perform any act prejudicial to encumber, convert, pledge, sell assign re-hire underlet on tenant, lend, conceal, abandon, give up possession, damage or destroy the said area The lessee /tenant under no circumstances shall not sublet, assign or transfer the privileges under this tenant or the room and space on any portion thereof.

8.32 That, the tenant shall pay all rates, taxes, income tax according to Income Tax Ordinance 2001 and assessment whatsoever payable or become payable hereafter to the Federal/Provincial Government, District City Government, Lahore or L.D.A in this respect. He shall provide copy of bank challan to the Principal SKZMDC.

8.33 That, the Principal, SKZMDC reserves the right to reject any or all offers as per **Rule-33** of PPRA Rules 2004 (amended).

8.34 **The process of the tender shall be single stage two envelopes method (Technical & Financial bids) as per Procurement Rule No. 36(b) PPR-2004 (amended).**

8.35 The Technical Evaluation Committee/Registrar physically checks/ visits/ examines your shop/ related business where you served in another institute/university/ college/Other Department before opening the Financial Proposals.

8.36 All taxes shall be deducted according to the Government Rules.

8.37 The firms participating in the Tender must be registered with EPADS.

8.38 The bidders must have to upload documents/ data on EPADS at the earliest possible to avoid any delay.

8.39 **The bidders should apply through EPAD.**

8.40 The successful bidder will deposit the **amount of Rs 100,000/-** as “*Security Deposit Bond*” in the name of Principal, Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore.

8.41 Following documents duly attested by the Gazetted Officer are required with tender.

**9. CONTRACT TERMS AND CONDITIONS FOR BOOK SHOP AT SKZMDC, SZMC, LAHORE.**

9.1 The period of contract shall be for one year from \_\_\_\_\_ to \_\_\_\_\_. During the period, the contract can be terminated by giving two months prior notice on either side. However, if mutually agreed upon, the period of contract may be extended on expiry of the contract on such terms and condition as may be then agreed upon.

9.2 The Lessee/ Contractor shall fulfil all the obligations arising under the contract and shall not enter into sub-contract with other party/ parties. He shall have no right for tenancy, demise or any interest whatsoever in respect of said premises the rules & regulations.

9.3 The Lessee/ contractor shall comply with the obligation of the college/ institute by laws laid down by municipal/ health authorities and other statutory requirements relating to preparations of The Book Shop and shall obtain necessary license and permits in his own name and at his own expenses.

9.4 The Lessee/ contractor will be responsible to provide all Medical Books relating to MBBS, BSc, Nursing, BSc MLT and Paramedical Courses.

9.5 The Lessee/ contractor shall provide the facility of Photocopy Machine, Ring Binding, Tape Binding, Scanning of Documents, Composing, Printing of Books, Stationary items and Small Medical Equipment's/tools.

9.6 The Lessee/ contractor shall also provide Dresses like MBBS Coats, Nursing Dresses, MLT and Paramedical dresses.

9.7 The lessor (The Principal, SKZMDC) will provide the Area of Shop 210 Square feet.

9.8 The lessor (The Principal, SKZMDC) will also provide Electricity inside the Book Shop.

9.9 Workers /Staff for running the Medical Book Shop will be arranged/ managed by the lessee/ contractor himself.

9.10 Only furnished space for Book Shop except wooden almirahs will be provided by the lessor, no permission will be given for any civil construction work.

9.11 The Lessor (The Principal, SKZMDC) has the right to terminate of such person who will be engaged in criminal/official offence on written complaint against him.

9.12 The successful lessee/bidder/contractor will deposit the amount of Rs. 100,000/- (One Hundred Thousand only) as Call Deposit in the name of Principal SKZMDC from National Bank

of Pakistan, SZH Branch at the time of submission the offer/ bid. No offer/ bid will not be considered without call deposit.

9.13 Any damages/loss by himself or due to any other reason will be recovered from the security deposit amount amounting to Rs 100,000/- in part or whole depending on the extent and nature of loss.

9.14 The Security/Call Deposit will be returned to the bidder/lessee/contractor after expiry of the contract. The contract shall be valid for one year. It will be extendable on successful completion of one (01) year contract. New agreement will be executed on the terms and conditions as agreed upon by both parties.

9.15 The Lessee /contractor shall not occupy any other place/land beyond the space provided for Book Shop by the Lessor (The Principal SKZMDC).

9.16 The Lessee/ contractor will charge company's printed compatible rates of all medical books and other items as approved by the Lessor (The Principal SKZMDC) and display the rates on prominent places of the Medical College Book Shop.

9.17 The Lessee/ contractor will pay the electricity bill as per meter reading and all other charges/maintenance works through cheque.

9.18 The Lessee/ contractor shall have no right to sub-lease the contract or interest the work to anyone else without the written permission of the Lessor (The Principal, SKZMDC).

9.19 The Lessee/ contractor shall carry out direction given by such authority of the college for smooth running of the Book Shop.

9.20 The Lessee or Lessor can terminate the contract/agreement by the giving two month prior notice by either party or with mutual consent.

9.21 The Lessee/ contractor shall employ efficient and experienced persons for supervision and working of the book shop at his own expenses. The Lessee /contractor shall ensure that such persons employed by him shall be in uniform as approved by Institute/College Administration/ Lessor. The cost of such uniform should be borne by the contractor only.

9.22 The Book Shop shall also be remained opened on the days of events/seminars/ functions/programs and Lessee/contractor will fulfil the requirements of the functions/events/programs/seminars as scheduled by the competent authority. The same will be communicated to him before time by the Administration of College.

9.23 The Lessee/ contractor shall carry out direction given by such authority of Institute/College for smooth running of Book Shop.

9.24 The Lessee / contractor shall make all sales of the book shop against cash paid vouchers/slips in all respect, any loss occurred will be borne by the lessee.

9.25 The lessee/ contractor shall inform the management of such action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him from time to time.

9.26 In case of any dispute/complaint, the matter will be reported to the Registrar by the staff of book shop or students as the case may be, the decision of the Principal/ Registrar will be final and binding on the lessee/ contractor.

9.27 The Lessor has the right to terminate the person who will be engaged in any criminal/official offence on written complaint against such person.

**32. SCHEDULE / TIMING OF BOOK SHOP.**

Weekly Timing of Book Shop:

- |                               |   |                        |
|-------------------------------|---|------------------------|
| 1. Monday to Saturday         | : | 08:00 A.M to 03:00 P.M |
| 2. Only for Friday            | : | 08:00 A.M to 12:00 P.M |
| 3. Sunday & Official Holidays | : | Closed                 |

**PRINCIPAL**

.....  
**ACCEPTANCE**

I ACCEPT AND WILL ABIDE BY THE ABOVE TERMS OF CONTRACT.

\_\_\_\_\_  
(Signature of Contractor)

**M/s**

\_\_\_\_\_  
\_\_\_\_\_



(Annexure- 1)

**AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

I \_\_\_\_\_ s/o \_\_\_\_\_ hereby undertake that I am applying to enter open auction for the annually contract of \_\_\_\_\_ and want to enter the bid for the mentioned outlet in the auction being held on \_\_\_\_\_ at \_\_\_\_\_.

**I have carefully read the tender documents and agree to the terms and conditions mentioned below and pledge to abide by the rules and regulations laid down in the agreement deed:**

- i. I/we have been informed about the potential strength of students/visitors and I am aware that the mentioned strength is merely an approximation and does not bind any student/visitor to purchase exclusively from the outlet.
- ii. I/we agree if I do not fulfill the mandatory requirements as mentioned in the tender documents, I shall not claim any right to enter the auction.
- iii. In case, I/we fulfill the requirements to enter the auction, I will appear in person or through the attorney (duly bearing letter of attorney).
- iv. I/we shall submit a Demand Draft/CDR in the name of the Principal, SKZMDC as security Deposit (refundable if bid is unsuccessful) to enter the bidding process as per schedule in the tender documents.
- v. In case of winning the bid, I/we shall be bound to submit advance rent of one (01) year within 7 days; failure to which; the Committee shall have the right to award the contract to the second highest bidder and my Guarantee Deposit shall be confiscated.
- vi. I/we also agree to pay the monthly electricity and other utilities bills in time.
- vii. I/we agree to file Annual Income Tax Return.
- viii. Any member of the Technical Evaluation Committee/ Auction Committee can visit my outlet to check the pricing and quality of service. The official deputed can also check my outlet at any time and impose fine on finding any discrepancy.
- ix. I/we understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
- x. I/ we also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.
- xi. I/we will submit medical & police clearance of my staff within 15 days of taking over the outlet.
- xii. I/we will not display any advertisement material of any commercial product in the premises of my outlet without approval of The Technical Evaluation Committee/ Auction Committee/ Concerned authority of SKZMDC.
- xiii. The Principal, SKZMDC/ Technical Evaluation Committee/ Auction Committee can cancel the contract if I/We:
  - a. fail to abide by any term and condition of the contract.
  - b. fail to pay any dues on due date and time.
  - c. display over pricing, provide poor service or maintenance of outlet.

[Name and Signatures of authorized Person along with stamp]

(Annexure-2)

**BILL OF QUANTITY/PRICE SCHEDULE**

**TENDER FOR AUCTION OF A BOOK SHOP FOR FINANCIAL FOR THE FINANCIAL  
YEAR 2025-26**

**IN**

**SHAIKH KHALIFA BIN ZAYED AL-NAHYAN MEDICAL & DENTAL COLLEGE,  
LAHORE.**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>Measurement</b>			<b>Rent Per Year</b>
		<b>Width</b>	<b>Length</b>	<b>Sq. Ft</b>	
1.	Measuring Space of Book Shop regarding Covered Area.  i. <b><u>Covered Area:</u></b>  ii. <b><u>Full Furnished with (Tile + Sealing + Electric Work + Window + Shatter Door</u></b>	14 ft	15 ft	210 square feet	
<b>TOTAL COVERED AREA IN SQUARE FEET</b>				<b>210 Square feet</b>	

Contractor's Signature & Seal

Employer's Signature & Seal

(Annexure-3)

## **CHECK LIST / KNOCK OUT CLAUSES**

**The Provision of this checklist/ knock out clauses are essential prerequisite alongwith submission of tenders:**

<b>Sr. #</b>	<b><u>DETAIL</u></b>	<b><u>YES / NO</u></b>	<b><u>PAGE #</u></b>
1.	Original Receipt for Purchase of Tender.		
2.	Copy of Rs. 15,000/- CDR / Pay order / Demand Draft as per total tender price is enclosed with the Technical Bid & Original with Financial bid.		
3.	<b>Minimum 05 years' experience (Documentary Proof, Copy of Performance Certificate) working with College/ University/ Institute/ any other department.</b>		
4.	Acceptance of terms and condition, tender documents, duly signed and stamped by the Lessee/contractor.		
5.	Price should not be mentioned in the Technical Bid.		
6.	<b>Company Profile including all staff, List of Client</b>		
7.	Bank Statement / Balance sheet, NTN, STRN (PST/GST) and Professional Tax Certificate of the Bidder.		

### **Notices:**

The tenderer shall submit an affidavit on legal stamp paper for Rs 100/- that their firm has not been blacklisted at the moment on any ground by any Government (Federal & Provincial), a local body or a public sector organization.

### **Acceptance of firm**

**Name, Sign and Stamp of Firm's Representative**

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

FIRM address for notice purpose

\_\_\_\_\_

\_\_\_\_\_

Lessor/ Procuring Agency's Address for notice purposes shall be:

### **THE PRINCIPAL,**

Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College, Lahore.

**Direct No. # 0302-1140423 & 0323-4395476**