

ISSUED ON: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

## **PROCUREMENT CELL**

**KARACHI METROPOLITAN UNIVERSITY**



**Quotation for Hiring the services of Dental Laboratories.**

**NIQ-NO/KMU/REG/STORE/1004/24**

**COST OF QUOTATIONS VIDE**

**CHALAN \_\_\_\_\_ Rs. 300/-**

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

**Signature: \_\_\_\_\_**

## 1. Introduction

Karachi Metropolitan University (KMU) invites sealed quotation from eligible and qualified dental laboratories for the provision of dental services, on a rate basis, for patients of KMU under the terms and conditions specified herein. The contract will be awarded based on the rates for various dental procedures conducted as per SPPRA (Sindh Public Procurement Regulatory Authority) rules.

## 2. Scope of Work

The selected dental laboratory will be responsible for providing the following services for patients of KMU:

- Metal Crown
- Porcelain Fused to Metal (PFM) crown
- Temporary Crown
- Partial Denture (Acrylic) Single/Tooth
- Partial Denture (Acrylic) Multiple/Tooth
- Cast Partial Denture/Plate
- Complete Denture (Acrylic)
- Complete Denture (Metal Plate)
- Immediate Denture
- Denture Repair
- Denture Repair Addition of Tooth
- Splint Hard
- Splint Soft
- Zirconium Crown
- Obdurate
- **Other dental procedures** as per the university's requirements.

Rates should be based on the work done per patient or per unit, as detailed in the financial proposal section.

## 3. Eligibility Criteria

To be eligible for the quotation, the applicant must:

- Be a registered dental laboratory with the relevant regulatory authorities.
- Be registered with the Sindh Revenue Board (SRB) for sales tax purposes (if applicable).
- Provide proof of tax clearance from FBR (Federal Board of Revenue) and SRB.
- Submit a copy of the certificate of incorporation or registration.
- Submit copies of relevant licenses and certifications.

## 4. Terms & Conditions

### 1. Bid Submission:

- The quotation should be submitted in sealed envelopes, clearly marked with the quotation title
- The bids must be submitted to the Procurement Department of KMU no later than 28-12-2024 (11:30 am)
- Late submissions will not be considered.

### 2. Validity of Quotation:

- The quotation validity period should be at least 30 days from the closing date of submission.

### 3. Submission of Rates:

- The rates must be quoted on a per-unit basis for each dental service, including all applicable taxes, delivery charges, and any other costs.
- The rates should be inclusive of all costs and fees.
- Rates should be specified as per the SPPRA schedule of rates (if applicable).

### 4. Payment Terms:

- Payment will be made upon completion of the work as per the rates mentioned in the quotation document.
- Payments will be made monthly or as per the work completed in the reporting period.
- Payment will be processed after certification by KMU's authorized medical personnel or clinic coordinator.

### 5. Quality Assurance:

- The dental laboratory must guarantee the quality of all dental products and services.
- KMU reserves the right to inspect and assess the quality of the services provided at any time.
- The laboratory must adhere to relevant health and safety standards.

### 6. Contract Duration:

- The initial contract will be for a period of one year and may be extended based on performance and mutual agreement.

### 7. Confidentiality:

- The successful bidder must maintain strict confidentiality of patient records and all medical and institutional information.

### 8. Termination Clause:

- KMU reserves the right to terminate the contract if the selected dental laboratory fails to comply with the terms and conditions of the contract.
- In case of termination, the laboratory must provide a handover of ongoing work to a new service provider without delay.

### 9. SPPRA Rules:

- All procedures and processes will be conducted in accordance with the Sindh Public Procurement Regulatory Authority (SPPRA) rules.

- The contract will be awarded to the lowest evaluated responsive bidder based on the rates provided in the quotation, following SPPRA guidelines.

## 5. Submission Requirements

To be considered, the following documents must be submitted in the quotation package:

### 1. Technical Proposal:

- Profile of the dental laboratory, including experience and qualifications.
- Copies of licenses and certifications.
- Proof of previous experience (if any).
- Proof of registration with FBR and SRB (if applicable).
- Quality assurance practices.
- Any other relevant documents.

### 2. Financial Proposal:

- A detailed list of rates for each dental procedure mentioned in the scope of work.
- Rates must be in Pakistani Rupees (PKR).
- Breakdown of all taxes, fees, and other charges.
- Total cost estimation based on expected workload.

### 3. Other Documents:

- Copy of the NTN (National Tax Number) certificate.
- Proof of registration with the Sindh Public Procurement Regulatory Authority (SPPRA).
- Affidavit confirming no criminal record or ongoing legal proceedings.
- Any other relevant supporting documents.

## 6. Evaluation Criteria

The evaluation will be based on:

- **Technical Proposal (60%):** Assessment of the dental laboratory's experience, quality assurance, and ability to meet KMU's requirements.
- **Financial Proposal (40%):** Assessment of the quoted rates for each dental service.

The lowest bid will not automatically be awarded the contract. The bid will be evaluated based on both technical and financial merits in accordance with SPPRA rules.

## 7. Bid Opening

Bids will be opened publicly at 28-12-2024 (12:00pm)] at the KMU Procurement Office in the presence of authorized representatives of the bidders. Late submissions will not be considered.



**REGISTRAR**

**KARACHI METROPOLITAN UNIVERSITY**

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**Note:** KMU reserves the right to reject any or all quotation without assigning any reason, as per the SPPRA rules.