



**NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)  
PRIME MINISTER'S OFFICE ISLAMABAD**

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**EXPRESSION OF INTREST (EOI)**

**FOR**

**HIRING OF AUTHORIZED MEDICAL ATTENDANT**

**FOR**

**PROVISION OF MEDICAL / HEALTHCARE SERVICES ON RETAINERSHIP BASIS**

**FOR**

**THE EMPLOYEES OF NDMA**

## **TERM AND CONDITIONS**

### **1. Background**

The National Disaster Management Authority (NDMA), established through an Act of Parliament in 2007. The Authority is the lead agency at federal level to deal the whole spectrum of disaster management in the country. The Authority is the apex policy making body for framing, coordinating and implementing national policy and plans on disaster management. The Authority, as per provision under the NDMA Medical Attendance Rules 2007, intends to hire the services of hospitals / laboratories / druggist on retainership basis for provision of prompt and quality based medical / healthcare services.

2. NDMA reserves the right to cancel this procurement process without notice and disclaims all and any liability in that instance in accordance with applicable laws.

3. **Tender / Submission Detail: Tender** / EOI opening / closing detail is as under: -

a. Tender No: No. 2(13)/2022-HR /Med

b. Last date for Submission of EOI / Bidding documents will be 21 June 2022 at 1300 hours

c. Opening Date and Time of EOI / Bidding document will be 21 June 2022 at 1400 hours

d. Opening Address: EOI / Bids opening will be held in Room No. 220-E, National Disaster Management Authority (NDMA), Prime Minister's Office, Islamabad.

4. All expenses related to participating in this request for EOI will be borne by the Bidders.

5. NDMA will ensure all data submitted by prospective Bidder is treated as confidential and the

Bidders will be also expected to keep any information received from NDMA confidential.

6. NDMA reserves the right to verify any information submitted by Bidders.

7. Bids shall be valid for a period of 60 days.

8. **Rejection of Applications:** Application on following grounds to be rejected: -

a. Incomplete and conditional applications will be rejected forthwith

b. Applications received after due date and time of submission will not be accepted

c. Rate other than PKR will not be accepted

d. Any information which is found by NDMA to be false will be ground for rejection

e. Any misstatement or concealment will also be grounds for rejections.

9. **Following documents / information are required for evaluation of the bids: -**

<b>Sr</b>	<b>Document / Information Required</b>	<b>Attached</b>
a.	Overall brief of the hospital	Annex-A
b.	Quality Accreditation Certification	Annex-B
c.	Detail of facility / department / specialty	Annex-C
d.	Detail and type of Diagnostic / Lab services	Annex-D
e.	Detail / types of medical test offered	Annex-E
f.	Overall HR Strength	Annex-F
g.	Strength / No of Specialists / consultants	Annex-G
h.	Strength / No of paramedic / technician staff	Annex-H
i.	No of wards / beds/ rooms	Annex-I
j.	Detail of transplant facilities	Annex-J
k.	Number / detail of Pharmacy services	Annex-K
l.	Detail of Ambulance Services	Annex-L
m.	Coverage other than Islamabad	Annex-M
n.	List of Major clients / organization on panel	Annex-N
o.	Registration with Income Tax / Sales Tax Department	Annex-O
p.	Any other significant distinctive facility / services/ factors	Annex-P
q.	Average per years Turnover of Business (in millions)	Annex-Q
r.	An affidavit on Stamp Paper that the hospital / facility has never been blacklisted by any Government Ministry / Division / Department in the past.	Annex-R

10. **Scope of Work:**

- a. The selected hospitals / druggists / consultants shall act as Authorized Medical Attendant of the NDMA. The AMA shall be responsible for provision of prompt and quality medical / healthcare services according to the Government rules to the entitled employees of NDMA and their entitled family members as per the terms and conditions mutually agreed in service agreement / MoU.
- b. Tentative list of medical / healthcare services is attached at Appendix **“A”**

11. **Evaluation of Proposals: -** Following technical evaluation to be followed: -

- a. As per provision under PPRA Rules 2004, single stage – two envelope procedure will be adopted. The bid shall comprise a **single package** containing two separate envelopes.
  - b. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
  - c. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened while the envelope marked **as “FINANCIAL PROPOSAL”** will be retained in the custody of Authority without being opened.
  - d. The technical proposals shall be opened by Committee on the same day **(1400 hours on 21 June 2022)** in the presence of Bidders or their Authorized Representatives.
  - e. The Technical weightage will be assigned as per items highlighted at **Sr No 9 above**.
  - f. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.
  - g. The technically successful / most advantageous bidders will be called for opening of Financial Bids.
    - a. The applicant with winning proposal will be accepted after approval of the Chairman NDMA.
    - b. After approval, the firm will be served offer letter and upon acceptance of the offer letter, service agreement to be signed by the shortlisted firm / individual consultant.
12. **Award of Contract / Appointment of Consultant:** The selected hospital / company / firm will be awarded the Contract / Service Agreement for initial period of two years and which is further extendable with mutual consent of the parties.
13. **Effectiveness of Contract:** Contract shall be effective on signature of both parties. The selected hospital / company / firm would be liable to start performing the contract within 48 hours of signing of contract.
14. **Payment Terms:** Payment will be made on production of invoices on monthly basis. The Payment shall be liable to deduction of relevant applicable taxes and will be paid in Pak Rupees.

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**TECHNICAL EVALUATION CRITERIA**

#	Items	Marks	Total Points Obtained					Remarks
			M/s	M/s	M/s	M/s	M/s	
a.	Quality Accreditation Certification							
b.	No of department / specialty							
c.	Detail and type of Diagnostic / Lab services							
d.	Detail / types of medical test offered							
e.	Overall HR Strength							
f.	Strength / No of Specialists / consultants							
g.	Strength / No of paramedic / technician staff							
h.	No of wards / beds/ rooms							
i.	Detail of transplant facilities							
j.	Number / detail of Pharmacy services							
k.	Detail of Ambulance Services							
l.	Coverage other than Islamabad							
m.	List of Major clients / organization on panel							
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o.	Any other significant distinctive facility / services/ factors							
p.	Average per years Turnover of Business (in millions)							
q.	An affidavit on Stamp Paper that the hospital / facility has never been blacklisted by any Government Ministry / Division / Department in the past.							