

BIDDING DOCUMENTS

CIVIL HOSPITAL KARACHI

HEALTH DEPARTMENT

GOVERNMENT OF SINDH

Contract NO:- PD-Trauma Centre-CHK/023 (Rev) 2013-14

Tender Documents for
Sound Proofing Works for Generators Room

at

“Shaheed Mohtarma Benazir Bhutto Accident, Emergency &
Trauma Centre and Ancillary Services Complex at Civil
Hospital Karachi”

**INSTRUCTIONS TO BIDDERS, SALIENT FEATURES /
TERMS & CONDITION OF THE TENDER,
ESSENTIAL REQUIREMENTS / EVALUATION
CRITERIA, FORM OF AGREEMENT, FORM OF BID,
SCOPE OF WORK, SPECIFICATIONS AND
BILL OF QUANTITIES**

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INSTRUCTIONS TO BIDDERS

1. **Civil Hospital Karachi** invites sealed bids on single stage two envelopes system as per Sindh Public Procurement Rules 2010 from Manufacturers/Importers/Sole Agents/Contractors for **“Sound Proofing Works for Generators Room at Shaheed Mohatarma Benazir Bhutto, Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi”**, (Contract No. PD-Trauma Centre-CHK/023 (Rev) 2013-14).
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per Summary of contents related to Instructions to Bidders, Salient Features, Evaluation Criteria, Form of Tender, Form of Agreement, Specifications (Technical), Scope of Work, Drawings etc.
3. Bidders should examine carefully the Summary of Contents. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the Tender. Any detail/specification missing in the document should be obtained from the office of the Project Director before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. The rates to be inserted in the Bill of Quantities shall be deemed to include all costs of whatsoever description and expenses necessary for the Supply, Installation, Testing, Commissioning and Maintenance of the Equipment/system together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
5. No authorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
6. Any clarification, revision, addition or deletion, in the Tender documents may be made by the Project Director before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/Corrigendum issued by the Project Director and will become part of the Contract documents. Each Addendum shall be signed by the Tenderer and returned with other Tender documents.
7. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the salient features of the Tender.
8. The Contractors whose Tender is accepted, by the Procurement Committee, will be required to enter into a Contract agreement as defined in the Form of Agreement.
9. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
10. The Tender documents referred to above constitute a part of this Tender and comprise of the following documents:

- a) Instructions to bidders.
 - b) Salient Features / Terms & Condition of the Tender
Questionnaire / Proforma – Evaluation Criteria.
 - c) Form of Agreement.
 - d) Scope of work / Bill of Quantities / Specification (Technical).
 - e) The Addendum (if any).
 - f) The Drawings (if any).
- 11 The Contractors are required to submit the site Organization chart, methodology & work schedule along with Tender documents.

SALIENT FEATURES / TERMS & CONDITION OF THE TENDER

1.	Name of Work & Address	:	Sound Proofing Works for Generators Room at Shaheed Mohtarma Benazir Bhutto Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi” (Contract No. PD-Trauma Centre-CHK/023 (Rev) 2013-14)
2.	Type of Contract	:	Pakistan Rupees – Item rate Contract with no escalation and inclusive of custom clearance etc. in case imported
3.	Time & Date of issue of Tenders	:	From the date of appearance in Newspapers.
4.	Place of Issuance of Tender	:	Office of the Project Director, OPD-Block Civil Hospital Karachi.
5.	Date of pre-bid meeting	:	In case requested by bidders or informed by Project Director.
6.	Method of opening of Tender	:	It will be Single Stage Two Envelope system as per SPPRA-Rules 2010.
7.	Date & Time of Submission of Tenders	:	As published in newspapers
8.	Date & Time of Opening of Tenders / Technical Proposals	:	As published in newspapers
9.	Date of Opening of Financial Proposals	:	As informed by Project Director to all participants
10.	Venue of submission & opening of Tenders	:	Board Room situated at Second Floor of the Administration Block of Civil Hospital Karachi.
11.	Validity of Tenders	:	90 days from the date of opening of Tenders.
12.	Amount of Earnest Money/Bid Security	:	2% of the Contract value in shape of pay-order / Call Deposit from schedule Bank to be submitted alongwith Financial Proposal.
13.	Time of Completion.	:	Three Months (The progress of work shall however be duly coordinated with Civil & other works at site.)
14.	Date of start.	:	One week from the date of Work-Order / Supply Order.
15.	Certificate of completion.	:	Will be issued by Project Director after the work is finally completed in all respect and date of maintenance will commence from that date.
16.	Contract Agreement.	:	The Contract shall enter & execute a formal Agreement as per the “Form” annexed with such modification as may be necessary, by the Project Director.
17.	Stamp Paper requirement for Agreement.	:	- Rs. 0.30% of the Contract Value or as prescribed by Government Laws.
18.	Terms of Payment to Contractor	:	As per work done

19.	Release of Earnest Money/Bid Security ✓ 2%	:	To un-successful bidders, after work is awarded. Earnest Money will be released to successful bidder after work is awarded but after 5% Security Deposit is deposited.
20.	Security Deposit	:	5% Security Deposit in the shape of two pay orders (2.5% each) will be submitted by Contractor with Project Director which will be released as per item 23. Bank Guarantee of equal amount will also be acceptable.
21.	MAINTENANCE AND DEFECT LIABILITY PERIOD.	:	12 MONTHS AFTER THE WORK IS COMPLETED AND COMPLETION CERTIFICATE ISSUED BY PROJECT DIRECTOR AFTER HIS STAISFACTION.
22.	Release of Security Deposit of 5%	:	After completion of maintenance or Defect Liability period of 12 months as under:- 1. After satisfactory completion of maintenance period of Six Months – 2.5% 2. After satisfactory completion of maintenance period of after 12 months – 2.5%
23.	Liquidated Damages due to late completion of work.	:	0.1% of the Contract Value per calendar day, subject to maximum of 10% of the Contract Price at the time of award of work.
24.	VARIATION IN CONTRACT PRICE.	:	NO VARIATION IN PRICE SHALL BE ALLOWED ON ANY GROUND INCLUDING CURRENCY FLUCTUATION/VARIATION OR WHATSOEVER.
25.	Discrepancy.	:	If there is any discrepancy between Salient Features of Tender/Bidding Documents and respective contents mentioned elsewhere, Salient Features / Terms & Conditions and Additional Terms & Conditions of Tender will govern.
26.	Taxes.	:	All taxes will be deducted as per prevalent laws of country.
27.	Approved makes.	:	As mentioned in items individually.
28.	Maintenance.	:	• Maintenance cost for “Sound Proofing Works for Generators Room” satisfactorily for Twelve months from date of completion shall be undertaken by the Contractor (Maintenance includes all Parts & Labour, etc. with sufficient staff, during maintenance period).
29.	Default in Preventive Maintenance, Breakdown and Emergency Calls.	:	• In case of default by the Contractor with respect to maintenance, break down and emergency calls, the same will be carried out within 24 hours by Department and the cost so incurred will be deducted from the Retention Money.

30.	In case of Imported Items	:	<ul style="list-style-type: none"> • The Contractors shall include DDP price of the Equipments with installation & Commissioning cost while quoting the cost. • It should also include cost during maintenance period including the parts and maintenance staff.
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NOTE:-

1. As the building is under construction and finishing is underway, the Contractors responsible for "Sound Proofing Works for Generators Room at Shaheed Mohtarma Benazir Bhutto Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi" at no extra-cost. So the Contractors should take into account all such expenditures while quoting the bid.
2. Latest Model, State of the Art, with full functional and clinical application including startup, testing, commissioning etc.
3. Comprehensive Warranty for 12 months (during maintenance period) (All emergency calls, break down, preventive maintenance as recommended by manufacturer) be provided by Contractor.
4. **The quantities shown against each items are just approximate and payment will be made for the items actually required at site and as per availability funds in the light of decision of the Procurement Committee.**

ADDITIONAL TERMS & CONDITIONS

Note: No tender will be accepted after closing of the Tender box, whatsoever reason may be.

1. In **Technical Bid**, the bidder must provide original data sheet, technical brochure, all other relevant documents, alongwith copy of Pay Order / Bank Draft without showing the amount figure otherwise, the bid will be ignored. The technical evaluation will be done on the basis of criteria given in tender document.
2. A Column is given against the specification of each item, the vendor has to fill up with YES / NO or put value as desired in the column. These specifications must be highlighted in the brochure.
3. In **Financial Bid**, the vendor should mention financial offer alongwith Pay Order / Bank Draft 2% value of quoted items in favor of Project Director.
4. In case of supply order placed on DDP Basis the bidder should be supplied the quoted item within time as specified in Tender Document.
5. The disclosure of firm's price at the time of opening of **Technical bid** will result in the rejection of the bid.
6. No tender will be entertained without earnest money. The earnest money will be forfeited to Government Treasury, in case of non-submission of security money within seven (7) days of receipt of the offer letter.
7. First scrutiny of **Technical Bids** will be performed by the Procurement Committee. Financial Bids of only those firms will be opened who are qualified technically.
8. The warranty period will commence from the date of receiving of all the Equipment by the Project Director / Officer of Civil Hospital Karachi.

9. Firm must provide complete details of their financial standing, listing of similar items supplied in Pakistan, bio-data of engineers with training certificates / test, details of local stock of spare parts for similar furniture and details of office with number of personals.
10. The vendor has to quote only one rate for each item as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
11. Offer will be evaluated, all the required item basis, and the item should be supplied by the vendor as approved by the Technical Committee of Civil Hospital Karachi. If any particular item is not approved of the successful vendor then he will bound to supply the item, according to the approved sample.
12. The bidder shall submit with the bid, an **UNDERTAKING** on Non-Judicial stamp paper of Rs. 50/- duly attested by Oath Commissioner, stating that the equipments will be supplied brand new, free from defects as per the approved sample and will bind himself for availability of spares for a period of 10 years from the date of supply. In case of winding up of his business, the supplier shall be bound to make an alternate arrangement of spares and maintenance of equipment. In case of default, depreciated cost of equipment will be recoverable from vendor.
13. If it has been found that the information submitted by the bidder regarding his qualification and professional, technical, financial, legal or managerial competence as supplier / contractor is / was false and materially inaccurate or incomplete at any stage, then the bidder will be disqualified.
14. Suppliers / Contractors will be responsible for supply at consignee end, free of cost and also responsible for free installation work, if required.
15. Equipments will be handed over to the Project Director / officer of Civil Hospital Karachi.
16. Price escalation will not be allowed.
17. If vendor doesn't supply equipment in accordance with the supply order or fails to supply according to terms and conditions or in case of any other default, the earnest money will be forfeited.
18. If the supplier fails to give supply and install within the stipulated period, Liquidated charges will be imposed.
19. The decision once taken will be final and will not be challenged in any Court of Law.
20. A copy of Income Tax Certificate should be attached alongwith **Technical Bid**.

Technical Bid.

21. Conditional Tender(s) against the Government rules and non-compliance of instructions mentioned in Tender Form & Hand written Tender(s) will not be entertained.
22. In case the information supplied by bidder in Questionnaire / Proforma is incomplete or incorrect, the Tender will be liable to rejection.
23. The Medical Superintendent – Civil Hospital Karachi / Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPPR-2010.
24. The offer will remain valid for 90 days.

FORM OF AGREEMENT

1. THIS AGREEMENT made this _____ day of _____ Between Messrs. Project Director "Shaheed Mohatarma Benazir Bhutto, Accidents, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi" being hereinafter called the "OWNER" which expression shall, wherever the context so permits, mean and include its successors in interest, executors, administrators, liquidators, nominees and assignees of the ONE PART, and Messrs. _____ hereinafter called the "CONTRACTOR", which expression shall, wherever the context so permits, mean and include its heirs, successors in interest, executors, administrators, liquidators, nominees and assignees of the OTHER PART.

WHEREAS:

- a. The Owner had invited tenders from various contractors for **Sound Proofing Works for Generators Room at Shaheed Mohatarma Benazir Bhutto, Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi (Contract No. PD-Trauma Centre-CHK/023 (Rev) 2013-14)** in accordance with the requirements, drawings, plans and instructions prepared by the owner, and contained in the tender documents issued by the Owners.
- b. In response to the invitation of the Owner, the Contractors have tendered their quotations and rates and have offered to carryout the supply, completion and maintenance of the aforesaid project and facilities in accordance with the requirements, conditions of contract, documents, standard quality, plans, drawings and instructions of the Owner.
- c. The Owner is willing and agreeable to accept the aforesaid quotation, rates and offer of the Contractor on the various terms and conditions specified herein and in the documents listed is Clause-1, below.

NOW THEREFORE, THIS AGREEMENT WITNESSETH and in consideration of the mutual covenant and condition set forth herein, the parties hereto, do hereby agree, undertake and declare as under:-

1. The Following documents, hereinafter called "Contract Documents" shall be deemed to form, read and construed as an integral part of this Agreement:-
 - a. Tender documents including Addendum.
 - b. Contractor's bid letter No. _____ dated _____.
 - c. Relevant Correspondence.
 - c. Letter of Award No. _____ dated _____.

Tender S. No.	Description of Items	Rate on C&F Basis	Quantity Ordered	Total value in figures
1.				

2. Notwithstanding anything contained to the contrary or in conflict with the provisions of this agreement in any of the documents mentioned in Clause - 1, above, the provisions of this agreement shall prevail and the documents mentioned above shall be deemed to have been amended to the extent of inconsistency found therein, by the provisions of this Agreement, In case of inconsistency between any of the documents referred to herein, the later documents shall prevail and the tender documents shall be construed to have been amended to that extent.

In consideration of the Contractors supply, completing and maintaining the work, as described heretofore, in conformity in all respects with provisions of this contract to the entire satisfaction of the owner, and the Contractor acting, abiding and performing his duties and obligations strictly in accordance with the terms and conditions herein and documents of the contract mentioned hereinabove, the Owner shall pay to the Contractor amount as per contract documents listed above.

4. This contract shall not be transferable or assignable in whole or part of any of the parties hereto, provided that the Owner may assign his rights and obligations in whole or in part to any other Company which shall be entirely owned Company belonging to the same Group of the Companies as the Owner, In such an event such other Company shall be entitled to act as Owner under this contract.

IN WITNESS WHEREOF the parties hereto, acting through their respective representative, have caused this agreement to be signed, sealed and delivered in their respective names on the day and the year first mentioned hereinabove.

SIGNED, SEALED AND DELIVERED
In the name and for and on
Behalf of the Owner / PROJECT DIRECTOR

NAME: _____

DESIGNATION: _____

WITNESS:

1. NAME: _____

ADDRESS: _____

2. NAME: _____

ADDRESS: _____

SIGNED, SEALED AND DELIVERED
In the name and for and on
Behalf of the CONTRACTOR

NAME: _____

DESIGNATION: _____

WITNESS:

1. NAME: _____

ADDRESS: _____

2. NAME: _____

ADDRESS: _____

FORM OF BID

The Project Director,
Shaheed Mohatarma Benazair Bhutto,
Accident, Emergency & Trauma Centre,
And Ancillary Services Complex At,
Civil Hospital Karachi.

Sub: Sound Proofing Works for Generators Room at Shaheed Mohatarma Benazir Bhutto, Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi, (Contract No. PD-Trauma Centre-CHK/023 (Rev) 2013-14).

Dear Sir,

1. Having examined the Tender Documents and the site conditions for the above mentioned Project, we, the undersigned offer to Supply, Installation, Testing, Commissioning and maintenance (during maintenance period) of the whole of the said works in conformity with the said tender Documents (and Addendum if any) for the sum of undermentioned amount on DDP basis:-

Bid Price (In Figure):	
Bid Price (In Words):	

2. The above total sum is based on the quantities shown in the Bill of Quantities and other works as mentioned in Salient Features.
3. We undertake, if our tender is accepted, to sign an agreement within 15 calendar days following receipt of letter of award in the form laid out in annexure to this Tender with such alterations and additions thereto as may be required to adopt, such Agreement to circumstances of this Tender.
4. We undertake, if our Tender is accepted, to mobilize on site within 7 calendar days of receipt of the letter of award and commence the works on the first works comprised in the contract within the time of completion specified in the Salient Features.
5. We agree to abide by the Tender for a period of 90 calendar days from the date of opening of tender and shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance thereof and other relevant correspondence subsequent to the Tender shall constitute a binding Contract between us.

7. We understand that you are not bound to accept the lowest or any tender you may receive, and that your will not reimburse any expenses incurred by us in preparing and submitting the Tender or otherwise in connection with the Tender.

8. As a guarantee for the performance of the undertakings and obligations of this Tender, we submit herewith Earnest Money/Bid Security equivalent to 2% of the quoted cost in an amount Rs. _____ (Rupees _____) in form of Pay Order issued by the Bank vide No. _____ dated _____ made in your favor and made payable to you without any reference to us and valid for 90 calendar days from the date of submission of Tender.

9. The Tender Documents referred to above constitute a part of this Tender and comprise of the documents listed hereunder:

- a. Instructions to bidders.
- b. Salient Features / Terms & Condition of the Tender.
Questionnaire / Proforma – Evaluation Criteria
- c. Form of Agreement.
- d. Scope of work / Bill of Quantities / Specification (Technical).
- e. The Addendum (if any).
- f. The Drawings (if any).

Dated this _____ day of _____ 20____

Signature _____ in the capacity of _____ duly

authorized to sign bids for and on behalf of _____

(Name of Bidder in Block Capitals)
(Seal)

Address

Witness:

(Signature) _____

(Name) _____

Address: _____

Occupation _____

BILL OF QUANTITIES / SCOPE OF WORK – SPECIFICATIONS (TECHNICAL)

**Sound Proofing Works for Generators Room at “Shaheed Mohatarma Benazair Bhutto, Accident, Emergency & Trauma Centre and Ancillary Services Complex at Civil Hospital Karachi”
(Contract No. PD-Trauma Centre-CHK/023 (Rev) 2013-14)**

S.No	Specification	Qty	Unit	Unit Price	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)
1.	<p><u>Providing & Fixing Glass GI Channels (U-Shape) on walls, Roof with Rubber Gasket at 1 meter interval with anchor bolts of 50mm length as per specifications and direction of Engineer Incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • GI Channels should be of 18 gauge • Anchor bolts should be of stainless steel • Rubber Gasket should be of 5mm 			As per site requirement. Plan attached	
2.	<p><u>Providing & Fixing Glass wool on walls, Louvers and Roof after wrapping with Fire proof cloth with Adhesive as per specifications and direction of Engineer Incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • Glass wool should be of density 46 kg/m³ • Adhesive strength should be 10 kg/m² • Fire proof cloth should be imported from UK, USA or equivalent. 			As per site requirement. Plan attached	
3.	<p><u>Providing & Fixing of High Quality Fiber cloth over acoustic cushion by riveting as per specification and direction of Engineer Incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • Fiber cloth should be imported from UK, USA or equivalent 			As per site requirement. Plan attached	
4.	<p><u>Providing & Fixing of perforated GI sheet over Fiber Glass with riveting as per specifications and direction of Engineer incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • G sheet should be of 20 gauge • Rivets should be of aluminum 			As per site requirement. Plan attached	

5.	<p><u>Providing, Fabricating & Fixing of Sound Proof Doors with Door Frame at Generators Room Entrance as per specifications and direction of Engineer incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • GI Sheet for door should be of 16 gauge • GI Sheet for door frame should be of 14 gauge • There should be insulation with glass wool for door with density of 48 kg/m³ • Handle hinges and lock of door should be of stainless steel. 	As per site requirement. Plan attached		
6.	<p><u>Providing & Fixing of Glass of approximate size to cover Buffer Zone as per specifications and direction of Engineer incharge</u></p> <p>Specification:</p> <ul style="list-style-type: none"> • Glass should be of 12m tempered glass with Aluminum framing 3"x3" with Rubber Gasket for sound proofing. 	As per site requirement. Plan attached		

GENERAL SPECIFICATIONS

- The contractor shall provide services to suppress sound level upto 70-75 db at 2 meters.
- Supply of all materials should be fire proof.
- The size of Generators Room is about 20 foot wide, 80 foot in length and 20 foot height.
- The contractor should maintain all PPE during work at site.

GRAND TOTAL

Grand Total in Pak. Rupees, _____

SIGNATURE

CONTRACTOR NAME

DATE & SEAL