



NO.DIR/HR/TENDER/2014-15
GOVERNMENT OF SINDH
DIRECTORATE OF HUMAN RIGHTS

Karachi, dated the 14th April, 2015

BIDDING DOCUMENTS
PURCHASE OF DRUGS/ MEDICINES

(ADP SCHEME)
"SERIES OF AWARENESS CAMPAIGN OF HUMAN RIGHTS"

TECHNICAL AND FINANCIAL PROPOSALS

DUE DATE: 29.04.2015

**OFFICE OF THE DIRECTORATE OF HUMAN RIGHTS, GOVERNMENT OF
SINDH, KARACHI**

INVITATION FOR BIDS

To,

Value of bid security 2.5% of the total Pay Order No.
to attached value of bid Dated: _____

Dear Sir,

Directorate of Human Rights, Government of Sindh, Karachi, invited sealed bids from the eligible bidders for supply of medicines/ drugs under ADP scheme "Series of Awareness Campaign of Human Rights" for the year 2014-15. Detailed description and quantities are given in bidding documents.

Interested eligible bidders are invited to participate in the Single Stage - Two Envelopes (open competitive bidding) following the procedure as contained in Rule-46(2) of SPP Rules, 2010 (Amended 2013) for the stores as detailed in the schedule of this invitation to tender to subject to the conditions laid down in and those mentioned hereunder and given in the schedule. The contract resulting from this invitation to tender shall govern by the special general conditions of contract. The tenderers quoting against this invitation to tender shall deem to have read and understood the conditions thereof and particulars of the store required and their specification etc.

The tenders shall quote their technical & financial proposal on the prescribed schedule to this invitation to tender, on the basis indicated therein and shall sign the certificate given therein to the effect that the store shall be supplied exactly in accordance with the requirement as specified by the tenders otherwise it will be presumed that offer is strictly in accordance with requirement of the tender notice.

Offer shall remain up to 90 days from the date of opening. The tenderers shall quote free delivery at consignee end basis.

The delivery store is required immediately. Tenderers should however, give their shortest delivery period up to which they will be able to supply the store.

Sealed tenders will be received and opened in office of Director, Directorate of Human Rights, Government of Sindh, Mezzanine Floor # 1, Fayaz Centre, 3-A, SMCHS Shahrah-e-Faisal, Karachi.

The Tender document comprises the following.

1. Forms of Bids.
 - i. Technical Proposal/ Specification Schedule
 - ii. Financial Proposal /Price Schedule
2. Form of contract
3. General/ Special conditions of contract
4. Bid evaluation Criteria
5. Bidding Data

(DIRECTOR)
DIRECTORATE OF HUMAN RIGHTS

INSTRUCTIONS TO BIDDER

Bids comprising single package, containing two separate envelopes shall be submitted in sealed envelopes one for Technical Proposal and other for Financial Proposals - Rule 46(2) of SPP Rules, 2010 (Amended 2013). The envelopes shall be marked as **FINANCIAL PROPOSALS & TECHNICAL PROPOSAL** in bold and legible letters.

02. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.

03. The bidder shall drop their bids duly sealed in the tender box in the office of Director, Directorate of Human Rights, Government of Sindh, Mezzanine Floor # 1, Fayaz Centre, 3-A, SMCHS Shahrah-e-Faisal, Karachi.

04. The bid documents comprises the following as per SPP Rules, 2010 (Amended 2013):

- | | |
|--|--------------|
| a. Instruction to Bidder | Annexure-I |
| b. Form of Bid | |
| i. Technical proposal/ specification | Annexure-II |
| c. Form of Contract | Annexure-III |
| d. General/ special conditions of contract | Annexure-IV |
| e. Bid evaluation criteria | Annexure-V |
| f. Financial Proposal/ Price Schedule | |

05. The bidding documents will be received back on 29.04.2015 @ 03.00 P.M and will be opened on the same day at 04.00 P.M in the presence of Tender Opening Committee and the bidders or their authorized representatives.

06. In case of holiday the bids will be submitted / opened on next day at same time and venue mentioned above.

07. Bid Security, amounting 2.5% of bid price should be furnished in shape of pay order or demand draft from any scheduled bank in favor of Director, Directorate of Human Rights Department, Government of Sindh, Karachi. A copy of de-faced bid security must be added with the Technical bid. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.

08. Conditional tender and tender without bid security shall not be considered.

09. Delivery time will be 30 days starting from the issuance of work order/signing the contract.

10. GST/Income Tax Certificates must be accompanied with tender.

11. The procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPP Rules.

2010 (amended 2013). The payment will be made subject to availability of funds for the financial years 2014-15.

12. Supplier should submit the rate in the financial proposal which will be opened subject to the conditions that the bidder stand technically qualified

13. Bids shall remain valid for 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.

14. If any extension in the bid validity period should be asked to extend the same. Such extension shall be for not more than the period of original bid validity.

15. Bidders who:

- (a) Agree for extension of bid validity period shall also extend the validity of the bid security for the extended period of the bid validity.
- (b) Agree to the procuring agency's request for extension of bid validity period shall not be permitted to change the substances of their bids
- (c) Do not agree to an extension of bid validity period shall be allowed to withdraw their bids without for feature of their bid security.
- (d) The bidder name, unit as well as bid amount and bid security shall be announced.

16. Bids Submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.

17. The bids shall be quoted in Pak Rupees.

18. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarification to the bid that do not change substances of the bids.

19. Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

20. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.

(DIRECTOR)
DIRECTORATE OF HUMAN RIGHTS

Bidding Data

- 3 Procuring agency: Directorate of Human Rights Department,
Government of Sindh
- 3 Address: Office of Director, Directorate of Human Rights,
Government of Sindh, Mezzanine Floor # 1,
Fayaz Centre, 3-A, SMCHS Shahrah-e-Faisal,
Karachi.
- 3 Name of work: Procurement of drugs/ medicines
- 3 Bid validity period: 90 days
- 3 Bid security: 2.5% of the bid quoted
- 3 Deadline of submission: 29.04.2015 @ 03.00 P.M
- 3 Performance security: 2.5% of the contract price
- 3 Language of bid: English
- 3 Bidding procedure: Single stage-two envelope
- 3 Advance payment: No advance payment
- 3 Period of completion: 30 days
- 3 Liquidity damages: 0.05% of the bid price per day
after the period of completion upto 10% maximum
- 3 Inspection Authority: Inspection committee
- 3 Place of inspection: First inspection at manufacturer/ distributor
warehouse and second after receipt of drugs/
medicine in the office of P.A
- 3 Place of delivery: Office of Director, Directorate of Human Rights,
Government of Sindh, Mezzanine Floor # 1,
Fayaz Centre, 3-A, SMCHS Shahrah-e-Faisal,
Karachi.

Form of Contract

This contract agreement (hereinafter called the Agreement) made on the _____ day of 2014 between the procuring agency i.e. Directorate of Human Rights Department, Government of Sindh. The Procuring Agency on the one part and M/s. _____ (hereinafter called the Contractor) of the other part.

Whereas the Procuring Agency is desirous that certain drugs/medicines by the contractor and has accepted a bid by the contractor for the execution and completion of such store. Now this agreement witnesses as follows:

- i. In this agreement words and expression shall have the meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
- ii. The following documents attached herewith be read and construed as part of this Agreement. viz,

| | | |
|-----|--------------------------|-----------|
| (a) | The letter of Acceptance | Annex-I |
| (b) | Condition of contract | Annex-II |
| (c) | Bid data | Annex-III |
| (d) | Specification | Annex-IV |
- iii. In consideration of the payment to be made by the procuring agency to the contract as hereinafter mentioned, the contractor hereby covenants with the Procuring Agency to execute and supply and remedy defects therein in conformity in all respects within the provision.
- iv. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and supply of store as per provisions of the contract. the contract price or such other sum as may payable

under the provision of the contract at the times and in the manner prescribed by the contract

M/s. _____
(on behalf of contractor)

Director,
Directorate of Human Rights,
Govt of Sindh, Karachi.

Witness – 1

Name: _____

Title: _____

Address: _____

Witness – 2

Name: _____

Title: _____

Address: _____

Certificate

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender by stipulate delivery date.

Authorized Signature of Tenderer _____

Name & Designation _____

Address _____

BID EVALUATION CRITERIA

Technical Specifications

Notes on the Technical Specifications

Reference to **brand names**, catalogue numbers or other details that limit any **materials or items to a specific manufacturer** should be avoided as far as possible. **Where unavoidable**, such item description should always be followed by the words **"or substantially equivalent."**

Where **standard specifications** or codes of practice are referred to, a **statement should follow** that other national or international standards that **ensure substantial equivalence** will also be acceptable. Unless specifically **indicated to the contrary**, the latest available edition of any named standards and codes will be deemed to apply.

Technical Specifications shall normally be fully descriptive and give the full requirements in respect of, but not limited to, the following:

- (a) Standards of materials and workmanship required
- (b) Details of all factory tests required (type and number)
- (c) Details of all functional guarantees required and liquidated damages to be applied in the event that such guarantees are not met

It is recommended that essential technical and performance characteristics and requirements, including maximum or minimum acceptable values, as appropriate, be summarized in a specific section, to be completed by the Bidder and attached as an attachment to the Bid Form.

Attention is also drawn to the Appendixes to the Form of Contract Agreement in the bidding documents. There shall be consistency in the requirements specified in both sections.

Where the bidders are to provide part or all of the technical specifications, technical schedules, or other technical information, the nature and extent of the required details and the manner in which they are to be presented by the bidders in their bids shall be clearly identified.

TECHNICAL CRITERIA FOR BIDDERS

1. Experience & Post performance (Government/Non Government)

- a) No. of Major Institutions served in the past three years.
- 10 10
 - 5-10 06
 - 1-5 04

- b) Period of experience of serving big institutes
- 3 Years 05
 - 2 Years 03
 - 1 Years 02

2. Financial Capability

- a) Annual Sales turnover of the firm in the previous 3 years (in million)
- 2012
 - 2013
 - 2014

- b) Average Annual turnover
- Rs.100 Million or above 04
 - Rs.50 Million or above 02

Certificate from the Bank that Manufacturer is capable of doing business up to (indicate your capabilities)

3. Financial worth of the company.

- a) Annual Audited Balance Sheet for 03 years.
- 3 years 10
 - 2 years 06
 - 1 years 04

Packing and appearance of items.

Sample will be examined as per following parameters.

- Labeling and packing rules 1986
- Outer Packing
- Inner packing
- Physical appearance
- Excellent..... 10
- Good 08
- Satisfactory 06
- Not Satisfactory 00

5. Licensing & registration

- Valid Manufacturing License/Authorized dealer.....04
- Copy Registration Certificate from Ministry (Mandatory).....04

6. GST & NTN

- Sales Tax Registration Number (Mandatory).....04
- Registration certificate and detail of sales tax paid in last 3 years.
- NTN (Mandatory).....04

7. QUALITY CERTIFICATION

- GMP Certification & GMP Audit report..... 05

8. Production Capacity per day production capacity of quoted items against the total advertised quantity

- Less than 1% 00
- 1%..... 05
- 1.1% - 1.5% 07
- 1.6% -2 %..... 10

NOTE

70% out of total 70 marks i.e. 49 marks or the qualifying marks. If less than 03 bidders acquired the eligibility then the top three scoring bidders will be considered for financial competition. If recommended by the Technical Standardization Committee.

If sample given by bidders is not approved by Technical Standardization Committee, the financial bid of such bidder will not be opened: even the bidder gets 70% marks out of 70 marks.

The financial bids of technically expected bidders will be opened publically at a time announced by the procuring agency and the financial bids found technically non responsive shall be returned unopened to the respective bidders

Tender Form No. _____

Signature : _____

Director

TENDER FORM
(Formaig Part of Tender Document)

The Director
Directorate of Human Rights
Government of Sindh
Karachi.

SUBJECT:- SUPPLY OF MEDICINE
Scheme- SERIES OF AWARENESS CAMPAIGN FOR HUMAN RIGHTS

Dear Sir

In response to your tender notice appeared in the daily _____
on _____ we/ I herby offer our rates mentioned against each for the following items in accordance
with the items and conditions of the tender document.

| Sr. No | Medicine Generic Name | Type | Required Qty | offered Medicine/ Brand Name | Company Name | ml / Packet | Rate per Unit (including GST) | Total Rate (including GST) |
|--------|-----------------------|-------|--------------|------------------------------|--------------|-------------|-------------------------------|----------------------------|
| 1 | Pheniramine Males | Syrup | 3,000 | | | | | |
| 2 | Tripolidine HCL | Syrup | 3,000 | | | | | |
| 3 | Co-trimoxazole | Syrup | 2,500 | | | | | |
| 4 | Co-amoxiclav | Syrup | 2,000 | | | | | |

| | | | | | | | | |
|----|-----------------------------------|-------|-------|--|--|--|--|--|
| 5 | Oxethazine with Aluminum Haydride | Syrup | 3,000 | | | | | |
| 6 | Ibuprofen | Syrup | 3,000 | | | | | |
| 7 | Terbutaline Sulphate | Syrup | 2,500 | | | | | |
| 8 | Aminophyllins + Compound Syrup | Syrup | 2,000 | | | | | |
| 9 | Promethzaine HCL + Pholcodine | Syrup | 1,000 | | | | | |
| 10 | Paracetamol | Syrup | 3,000 | | | | | |
| 11 | Cephalexin | Syrup | 1,000 | | | | | |
| 12 | Benzole Metronidazote | Syrup | 3,000 | | | | | |
| 13 | Chlor Pheniramine | Syrup | 2,000 | | | | | |

| | | | | | | | | |
|----|------------------------------------|--------|--------|--|--|--|--|--|
| 14 | Dihydrochloride | Syrup | 2,500 | | | | | |
| 15 | Ampilline + Cloxacillin | Syrup | 2,000 | | | | | |
| 16 | Vitamin B Complex/ Multivitamin | Syrup | 4,000 | | | | | |
| 17 | Calcium with Vitamin D | Syrup | 2,000 | | | | | |
| 18 | Vitamin E-Complex | Syrup | 1,000 | | | | | |
| 19 | Folic Acid B.P | Tablet | 27,000 | | | | | |
| 20 | Co-amoxiclav | Tablet | 10,000 | | | | | |
| 21 | Methyldopa | Tablet | 10,000 | | | | | |
| 22 | Clipizide | Tablet | 3,000 | | | | | |

| | | | | | | | | |
|----|--|--------|--------|--|--|--|--|--|
| 23 | Glibenclamide | Tablet | 3,000 | | | | | |
| 24 | Meferamic Acid | Tablet | 20,000 | | | | | |
| 25 | Salbutamol | Tablet | 6,000 | | | | | |
| 26 | Metronidazole B.P | Tablet | 8,000 | | | | | |
| 27 | Paracetamol | Tablet | 20,000 | | | | | |
| 28 | Tripolidine | Tablet | 7,000 | | | | | |
| 29 | Hyoscine butylbromide + Paracetamol | Tablet | 15,000 | | | | | |
| 30 | Chlorpheniramine Miliate 25mg | Tablet | 15,000 | | | | | |
| 31 | Calcium & Vitamin D | Tablet | 10,000 | | | | | |

| | | | | | | | | |
|----|-----------------------------|----------|--------|--|--|--|--|--|
| 32 | Naproxen Sodium | Tablet | 2,000 | | | | | |
| 33 | Diclofenac Sodium | Tablet | 20,000 | | | | | |
| 34 | Vitamin B Complex | Tablet | 20,000 | | | | | |
| 35 | Metformin | Tablet | 2,000 | | | | | |
| 36 | Ampiciline + Cloxacillin | Capsules | 5,000 | | | | | |
| 37 | Norfloxacin (Eye drop) | Drop | 2,000 | | | | | |
| 38 | Gentamicin (Ear drop) | Drop | 2,000 | | | | | |
| 39 | Polymyxin B Sulphate (Eye) | Ointment | 2,500 | | | | | |
| 40 | Polymyxin B Sulphate (Skin) | Ointment | 2,500 | | | | | |

| | | | | | | | | |
|----|---------------------------|------------|----------------------|--|--|--|--|--|
| 41 | Betametha zone | Ointment | 3,000 | | | | | |
| 42 | Bandage Large Small | | 5 Carton 5 Carton | | | | | |
| 43 | Pyodine | solution | 500 | | | | | |
| 44 | Stethoscope | | 50 | | | | | |
| 45 | Sphygmomanometer | | 30 | | | | | |
| 46 | ORS (Sachet) | Powder | 5,000 | | | | | |
| 47 | Vicks Vapor Rub | Ointment | 1,500 | | | | | |
| 48 | Calci Plus (Sachet) | Supplement | 15,000 | | | | | |
| 49 | Saniplast | | 2,000 | | | | | |

| | | | | | | | |
|----|-----------------------|----------|-----|--|--|--|--|
| 50 | Dettol (Small Bottle) | solution | 500 | | | | |
| 51 | Cotton (Small Bundle) | | 400 | | | | |
| 52 | Glucose Mechine | | 100 | | | | |
| 53 | Torch | | 25 | | | | |

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENTS SPECIFIED IN THE INVITATION TO THIS TENDER.

As required following pay order / Demand draft is enclosed on account of earnest money.

No. _____ Dtaed _____ Rs. _____

Drawn on _____ Bank. _____

Signature _____

Name of Firm _____

NTN No. _____

Address _____

Tel: No. _____

Seal _____