

MEDICAL SUPERINTENDET
Sir C J Institute of Psychiatry Hyderabad

Tender Form No. 02/2014-2015

**Procurement of Hardware, Plant & Machinery
& Furniture & Fixture for Sir C J Institute of
Psychiatry Hyderabad for the Financial Year
2014-2015**

TIME OF RECEIVING OF TENDER

12:00 Noon

TIME OF OPENING OF TENDER

12:30 PM

OFFICE OF THE SIR C.J INSTITUTE OF PSYCHIATRY HYDERABAD

INVITATION FOR BIDS.

1. Sealed bids are invited from eligible bidders for supply of Hardware, Plant & Machinery & Furniture & Fixture etc against funds provided for the financial year 2014-15 for procurement of Hardware, Plant & Machinery & Furniture & Fixture etc.
2. Biding will be conducted under SSP Rules 2010 clause 46 (2). Bidding procedure specified in this document is open to all interested bidders.
3. Interested bidders may obtain further information form office of the undersigned & (PM&I) Cell, Government of Sindh, Health Department, Karachi during the office hours.
4. A complete set of bidding documents may be purchased by interested bidders on the submission of a written application from office of the undersigned, & (PM&I) Cell, Government of Sindh, Health Department, Karachi during the office hours upon cash payment of non refundable fees of Rs.2000/- (Rupees Two Thousand only).
5. The firms are required to deposit their sealed tenders' documents/Bids (technical & financial) in the office of the undersigned up to 12:00 noon.
6. Only Technical bids/ proposals will be opened on the same day at 12.30 PM before procurement committee in the presence of bidders/ their representative of the firms. Before opening of technical Bid, the representative will deposit the authority letter without which not allowed.
7. The security/earnest Money @ 2.5% of the total bid cost in shape of pay order/bank draft in favour of Medical Superintendent Sir C. J Institute of Psychiatry Hyderabad. Late bids will be rejected.

**MEDICAL SUPERINTENDENT
Sir C J Institute of Psychiatry Hyderabad.**

OFFICE OF THE SIR C.J INSTITUTE OF PSYCHIATRY HYDERABAD

1. General Conditions & Instructions:

- 1.1 The tenders shall be submitted with all documents and drawing literature & catalogue (in equipment) in sealed envelopes, with sealing wax. The envelope must contain tender enquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelope at the left side.
- 1.2 Tenders must be filled in with blue or black ink in the columns provided on separate letter Head duly signed.
- 1.3 The tenders must be free from erasing cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 1.4 The rates of each item should be written in figures as well as in words. In case of discrepancy the price in words will be taken as authentic and final.
- 1.5 Conditional Tenders will be ignored and will not be considered/entertained/accepted.
- 1.6 Tenders must be accompanied by Earnest Money @ 2.5% of the value of the stores quoted by them in form of call Deposit / pay order / bank draft in favour of Medical Superintendent Sir C. J Institute of Psychiatry Hyderabad
- 1.7 Original purchase receipt must be enclosed with their offer. Separate original purchase receipt must be enclosed with alternate offer.
- 1.8 The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable to Federal & Provincial Govt; or Local bodies and no claims on this account shall be entertained.
- 1.9 The tendered shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.10 The supplier / distributor must be registered with Sindh Revenue Board (SRB) Registration Certificate shall be enclosed.
- 1.11 The bidder shall furnish copy of valid professional Tax (Excise & Taxation) Certificate for the year 2014-2015.
- 1.12 The bidder shall furnish an affidavit on non-judicial stamp paper of Rs. 200/- that the firm is not black listed in any Government Department.

2. SPECIAL CONDITION

- 2.1 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively.
- 2.2 Tenders are required to specify make, country of origin and furnish detailed technical Description literature / catalogue along with their offer.
- 2.3 The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end".
- 2.4 No manufacturer shall authorize their distribution/agent/any firm of person to quote the same item which manufacturer is quoting it self in any tender. Failing that offers of both manufacturer, which the manufacturer as well as other bidder shall be ignored.
- 2.5 Tenders shall purchase separate tender documents and furnish purchases receipts for each alternate offer in case they want to submit alternate offer for any items. All the bids with alternate offers without separate purchases receipt (Original) are suppose to be rejected.
- 2.6 The Supplier shall in accordance with the terms specified in the Schedule of Requirements make delivery of the goods.
- 2.7 The bidder shall confirm the refund of cost difference is the same goods is/was supplied at lower rates to any other Govt: /Semi Government institution or Armed Forces in the province or out side in the same fiscal year.
- 2.8 The Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- 2.9 The envelope shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNIAL PROPOSAL**" in bold and legible letters to avoid confusion.
- 2.10 Initially, only envelope marked as "**TECHNICAL PROPOSAL**" shall be opened.
- 2.11 The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the pouring agency without being opened.
- 2.12 The financial proposal of bids shall be opened in the presence of bidders qualifying in technical evaluation at time, date and venue to be announced / communicated in advance.
- 2.13 The entire quantity of the ordered supplies shall be delivered within 30 days or earlier from the date of issuance of supply order / contract award without any penalty.

- 2.14 Delay in the delivery shall result in penalties to be paid by the Supplier without any argument or question according to the prevailing PPRA Rules.

3. **Purchaser's Right Vary Quantities at time of award.**

The Purchaser reserves the right to increase/decrease or delete the quantities of goods etc at the time of award of contract and also reserves the right to enhance the quantity by 25% of goods and services originally specified in the Schedule of Requirements without any change in unit price of other terms and conditions of goods at any time during the contract period. The purchaser reserves the right to accept or reject unit price or other terms and condition of goods at any time during the contract period. The purchaser reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders on the grounds for the Purchaser's action.

4. **Notification of Award/Advance Contract:**

- 4.1 Prior to the expiration of the period of bid validity the purchaser notify the successful bidder in writing delivery by hand by registered letter by cable to be confirmed in writing by registered letter that is bid has been accepted.
- 4.2 The notification of award will constitute the formation of the contract.
- 4.3 Upon the successful bidder furnishing of the performance security pursuant to Sr. No. 1.1 of the instructions and Sr. No. 3 of the advance contract the purchase will promptly notify each unsuccessful bidder and will discharge its bid security on receipt of bidder's request.

5. **Award of Contract & Contract Agreement**

Subject to the fulfillment of all codal formalities the purchaser will award the contract to the successful Bidder who's bid has been determined to be qualified to perform the contract satisfactory.

6. **Performance Security:**

The successful tenders will have to deposit with the purchaser 5% Security Deposits of the total value in shape of call Deposit / Pay Order same will be return after 02 year warranty periods.

7. **Criteria for evaluation of bids.**

- a. Quoted prices.
- b. Specifications compliance.
- c. After sale service facility (In case of equipment)
- d. Proven Track Record last 3 years
- e. Chamber of Commerce Certificate current year
- f. Delivery schedule.
- g. Original purchase receipt.
- h. Authority letter from Manufacturer / Distributor.
- i. Original Technical Broacher
- j. Bank Statement last 3 years
- k. Bank Certificate(s)
- l. General Sales Tax paid during the last three years
- m. Earnest money / Bid Security.

8. **Fee for Award of Contract:**

Service charges @ 0.25% of the value of the Contract will be realized/charged by the District Accounts Office Hyderabad, while making payment to the contracts for award of each contract

9. **Inspection:**

- 9.1 The Purchaser or its representative shall have the right to inspect the Machinery/Equipments to confirm their conformity to the Contract specifications at the cost payable by the Supplier.
- 9.2 The Purchaser's right to inspect, and where necessary, reject the Hardware, Plant & Machinery & Furniture & Fixture either at Supplier's premises or upon arrival at Purchaser's destinations shall in no way be limited or waived by reasons of the goods having previously been inspected and approved by the Purchaser or its representative prior to the goods shipment from the manufacturing point.

10. **Undertaking:**

- 10.1 That I / We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I / We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 10.2 I/We understand and confirm the refund of cost difference if the same goods is / was supplied at lower rates to any other Govt: / Semi Govt: Institution, in the province in the same fiscal year.
- 10.3 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

CERTIFICATE:

We guarantee to supply the sores exactly in accordance with the requirement specified in the invitation to this tender.

SIGNATURE OF TENDERER: _____

NAME & DESIGNATION: _____

ADDRESS: _____

Rs. 2000

NOT refundable / Transferable

Date of opening of Tender _____

Time of receipt of Tender _____

Time of opening of tender _____

Offer shall remain open on _____ from _____ the date of opening. The tenderers shall quote on free to consignees and at Medical Superintendent, Sir C.J Institute of Psychiatry Hyderabad. Price should be quoted in figures and words with Hospital discount, failing which, the offer will be ignored.

SR #	NAME OF ARTICLES	MANUFACTURER / COMPANY	QTY	RATE	RATE IN WORDS
HARD WARE ITEMS.					
01	Computer with following accessories. <ul style="list-style-type: none"> • Processor i3 2.8 Ghz or above. • Ram 2 GB or above. • Hard disk 320 GB. • Super Combo DVD/RW. • Keyboard & Mouse. 		04		
02	LCD / LED <ul style="list-style-type: none"> • Size LCD / LED 19". • Resolution: 13,66 x 768 • Panel type: TN • Color Support: 16.7M 		04		
03	Laser Printer <ul style="list-style-type: none"> • Print speed: 18 PPM • RAM: 8MB • Resolution: 600 x 600dpi • Page Per Month: 5000 Pages • Connectivity: USB 		04		
04	Scanner <ul style="list-style-type: none"> • Type: Flatbed Scanner. • Resolution : 2400 x 4800dpi • Maxim: document size: 216 x 297mm • Interface: Hi speed USB 2.0 		04		
PLANT & MACHINERY					
05	Color Television <ul style="list-style-type: none"> • CRT Color TV Sets 21" • Model AG BK2001 Features <ul style="list-style-type: none"> • 21" Semi Flat Screen • Multiform Language • Quick view • Child lock 		12		

	<ul style="list-style-type: none"> • Auto Power Off • Sound Equalizer 				
06	<p><u>Steam Sterilizer (Autoclave) for Dental Unit. With warranty</u></p> <ul style="list-style-type: none"> • Destroys AIDS & HEPATITIS viruses • High pressure high temperature steam sterilizer • Automatic control of temperature & pressure <p>With all accessories</p>		01		
07	<p><u>Stream Sterilizer (Autoclave) for Emergency</u></p> <ul style="list-style-type: none"> • Destroys AIDS & HEPATITIS viruses • High pressure high temperature steam sterilizer • Shorter sterilization cycle of 18 min. • Microprocessor control of temperature & pressure • Digital display with all accessories. 		01		
08	<p><u>CCTV System Best Quality with warranty</u></p> <p>Features</p> <ul style="list-style-type: none"> • Day and night feature(ICR) • 24-hour surveillance • Excellent Image quality • Resolution 540 TV line • Lens F3.6MM / F2.0 • Lens Angle 92.6 • Range 15 meter or above 		24		
09	<p><u>DVR For CCTV Best Quality with warranty</u></p> <p>Features</p> <ul style="list-style-type: none"> • Output HDMI, VGA, TV • 24 Channels • 2 TB Hard drive or above • 16 Channel video • Live recording, playback • Backup • Video Detection Motion • MD Zones: 396(22×18) 		01		

10	<p><u>Wiring & Installation for CCTV</u></p> <ul style="list-style-type: none"> • Installation 10 Drum approx. • Wire RJ 11 • Installation 33 Drum Power wire approx. 		01		
11	<p><u>Intercom System Best quality with warranty and Installation</u></p> <ul style="list-style-type: none"> • Installation 10 coils Approx. • Coils 99% Copper • 4 lines • 25 Intercom Line • 25 Telephones sets 		01		
12	<p><u>Geezer 45 Gallons best quality, warranty with installation.</u></p> <ul style="list-style-type: none"> • Inner Tank 12 Gauge • Middle Pipe 3" • Outer Body Clonide Sheet • Unitrol Thermostat (Imported) • Powder Quoting Paint • One Year Warranty <p>Made by: Singer / Super Asia / G.F.C / Friends.</p>		12		
13	<p><u>Electric Ceiling Fans 56" best quality & warranty.</u></p> <ul style="list-style-type: none"> • Size: 56" • Volts: 220 / 230 • RPM: 315 • Cycle: 50 • Type: Capacitor • Watts: 70 • Air displacement cu ft / min: 12000 <p>Made by: Pak / G.F.C / Royal / Rado</p>		100		
FURNITURE & FIXTURE					
14	<p><u>Multi Foam with Rexene Cover.</u></p> <ul style="list-style-type: none"> • Size: 3 x 6 • Thickness : 4" • Warranty: 10 year • Rexene cover best quality. 		300		
15	<p><u>Blankets (Best Quality)</u></p> <ul style="list-style-type: none"> • Size: Single • Color : Brown • Best quality 		300		

16	<p><u>Patients Iron Bed (Best Quality)</u></p> <p>Technical Specification:</p> <ul style="list-style-type: none"> • Overall size: - 3 x 6 x 2.5 fit. • Top of the bed made with CRCA sheet. • Frame work made with rectangular ms pipe 14 gauge. • Strong legs mounted on rubber stumps. • Pre treaded and epoxy powder coated finishing. 		200		
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