



**GOVERNMENT OF SINDH  
CIVIL HOSPITAL KARACHI**

**STANDARD BIDDING DOCUMENTS**

**FOR COMPUTER SOFTWARE  
ROUGH COST ESTIMATE**

**Rs. 0.463**

**OPENED ON 4<sup>TH</sup> JUNE 2015**

**AT 12:30 PM**

## **BIDDING DATA**

Procuring Agency	:	Medical Superintendent Civil Hospital Karachi
Address	:	Baba-e-Urdu Road, Karachi
Name of Work	:	Computer Software
Bid Validity	:	90 Days
Amount of Bid Security	:	2% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Performance Security	:	2% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage One Envelope Procedure
Advance Payment	:	No Advance Payment
Period of Completion	:	30 Days
Liquidity Damages	:	0.05% of the bid price per day after the period of Completion upto 10% maximum
Inspection Authority	:	Inspection Committee
Place of Inspection	:	I.T Department of Civil Hospital Karachi
Place of Delivery	:	I.T Department of Civil Hospital Karachi

**GENERAL CONDITIONS OF CONTRACT**

1. 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.
2. The bidder shall drop by hand / mail in the office of the Medical Superintendent, Civil Hospital Karachi as date mentioned in Tender Enquiry / advertisement.
3. The bid documents comprises the following (as per rule, 21 of SPP Rules 2010 amended 2013).

a) Instruction to Bidder	Annex-I
b) Form of Bid	
i) Proposal / Specification	Annex-II
c) Form of Contract	Annex-III
d) General / Special Conditions of Contract	Annex-IV
e) Bid Evaluation Criteria	Annex-V
4. The tenders will be received back upto \_\_\_\_\_ at 11:30 am and will be opened on the same day at 12:30 noon in the presence of Purchase Committee and the bidders of their authorized representative. In case of holiday the bids shall be opened on next day at same time.
5. Bid Security, Amounting 2% of Bid price should be in shape of Pay order in Medical Superintendent Civil Hospital Karachi issued by any schedule Bank of Pakistan.
6. 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 in stipulated time if the bid is accepted.
7. Conditional tender and tender without bid security shall not be considered.
8. Delivery time will be 30 days starting from the issuance of work orders / signing the contract.
9. GST / Income Tax Certificate must be accompanied with tender

10. The procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (amended 2013). The payment will be made within four weeks after receipt of bill / invoice duly fill in all respects.
11. 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.
12. Prices quoted shall remain open upto 30<sup>th</sup> June 2015.
13. Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
14. The bids shall be quoted in Pak Rupees.
15. 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.
16. The procuring agency may reject all bids or proposal 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.  
"Noted"

**Signature of Contractor**  
**Stamp**



**ANNEXURE – II**

**Tender Form: Rs. 500/-  
(Non - Refundable)**

**OFFICE OF THE MEDICAL SUPERINTENDENT CIVIL HOSPITAL KARACHI  
SCHEDULE FORM FOR COMPUTER SOFTWARE**

No.	Description	Specification	Qty	Unit	Remarks	Amount
1	Antivirus License	(Symantec) 1 Server 25 Clt	No.	01		
2	Asset / Inventory Management	Module (ERP)	No.	01		
3	Windows 2012 Server License Standard	(OEM)	No.	01		

**Note:**

1. The said items will be procured on best quality basis.
2. Procuring Agency (PA) reserves the right to request for Demo of the offered software to check the quality.

**SIGNATURE OF CONTRACTOR:** \_\_\_\_\_

**SUPPLIER:** \_\_\_\_\_

**NAME OF FIRM ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**CELL #** \_\_\_\_\_

**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_\_ 2015 between \_\_\_\_\_ (hereinafter called the "Employer") of the one part and \_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) The Letter of Acceptance;
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data;
  - (d) The priced Schedule of Prices;
  - (e) The Specifications; and
  - (f) The Drawings
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

\_\_\_\_\_

\_\_\_\_\_

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_

\_\_\_\_\_

(Name, Title and Address)

(Name, Title and Address)

**INSTRUCTIONS / BID EVALUATION CRITERIA:-**

- a) Each bid shall comprise one Single Envelope containing the required information.
- b) Bid Security may be attached in shape of DD / Pay Order / Bank Guarantee issued by the scheduled Bank(s) in Pakistan.
- c) Bid should be dropped in the office of the Additional Medical Superintendent (Procurement) 1<sup>st</sup> Floor Admin Block Civil Hospital Karachi by mail or by hand in due course of time and the same will be opened at Board Room 2<sup>nd</sup> Floor Admin Block Civil Hospital Karachi.
- d) Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
- e) Tender Fee in shape of pay order in favor of Medical Superintendent, Civil Hospital Karachi must be attached, else the offer will be rejected.
- f) Bid should be inclusive all Government taxes (If applicable) and the same will be paid themselves by the Contractor except withholding tax and 0.30% Stamp Duty which will be deducted at source in office of the Accountant General Sindh Karachi.
- g) Civil Hospital Karachi shall disqualify a contractor, whether pre-qualified or not, if it find at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.

**CRITERIA FOR EVALUATION OF THE BID:-**

		Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience		
3.	Registration with Income Tax / Sales Tax. (Mandatory) / Sindh Sales Tax (SST) If applicable.		
4.	Copy of Bank Certificate regarding financial soundness and turn over for the last three years.		

**Signature of Contractor(s)**

**Stamp**



Phone # 99203108, 99204203



**GOVERNMENT OF SINDH**  
**HEALTH DEPARTMENT**  
(PROCUREMENT MONITORING & INSPECTION CELL)

**NOTIFICATION**

No.SO(PM&I)2-1/2014/PM-04/(CHK): A Procurement Committee under Rules-7 of Sindh Public Procurement Rules 2010 is hereby constituted comprising the following for processing and finalization of procurement of Instruments (Disposable items) for "Coronary Angiography and Angioplasty, Endoscopy, Esophageal & Anorectal Motility, Ophthalmic, Orthopedic & Oral Maxillofacial Implants and I.T Equipment / Stationery / Hardware / Software at Civil Hospital, Karachi during the current financial year 2014-15.

01	Head of Cardiology Department, Dow University of Health Sciences, Karachi.	Chairman
02	Head of Orthopedic Surgery Unit II, Dow University of Health Sciences, Karachi.	Member
03	Head of Ophthalmology Unit II, Dow University of Health Sciences, Karachi.	Member
04	Additional Secretary (PM&I), Health Department, Govt. of Sindh or his nominee	Member
05	Adl. Medical Superintendent (Procurement), Civil Hospital Karachi.	Member
06	Adl. Medical Superintendent (Stores), Civil Hospital Karachi.	Member
07	Accounts Officer, Civil Hospital, Karachi.	Member

**TORs**

- The TORs / Functions / Responsibilities of the Procurement committee in accordance with Rule-8 of SPP Rules 2010 shall be as under:
- Preparing bidding documents;
  - Carrying out technical as well as financial evaluation of the bids;
  - Preparing evaluation report as provided in Rule-45;
  - Making recommendations for the award of contract to the competent authority;
  - Perform any other function ancillary and incidental to the above.

**ALAMDIN BULLO**  
**SECRETARY HEALTH**

No. SO(PM&I)2-1/2014/PM-04/(CHK)

Karachi, dated the 08<sup>th</sup> January, 2015

A copy is forwarded for information & necessary action to:-

- The Secretary to Govt. of Sindh, Finance Department, Karachi.
- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The Medical Superintendent, Civil Hospital, Karachi.
- The Chairman and all the members of the Committee.
- The P.S. to Secretary Health.

**(DR. TANWEER AHMED CHACHAR)**  
**SECTION OFFICER (PM&I)**

*9/1/2015*  
*2/c Pkg*  
*9/1/2015*

*1809*  
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*2*  
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