



**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)**

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300
Ph-021-99244103, email: director_admn_medical@sessi.gov.pk

TENDER FOR THE PURCHASE OF DIET ITEM FOR THE YEAR 2015-2016

| | |
|----------------------------------|--|
| COST OF TENDER DOCUMENTS: | Rs. 1000 (Rupees One Thousand Only) Non-Refundable |
| TENDER SELLING PERIOD: | From the date of publishing to <u>10.06.2015</u> |
| TENDER SUBMISSION DATE AND TIME: | On <u>11.06.2015</u> from 9.00 a.m. to 10:30 a.m. |
| TENDER SUBMISSION PLACE: | Office of the Director Administration Medical, Aiwan-e- Mehnatkash, SESSI Head Office, ST-17, Block- 6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi. |
| TENDER OPENING DATE AND TIME: | On <u>11.06.2015</u> at 11.30 a.m. |
| TENDER OPENING PLACE: | Conference Room 2 nd Floor SESSI Head Office Karachi |

NOTE:- Tender shall not be accepted after sealing of the Tender Box.

TERMS & CONDITIONS

Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all applicable duties / Taxes and transportation etc. and all other expenses on free delivery to Consignee's end. Price should be quoted in Figures & Words both, failing which the offer will be ignored.

1.0 GENERAL CONDITIONS & INSTRUCTIONS:

- 1.1 In this tender, method of procurement shall be "SINGLE STAGE ONE ENVELOPE" procedure as per SPPRA rules 2010. Amended rules 2013.
- 1.2 Bid shall comprise a single package The envelope shall contain financial proposal and the technical proposal. The envelope must contain tender inquiry No. on the top, the name of the Bidder should be affixed on the face of the envelope on the left side. The envelope should be sealed and addressed to Commissioner SESSI Karachi and inserted in Tender box on the scheduled date and time.
- 1.3 Proposal should have the following documents:
 - I. Original Tender receipt (10 points)
 - II. NTN Certificate. (10 points)
 - III. Sales Tax Registration Certificate. (10 points)
 - IV. Last three years tax returns of Bidder. (10 points)
 - V. Original Pay Order/ Bank Draft of Earnest money. (20 points)
 - VI. Original copy of the Bid offer with Quoted price. (10 Points)
 - VII. Last three year experience of supply of food item to any institution (proof must be provided 30 points)

Note Bidder must score 80% to qualify technical criteria

- 1.7 The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it, duly stamped.
- 1.8 Rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 1.9 No Tender will be entertained without Bid Security. Conditional tender will not be accepted.
- 1.10 Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of Commissioner SESSI, Karachi which

shall remain valid for 28 days beyond the Bid validity period.

- 1.11 The Bid Security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidders or the validity period has expired.
- 1.12 The Bid Security shall be released to successful bidders after submission of performance security.
- 1.13 The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.
- 1.14 One "SAMPLE TENDER PROFORMA" is supplied with the lists of items to be purchased. The items have to be quoted on the Performa; duly filled stamped & signed by the authorized bidder. Only those items shall, be typed on the Performa / separate Letter head (as per serial of Performa) for which the rates are to be quoted. Any alteration/ correction must be initialed and each page is to be signed and stamped at the bottom.
- 1.15 The supplies should be in commercial pack and delivered at the designated place by the authorized representative of the firm at the risk and cost of the supplier. Any breakage or shortage of stock will be recovered from the supplier.
- 1.16 Meat will be weighed at the hospital after it has been cut into small pieces.
- 1.17 Fresh items like Fruits, Vegetables, bread etc should be supplied on daily basis.

2. SPECIAL CONDITIONS:

- 2.1 The quoted rates once offered by the firms will not be changed during the contract period.
- 2.2 The bidders shall quote their price both in figure and in words on Free delivery basis to SESSI Hospitals .
- 2.3 2.5 if a bidder supply sub-standard, misbranded or contaminated item(s) etc., those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality against the rejected items. Otherwise amount equivalent to the supplied quantity of defective goods will be deducted from their bill and supplier may be black listed by the competent authority accordance with the offence and hence their performance security will be forfeited.
- 2.4 The Technical evaluation depends upon the documents provided by the bidder mentioned in clause 1.3 of Terms and Conditions of the tender.
- 2.5 2.13 If any of the firm/supplier will not supply the Goods after getting award of contract, the whole performance security shall be forfeited and the same will be black listed.

3. PURCHASER'S RIGHT TO VARY QUANTITIES

The authority reserves right to increase / decrease or delete the quantities of goods at the time of award of contract and also reserves the right to enhance the quantity of goods originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

4. PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:

The Competent authority reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010. Amended rules 2013

5. PERFORMANCE SECURITY:

The successful bidders will have to deposit the requisite security in the shape of a Pay Order / Demand Draft at 5% value of the order amount. The same will be released after successful completion of stores.

6. UNDERTAKING on Rs.100/- Non Judicial Stamp Paper

- 6.1 I/we read / understand the conditions specified in the tender inquiry and undertake:

- 6.2 That I/we will remain bound to supply any item as an additional quantity at the same rate on which said item I/we have supplied during the contract period.
- 6.3 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item.
- 6.4 I/we understand and ensure for the supply of quality goods. I/we also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared sub-standard.
- 6.5 I/we undertake that, if any of the information submitted in accordance to this tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.
- 6.5 I/we undertake that, I/we have never been black listed.

7. **TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE**

I / we, M/s. _____ is hereby confirmed that I/we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010 for procurement of goods during the validity of the tender.

Signature of Vendor _____

Name of Authorized Person _____

Designation _____

Seal and Address _____

Tel No. _____ Fax No. _____

E-mail address _____

Witnesses

Name _____ Signature _____

Name _____ Signature _____

Note:

- All the above said instructions must be read carefully for compliance.
- Department reserve the right to ask and verify any document related with manufacturing of item supplied , to assess the quality.

| Sr. No. | Name of item and specification | | |
|--------------|--------------------------------|----------------------------|-------------|
| RATION ITEMS | | | Requirement |
| 1 | Atta | Fine Quality No.1 | 26000 |
| 2 | Sugar | White No.1 | 2500 Kgs |
| 3 | Canolla Oils | 5 Litre Pack Branded | 2500 Ltr |
| 4 | Rice | Kernal/Basmati Old No.1 | 1200 Kgs |
| 5 | Salt | Branded | 700 Kgs |
| 6 | Red Chilli Powder | 400 gms Pack, Branded | 55 gms |
| 7 | Dhanya Powder | 400 gms Pack, Branded | 40 gms |
| 8 | Haldi Powder | 100 gms Pack, Branded | 31 gms |
| 9 | Mix Spices | 50 gms Pack, Branded | 37 Kgs |
| 10 | Tea Leaves | 200 gms, Pack Branded | 220 Kgs |
| 11 | Sagudana | No. 1 | 20 Kgs |
| 12 | Custard | Branded | 15 Kgs |
| 13 | Vermicellis | Branded | 9 Kgs |
| 14 | Milk Powder | Branded | 400 Kgs |
| 15 | Dal Masoor | No. 1 | 475 Kgs |
| 16 | Dal Moong | No. 1 | 900 Kgs |
| 17 | Dal Mash | No. 1 | 300 Kgs |
| 18 | Dal Chana | No. 1 | 550 Kgs |
| 19 | Sabit Masoor | No. 1 | 450 Kgs |
| 20 | Kishmish | No. 1 | 1 kg |
| 21 | Almond | No. 1 | kg |
| 22 | Chocolate energy powder | Branded | 30 Kgs |
| 23 | Branded Red Syrup for drink | Pet Bottle (1 Litre Pack) | 20 liters |
| 24 | Ice Cream Soda Syrup | Pet Bottle (1 Litre Pack) | 15 Ltrs |
| 25 | Chocolate drink powder | Branded | 40 Kg |

| FRESH ITEMS | | | Requirement |
|-------------|-------------------------|----------------------------|-------------|
| 1 | Beef without bone | Young cow from leg | 8000 kgs |
| 2 | Mutton without bone | Young goat/ Without framly | 600 Kgs |
| 3 | Fish without Skin | Rohou | 500 Kgs |
| 4 | Chicken Small (Dressed) | Briller without neck | 2000 Kgs |
| 5 | Eggs | Large | 8500 Dozen |
| 6 | Butter (25gm. Pack) | Branded | 5000 Kgs |
| 7 | Milk | Branded | 9000 Ltrs |
| 8 | Curd | Fresh | 10 Kgs |
| 9 | Bread Plain | Branded | 7000 Kgs |
| 10 | Bran Bread | Branded | 80 Kgs |
| 11 | Jam Jelly 20 gm/15 gm | Branded | 700 Kgs |

| | VEGETABLES | | Requirement |
|----|-------------------|-----------------------------|--------------------|
| 1 | Onion | Large size dry | 5000 Kgs |
| 2 | Tomato | Red Large size fresh | 3500 Kgs |
| 3 | Ginger | Fresh | 115 Kgs |
| 4 | Garlic | Peeled | 115 Kgs |
| 5 | Potato | Large | 2000 Kgs |
| 6 | Carrot | Fresh Medium | 125 Kgs |
| 7 | Pumpkin | Small | 1400 Kgs |
| 8 | Spinach | Fresh Green | 400 Kgs |
| 9 | Cauli Flower | Large Size | 500 Kgs |
| 10 | Turnips | Medium/Small without leaves | 300 Kgs |
| 11 | Tinda | Fresh | 300 Kgs |
| 12 | Cabbage | Green Small | 400 Kgs |
| 13 | Turri | Small Green | 300 Kgs |
| 14 | Lady Finger | Small/Medium | 500 Kgs |
| 15 | Peas | Tender Green/Fresh | 200 Kgs |
| 16 | Arvi | Medium size | 400 Kgs |
| 17 | Bringal | Small/Medium | 350 Kgs |
| 18 | Chilli | Green (Small) | 110 Kgs |
| 19 | Dhanya | Green & Fresh | 110 Kgs |

| | FRUITS | | Requirement |
|---|---------------|--------------|--------------------|
| 1 | Banana | Large Size | 2500 |
| 2 | Kinu | Large | 700 |
| 2 | Mosambi | Large | 600 |
| 2 | Apple Golden | Medium | 1000 |
| 2 | Apricot | Large Yellow | 550 |
| 2 | Plums Black | Large | 550 |
| 2 | Cheeko | Large Sweet | 100 |