



**GOVERNMENT OF SINDH  
CIVIL HOSPITAL KARACHI**

**STANDARD BIDDING DOCUMENTS  
FOR  
INFORMATION TECHNOLOGY EQUIPMENTS  
ROUGH COST ESTIMATE**

**Rs. 0.378**

**OPENED ON 6<sup>th</sup> June, 2015**

**AT 12:00 PM**

## **BIDDING DATA**

Procuring Agency	:	Medical Superintendent Civil Hospital Karachi
Address	:	Baba-e-Urdu Road, Karachi
Name of Work	:	I.T Equipments Items
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	:	10 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 document comprises the following (as per rule, 21 of SPP Rules 2010 (amended 2013)).

a) G.C.C.	Annex – I
b) Form of Bid	
i) Proposal / Specification	Annex – II
c) Form of Contract	Annex – III
d) Instructions / Bid Evaluation Criteria	Annex – IV
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 form of 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 falls 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 filled 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**  
**TENDER FORM FOR IT EQUIPMENTS**

<b>S. No.</b>	<b>Description / Specification</b>	<b>A/U</b>	<b>Qty</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
<b>1</b>	<b>External Hard Drive</b> 1 TB USB 3.0 Make: _____ Model: _____ Country of Origin: _____	Nos.	03		
<b>2</b>	<b>Color Printer (Professional)</b>  Make: _____ Model: _____ Country of Origin: _____ Print speed, black (normal / best quality) Up to 35 ppm Processor speed 460 MHz Print technology Laser Print quality, black Up to 1200 x 1200 dpi Duplex printing (printing on both sides of paper) Automatic (optional)  Input capacity, max. Up to 850 sheets Media sizes, std. Executive, legal, letter, letter rotated, statement, 8.5 x 13 inch, 11 x 17 inch, 12 x 18 inch, monarch envelope, DL envelope, # 10 envelope Media sizes, custom Tray 1: 3 x 5 in to 12.28 x 18.5 in; Tray 2: 3 x 5 in to 11.69 x 17 in; Tray 3: 3 x 5 in to 11.69 x 17 in Media weight, recommended Tray 1: 16 to 53 lb; Tray 2, 3: 16 to 32 lb Media types Paper (color, letterhead, light, plain, preprinted, prepunched, recycled, rough, toughpaper), bond, cardstock, envelope, labels, transparency, vellum  Memory slots One 100-pin DDR DIMM slot, 2 Compact Flash slots Print languages, std. HP PCL 5, HP PCL 6, HP PostScript Level 3 emulation Typefaces 103 built-in scalable PCL, 93 internal PS	Nos.	01		

S. No.	Description / Specification	A/U	Qty	Rate (Rs.)	Amount (Rs.)
3	<b>Scan Jet Scanner (Professional)</b> Make: _____ Model: _____ Country of Origin: _____  Capacity                      50 sheets Speed up to                    15 ppm/6 ipm USB                                Yes Colour depth                  48-bit color Max. document size        8.5 in x 11.5 in Max resolution                Up to 2400 dpi	Nos.	02		
4	<b>Blank CD Box (100 pcs Box)</b>	Box	01		
5	<b>Photocopy Machine</b> Make: _____ Model: _____ Country of Origin: _____  Type                                Monochrome Laser Copy Speed                        24cpm / A4 Copy Resolution                600 x 600dpi Multiple Copies                1 to 99 Reduction                        50%, 70%, 81%, 86% Zoom                                50% ~ 200% Copy Size                         Up to LGL Toner Save Mode                On / Off Copy Features                  ID Card Copy (by setting), Memory Sort, Toner Save mode, 2-on-1 combination  Copy Memory                    128MB (Share) Warm-Up Time                  < 13.5secs.	Nos.	02		

**Note:**

1. The said items will be procured on the best quality basis
2. Procuring Agency (PA) reserves to right to request for DEMO of the offered items / articles 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;
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

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(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

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(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:-**

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

**Signature of Contractor(s)**

**Stamp**