

**REHABILITATION CENTER FOR
MULTIPLE HANDICAPPED CHILDREN
LARKANA**

Bidding Document

of

***Supply of Furniture /Fixture under ADP
Scheme No. 35 2014-15***

**Construction of Rehabilitation center for Multiple
Handicapped Children (RCMHC)Larkana ADP No.
35 (2014-15)**

**Assistant Director
RCMHC
Behind Govt SBB Law College, Stadium Road
Larkana
Tel. # 074/9410367**

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REHABILITATION CENTER FOR MULTIPLE HANDICAPPED CHILDREN (RCMHC) LARKANA

BID PROPOSAL FORM FOR FURNITURE & FIXTURE.

NIT No. _____ dated _____ 2015

SCHEDULE OF REQUIREMENT & PRICE

PRICE RS: 2,000/- (NOT REFUNDABLE OR TRANSFERABLE)
TENDER ENQUIRY DUE ON -----2015
TIME OF RECEIPT OF TENDER -----01:00 PM
TIME OF OPENING OF TENDER-----02:00 PM

INSTRUCTIONS TO BIDDERS

1. The Contract resulting from this invitation shall be governed by the Sindh Public Procurement Rules 2010.
2. **Rehabilitation Center for Multiple Handicapped Children Larkana** invites sealed bids on single stage two envelopes system as per Sindh Public Procurement Rules 2010 from registered suppliers for **Supply of Furniture / Fixture**, under Revenue component of ADP Schemes **(I) Construction Rehabilitation Center for Multiple Handicapped Children (RCMHC)Larkana ADP No. (2014-15)**.
3. Bidders are required to check that Tender Documents issued to them are complete in all respects per Summary of contents related to Instructions to Bidders, Salient Features, Evaluation Criteria, Form of Tender, Form of Agreement, Specifications (Technical), Scope of Work, Drawings etc.
4. The rates in pak. Rupee to be inserted in the Bill of Quantities shall be deemed to include all costs whatsoever description and expenses necessary for free delivery to consignee End i.e District Office, Social Welfare District Larkana, it is also included taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender prices amended accordingly.
5. In case of quoting alternate price, separate tender may be purchased.
6. No authorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
7. Any clarification, revision, addition or deletion, in the Tender documents may be made by the Procuring Agency before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the Procuring Agency and will become part of the Contract documents. Each Addendum shall be signed by the Tendered and returned with other Tender documents.
8. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the salient features of the Tender.

9. The Contractors whose Tender is accepted, by the Procurement Committee, will be required to enter into a Contract agreement as defined in the Form of Agreement.
10. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
11. The Tender documents referred to above constitute a part of this Tender and comprise of the following documents:
 - a) Instructions to bidders.
 - b) Salient Features
 - c) Evaluation Criteria.
 - d) Form of Agreement.
 - e) Form of Bid.
 - f) Scope of work / Bill of Quantities / Specification (Technical).
 - g) The Addendum (if any)
 - h) The Drawings (if any).

SALIENT FEATURES / TERMS & CONDITION OF THE TENDER/BID

1.	Name of Work & Address	<i>Supply of Furniture/ fixture under Revenue component of ADP Scheme Construction of Rehabilitation Center For Multiple Handicapped Children RCMHC Larkana under ADP NO 35(2014-15</i>
2.	Time & Date of issue of Tenders	From the date of hoist on SPPRA web site
3.	Place of Issuance of Tender	opening of Technical Proposal, during office hours. Office Of the Assistant Director RCMHC Behind Govt SBB Law College Stadium Road Larkana Tel:No 0749410367
4.	Method of opening of Tender	It will be Single Stage one Envelope system as per SPPRA Rules 2010.
5.	Date & Time of Submission of Tenders	As hoist on SPPRA web site
6.	Date & Time of Opening of Tenders / Technical Proposals	As hoist on SPPRA web site
7.	Venue of submission & opening of Tenders	Meeting hall Office of the Assistant Director RCMHC Stadium road Larkana Tel. # 074/9410367
8.	Validity of bid	The cost quoted shall be valid for period of 45 days from date of opening of bids
9.	Amount of Earnest Money/Bid Security	2.% of the Contract value in shape of pay order / Call Deposit from schedule Bank to be submitted along with Financial Proposal.
10.	Supply of Furniture/ Fixture etc	30 th June 2015
11.	Warranty Period with replacement of Parts and services	The warranty period of physiotherapy equipments with Free of cost replacement will be for two years. Two years free service from the date of Installation.
12.	(a) Contract Agreement	The Contractor shall enter & execute a formal Agreement as per the "Form" annexed with such modification as may be necessary, by the Procuring Agency
	(b) Stamp Paper requirement for Agreement.	0.2% of the Contract Value or as prescribed by Government Laws.
14.	Release of Earnest Money/Bid Security of 2.%	To un-successful bidders, after work is awarded. To successful bidders Earnest Money will be released after purchase order is issued but after that 5% Security Deposit is deposited.
16.	VARIATION IN CONTRACT PRICE.	No any variance in price shall be allowed on any ground including currency fluctuation / variation or whatsoever.
17.	Discrepancy	If there is any discrepancy between salient features of Tender / Bidding Document and respective content mentioned elsewhere, Salient Feature / Terms & Condition of tender will govern.
18.	Taxes.	All taxes will be deducted as per prevalent laws of country.

1. 1

Contractor (Maintenance includes all Parts & Labour, etc. with sufficient staff, during maintenance period).

GENERAL CONDITIONS

Note: No tender will be accepted after closing of the Tender box, whatsoever reason may be.

1. Store is required immediately. The tender may, however give their short guaranteed delivery period by which the supply will be completed positively.
2. In **Financial Bid**, the vendor should mention Financial Offer along with Pay Order / Bank Draft 2.5% value of quoted items in favor of Assistant Director RCMHC Larkano.
3. In case of supply order the bidder should be supplied the quoted item within time as specified in Tender Document i.e. 40 days.
4. No tender will be entertained without earnest money. The earnest money will be forfeited to Government Treasury, in case of non-submission of security money within seven (7) days of receipt of the offer letter.
5. The warranty period will commence from the date of installation of the Equipment at RCMHC Larkana.
6. Firm must provide complete details of their financial standing, listing of similar items supplied in Pakistan. Details of local stock of spare parts for similar Store and details of office with number of personals.
7. The vendor has to quote only one rate for each item as per tender specifications. Hand written tenders or a over writing, cutting, should be signed.
8. **Vendors should quote the items they intend to supply.**
9. The bidder shall submit with the bid, an **UNDERTAKING** on Non-Judicial stamp paper of Rs. 50/- duly attested by Oath Commissioner, stating that the Physiotherapy equipments will be supplied brand new, free from defects as per the approved sample and will bind himself for availability of spares parts for a period of 10 years from the date of supply. In case of winding up of his business, the supplier shall be bound to make an alternate arrangement of spare parts and maintenance of medical equipment. In case of default, depreciated cost of medical equipment will be recoverable from vendor.
17. If it has been found that the information submitted by the bidder regarding his qualification and professional, technical, financial, legal or managerial competence as supplier / contractor is / was false and materially inaccurate or incomplete at any stage, then the bidder will be disqualified.
18. Suppliers / Contractors will be responsible for supply at consignee end, free of cost and also responsible for final installation work, if required.
19. Equipments will be handed over to the District Officer Social Welfare Larkano / AD RCMHC Larkana.
20. Price escalation will not be allowed.
21. If vendor doesn't supply Physiotherapy equipment, Furniture and other Miscellaneous items in accordance with the supply order or fails to supply according to terms and conditions or in case of any other default, Performance Security and Security Deposit would be forfeited and further action as per SPPRA Rules 2010 would be taken against such vendor.
22. If the supplier fails to give supply and install within the stipulated period, Liquidated charges will be imposed.
23. The decision once taken will be final and will not be challenged in any Court of Law.
24. A copy of Income Tax and GST Registration Certificate should be attached alongwith **Bid**.
25. Conditional Tender(s) against the Government rules and non-compliance of instructions mentioned in Tender Form will not be entertained.

26. The vendor should submit a Data Sheet according to the Tender Specifications Format mentioned in the tender and highlight the tender specifications in their Technical Data Sheet. Additional Features can be mentioned separately.
27. In case the information supplied by bidder in Questionnaire / Proforma is incomplete or incorrect, the Tenderer will be liable for rejection.
28. The Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPPRA Rules 2010.
29. The offer will remain valid as per SPPRA Rules 2010.
30. **Criteria for Evaluation of Bid.**
 - a. Specifications compliance.
 - b. Quoted Price.
 - c. Quality of Items.
 - d. After sale service facility.
 - e. Authority letter.
 - f. Earnest Money.
 - g. Guaranty of availability of parts of the supply articles for 10 years.
 - h. Delivery Schedule.
 - i. Compliance of Terms & Conditions and Additional Terms & Condition of the Bid Form.
 - j. Operational Cost
 - k. Registration with different authorities

I / We agreed above mentioned terms & conditions:

Name of Contractor

Signature

(CNIC NO

(Copy must be attached).)

Full Address

Rubber Stamp

FORM OF AGREEMENT

1. THIS AGREEMENT made this _____ day of _____ Between Messrs. Assistant Director RCMHC Larkano being hereinafter called the "OWNER" which expression shall, wherever the context so permits, mean and include its successors in interest, executors, administrators, liquidators, nominees and assignees of the ONE PART, and Messrs. _____ hereinafter called the "CONTRACTOR", which expression shall, wherever the context so permits, mean and include its heirs, successors in interest, executors, administrators, liquidators, nominees and assignees of the OTHER PART.

WITNESSES:

- a. The Owner has invited tenders from various contractors for **Supply of Furniture/ Fixtures items** under Revenue component of ADP Schemes *Construction of Rehabilitation Center for Multiple Handicapped Children larkana ADP No 35 (2014-15)* in accordance with the requirements, and instructions prepared by the owner, and contained in the Tender Document issued by the Owners.
- b. In response to the invitation of the Owner, the Contractors have tendered their quotation and rates and have offered to carry out the supply, completion and maintenance of the aforesaid project and facilities in accordance with the requirements, conditions of contract, documents, standard quality, plans, and instructions of the Owner.
- c. The Owner is willing and agreeable to accept the aforesaid quotation, rates and offer of the Contractor on the various terms and conditions specified herein and in the documents listed in Clause-1, below.

NOW THEREFORE, THIS AGREEMENT WITNESSETH and in consideration of the mutual covenant and condition set forth herein, the parties hereto, do hereby agree, undertake and declare as under:-

1. The Following documents, hereinafter called "Contract Documents" shall be deemed to form, read and construed as an integral part of this Agreement:-
 - a. Tender documents including Addendum.
 - b. Contractor's bid letter No. _____ dated _____
 - c. Relevant Correspondence.
 - d. Letter of Award No. _____ dated _____

Tender S. No.	Description of Items	Rate per unit	Quantity Ordered	Total value in figures
1.				

2. Notwithstanding anything contained to the contrary or in conflict with the provisions of this agreement in any of the documents mentioned in Clause - 1, above, the provisions of this agreement shall prevail and the documents mentioned above shall be deemed to have been amended to the extent of inconsistency found therein, by the provisions of this Agreement, In case of inconsistency between any of the documents

3. In consideration of the Contractors supply, completing and maintaining the work, as described heretofore, in conformity in all respects with provisions of this contract to the entire satisfaction of the owner, and the Contractor acting, abiding and performing his duties and obligations strictly in accordance with the terms and conditions herein and documents of the contract mentioned hereinabove, the Owner shall pay to the Contractor amount as per contract documents listed above.
4. This contract shall not be transferable or assignable in whole or part of any of the parties hereto, provided that the Owner may assign his rights and obligations in whole or in part to any other Company which shall be entirely owned Company belonging to the same Group of the Companies as the Owner. In such an event such other Company shall be entitled to act as Owner under this contract.

IN WITNESS WHEREOF the parties hereto, acting through their respective representative, have caused this agreement to be signed, sealed and delivered in their respective names on the day and the year first mentioned hereinabove.

SIGNED, SEALED AND DELIVERED
In the name and for and on
Behalf of the Owner / District Officer Social
Welfare Larkana

NAME: _____

DESIGNATION: _____

WITNESS:

1. NAME: _____

ADDRESS: _____

2. NAME: _____

ADDRESS: _____

SIGNED, SEALED AND DELIVERED
In the name and for and on
Behalf of the CONTRACTOR

NAME: _____

DESIGNATION: _____

WITNESS:

1. NAME: _____

ADDRESS: _____

2. NAME: _____

ADDRESS: _____

FORM OF BID

The Assistant Director
RCMHIC Larkano

Sub: *Supply of Furniture / Fixture* under Revenue component of ADP Scheme 35 2014-15

Dear Sir/ Madam,

1. Having examined the Tender Documents and the site conditions for the above mentioned Project, we, the undersigned offer to Supply, of above items in conformity with the said tender Documents (and Addendum if any) for the sum of under mentioned amount on basis:-

Price	Rate per unit	Total cost
Bid Price (In Figures)		
Bid Price (In Words)		

2. The above total sum is based on the quantities shown in the Bill of Quantities and other works as mentioned in Salient Features.
3. We undertake, if our tender is accepted, to sign an agreement within 07 calendar days following receipt of letter of award in the form laid out in annexure to this Tender with such alterations and additions thereto as may be required to adopt, such Agreement to circumstances of this Tender.
4. We undertake, if our Tender is accepted, to mobilize on site within 7 calendar days of receipt of the letter of award and commence the works on the first works comprised in the contract within the time of completion specified in the Salient Features.
5. We agree to abide by the Tender for a period of 40 calendar days from the date of opening of tender and shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance thereof and other relevant correspondence subsequent to the Tender shall constitute a binding Contract between us.

your written acceptance thereof and other relevant correspondence subsequent to the Tender shall constitute a binding Contract between us.

7. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not reimburse any expenses incurred by us in preparing and submitting the Tender or otherwise in connection with the Tender.
8. As a guarantee for the performance of the undertakings and obligations of this Tender, we submit herewith Earnest Money/Bid Security equivalent to 2% of the quoted cost in an amount Rs. _____ (Rupees _____) in form of Pay Order issued by the Bank vide No. _____ dated _____ made in your favor and made payable to you without any reference to us and valid for 90 calendar days from the date of submission of Tender.
9. The Tender Documents referred to above constitute a part of this Tender and comprise of the documents listed hereunder:
 - a. Instructions to bidders.
 - b. Salient Features
 - c. Evaluation Criteria
 - d. Form of Agreement.
 - e. Scope of work / Bill of Quantities / Specification (Technical).
 - f. The Addendum (if any).
 - g. The Drawings (if any).

Date: this _____ day of _____ 20__

Signature _____ in the capacity of _____ duly

authorized to sign bids for and on behalf of _____

(Name of Bidder in Block Capitals) (Seal)

Address _____

Witness:

(Signature)

(Name)

Address:

Occupation _____

REHABILITATION CENTER FOR MULTIPLE HANDICAPPED CHILDREN (RCMHC) LARKANA

Financial Bid

Bill of Quantity

Supply of Furniture / Fixture, under Revenue Component of ADP Scheme No 35 2014-15
Construction of Rehabilitation Center for Multiple Handicapped Children (RCMHC) Larkana

Rates should be quoted in pak Rupees

Sr.#	Name of Description/ Store with Specification (Furniture/ Fixture)	Qty	Rate per Unit	Total Cost (Figure & words)
1	2	3	4	5
01	REVOLVING CHAIR	01		
02	OFFICE CHAIRS	25		
03	OFFICER'S TABLE 5*3	01		
04	TABLES 4*2.5	09		
05	RACKS	04		
06	CABINAT (FOUR DRAWERS)	02		
07	COMPUTER TROLLY	02		
08	COMPUTER TABLE 3*2	15		
09	STEEL ALMARI /CUPBOARD	12		
10	WOODEN FATTA FOR TAILORING 5*3	04		
11	SHOW CASES FOR DISPLAY 7*4	04		
12	PHOTO SHOW CASE 7*4	01		
13	TABLET CHAIRS	100		
14	DESKS SINGLE	50		
15	MARKER BOARD /BLACK BOARD	08		
16	CUSHION CHAIRS FOR MEETING HALL	100		
17	TABLE FOR MEETING HALL	02		
18	SOFA SET WITH GLASS TABLE	02		
19	SOFA CUM BED	01		
19	ROSTRUM	01		
20	ATTENDENCE BOARD 3*4	01		
21	WOODEN STOOLS 2*1	10		
22	SHOWCASE SMALL SIZE 2*2	02		

Signature

.....

Contractor Name

.....

Date & Seal

.....

OFFICE OF THE ASSISTANT DIRECTOR REHABILITATION CENTER FOR MULTIPLE HANDICAPPED CHILDREN (RCMHC)LARKANA

ANNUAL PROCUREMENT PLAN OF DEVELOPMENT (Revenue Component) RCMHC LARKANA PHYSICAL YEAR 2014-15

S. No	Description of Goods to be provided	Qnt	Method & Procedure of Procurement	Anticipated Date of Advertisement (Where applicable)	Anticipated date of completion of procurement	Allocated Funds	Estimated Cost of items	Remarks
01	CONTENGECY Purchase of Furniture/ Fixture items	NA	Open competitive Bidding single Stage Envelope or as required as per SPPRA Rules 2010 (amended 2013)	May 2015	30 th June 2015	01 Million	-----	All procurements will be made as per SPPRA Rules 2010 (amended 2013)

Shamir

ASSISTANT DIRECTOR

RCMHC LARKANA