



**GOVERNMENT OF SINDH
CIVIL HOSPITAL KARACHI**

STANDARD BIDDING DOCUMENTS

**FOR COMPUTER STATIONARY
ROUGH COST ESTIMATE**

Rs. 0.998

OPENED ON 8th DECEMBER, 2015

AT 12:00 NOON



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BIDDING DATA

Procuring Agency	:	Medical Superintendent Civil Hospital Karachi
Address	:	Baba-e-Urdu Road, Karachi
Name of Work	:	Computer Stationary Items
Bid Validity	:	90 Days
Amount of Bid Security	:	5% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Performance Security	:	5% 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 5% 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 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 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 30th June 2016.
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 FOR COMPUTER STATIONARY

S. #.	Description	Specification	A/U	Qty	Rate (Rs.)	Amount (Rs.)
1	Printer Ribbon Roll	Epson 350 Epson 310 (Best Quality)	Roll Roll	380 Rolls 380 Rolls		
2	Paper	Duplicate with carbon paper for Dot Matrix Printer (Epson 350) Size 9.5" x 11" (Box having 250 duplicate sheets) (Best Quality)	Box	300 Box		
3.	A4 Paper Rim	80gsm (Box having 5 rims of 500 sheets each) (Best Quality)	Box	30 Box		
4.	Indoor Patients Inventory	Green Color pages 80gsm (Having 250 duplicate sheets & 20 columns on 1 page & for portrait page layout) (Best Quality)	No.	50 Nos.		

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 _____ 20 ____ 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;
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) 1st 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 2nd 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.
- h) Sindh Sales Tax (if applicable) then 20% will be deducted from the bill of the Contractors / Suppliers remaining 80% will be deposited by the Contractors / Suppliers themselves.

CRITERIA FOR EVALUATION OF THE BID:-

		Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience (Three Years) <i>General Mandatory</i>		
3.	Registration with Income Tax / Sales Tax. / Sindh Sales Tax (if applicable) NTN Certificate (Mandatory)		
4.	Copy of Bank Certificate regarding financially soundness and turnover for the last three years. (5.000 M) turnover in each year		

Signature of Contractor(s)

Stamp