



**GOVERNMENT OF SINDH  
CIVIL HOSPITAL KARACHI**

**STANDARD BIDDING DOCUMENTS**

**COMPUTER STATIONARY  
FOR  
OUTPATIENTS & EMERGENCY DEPARTMENT**

**ROUGH COST ESTIMATE**

**Rs. 0.995**

**OPENED ON 29<sup>th</sup> DECEMBER, 2015**

**AT 12:00 NOON**

## **BIDDING DATA**

Procuring Agency	:	Medical Superintendent Civil Hospital Karachi
Address	:	Baba-e-Urdu Road, Karachi
Name of Work	:	Stationary Items for Outpatients & Emergency Department, Civil Hospital Karachi
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 12:00 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 30<sup>th</sup> 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**



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

**OFFICE OF THE MEDICAL SUPERINTENDENT CIVIL HOSPITAL KARACHI**  
**SCHEDULE FOR**  
**COMPUTER STATIONARY FOR OPD & EMERGENCY DEPARTMENT**

Sr. #.	Description	Specification	A/U	Qty	Rate (Rs.)	Amount (Rs.)
2	OPD Slip	Out Patients Deptt Slip, each Box contains 4000 slips	Box	405		
3	Emergency Slip	Emergency slips, each Box contains 2000 slips	Box	190		

**Note:** The said items will be procured on best quality basis. Sample of the said items must be provided. (Specimen of slips are attached herewith)

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

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

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

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

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



CIVIL HOSPITAL KARACHI.


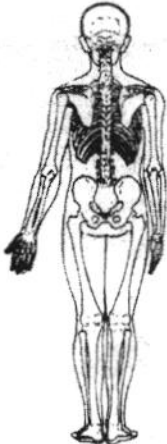
Signature  
Name of Doctor  
with Stamp

ڈاکٹر کے دستخط اور مہر لازمی ہے  
دوبارہ معائنہ کے وقت یہ پرچی ساتھ لانا لازمی ہے



# Civil Hospital Karachi

Department of Accident & Emergency

<b>Presenting Complaints:</b>		ML: _____ NON-ML _____
		ML NO: _____
		Pulse _____ /min
		B.P. _____ /mmHg
		Resp. Rate _____ /min
		Temp _____ oF
		GCS _____ /15
<b>Physical Examination:</b>		Call Given To _____ Time _____
		Call Given To _____ Time _____
		Call Given To _____ Time _____
		Call Given To _____ Time _____
<b>Injuries:</b>	<b>Investigations</b>	<b>Treatment</b>
<p>FRONT</p>  <p>BACK</p> 		
Name of CMO _____		Signature of CMO _____

Civil Hospital Karachi  
Department of Accident & Emergency



**Call Attended by:**

Name of the Department : \_\_\_\_\_ Date Time: \_\_\_\_\_ Name of Dr. : \_\_\_\_\_

Evaluation / Management :

\_\_\_\_\_

Name of the Department : \_\_\_\_\_ Date Time: \_\_\_\_\_ Name of Dr. : \_\_\_\_\_

Evaluation / Management :

\_\_\_\_\_

\_\_\_\_\_

Name of the Department : \_\_\_\_\_ Date Time: \_\_\_\_\_ Name of Dr. : \_\_\_\_\_

Evaluation / Management :



Final Outcome

Discharge \_\_\_\_\_ Admit (Dept) \_\_\_\_\_ Referred (Dept) \_\_\_\_\_

Dr. Name \_\_\_\_\_ Sign. \_\_\_\_\_



**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) 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.
- 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.
- i) Registration from Sindh Revenue Board is not required in procurement of Goods.

**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)		
3.	Registration with Income Tax / General Sales Tax (Mandatory) / Sindh Sales Tax (if applicable) / Sindh Sales Tax (Registration is not required in procurement of Goods)		
4.	Copy of Bank Certificate regarding financially soundness and turn over for the last three years. (5.000 M) turnover in each year		

**Signature of Contractor(s)**  
**Stamp**



GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

**SUBJECT: RE-APPROPRIATION OF FUNDS.**

The Secretary to Government of Sindh, Health Department, may kindly refer to his office letter No.SO(B)1-8/2015-16 dated 08-07-2015, on the subject noted above and to state that Finance Department agrees to adopt/ release the funds amounting to Rs. 167,223,000/- (Rupees one hundred sixty seven million two hundred twenty three thousand only) through re-appropriation, during the current financial year 2015-16 as detailed below:-

FROM	AMOUNT RS.	TO	AMOUNT RS.
07-Health		07-Health	
073-Hospital Services		073-Hospital Services	
0731-General Hospital Services		0731-General Hospital Services	
073101-General Hospital Services-		073101-General Hospital Services-	
KA4217-Civil Hospital, Karachi		KA4217-Civil Hospital, Karachi	
A03-Total Operating Expences		A03-Total Operating Expences	
A039-Total General		A039-Total General	
A03927- Purchase of Drugs & Medicine		A03970-6- Instruments	
Budget Estimates 2015-16	1,003,125,000	Budget Estimates 2015-16	30,272,000
Re-appropriation (-)	<u>139,103,000</u>	Re-appropriation (+)	<u>139,103,000</u>
Modified Budget Estimates 2015-16	<u>864,022,000</u>	Modified Budget Estimates 2015-16	<u>169,375,000</u>
A03970- X-RAY FILMS		A03970-1- Other (Misc)	
Budget Estimates 2015-16	78,120,000	Budget Estimates 2015-16	6,983,000
Re-appropriation (-)	<u>28,120,000</u>	Re-appropriation (+)	<u>8,000,000</u>
Modified Budget Estimates 2015-16	<u>50,000,000</u>	Modified Budget Estimates 2015-16	<u>14,983,000</u>
 		A03906- Uniform & Protective Clothing	
 		Budget Estimates 2015-16	6,641,000
 		Re-appropriation (+)	<u>3,359,000</u>
 		Modified Budget Estimates 2015-16	<u>10,000,000</u>
 		A03955-Computer Stationery	
 		Budget Estimates 2015-16	0
 		Re-appropriation (+)	<u>3,000,000</u>
 		Modified Budget Estimates 2015-16	<u>3,000,000</u>
 		A09201-Hardware	
 		Budget Estimates 2015-16	0
 		Re-appropriation (+)	<u>5,000,000</u>
 		Modified Budget Estimates 2015-16	<u>5,000,000</u>
 		A09202-Software	
 		Budget Estimates 2015-16	0
 		Re-appropriation (+)	<u>1,000,000</u>
 		Modified Budget Estimates 2015-16	<u>1,000,000</u>
 		A09203-I.T Equipment	
 		Budget Estimates 2015-16	0
 		Re-appropriation (+)	<u>3,000,000</u>
 		Modified Budget Estimates 2015-16	<u>3,000,000</u>



		A13101- Repair of Machinery Equipment Budget Estimates 2015-16	17,035,000
		Re-appropriation (+)	4,761,000
		Modified Budget Estimates 2015-16	<u>21,796,000</u>
<b>Total amount to be re-appropriation(-)</b>	<b>167,223,000</b>	<b>Total amount to be re-appropriation(+)</b>	<b>167,223,000</b>

1  
(HABIB-UL-ISLAM)  
SECTION OFFICER (B&E-V)  
For Secretary to Government of Sindh

To,  
The Secretary Government of Sindh  
Health Department  
Karachi.


U.O NO. FD (B&E-V)7(3)/2014-15

Karachi dated the August 31, 2015

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

**NO&DATE EVEN**

- 1) The Accountant General Sindh, Karachi.
- ✓ 2) The Medical Superintendent, Civil Hospital, Karachi.
- 3) Grant file/ Master file.

  
SECTION OFFICER (B&E-V)  
Section Officer (B & E-V)  
Finance Department  
Government of Sindh

