

BIDDING DOCUMENT
CIVIL HOSPITAL KARACHI
HEALTH DEPARTMENT
GOVERNMENT OF SINDH

Contract # A(CHK)/I.T.Equip/2015-16/PS-046

PURCHASES OF I.T EQUIPMENT ITEMS
AT CIVIL HOSPITAL KARACHI

ROUGH COST ESTIMATE
Rs. 0.998

INSTRUCTIONS TO BIDDERS, SALIENT FEATURES
/ TERMS & CONDITION OF THE TENDER,
GENERAL CONDITIONS, BID EVALUATION
CRITERIA, ESSENTIAL REQUIREMENTS /
TECHNICAL EVALUATION CRITERIA, FORM OF
AGREEMENT, SCOPE OF WORK / TECHNICAL
SPECIFICATION

INSTRUCTIONS TO BIDDERS

1. Civil Hospital Karachi invites sealed bids on single stage two envelopes system as per Sindh Public Procurement Rules 2010 from Manufacturers / Importers / Sole Agents / Contractors for **“PURCHASES OF I.T. EQUIPMENT ITEMS AT CIVIL HOSPITAL KARACHI”** for Financial Year 2015 – 16.
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per Summary of contents related to Instructions to Bidders, Silent Features, Evaluation Criteria, Form of Tender, Form of Agreement, Specifications (Technical), Scope of Work, Drawings etc.
3. Bidders should examine carefully the Summary of Contents. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the Tender. Any detail / specification missing in the document should be obtained from the office of the AMS (Procurement), 1st Floor Medical Superintendent Office, Civil Hospital Karachi before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. The rates to be inserted in the Bill of Quantities shall be deemed to include all costs of whatsoever description and expenses necessary for the Supply of the items together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
5. No authorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
6. Any clarification, revision, addition or deletion, in the Tender documents may be made by the committee 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 procurement committee and will become part of the Contract documents. Each Addendum shall be signed by the Tenderer and returned with other Tender documents.
7. 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.
8. 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.
9. 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.

10. 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 / Terms & Condition of the Tender, General Condition, Questionnaire / Proforma – Evaluation Criteria.
 - c. Form of Agreement.
 - d. Scope of work / Bill of Quantities / Specification (Technical).
 - e. Bidding Documents
 - f. The Addendum (if any).

11. The Contractors are required to submit the site Organization chart, methodology & work schedule along with Tender documents.

SALIENT FEATURES / TERMS & CONDITION OF THE TENDER

1.	Name of Work & Address	Purchases of I.T Equipment Items at Civil Hospital Karachi Estimated Cost of Rs. 0.998
2.	Time & Date of issue of Tenders	From the date of publishing to one day before opening of Technical Proposal, during office hours.
3.	Place of Issuance of Tender	Office of the AMS (Procurement), 1 st Floor, Medical Superintendent at Civil Hospital Karachi
4.	Date of pre – bid meeting	In case requested by bidders or informed by Committee.
5.	Method of opening of Tender	It will be Single Stage Two Envelope system as per SPP Rules 2010 (Amended 2013).
6.	Date & Time of Submission of Tenders	29th December, 2015 till 11:30 am at AMS (Procurement), 1 st Floor, Medical Superintendent Office at Civil Hospital, Karachi
7.	Date & Time of Opening of Tenders / Technical Proposals	29th December, 2015 at 12:00 noon at 2 nd Floor, Committee Room, Medical Superintendent Office at Civil Hospital, Karachi
8.	Date of Opening of Financial Proposals	As informed by committee to all participants
9.	Venue of submission & opening of Tender	Committee Room, 2 nd Floor, Medical Superintendent office, Civil Hospital Karachi
10.	Validity of Tenders	90 days as per SPP Rules 2010 (Amended 2013).
11.	Amount of Tender / Bid Security	5% of the Contract value in shape of pay – order / Call Deposit from schedule Bank to be submitted along with Financial Proposal.
12.	Supply of items	Within six to eight weeks after issuance of the Work Award
13.	Warranty Period with replacement of Parts and services	06 months to 01 Year
14.	Contract Agreement	The Contract shall enter & execute a formal Agreement as per SPP Rules 2010 Amended (2013 – 14)
15.	Stamp Paper requirement for Agreement.	Rs. 0.30% of the Contract Value or as prescribed by Government Laws
16.	Terms of Payment to Contractors / Submission of Performance Guarantee	The payment will be made to contractor after delivery of items at site subject to submission of Performance Security in the following manner; Pay-order equivalent to 5% of the value of Purchase Order OR Bank Guarantee equivalent to 5% of the value of Purchase order
17.	Security Deposit	Refundable after receiving of Performance Bond OR Request to convert it as Performance Bond then Non – Refundable
18.	Release of Security Deposit / Performance Bond (5%)	After completion After satisfactory completion of maintenance period of One Year
19.	VARIATION IN CONTRACT PRICE	No variation in price shall be allowed on any ground including currency fluctuation / variation or whatsoever

20.	Discrepancy	If there is any discrepancy between Salient Features of Tender / Bidding Documents and respective contents mentioned elsewhere, Salient Features / Terms & Conditions of tender will Govern
21.	Taxes.	All taxes will be deducted as per prevalent laws of country.
22.	SPECIAL NOTE REGARDING ITEMS	Technical offers / commercial offers failing to demonstrate below details would be rejected: <ul style="list-style-type: none"> - Quoted items must be of advanced & latest version. - Tender must cover complete items. - Quotation must provide all technical details upto the satisfaction of the client. - Items should be quality approved from the concerned international body of the respective industry.
23.	COST TO BE QUOTED IN BOQ.	The Contractors shall quote DDP price of the items including all Government Taxes and delivering of items at site. It should also include cost during maintenance period including the parts and maintenance staff.
24.	TENDER ACCEPTANCE	The tender of those firms will only be considered who will quote all the tender items and lowest of total of all items will be considered as lowest.

GENERAL CONDITIONS

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

1. In Technical Bid, the bidder must provide original data sheet, technical brochure, all other relevant documents, along with copy of Pay Order / Bank Draft without showing the amount figure otherwise the bid will be **ignored / rejected**. The technical evaluation will be done on the basis of criteria given in tender document.
2. A Column is given against the specification of each item, the vendor has to fill up with YES / NO or put value as desired in the column. These specifications must be highlighted in the brochure; else the offer will be rejected.
3. In Financial Bid, the vendor should mention financial offer along with Pay Order / Bank Draft 5% value of quoted items in favor of Medical Superintendent, Civil Hospital Karachi.
4. The bidder should supply the quoted items on DDP basis including all the Government Taxes and is responsible to supply the goods at the site at no extra cost within time as specified in Tender Document i.e. six to eight weeks. This period is extendable as per mutual agreement / demand of situation.
5. Suppliers / Contractors will be responsible for supply at consignees' end, free of cost.
6. Price escalation will not be allowed.
7. The disclosure of firm's price at the time of opening of will result in the Technical Bid rejection of the bid
8. 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.
9. **ONLY MANUFACTURER AND / OR AUTHORIZED AGENT (IF IMPORTER) CAN QUOTE ITEMS.**
10. Scrutiny of **Technical Bids** will be performed by the Procurement Committee. Financial Bids of only those firms will be opened who are qualified technically.
11. Certificate from the Sole Agent / Manufacturer items should be provided with technical bid and it can be physically verified by the administration of Civil Hospital Karachi.
12. Firm must provide complete details of their financial standing (at least three years), listing of similar items supplied in Karachi and also in Pakistan, details of local stock of spare parts for similar goods and details of office with number of personals.
13. The vendor has to quote only one rate for each item as per tender specifications. Hand written tenders should be signed.
14. 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 on his risk and cost.

15. Items will be handed over to the Incharge IT, Civil Hospital Karachi.
16. If vendor doesn't supply the items in accordance with the supply order or fails to supply according to terms and conditions or in case of any other default, Security Deposit would be forfeited and further action as per SPP rules would be taken against such vendor.
17. If the supplier fails to give supply within the stipulated period charges will be imposed
18. The decision once taken will be final and will not be challenged in any Court of Law
19. Conditional Tender(s) against the Government rules and non-compliance of instructions mentioned in Tender Form & Hand written (overwriting or cutting) tender(s) will not be entertained.
20. **The vendor must submit a Data Sheet on his firms' letter head according to the Tender Specifications Format mentioned in the tender and highlight the tender specifications in their Technical Data Sheet as well as in brochure / catalogue. Additional Features can be mentioned separately.**
21. The Medical Superintendent – Civil Hospital Karachi / Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPP Rules, 2010.
22. The offer will remain valid as per SPP Rules, 2010

I / We agreed above mentioned terms & conditions:

Name of Contractor _____ Signature _____

(CNIC NO _____ (Copy must be attached).)

Full Address _____

Rubber Stamp _____

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 turnover for the last three years. (5.000 M) turnover in each year		

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

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)



ANNEXURE – II

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

**OFFICE OF THE MEDICAL SUPERINTENDENT CIVIL HOSPITAL KARACHI
SCHEDULE FORM FOR I.T EQUIPMENT ITEMS**

S. #	Description	Specification	A/U	Qty	Rate (Rs.)	Amount (Rs.)
1	Telephone Set (Latest Model)	Without CLI (Branded & Best Quality)	No.	10		
	Make: _____ Model: _____ Country of Origin: _____					
2	Telephone Set (Latest Model)	With CLI (Branded & Best Quality)	No.	10		
	Make: _____ Model: _____ Country of Origin: _____					
3	RJ45 Connector	1000 pcs. Box (Branded & Best Quality)	Box	02		
	Make: _____ Model: _____ Country of Origin: _____					
4	LED 22" (Latest Model)	Max Res 1920x1200 Brightness 350 Nit Built-in Devices USB Hub Standby Power 500 Mw Consumption Operating Power 59 W Consumption Input Voltage 110 V AC, 220 V AC (Best Quality with One Year Warranty)	No.	10		
	Make: _____ Model: _____ Country of Origin: _____					
5	External Drive	1TB (3.0 or above) (Branded & Best Quality)	No.	02		
	Make: _____ Model: _____ Country of Origin: _____					

6	Printer (Dot Matrix) (Latest Model)	<ul style="list-style-type: none"> - Impact dot matrix - 24 pins - 80 columns - 24 Needles - Draft: 10 cpi: 225 chars/s, 10 cpi: 75 chars/s, High Speed- Draft: 10 cpi: 300 chars/s - 3 plus one original - USB 2.0 Type B, Parallel - Single sheet rear, Continuous paper rear, Paper output rear, Optional Automatic Document Feed (CSF): 50 - AC 200 V - 240 V - Windows 2000, Windows 7, Windows 8, Windows 98, Windows XP - 2,000,000 characters Black (Branded & Best Quality) 	No.	10		
Make: _____ Model: _____ Country of Origin: _____						
7	Laser Jet Printer (Black & White) (Latest Model)	<ul style="list-style-type: none"> - Technology laser - Speed Up to 30 ppm - Connectivity Technology wired - Interface Parallel, USB - Max Resolution (B&W) 1200 dpi - First Print Out Time 8 sec - Microsoft Certifications Certified for Windows Vista - Consumables 1 x toner cartridge (black) - Frequency 60 Hz - Power Consumption Operational 550 Watt - Voltage AC 120 V - Monthly Duty Cycle (max) 25000 pages (Branded & Best Quality) 	No.	10		
Make: _____ Model: _____ Country of Origin: _____						

10	Stabilizer 3000 Watts (Latest Model)	<ul style="list-style-type: none"> - Servo Motor Control - Short Circuit & Overload Protected - Input 130~260V - Output 110/220V ± 2% - Terminals for 3KVA~10KVA - Delay Timer (5 Sec) - Under & Over Voltage Protected - Fast Response - Earthling Protected - Coloured LEDs Indicate Normal, Under / Over Voltage - High Efficiency - Pure Sine Wave - Response 0.5 sec/10% deviation - Surge Protection (optional) (Branded & Best Quality)	No.	05		
11	Dehumidifier (Latest Model)	<ul style="list-style-type: none"> - Tank Capacity 07 Liter - Remote Control - Moisture Removal 56L/D - Power 220 – 240 V/50Hz - Running Current 3.8A - Net weight 27 Kg - Intelligent microcomputer control system - Automatic humidity control - Automatic frost remover system - Automatic frost remover - One year warranty 	No.	01		

SIGNATURE OF CONTRACTOR: _____

SUPPLIER: _____

NAME OF FIRM ADDRESS: _____

TELEPHONE NO: _____

CELL # _____



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	30,272,000
Budget Estimates 2015-16	1,003,125,000	Budget Estimates 2015-16	<u>139,103,000</u>
Re-appropriation (-)	<u>139,103,000</u>	Re-appropriation (+)	<u>169,375,000</u>
Modified Budget Estimates 2015-16	<u>864,022,000</u>	Modified Budget Estimates 2015-16	
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>

