**SINDH GOVERNMENT**

**SERVICES HOSPITAL**

**KARACHI, SINDH**

**Tender for SUPPLY OF FURNITURE & FIXTURE**

**s.n.e (new) 2016-17**

**TENDER INQUIRY NO.\_\_\_\_**

**DUE ON 28.04.2017 11:00 AM**

**Single Stage - Two Envelope Bidding Procedure**

**IMPORTANT DATES**

|  |  |
| --- | --- |
| **Issuance of Tender Documents** | **From date of publication to**  **27-04-2017** |
| **Submission of Tender** | **28.04.2017 at 11:00 AM** |
| **Opening of Tender** | **28.04.2017 at 12:00 NOON** |

**Tender Notice**

1. Medical Superintendent Services Hospital & Civil Surgeon Karachi Sindh invites bids on DDP / C&F basis from Bidders registered with Income Tax & GST as per SPPRA Rules 2010 (Amended 2013 / 2014).

|  |  |
| --- | --- |
| Tender Enquiry No. |  |
| Name of Bid | Supply of Furniture & Fixture. S.N.E (New 2016-17) |
| Bidding Procedure | Single Stage Two Envelope (Technical & Financial) |
| Bid Security | 2.5% of the total bid value |
| Bid Validity | 90 days |
| Tender Fee | Rs 1,000/- (non-refundable) |
| Issuance of Tender Documents | From date of publication to 27.04.2017 |
| Submission of Tender | 28.04.2017 at 11:00 AM |
| Opening of Tender | 28.04.2017 at 12:00 NOON |

1. Tender is open in the front of all original Manufacturers, within Pakistan & abroad or their Authorized representative / Distributors.
2. Complete set of tender documents containing Schedule of Requirements, Technical Specification with Term & Conditions can be purchased with a non-refundable fee in Rs 1,000/- from the admin office.
3. Tender documents can be downloaded from SPPRA website.
4. Bid shall include all government taxes/contribution etc. (if applicable)
5. Deduction in the bills will be done as per government rules.
6. Bid Security @ 2.5% of the total bid value of quoted items by the bidder in shape of pay order / demand draft / bank guarantee in favor of Medical Superintendant Services Hospital Karachi (original Pay order should be attached with financial Bid).
7. In case of discrepancies between the Tender Notice and the Tender Documents, the Tender Documents shall take precedence.
8. In case of announcement of public holiday or any un-favorable circumstance, the bids shall be submitted and opened as per given schedule on the next working day.
9. Queries can be addressed at the following numbers or in person during office hours.

Tel: 021-99215789

**Office of the Medical Superintendent**

**Services Hospital & Civil Surgeon**

**Karachi, Sindh**

**OFFICE OF THE MEDICAL SUPERINTENDENT**

**SERVICE HOSPITAL & CIVIL SURGEON, KARACHI**

**GOVERNMENT OF SINDH, KARACHI**

### TENDER NO. DUE ON: 28-04-2017

**INVITATION FOR BIDS**

1. Sealed bids are invited from eligible bidders for Supply of Furniture & Fixture against SNE funds provided in the year 2016-2017.
2. Bidding will be conducted under **SPPRA Rule 2010 clause 46(2)** single stage two envelope bidding procedures of Sindh Public Procurement Rule 2010 (Amended 2013/14) specified in this document is open to all interested bidders.
3. Interested bidders may obtain further information from the office of Medical Superintendent & Civil Surgeon, Services Hospital Karachi, M.A. Jinnah Road, Karachi, during the office hours.
4. A complete set of bidding documents may be purchased by interested bidders on the submission of a written application from Office of Civil Surgeon, Sindh Government Services Hospital, M.A. Jinnah Road, Karachi, upon cash payment of nonrefundable fees of Rs. 1000/- (One thousand only).
5. Bids must be delivered to the address below up to 11*.00 a.m.* All bids must be accompanied by a bid security / earnest Money @ 2.5% of the Total bid cost in shape of pay order. Late bids will be rejected. Bids will be opened in the presence of the bidder’s authorized representatives who choose to attend at the address below at *12:00 noon.*

***Address:***

**Services Hospital, Karachi.**

**M.A Jinnah Road, Opposite**

**Allah Wala Market, Karachi-Sindh**

**MEDICAL SUPERINTENDENT**

**SERVICES HOSPITAL & CIVIL SURGEON**

**KARACHI, SINDH**

**MEDICAL SUPERINTENDENT**

**SERVICES HOSPITAL & CIVIL SURGEON**

**KARACHI, SINDH**

**INSTRUCTIONS TO BIDDERS**

1. In this tender method of procurement, as per Public Procurement Rules , will ONE STAGE-TWO ENVELOPE PROCEDURE.

2. Tender, which does not fulfill the prescribed condition in the tender is liable to be rejected.

3. Proof of payment of cost of tender shall be required at the time of opening of tender.

4. No tender will be entertained without earnest money in shape of pay order/Demand draft. Copy of Pay order/ Demand draft must be attached with the technical bid (without amount). Conditional tender shall not be accepted.

5. The original pay order of the earnest money should be attached with the financial proposal.

6. The disclosure of firm’s Furniture & Fixtures price at the time of opening of technical proposal will result in to rejection of the bid.

7. The scrutiny of technical bids will be performed by the technical committee and financial bids of those firms will be opened, which qualify technically. On opening of financial bids of technically qualified bidders only the lowest in rates will be entertained. The financial offers of technically un-qualified bidders shall be returned un-opened.

8. The bidder must be required to submit the samples of quoted items. (It is mandatory otherwise bid will be rejected)

9. The bidder shall be required to submit pay order @ 2.5% as earnest money of the total quoted value in favor of Medical Superintendent.

10. The vendor will give one year warrantee and further two years free service without spares.

11. The warranty period will commence from the date of commissioning of the unit as per report of end user.

12. Firm must provide complete details of their financial standing, list of similar item supplied in Pakistan.

13. The tenderer has to quote only one rate for each item as per tender specifications. No alternate model or offer will be accepted without separate tender receipt. Over writing, cutting, erasing in the tender document will result in to cancellation of the bid.

14. The bids will be valid for 90 days from the date of the opening of the tender. However under exceptional circumstances and for reasons to be recoded in writing if any extension is considered necessary , all those who have submitted their bid shall be asked to extended their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

15. The bidder shall submit with the bid an undertaking on judicial paper, stating that the Furniture & Fixtures to be supplied is brand new and free of defects in design material and workmanship.

16. Furniture will be handed over to store keeper through AMS with a copy of delivery challan to Medical Superintendent.

17. Price escalation will not be allowed.

18. The decision once taken will be final and will not be open to criticism or challengeable in any court of law.

19. The payment will be made after satisfactory report of the user department and counter singed by authorized person.

20. Income tax and other taxes will be deducted according to the Govt. rules.

21. The Medical Superintendent, reserve the rights to reject or accept any tender without assigning reason as per SPPRA Rule-2010 (Amended 2013/14) thereof the decision of the competent authority will be final.

22. The rates should be quoted on free delivery at consignee end.

23 Conditional tender will not be accepted.

24. An affidavit should be provided by supplier that the firm has not been black listed from any Govt./Autonomous organization.

General & Special Conditions of Contract

1. Store is required immediately. The bidder may however give their short guaranteed delivery period by which the supply will be completed but not later than 45days from date of purchase order. No Extension will be granted / accorded for the supply.
2. Except as otherwise specifically provided in the Contract, the Contractor shall bear and pay all taxes, duties, levies and charges assessed on the Contractor.
3. The Contract Price shall be made to the Contractor as specified in the Contract Agreement, subject to the general principle / procedure of the Government of Sindh.
4. The Contract shall be executed in accordance with the Contract Documents and procedures.
5. The Purchaser or its representative shall inspect the Furniture & Fixture to confirm their conformity to the Contract specification. The inspection will be conducted at the premises of consignee after receipt of supply.
6. The purchaser, without prejudice to any other remedy for breach of contract by written notice of default sent to the supplier, may terminate this contract in whole or in part:
7. If the supplier fails to deliver any or all of the contracted items within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser.
8. If the Supplier fails to perform any other obligation(s) under the Contract.
9. If the supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
10. The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Government institution or Armed Forces in the Province or outside in the same fiscal year.
11. The Purchaser reserves the right to increase/decrease or delete the quantities of goods etc. at the time of award of contract and also reserves the right to increase/ decrease the quantity of goods and services originally specified in the contract without any change in unit price or other terms and conditions of goods at any time during the contract period.
12. Service charges @ current prevailing charges of the value of the Contract will realized/charged by the A.G. Sindh, while making payment to the contractors for award of each contract.

**Criteria for evaluation of bids**

1 Earnest money submission.

2 Compliance of terms and conditions, required documents / information as described in the Instructions of bidders, General and special conditions of the bid document. Bidder must qualify the bid evaluation. Only qualified bid evaluation bidders will be evaluated technically.

3 Relevant Experience and past performance of manufacturer / sole distributor in terms of supply & after sale service.

4 After sale service facility with availability of work shop, Technical staff, Tools and spare parts.

5 Authority letter from manufacturer with validity period not less than two years.

6 Submission of original Catalogue with complete mailing address of the company, telephone / Fax Nos. and Web site for each quoted item.

7 Technical evaluations as per tender specification.

8 Operational cost (In case of equipment).

9 Delivery schedule.

10 Evaluation of quoted price.

**Note : All the participants are hereby requested to read the instruction, General, Special Condition and Evaluation Criteria of Bid carefully because no additional documents will be entertained and considered after opening of the bids. Bid evaluation and technical evaluation would be carried out only on the basis of documents provided in the bid.**

**Bidder’s Eligibility Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **SR #** | **Certificates** | **YES** | **NO** |
|  | NTN & GST Certificate |  |  |
|  | Professional Tax Certificate |  |  |
|  | SECP Incorporation Certificate |  |  |
|  | ISO 9001 / ISO 13485 Certificate |  |  |
|  | Purchase Orders of last year worth ≥ 1 million rupees (2 point/each order copy) |  |  |
|  | Manufacturer’s Valid Authorization Certificate |  |  |
|  | Sample of quoted items |  |  |

Note:

* If a bidder fails to have not fulfill of Bidders Eligibility Criteria, his offer will not be considered for further evaluation and rejected.

**Documents Checklist**

Please review the following list of all possible documents to be enclosed with the Technical Proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Document Description** | **Yes / No** | **Page No.** |
| **General Bid Documents:** | | | |
|  | Tender Purchase Receipt (Original) |  |  |
|  | Bid Security (Pay Order / Bank Draft) Photocopy |  |  |
|  | General & Special Conditions of Contract |  |  |
|  | Schedule of Requirements |  |  |
|  | Technical Specifications |  |  |
| **Bidder’s Documents:** | | | |
|  | Manufacturer’s Authorization (*as per sample form*) |  |  |
|  | Undertaking (*as per sample form*) |  |  |
|  | Certificate (*as per sample form*) |  |  |
|  | Income Tax & GST Registration Certificate |  |  |
|  | Professional Tax Certificate (Sindh) |  |  |
|  | SECP Incorporation Certificate (*if applicable*) |  |  |
|  | Company Profile |  |  |
|  | Bank Certificate shows financial capabilities |  |  |
|  | Income Tax Return (last year) |  |  |
|  | Catalogue / Brochures (original) |  |  |
| **Additional Documents:** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note:

* Mandatory documents are mentioned in ‘Instructions to Bidders’.
* All pages of the bid, except for un-amended printed literature, shall be initialed by the Bidder.

**Bidder's details for notice purposes:**

|  |  |
| --- | --- |
| Bidder Name: |  |
| Address: |  |
| Tel No |  |
| Fax No. |  |
| Contact Person: |  |
| Mobile No. |  |
| Email Address: |  |

**[SAMPLE FORM: A]**

**Manufacturer’s Authorization Form**

To:

**Office of the Medical Superintendent**

**Services Hospital & Civil Surgeon**

**Karachi, Sindh**

WHEREAS **[name of the Manufacturer]** who are established and reputable manufacturers of **[name and/or description of the goods]** having factories at **[address of factory]**

do hereby authorize **[name and address of Agent]** to submit a bid, and subsequently negotiate and sign the Contract with you against **Tender Enquiry No. [reference of the Tender Notice]** for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Terms & Conditions of the tender document and General Conditions of Contract for the goods offered for supply by the above firm against this tender.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Signature for and on behalf of Manufacturer*] [*Date*]

***Note:*** *This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be enclosed inside the Technical Proposal by the Bidder.*

**[SAMPLE FORM: B]**

**Certificate**

To

**Office of the Medical Superintendent**

**Services Hospital & Civil Surgeon**

**Karachi, Sindh**

WHEREAS [Bidder Name] hereby certify against the Tender Enquiry No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to abide by the following clauses.

1. We guarantee to supply the stores exactly in accordance with the requirement specified in the tender documents.
2. We guarantee letter that the supplied Furniture is the original / brand new product.
3. Our firm is not black listed in any Government Department.

Authorized Sign & Stamp

[Bidder Name]

***Note:*** *This certificate should be on the letterhead of the Bidder and should be signed by a person competent and having the power of attorney to bind the Bidder. It should be enclosed inside the Technical Proposal by the Bidder.*

**[SAMPLE FORM: C]**

**Contract Agreement**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ between [name of Procuring Agency] of [country of Procuring agency] (hereinafter called “the Procuring agency”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
   1. the Bid Form and the Price Schedule submitted by the Bidder;
   2. the Schedule of Requirements;
   3. the Technical Specifications;
   4. the General Conditions of Contract;
   5. the Special Conditions of Contract; and
   6. the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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 Agreement to be executed in accordance with their respective laws the day and year first above written.

**Purchaser Supplier**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature & Official Stamp Authorized Signature & Official Stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procuring Agency Name Bidder Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. Contact No.

**UNDERTAKING**

|  |  |
| --- | --- |
| a) | That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity with in the stipulated period shown in the contract. |
| b) | I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Govt. institution in the province in the same fiscal year. |
| c) | I/We undertake that, if any of the information submitted in accordance to this tender Enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk. |

CERTIFICATE

**We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.**

Signature of Tenderer -------------------

Name & Designation---------------------

Address:-------------------------------------

**FURNITURE & MISCELLANEOUS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Items** | **Qty** | **Unit Price**  **DDP** | **Total Price**  **DDP** |
| 1 | **OFFICE SITTING CHAIR**  Office sitting chair made by sheesham wood seat and back cushion good quality polish finished with arm  Local, bidder will have to provide sample for evaluation. | 30 |  |  |
| 2 | **PATIENT SITTING STOOL (IRON)**  Patient stool made bt steel pipe in 2 inch rough in 16 gauge with steel base with stainless steel revolving top finish in Chrome / powder coating  Local, bidder will have to provide sample for evaluation. | 8 |  |  |
| 3 | **CEILING FAN**  Ceiling fan is in 56 inch size with good quality in copper winding  Local, bidder will have to provide sample for evaluation. | 10 |  |  |
| 4 | **BED SIDE LOCKER**  Bed side locker made by MS sheet in size 16 x 16 x 30 with one draw , space and a cabinet with door top of locker is in the ABS/ fiber material locker is finish with powder coating  Local, bidder will have to provide sample for evaluation. | 10 |  |  |
| 5 | **FOWLER BED SINGLE CRANK/DOUBLE DRANK, ABB/SS PANEL**  Fowler bed main frame is made by 2 ½ x 1 ¼ in 15 gauge upper frame is made by 1 ¼ square in 16 gauge with 20 gaugeMS sheet chained head and foot sides is in ABS imported / S. Steel sides with fiber panel 5 inch imported wheel with IV pole holder with one IV rod and urine bag hooks , mattress holder bed is finish by powder coated  Local, bidder will have to provide sample for evaluation. | 4 |  |  |
| 6 | **TREATMENT COUCH (PATIENT EXAMINATION COUCH)**  Treatment coach / examination coach is made by 1 ½ round pipe is in 16 gauge with 3 inch foam frame is finish by powder coated  Local, bidder will have to provide sample for evaluation. | 9 |  |  |
| 7 | **ALMIRAH (STEEL)**  Almirah / steel made by 22 gauge sheet with 2 lockable door 3 shelves finish by silver / hammer color  Local, bidder will have to provide sample for evaluation. | 4 |  |  |
| 8 | **OFFICE TABLE**  Office table size is 48 x 30 x 30 with three draw and a key board tray made by lamination / partex board with good quality polish works  Local, bidder will have to provide sample for evaluation. | 10 |  |  |

Sign & Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_