

BIDDING DOCUMENTS

SUPPLY OF COMPUTER SOFTWARE FOR INFORMATION TECHNOLOGY DEPARTMENT CIVIL HOSPITAL – KARACHI

COST OF TENDER DOCUMENTS:	Rs. 500/= Rupees One Thousand Only (Non-Refundable)
TENDER SELLING DATE :	From the date of publishing to 18th April, 2016
TENDER SUBMISSION DATE AND TIME:	On 19th April, 2016 upto 11:00 a.m.
TENDER SUBMISSION PLACE :	Office of the Addl. Medical Superintendent (Procurement) 1st Floor, Admin Block, Civil Hospital – Karachi
TENDER OPENING DATE AND TIME :	On 19th April, 2016 at 12.00 Noon.
TENDER OPENING PLACE :	Committee Room, 2nd Floor, Admin Block, Civil Hospital – Karachi

Note: No tender will be accepted after deadline for submission of bid, what so ever reason may be.



CIVIL HOSPITAL

BABA E URDU ROAD – KARACHI

Ph: 99215740 - 5 Fax: 99215733

BIDDING DATA

Procuring Agency	:	Civil Hospital Karachi
Address	:	Baba – e – Urdu Road – Karachi
Name of Item	:	Supply of Computer Software for CHK
Bid Validity	:	90 Days
Amount of Bid Security	:	2.5% of Bid Quoted Price
Date of Submission	:	19 th April, 2016 upto 11:00 am.
Date of Opening	:	19 th April, 2016 at 12:00 Noon
Performance Security	:	2.5 % of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – Two Envelope Procedure
Advance Pay ment	:	No Advance Payment
Delivery Period	:	45 Days
Inspection Authority	:	AMS (Stores), RMO (Stores) & Incharge (I.T)
Place of Inspection	:	I.T Department, Civil Hospital Karachi
Place of Delivery	:	I.T Department, Civil Hospital Karachi
Additional quantity/ies (if any):		Percentage for quantity increase or decrease will be fifteen (15) percent, if required

INSTRUCTIONS TO BIDDERS

1. Civil Hospital Karachi invites sealed bids on **Single Stage Two Envelopes Procedure** as per clause 46(2) of Sindh Public Procurement Rules 2010 (Amended 2013/14) from Interested Bidders for **“SUPPLY OF COMPUTER SOFTWARE AT CIVIL HOSPITAL KARACHI”** for Financial Year 2015 – 16.
2. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened. Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.
4. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements. No amendments in the technical proposal shall be permitted during the technical evaluation.
5. 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) etc.
6. Bidders should examine carefully the Summary of Contents. Any detail / specification missing in the document should be obtained from the office of the AMS (Procurement), 1st Floor, Admin Block, Civil Hospital Karachi before schedules of submission / opening. Once the Tender is submitted, it will be assumed that no further clarification was required.
7. During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
8. Any clarification regarding contents of the bidding document shall be obtained in writing at least five calendar days prior to the date of opening of bid. No query as well as clarification regarding bidding documents, before/after the stipulated time (as per Rule-23 of SPP Rules, 2010) shall be entertained.
9. The rates to be inserted in the Bill of Quantities / Schedule of Requirement 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.
10. No authorized alteration may be made in the Tender Documents. If any such alteration is made, tender may be liable for rejection.
11. 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 hospital procurement committee and will become

part of the contract documents. Each Addendum shall be signed by the Tenderer / Bidder and returned with other Tender Documents.

12. 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.
13. The Contractors whose Tender is accepted by the Hospital Procurement Committee will be required to enter into a Contract Agreement as defined in the Form of Agreement.
14. 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.

SALIENT FEATURES / TERMS & CONDITION OF THE TENDER

1.	Name of Work & Address	Supply of Computer Software at Civil Hospital Karachi Estimated Cost of Rs. 1.000 (M)
2.	Time & Date of issue of Tenders	From the date of publishing to one day before (i.e 18.04.2016) opening of Technical Proposal, during office hours.
3.	Place of Issuance of Tender	Office of the AMS (Procurement), 1 st Floor, Admin Block, 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 Procedure as per Clause 46(2) of SPP Rules 2010 (Amended 2013/14).
6.	Date & Time of Submission of Tenders	19th April, 2016 till 11:00 am at Office of the AMS (Procurement), 1 st Floor, Admin Block, Civil Hospital Karachi
7.	Date & Time of Opening of Tenders / Technical Proposals	19th April, 2016 at 12:00 Noon at 2 nd Floor, Committee Room, Admin Block, Civil Hospital Karachi
8.	Date of Opening of Financial Proposals	As informed by committee to all participants
9.	Venue of submission & opening of Tender	Admin Block, Civil Hospital Baba e Urdu Road, Karachi
10.	Validity of Tenders	90 days as per SPP Rules 2010 (Amended 2013/14)
11.	Amount of Tender / Bid Security	2.5% 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 45 days after issuance of the Supply Order(s) / Purchase Order(s)
13.	Microsoft License	Life time
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 2.5% of the value of Purchase Order OR Bank Guarantee equivalent to 2.5% 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 (2.5%)	After completion of warranty period
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. - The items shall be match with the specification given in the schedule of requirement. - 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.
24.	Tender Acceptance	Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and bid found to be the lowest evaluated or best evaluated bid shall be accepted.
25.	Authorization Certification	The bidder shall provide Authorization Certificate of Microsoft as Platinum / Gold Partner for required item.

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.
3. In Financial Bid, the vendor should mention financial offer along with Pay Order / Bank Draft 2.5% value of quoted items in favor of Medical Superintendent, Civil Hospital Karachi.
4. The bidder should supply the quoted items on D.D.P 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. 30 days.
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 Bid Security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) days of receipt of the offer letter.
9. Scrutiny of **Technical Bids** will be performed by the Hospital Procurement Committee. **Financial Bids** of only those firms will be opened who are qualified technically.
10. 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.
11. **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.
12. The vendor has to quote only one rate for each item as per tender specifications. Hand written tenders should be signed.
13. 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. The procuring agency may take action under Rule-35 of SPP Rules, 2010.

14. Items will be handed over to the Incharge IT, Civil Hospital Karachi.
15. 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 Rule-35 of SPP Rules would be taken against such vendor.
16. If the supplier fails to give supply within the stipulated period charges will be imposed as per Rules.
17. The decision once taken will be final and will not be challenged in any Court of Law
18. 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.
19. **The bidder shall provide Authorization Certificate of Microsoft as Platinum / Gold Partner for required item.**
20. The Medical Superintendent – Civil Hospital Karachi / Hospital Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPP Rules, 2010 (Amended 2013/14).
21. The offer will remain valid as per SPP Rules, 2010 (Amended 2013/14)

I / We agreed above mentioned terms & conditions:

Name of Contractor _____ Signature _____

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

Full Address _____

Rubber Stamp _____

ELIGIBILITY CRITERIA

		Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience (Three Years). Documentary evidence is required		
3.	Authorization Certificate of Microsoft as Platinum / Gold Partner for required item.		
4.	Registration with Income Tax / General Sales Tax/ Sindh Sales Tax (if applicable) Documentary evidence is required		
5	Copy of Bank Certificate regarding financially soundness and turn over for the last three years. (1.000 M) turnover in each year		
6	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan		

TECHNICAL EVALUATION CRITERIA

Quality and the following evaluation factors/ criteria will be employed on technical proposals. The number of points allocated to each factor shall be specified in the Evaluation Report. **Only bids securing minimum of 70% marks would be considered for further process.**

DOCUMENTARY EVIDENCE MUST BE ATTACHED

S. #	Details	Maximum Marks
1.	Financial Soundness Turnover Upto 1.00 M in each year.....10 Marks More than 1.00 M in each year.....20 Marks	20
2.	Major Institution Served during last 3-year (Government/non government) a. Less than 5 institution – 10 marks b. More than 5 institution –20 marks	20
3.	Business with Government institute last 3-year (satisfactory certificate required) a. upto 3- institutes – 10 marks b. More than 3 institution –20 marks	20
TOTAL MARKS		60

FORMS

BID FORM AND PRICE SCHEDULES

Date:

IFB No:

To: The Medical Superintendent, Civil Hospital Karachi

Gentlemen and /or Ladies:

Having examined the bidding documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2016 [signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

BID SECURITY FORM

Whereas [name of the Bidder] (hereinafter called “the Bidder”) has submitted its bid dated [date of submission of bid] for the supply of [name and/or description of the goods] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto [name of Procuring agency] (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 2016.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - a) fails or refuses to execute the Contract Form, if required; or
 - b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the Bank

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ____ day of _____ 2016 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)

Performance Security Form

To
The Medical Superintendent
Civil Hospital Karachi

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 2016 to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guar-antee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 19____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To:

The Medical Superintendent

Civil Hospital

Karachi

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 IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

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 included by the Bidder in its bid.

CIVIL HOSPITAL KARACHI

**TENDER FOR THE SUPPLY OF COMPUTER SOFTWARE FOR
SCHEDULE OF REQUIREMENT & PRICE FOR CIVIL HOSPITAL – KARACHI
DURING THE FINANCIAL YEAR 2015-2016**

BILL OF QUANTITY (B.O.Q) / SCHEDULE OF REQUIREMENT

Items #	Description	Quantity	Quoted	
			Unit Price	Total Price
1	Windows Server 2012	01		
2	Windows 8.1 Embedded	10		
3	Windows 7	100		

Note: The bidder shall provide Authorization Certificate of Microsoft as Platinum / Gold Partner for above required item.

In case of discrepancy between unit price and total, the unit price shall prevail.

Signature of Contractor / Supplier_____

Name of Firm with full Address _____

E mail Address. _____

Office Telephone # _____ Fax # _____ Cell # _____