# **National Institute of Cardiovascular Diseases**

## Rafiqui (H.J.) Shaheed Road, Karachi - Pakistan

Tel No. 3521-8530, 9920-1271 Ext. **419** – Fax No. 9920-1289

**Total Pages 09**

### TENDER TERMS & CONDITIONS

**Tender No. 25/2016 Dated: 02-02-2017**

###### **FOR THE YEAR 2016-2017 & 2017-2018**

|  |
| --- |
| 1. **Supply of Furniture for Pre-Fab. OPD** |
| 1. **Supply of Furniture for Public Waiting Area.** |
| 1. **Supply of Furniture for Auditorium Seating.** |

1. Cost of Tender is Rs. 1000/- (Rupees One Thousand only) [Not refundable].
2. Tender Selling Date from 17-01-2017 to 31-01-2017.
3. Tender Submission Date 02-02-2017 before 11:30 a.m. (Procurement Department)
4. Tender will be opened on 02-02-2017 at 12:00 noon in Conference Hall/Nursing Hostel Building of NICVD, Karachi.

**NOTE:**

**Read the Terms & Conditions carefully.**

Tenders are required to comply all the clauses mentioned in the Terms and Conditions of the tender and any deviation will forbid them in competing the tender.

1. In this tender TWO Envelopes procedure of SPPRA-2010 46(2 ,a) will be followed i.e. (i) The bid shall comprise **two separate envelopes**. Each envelope shall contain separately the financial proposal and the technical proposal (ii) The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion **each envelope should be dropped in separate box** (iii) initially, only the envelope marked “Technical Proposal” shall be opened (iv) The financial proposals of bids will opened publicly, time date and venue will be announced later.

1. In Technical Bid, the bidder must provide copy of pay order of bid security with hiding of amount shall be attached, original data sheet and technical brochure and all other documents; otherwise, the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.
2. In Financial Bid, the vendor should mention financial offer along with a Bank Draft/Pay Order of 3% value of the quoted item, but not more than Rs. 100,000/-(Refundable) in the name of Executive Director, NICVD, Karachi, as Bid security and it will not be released till complete supply of items of the tender. In case the tender is accepted by competent authority and the supplies are not made according to samples/specification within stipulated time (i.e. 20days) the bid security for the tender would be forfeited to the NICVD account. In case of default the firm may be black listed or financial penalties may be imposed depending upon the gravity of defaults/circumstances in each case as mentioned in Ministry of Health letter No. F.11.9/96-PHC of June 04, 1996. In-time supply must be assured
3. The disclosure of firm’s item price at the time of opening of technical bid will result in the rejection of the bid.
4. No tender will be entertained without bid security, The bid security will be forfeited to Government Accounts in case of non-submission of security money within seven (7) days of receipt of the other letter.
5. No tender will be entertained without bid security. Conditional Tender(s) will not be accepted.
6. The previous bid security or security money will not be carried forward. If any tenderer encloses a cheque with the tender their tender will be rejected out rightly. In case it is found at tender opening or at later stage that pay order is fake tender/contract will be cancelled and firm will be black listed from future participation in tender security money will be forfeited and their name will also be circulated in other Fed. Govt./Semi Govt. Autonomous/Semi Autonomous Deptt. For severe action.
7. In case any tenderer after the tender is awarded, failed to deposit security money or refuses to execute the contract after tender awarding within the given period not only his bid security (pay order) or security money will be forfeited but the differences between the 1st & 2nd lowest will also be recovered from the Ist lowest tenderer by cancellation of his tender, failing which he will be black listed in future participation in tender. His name will also be circulated in Govt./Semi Govt. Autonomous/Semi Autonomous etc. for similar action.
8. Only Manufacturer, Sole Agent, firms can participate in the tender.
9. The rates once mentioned in tender will be final and no change therein will be accepted after the tender opening. Rates should be inclusive with sales tax on taxable articles. In case of any inconvenience the Executive Director NICVD Karachi reserves the right not to announce the tender rates or otherwise. If any scheme regarding discount in price or given any product free with the items whatever which benefit will go to this Institute.
10. The rate should be quoted on FOR.
11. First Scrutiny of technical bids will be performed by the technical committee. Financial Bids of those firms will be opened which qualify technically.
12. Certificate from the Sole Agent/Manufacturer/Firm that the vendor has fully equipped workshop, along with the list of Trained Personnel/Engineers and Equipment should be provided with technical bid and it can be physically verified by the Technical committee of NICVD, Karachi.
13. The successful bidder will be required to submit security money in shape of pay order/ deposit at call @ 5% of the total value of order in the name of NICVD, Karachi within Seven (7) days which will be kept with NICVD till the end of the Warrantee period of Three (3) years.
14. Firm must provide complete details of their financial standing, listing of similar items supplied in Pakistan, bio-data of engineers with training certificates, details of local stock and details of office with number of personals.
15. The vendor will provide technical / end user from factory trained engineers. The supplier should provide detail of training program.
16. The vendor has to quote only one rate for each item as per tender specifications. No alternate will be accepted, only first offer will be considered. Hand written tenders or any over writing, cutting, erasing will liable to be ignored.
17. Bid validity period will remain for 90 days as per SPPRA rules 2010.
18. The bidder shall submit with the bid, an Undertaking on judicial paper, stating that the items to be supplied is brand new and of latest generation, free from defects in design material and workmanship and will bind himself for availability of spares for a period of 10 years from the date of supply. In case of winding up of his business, the supplier shall be bound to make an alternate arrangement of spares and maintenance of equipment. In case of default, depreciated cost of items will be recoverable from him.
19. Vendor will be responsible for pre-requisition installation, free of cost and also responsible for pre-installation work, if required.
20. Price escalation will not be allowed.
21. The original tender purchase receipt issued by the NICVD should be submitted along with Technical Bid.
22. If vendor doesn’t supply furniture in accordance with the supply order or fails to supply according to terms and conditions or incase of any other default, it will be black listed and the bid security will be forfeited.
23. If the supplier fails to give supply and install within the stipulated period, penalty will be imposed @ 0.1% of the total value of furniture per day, subject to a maximum of 10%.
24. The decision once taken will be final and will not be challenged in any court of law.
25. Income tax will be deducted according to Government Rules. A Copy of income Tax and GST Registration Certificate should be submitted along with Technical Bid.
26. Conditional tender(s) and Hand written tender(s) will not be entertained.
27. The Vendor should submit a Data Sheet according to the Tender Specifications Format mentioned in the tender and highlight the tender specifications in their Technical Data Sheet. Additional Feature can be mentioned separately.
28. The vendor should attach copy of last three year Income Tax return. Original copy should be provided on request.
29. The Executive Director NICVD reserves the right to reject or accept any / all tender(s) without assigning reason thereof and the decision of the competent Authority will be final.
30. Tender which does not fulfill the prescribed conditions in the tender is liable to be ignored.
31. The Executive Director, NICVD, Karachi, reserve the right to increase or decrease the quantity mentioned in the tender.
32. Certification that no Government servant has directly or indirectly has a share or interest with our firm.
33. Quality of furniture will be evaluated by Consultant / End user.
34. **Criteria for Evaluation of Bid (as per annexure)**
35. All Mandatory requirement as per Annexure”A” must be submitted otherwise bid would not be consider.
36. Submission of documents as per data sheet (total marks-30)
37. Specification compliance (as per evaluation sheet total marks-40)
38. Financial evaluation (total marks-30)
39. Compliance of Terms & Conditions and additional terms & conditions of the Bid form.

**Note:**

1. For further clarification of furniture design consult procurement department.
2. Only one representative of a firm who has been authorized will be present at the time of opening of tender.
3. Vendor should mention / Include all expenses related to the import until clearance.

I / We agreed above mentioned terms & conditions:

Name of Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Contact person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CNIC # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**WITNESSES**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **National Institute of Cardiovascular Diseases**

## Rafiqui (H.J.) Shaheed Road, Karachi - Pakistan

**Tel No. 3521-8530, 9920-1271 Ext. 419 – Fax No. 9920-1289**

### ANNEXURE- “A”

### DATA SHEET

**Tender No. 25/2016 Dated: 02-02-2017**

###### **FOR THE YEAR 2016-2017 & 2017-2018**

|  |
| --- |
| 1. ***Supply of Furniture for Pre-Fab. OPD*** |
| 1. ***Supply of Furniture for Public Waiting Area.*** |
| 1. ***Supply of Furniture for Auditorium Seating.*** |

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| --- | --- | --- |
| **S.NO** | **A- MANDATORY** | **Tick relevant box**  **Annex # must mention** |
| 1 | Name, Address, Tel, Fax# E-mail Address |  |
| 2 | National tax Number (NTN) |  |
| 3 | Latest Income Tax Certificate or Income Tax exemption certificate. |  |
| 4 | Copy of Sales Tax Registration. |  |
| 5 | Latest Sales Tax Certificate or exemption certificate. |  |
| 6 | Name of Banker with Current Bank statement. |  |
| 7 | Bid security (3% of Bid not more than Rs. 100000/=)  As per clause No 1-b with commercial bid. |  |
| 8 | A copy of valid agency certificate/agreement valid for till next financial year, against tender no. 25/2016. |  |

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| --- | --- | --- | --- |
| S.NO | **B- DOCUMENTS** | Total Points  30 | Obtain Points  Annex # must mention |
| 1 | Bio Data of key personnel with designation, education & experience and details of man power, | 2 |  |
| 2 | 1. Literature and catalogue of quoted items in English. 2. Demonstration (if required end-user) | 2 |  |
| 3 | Detail of experience of the firm of relevant to the subject | 2 |  |
| 4 | List of orders with cost completed by the firm during last 2 years | 2 |  |
| 5 | List of litigation with clients(if any) and nature of litigations | 2 |  |
| 6 | Affidavit that the firm has never been black Listed. | 2 |  |
| 7 | Detail of Registration with major organizations | 2 |  |
| 8 | Original tender purchase receipt. | 2 |  |
| 9 | Original terms and conditions duly signed and stamped including all papers should be signed and stamped by competent authority. | 2 |  |
| 10 | Undertaking that the firm will supply the stock as per agreed period & items will be stamped(As per class No.16) | 2 |  |
| 11 | Certificate that the prices quoted are not high or more than local/imported market. | 2 |  |
| 12 | A certificate that the firm will abide all terms and conditions of the tender infringement for consequence as recommended by the competent authority. | 2 |  |
| 13 | A certificate that the Quoted price will remain unchanged till the completion of the tender period. | 2 |  |
| 14 | Vendors working with hospitals will be given preference. | 2 |  |
| 15 | Documents should be submitted according S.No. | 2 |  |
| **TOTAL MARKS** | | **30** |  |

**C- TECHNICAL EVALUATION OF CRITERIA**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **NAME OF EQUIPMENT** | **MARKS** |
| 01 | Already supply in Major Hospital Since 05 to 10 years | **10 Nos** |
| 02 | Recommendation of NICVD End user department | **10 Nos** |
| 03 | Technical Strength of firm. | **10 Nos** |
| 04 | Market reputation of firm. | **10 Nos** |

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| **S.NO** | **D- FINANCIAL EVALUATION** | **Total Points**  **30** | **Obtain Points** |
| **1** | **Ist Lowest** | **30** |  |
| **2** | **2nd Lowest** | **25** |  |
| **3** | **3rd Lowest** | **20** |  |
| **4** | **4th Lowest** | **15** |  |
| **5** | **5th Lowest** | **10** |  |
| **6** | **6th Lowest** | **05** |  |
|  | **TOTAL MARKS** | **30** |  |

**Total Marks – 100**

**Qualifying Marks 70 and above**

# **National Institute of Cardiovascular Diseases**

## Rafiqui (H.J.) Shaheed Road, Karachi - Pakistan

Tel No. 3521-8530, 9920-1271 Ext. **419** – Fax No. 9920-1289

### TENDER LIST/SPECIFICATIONS

**Tender No. 25/2016 Dated: 24-01-2017**

###### **FOR THE YEAR 2016-2017 & 2017-2018**

|  |
| --- |
| 1. Supply of Furniture for Pre-Fab. OPD |
| 1. Supply of Furniture for Public Waiting Area. |
| 1. Supply of Furniture for Auditorium Seating. |
| |  |  |  | | --- | --- | --- | | **S.#** | **Description** | **Qty** | | **01** | **Furniture for Pre-Fab OPD (Wooden)**   * Consultants Clinics Furniture (Consultants Desks, * 2 Drawer Mobile Pedestal, * Wall OH Cabinet Resting on Desk (4 Doors), * Consultant Chairs, * Soft Board (Imported Fabric), * Pigeon Box, * Patient Stool * Visiting Chairs | 15  15  15  15  15  15  15  30 | |  | **Furniture for public Waiting Area (Wooden)**   * Dr. Assistant Desks-L Shape * 3 Drawer Large Unit * Side Cabinet, * Back Cabinet, * Assistant Chair, * Overhead Cabinet unit resting on desk * Waiting Area Benches (4 Seater Bench * (3 Seater Bench * (2 Seater Bench * (3 Seater + Table Bench , * (2 Seater + Table Bench * Reception Desk * Chairs for Reception * 2 Drawer Pedestal for Reception * Waiting Table | 6  6  6  6  6  6  21  1  3  4  2  2  4  4  2 | |  | **Auditorium Seating (Wooden)**   * Auditorium Folding Chairs | 73 |  |  |  |  | | --- | --- | --- | | **S.#** | **Description** | **Qty** | | **01** | **FURNITURE - PUBLIC AREAS (WOODEN)**   1. **WAITING AREA CHAIRS (INTERLOCK SEATS):**      1. Seat of Four seater 22X4 = 88 CHAIRS 2. Set of Three seater with table bench 4X3 = 12 chairs, 4 table 3. Stacable chairs (loose) 9 chairs   **Total number of seats 109**     1. **DESKS/TABLES:** 2. Reception desk 2’-0” x 6’-0” (manufacturer’s specs) 2 Nos. 3. Center table 2’-6” x 2’-6” 2 Nos. 4. Side tables 1’-6” x 1’-6” (loose) 2 Nos. 5. Doctors Assistant desk with side rack 6 Nos.   (with Wall hanging file storage unit 4’-0” x 5’-0”)   1. **CHAIRS:** 2. Auditorium chairs 73 Nos. 3. Reception chairs 4 Nos. 4. Doctors Assistants chair 6 Nos. 5. **FILE STORE UNITS** 6. Floor cabinet for reception area 4’-0” x 6’-0” h 1 No. 7. Floor cabinet for assistance desk 4’-0” x6’-0” 6 Nos. |  | |

# **National Institute of Cardiovascular Diseases**

## Rafiqui (H.J.) Shaheed Road, Karachi - Pakistan

Tel No. 3521-8530, 9920-1271 Ext. **419** – Fax No. 9920-1289

### TENDER PROFORMA FOR COMMERICAL BID

**Tender No. 25/2016 Dated: 02-02-2017**

###### **FOR THE YEAR 2016-2017 & 2017-2018**

|  |
| --- |
| 1. **Supply of Furniture for Pre-Fab. OPD** |
| 1. **Supply of Furniture for Public Waiting Area.** |
| 1. **Supply of Furniture for Auditorium Seating.** |

**Note:** *Columns to be filled*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S #** | **Description with specification and**  **Complete Detail of Work** | **Brand** | **Make** | **Country of Origin** | **Warranty** | **Qty** | **Rate per unit** | **Total Amount** | **Delivery Period** |
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**Signature** **Official Seal**

# **National Institute of Cardiovascular Diseases**

## Rafiqui (H.J.) Shaheed Road, Karachi - Pakistan

Tel No. 3521-8530, 9920-1271 Ext. **419** – Fax No. 9920-1289

### TENDER PROFORMA FOR TECHNICAL BID

**Tender No. 25/2016 Dated: 02-02-2017**

###### **FOR THE YEAR 2016-2017 & 2017-2018**

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| --- |
| 1. **Supply of Furniture for Pre-Fab. OPD** |
| 1. **Supply of Furniture for Public Waiting Area.** |
| 1. **Supply of Furniture for Auditorium Seating.** |

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**Note:** *Columns to be filled*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.#** | **Description with specification and complete Detail work** | **Qty.** | **Brand** | **Make** | **Country of Origin** | **Delivery Period** | **Warranty** |
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# Signature Official Seal