

**Cost of Tender Documents – Rs. 1000/=**

**STANDARD BIDDING DOCUMENTS**



**GOVERNMENT OF SINDH**

**SBB ACCIDENT EMERGENCY & TRAUMA CENTRE KARACHI**

**ROUGH COST ESTIMATE: 0.84 (M)**

**Contract No:- AMS / SBB–TC / PROC / (PRINTING-04) 2016-17**

**Supply of Printing Articles**

**at**

**SBB Accident, Emergency & Trauma Centre, Karachi**

## **BIDDING DATA**

Procuring Agency	:	SBB Accident Emergency & Trauma Centre
Address	:	Chand Bibi Road, Karachi
Name of Item	:	Supply of Printing Articles
Bid Validity	:	90 Days
Amount of Bid Security	:	2% of Bid Quoted Price
Last date of Selling of Bid	:	20-March-2017 till 04:00pm
Date of Submission of Bid	:	21-March-2017 from 09:00a.m to 11:00a.m
Date of Opening of Bid	:	21-March-2017 at 11:30a.m
Performance Security	:	2% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage One Envelope Procedure/ SPP rule 46(1)
Advance Payment	:	No Advance Payment
Period of Completion	:	45 Days
Liquidity Damages	:	0.05% of the bid price per day after the period of Completion up to 10% maximum
Printing Articles Quality	:	As per approved Sample / Proof basis
Place of Delivery	:	Store of SBB Trauma Centre

## **INSTRUCTIONS TO BIDDERS**

1. **Shaheed Benazir Bhutto Accident Emergency & Trauma Centre** invites sealed bids on single stage one envelope system 46(1) as per Sindh Public Procurement Rules 2010, Amended 2013 from Printing Press/Contractor/Suppliers for *Supply of Printing Articles, mentioned in Annexure B. Contract No. AMS/SBB-TC/PROC/(PRINTING-04 )2016-17*
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
3. Bidders should examine carefully the table of content. 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 Planning & Procurement Department before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. 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.
5. 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 bids that do not change substances of the bids.
6. 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.
7. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work 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.
8. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
9. Clarification, revision, addition or deletion, in the tender documents may be made by the authority 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 concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
10. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.

11. 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 Bidding Data of the Tender.
12. Contractor who will win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement. Failing so, Procuring Agency may take necessary action against Contractor as deem fit.
13. 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.
14. Quantities of tender items are on estimated basis. They could vary according to the sanctioned amount as per discretion of Procurement Committee.

## **TERMS & CONDITIONS OF TENDER**

- a) SBB Accident Emergency & Trauma Centre invites sealed bids on **Single Stage One Envelope Procedure** as per clause 46(1) of Sindh Public Procurement Rules 2010 (Amended 2013) from Interested Bidders for “**Printing Articles**”.
- b) Tender Fee in shape of pay order in favor of Additional Medical Superintendent / DDO, SBB Accident Emergency & Trauma Centre must be attached; else the offer will be rejected.
- c) The Contractors / Suppliers / Manufacturers / Authorized Distributors should attach 2% of total value of the quoted items with bid as **BID SECURITY** in shape of Pay Order / Bank Draft issued from the any scheduled Bank of Pakistan in favor of **Addl. Medical Superintendent/ D.D.O., SBB. Accident Emergency & Trauma Centre Karachi.**
- d) **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee at 2% of the Contract Value. The same will be released after successful completion of contract period.
- e) Bid should be dropped at Planning & Procurement Office, 12<sup>th</sup> Floor, SBB Accident Emergency & Trauma Centre by mail or by hand in due course of time and the same will be opened at Committee Room, 12<sup>th</sup> Floor, Admin Block, SBB Trauma Centre.
- f) Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
- g) If a discrepancy is found between the unit price and the total price; The unit price would be considered as correct.
- h) Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax and 0.35% Stamp Duty which will be deducted at source in office of the Accountant General Sindh Karachi.
- i) The firm will be responsible for supply of **Printing Articles** at consignee address. i.e. S.B.B. Accident Emergency & Trauma Centre Karachi (If it fails; the Security Deposit will be forfeited).
- j) Planning & Procurement Department shall disqualify a contractor, whether pre-qualified or not, if it finds 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.

- k) 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
- l) 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 fails to sign the contract in stipulated time if the bid is accepted.
- m) Conditional tender and tender without bid security shall not be considered.
- n) GST / Income Tax Certificate must be accompanied with tender
- o) 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 2013/14). Payment will be made within four weeks after receipt of bill / invoice duly fills in all respects.
- p) 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.
- q) Prices quoted shall remain valid up to 30<sup>th</sup> June, 2017
- r) No tender will be entertained without Security deposit. The Security deposit will be forfeited to Government Treasury, in case of non-submission of Performance security within seven (7) days of receipt of the offer letter.
- s) Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
- t) If the supplier fails to give supply and install within the stipulated period, liquidity charges will be imposed.
- u) Registration from Sindh Revenue Board is not required in procurement of Goods.

I / We agree to above mentioned terms & conditions:

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

(CNIC NO \_\_\_\_\_ (Copy must be attached).)

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

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

Rubber Stamp \_\_\_\_\_

## **CRITERIA FOR EVALUATION OF BID**

**Compliance to all items is mandatory** **Yes** **No**

1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience with documentary proof (Three Years)		
3.	Registration with Income Tax – NTN Certificate		
4.	General Sales Tax (Mandatory) / Sindh Sales Tax (if applicable) / Sindh Board of Revenue (Registration is not required in procurement of Goods)		
5.	Bank Certificate regarding financial soundness (three years) of the firm to do business up till 1 Million each year.		
6.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and Litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan.		

**NOTE:**

1. The offer will not be entertained if the required documents are not found attached.
2. Items will be procured on approved quality/ sample basis; hence bidders are required to submit sample along with bidding documents.

## *Annexure B*

### **SBB ACCIDENT EMERGENCY & TRAUMA CENTRE** **SCHEDULE FOR PRINTING ARTICLES # 4**

<b>Sr. #.</b>	<b>Description</b>	<b>Units</b>	<b>Qty</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
1	Progress Sheet (As per sample or existing)	Nos.	50,000		
2	Vital Sign Sheets (As per sample or existing)	Nos.	50,000		
3	Bio Chemistry Sheets (As per sample or existing)	Nos.	20,000		
4	Physician Order (As per sample or existing)	Nos.	50,000		
5	Nurses Notes	Nos.	20,000		
6	Drug Prescription	Nos.	10,000		
7	U/s Report Findings	Nos.	10,000		
8	U/s Extended Part	Nos.	10,000		
9	U/s Report	Nos.	10,000		
10	U/s Whole Abdomen	Nos.	10,000		
11	Emergency Slip	Box.	100		
12	Case Card (ER file)	Nos.	10,000		
13	Consumptions Record Sheet for OT	Nos.	10,000		
14	Evaluation Form	Nos.	1,000		
Total					

**Note:** The said items will be procured on best quality / approved sample basis.

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

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

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

\_\_\_\_\_

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

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



## CONTRACT FORM

THIS AGREEMENT made the ..... Day of ..... (Year) Between the Procuring Agency (hereinafter “the SBB TRAUMA CENTRE”) of one part and .....(Name of Vendor) of .....(City and country of Vendor) (Hereinafter “the Supplier”) of the other part:

WHEREAS the SBB TRAUMA CENTRE is desirous that certain Supplies, as described in the bid document and briefly outlined below, should be provided by the Vendor.

**Date of tender call:**

**Title of the project:**

**Brief outline of the work:**

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following document shall be deemed to form and be read and construed as part of this Contract, viz.

- 1) Bid document(s)
- 2) Pre-bid conference minutes if any,
- 3) Clarification on bid document issued if any,
- 4) SBB Trauma Centre notification of award.

In case of conflict among documents mentioned above, the documents mentioned above in reverse order will prevail over other documents. In consideration of the payments to be made by the SBB TRAUMA CENTRE to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the SBB TRAUMA CENTRE to provide the goods and to remedy defects therein conformity, in all respects, with the provisions of the contract.

The SBB TRAUMA CENTRE 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.

Brief particulars of the services which shall be supplied/ provided by the Supplier are as under:

Solutions, service or material	Quantity	Unit price	Amount	Remarks

IN WITNESS where of the parties here to have caused this Agreement executed the day and year above written.

Signed, sealed, delivered by \_\_\_\_\_ the (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the (for the Supplier)

## PERFORMANCE SECURITY FORM

(To be issued by a bank schedule in Pakistan)

To..... (Address of SBB Trauma Centre)

WHEREAS.....(Name of Vendor) hereinafter called “the Vendor” has undertaken, in pursuance of Contract

No.....dated,.....(Date), to supply/provide.....called “the Contract”.

AND WHEREAS it has been stipulated by you in the said contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s/ service provider’s performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs..... (Rupees.....) and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs .....(Amount of Guarantee) 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 .....(Date)

Place:

Signature of Guarantors and seal

Date: