

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

**STANDARD BIDDING DOCUMENTS**



**GOVERNMENT OF SINDH**

**SBB ACCIDENT EMERGENCY & TRAUMA CENTRE KARACHI**

**Contract No:- AMS / SBB-TC / PROC / (Others-03) 2016-17.**

**Rough Cost Estimate: 5 (M)**

**Supply of General Items**

**at**

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

## **INSTRUCTIONS TO BIDDERS**

1. Shaheed Benazir Bhutto Accident Emergency & Trauma Centre invites sealed bids on single stage one envelope systems 46(1) as per Sindh Public Procurement Rules 2010, Amended 2013 from Manufacturers/Importers/Sole Agents/Contractors for **Supply of General Items. Contract No:- AMS / SBB-TC / PROC / (Others-03) 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.

## **BIDDING DATA**

Procuring Agency	:	SBB Accident, Emergency & Trauma Centre
Address	:	Chand Bibi Road, Karachi
Name of Item	:	<b><i>Supply of General Items</i></b>
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	:	Current FY- 2016-17
Liquidity Damages	:	0.03% of the bid price per month after the period of Completion up to 10% maximum
Required Item Quality	:	All items will be procured on sample/proof basis
Place of Delivery	:	Store of SBB Accident, Emergency & Trauma Centre

## 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 “*Supply of General Items.*”
- 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 General Items* 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). 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 current FY-2016-17
- 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 \_\_\_\_\_

**(ANNEXURE – A)**

**CRITERIA FOR EVALUATION OF SUPPLY OF GENERAL ITEMS AT SBB  
ACCIDENT, EMERGENCY & TRAUMA CENTRE KARACHI**

**COMPLIANCE TO ALL ITEMS IS MANDATORY** **YES** **NO**

		YES	NO
1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience with documentary proof (Last Three Years)		
3.	i) 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 / Bank Statement regarding financial soundness (Three year) of the firm to do business up till 5 Million in 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.		

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”**

**BILL OF QUANTITY OF SUPPLY OF GENERAL ITEMS AT SBB ACCIDENT,  
EMERGENCY & TRAUMA CENTRE KARACHI**

**A) General Items:**

<b>S. #</b>	<b>DESCRIPTION</b>	<b>REQUIRED QUANTITY</b>	<b>QUOTED YES/NO</b>	<b>RATE</b>
1	Bucket Plastic (Dustbin) 10 1/2" Dia, Height 16" (Best Quality)	800 Pcs.		
2	Urinal Solid Plastic Large (Best Quality)	100 Pcs.		
3	Bed Pan Plastic Thackeray's Patten Slipper Shaped (Best Quality)	100 Pcs.		
4	Needle Cutter	100 Pcs.		
5	Tissue Box	5000 Box.		
6	Tissue Roll	5000 Roll.		
7	Examination Torch (Best Quality)	100 Pcs.		
8	Call Bell (Buzzer) with cell / battery (Best Quality)	80 Pcs.		
9	Extension Boards 5A (6 sockets)	100 Pcs.		
10	Air Pressure gun (C.S.S.D)	4 Pcs.		
11	Patient Curtains washable matching with existing	100 Pairs.		
12	Soap (Lux or equivalent)	1000 Pcs.		
13	Soap (Lifebuoy or equivalent)	1000 Pcs.		
14	Pencil Cell (AA)	200 Pcs.		
15	Lyrengo scope cell compatible with existing	400 Pcs.		
16	Lyrengo scope bulb Adult & Peads Compatible with existing	200 Pcs.		
17	Suction Pipe / Tube	10 Roll		

**B) Washing Material:**

S. #	DESCRIPTION	REQUIRED QUANTITY	QUOTED YES/NO	RATE
1	Detergent Powder	800 Kg		
2	Emulsifier	1200 Ltr.		
3	Neutralizer	600 Ltr.		
4	Liquid Washing Soap	1200 Ltr.		
5	Liquid Bleach	1200 Ltr.		

**C) Crockery Items:**

S. #	DESCRIPTION	REQUIRED QUANTITY	QUOTED YES/NO	RATE
1	Glass	12 Dozen		
2	Serving Plates	12 Dozen		
3	Dinner Plates	12 Dozen		
4	Cup with Saucer	12 Dozen		
5	Spoon's (SS Material or Best Quality) Table Tea	12 Dozen		
6	Bowls	01 Dozen		

**E) Miscellaneous Items:**

S. #	DESCRIPTION	REQUIRED QUANTITY	QUOTED YES/NO	RATE
1	Microwave	04 Pcs		
2	Electric Kettle	06 Pcs		
3	UV Light Insect killer 2 feet	100 Pcs		
4	<b>Wall Clocks</b> <b>Large=80</b> Size: Base should be 15" x 15" Shape: Round with frame of wood/plastic material or better Background: Logo/Name of Institute Printing of Background: UV or screen printing or better Machine: "A" quality imported Battery: AA single cell replaceable Samples should be submitted along with quotations Country of Origin: Local or Imported <b>Medium= 180</b> Size: Base should be 12" x 12" Shape: Round with frame of wood/plastic material or better Background: Logo/Name of Institute Printing of Background: UV or screen printing or better Machine: "A" quality imported Battery: AA single cell replaceable Samples should be submitted along with quotations	260 Pcs		

	Country of Origin: Local or Imported			
5	<b>Key Chains</b> Material: Plastic/wood/metal or better Should either have place for an insert, engraving if material is wood, option for coding or any other option for identification Samples should be submitted along with quotations Country of Origin: Local or Imported	2000 Pcs		
6	Weighing scale machine for Linen Dept. with platform and scale weight up to 300Kg.	01 Pcs		
7	Lubricating Spray for Instruments safeguard against rust.	200 Pcs		
8	Chlorine Tablets for Water Purification	100 Jar		

**Note:**

1. Items will be procured on approved sample basis/Quality basis; hence bidders are required to submit sample along with bidding documents.

As required, following pay order/demand draft is enclosed on account of Security Deposit:

No: \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_ drawn

on \_\_\_\_\_ Bank \_\_\_\_\_

Signature of Contractor / Supplier: \_\_\_\_\_

Name of Firm with full Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: Off. \_\_\_\_\_ Fax: \_\_\_\_\_

Res: \_\_\_\_\_ Mobile: \_\_\_\_\_

## BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Addl. Medical Superintendent,  
SBB Accident Emergency & Trauma Centre,  
Karachi - 74200

Madam,

Having examined the bidding document and amendment thereon we the undersigned, offer to provide services to the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated \_\_\_\_\_

Project Title:

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by SBB Accident Emergency & Trauma Centre or its user organization.

If our bid is accepted, we undertake to;

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and
- 3) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 4) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:

Date:

Bidder's signature  
and seal.

## 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: