

TENDER DOCUMENT



PROCUREMENT OF

1) MACHINERY/ EQUIPMENTS, 2) FURNITURE.

KHAIRPUR MEDICAL COLLEGE
KHAIRPUR MIRS
SINDH, PAKISTAN

Station Road, Khairpur Mir's Ph: 0243-923103 – 9280452

Email: info@khprkmc.edu.pk website: www.khprkmc.edu.pk

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Part A: INVITATION FOR BIDS

Sealed bids are invited as per Sindh Public Procurement Rules-2010 from Manufacturers/ their authorized Suppliers/Agents and General Order Suppliers in Pakistan for supply of **Machinery / Equipment and Furniture**, and their delivery shall be provided at Khairpur Medical College, Khairpur Mir's.

THE LIST OF THE REQUIRED SUPPLIES ARE ATTACHED AT ANNEXURE-I.

2. The interested bidders can purchase set of blank Tender documents from office of **The Principal Khairpur Medical College, Station Road Kharipur Mir's** or can be downloaded the bidding documents (separately for **Machinery / Equipment and Furniture**) from website www.khprkmc.edu.pk. containing detailed specification, pictures, evaluation criteria and other terms & conditions. Following is the basic criteria for participation in the tender:-

Terms & Condition

- Bidders shall be submitted bidding documents according to the SPPRA Rules.
- The bidder is required to provide catalogue / Brochure, sketches, drawings, photographs and sample of the required supplies items with the technical bid at the time of submission of tender. Without which tender will be rejected.
- Delivery should be completed as per distribution plan within 15 days from the date of issuance of purchase order.
- Bidders shall submit Bank Certificate/Turnover Certificate of third years Rs 3 to 5 Million per annum in a Account.
- Client list of Five (05) firms / departments with their addresses & Telephone Numbers in the supply of required items.
- The firms should be registered with Income Tax, service Tax and General Sales Tax Department and should submit professional Tax certificate. Tax will be deducted as per Government's Notification.
- Bids shall be submitted as single stage two envelope procedures.
- The Purchase Committee may decrease / increase quantity of bidding item as per available budget under SPPRA rules. Tenders which do not fulfill the Terms & Conditions will not be entertained in accordance with SPPRA Rules.
- The Procuring Agency may reject any or all Bids subject to the relevant provisions of SPPRA Rules.
- Sealed bids should accompany 2% earnest money in the form of Demand Draft/Pay Order/ in favor of Principal Khairpur Medical College Khairpur Mirs, till 30-03-2017 @ 1.00 PM
- It should be clearly written on Envelop in Capital words as TENDER DOCUMENTS.
- The quoted rates should be inclusive of all Government taxes ,delivery / installation charges and warranty .
- Tender is also available on SPPRA website www.pprasindh.gov.pk.

Principal

Khairpur Medical College
KhairpurMirs
0243-923103 – 9280452

Part B: Terms & Conditions including Evaluation Criteria

1. Sealed Tenders are invited from Manufacturers/ their authorized Supplier /Agents, Whole Sellers and General Order Suppliers in Pakistan for procurement of **Machinery, Equipment, Furniture**, and others and their delivery shall be provided at Khairpur Medical College, Khairpur Mirs (hereinafter referred to as "Purchaser").
2. Bids to be submitted as single stage two envelopes procedures as per Sindh Public Procurement Rules-2010, which means that each bid shall comprise two envelopes containing both financial & technical proposal. The bid found to be the lowest evaluated bid shall be accepted.
3. The bid should be submitted in sealed envelope to be addressed to the Purchaser at the address given in the Invitation for Bids (IFB); and a statement: "DO NOT OPEN BEFORE & FOR KHAIRPUR MEDICAL COLLEGE," time, date and IBF Number specified in the Invitation for Bid.
4. If the envelope is not sealed and marked as mentioned above, the Purchaser will assume no Responsibility for the bid's misplacement or premature opening. |i
5. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the IFB will be rejected and returned unopened to the Bidder.
6. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security (earnest money).
7. The Purchaser will open the bids in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders' representatives who are present shall sign the Attendance Sheet evidencing their attendance.
8. The Bidder's names, quoted rates, bid security attached and such other details may consider appropriate, will be announced at the time of opening of bids. No bid shall be rejected at the time of opening of bids, except for late bids, which shall be returned unopened to the Bidder.
9. The bids found having without, deficient or other forms except the specified in Bid Security (earnest money) will also be rejected.
10. During evaluation of the bids, the Purchaser 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.
11. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, (the amount in words will prevail).

12. The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
13. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Law, specifications, quality, quantity etc will be deemed to be a material deviation and Bid Security. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
14. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
15. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.
16. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, quality assurance, financial soundness and such other details as the Purchaser, at its discretion, may consider appropriate will be taken into consideration. Following documents should be submitted along with the bid for evaluation:-

- The bidder is required to provide catalogue / Brochure, sketches, drawings, photographs and sample of the required supplies items along with the technical bid at the time of submission of tender. Without which tender will be rejected.
- Bidders shall be submitted Bank Certificate/turnover certificate of Rs. 1 million per annum in a account.
- Address of office, display shop and must provide the detail of its sub-offices.
- Client list of Five (05) firms with their addresses & Telephone Numbers regarding supply of the items.
- The firms should be registered with Income Tax, General Sales Tax Department. Tax will be deducted as per Government's Notification-National Tax Number (NTN) and General Sales Tax Number with documentary proof will have to be provided by each bidder in the tender.
- The bidder/ manufacturer will submit an affidavit on legal stamp paper of Rs. 50/- that their firm has not been blacklisted in the past by Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the bidder will be debarred from bid.

- A statement, stating ability to ensure the supply of goods to the specified destinations within the given time schedule.
 - Submit affidavit stating that all information given by the bidder is correct and true. In case of false statement the earnest money will be forfeited and bidder will be blacklisted.
17. The Purchaser will disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification, as Supplier was false and materially inaccurate or incomplete.
 18. The Bidder with the lowest evaluated bid in accordance with Sindh Public Procurement Rules-2010, if not in conflict with any other law, rules, regulations or policy of the Federal Government, will be issue purchase order, within the original or extended period of bid validity. If the successful Bidder, after completion of all codal formalities shows inability to supply the **Machinery/Equipment and Furniture**, then the earnest money will be forfeited.
 19. Bids are required to be supported with a Demand Draft/Pay Order 2% of the bid value (refundable) in the name of Principal Khairpur Medical College, Khairpur Mir's as earnest money/bid security. The Tenders found deficient of the earnest money or form of earnest money different from the specified limit will not be considered. No personal cheque/bid bond etc. will be acceptable at any cost. The previous bid security, if available, will not be considered or carried forward.
 20. Form of Price Schedule to be filled with care, preferably it should be typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
 21. The Bidder should quote the rate(s) of items according to the tender specifications given in the bidding documents. The specifications different from the mentioned in the bidding documents will straightway be rejected.
 22. Bids shall remain valid for the period of 90 days after the date of opening of bids.
 23. The Bidder is required to offer competitive price. All prices must include the General Sales Tax (GST) and other taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption or reduction in the GST or other taxes shall be provided tax exemption certificate from the issuing authority to the Purchaser.
 24. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive Bidder.
 25. While submission of bid, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services will be entertained.
 26. Prices shall be quoted in Pak Rupees.

27. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents, failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in *every* respect will be at the Bidder's risk and may result in the rejection of its bid.
28. A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents, which it receives not later than 7 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be posted on website www.khprkmc.edu.pk.bids.
29. At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
30. The **Machinery / Equipment and Furniture**, will be delivered to Khairpur Medical College, Station Road, Khairpur Mir's, as per schedule of requirement on the risk and cost of the Bidder. All Zila, Octroi and other Provincial/district taxes will be borne by the Supplier. Transportation including loading/ unloading shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price.
31. The items supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the Purchaser after having been delivered; hence insurance coverage is Supplier's/-Seller's responsibility. Since the Insurance is Supplier's/ Seller's responsibility they may arrange appropriate coverage.
32. The firm will supply of **Machinery/ Equipment and Furniture**, as per Tender requirements in standard packing including the logo of Khairpur Medical College where applicable. Moreover, the Supplier/ Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the schedule of requirement/purchase order.
33. All the items will be acceptable subject to physical inspection/ examination after receipt of supplies in accordance with the specification.
34. If any item is found to be against the required specifications, the Purchaser may reject the item(s), and the Supplier shall either replace the rejected item(s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected supplies must be completed within 10 days from the date of communication of decision to the Seller/ Supplier by the Khairpur Medical College. However, the initial delivery date of the concerned supply will be

Considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports are again declare the item as of against the required specifications, the stock will be returned to the Supplier and the proportionate amount of bid security will be forfeited.

35. In case delivery is not completed within the time frame specified in the schedule of

requirement, the Contract to the extent of non-delivered portion of supply will stand cancelled by giving formal notice to this effect. No supplies will be accepted and the amount of bid security to the extent of non—delivered portion of supplies will be forfeited. If the firm fails to supply all the Contracted items/ whole consignment, the entire amount of bid security will be forfeited to the Purchaser's/ Government account and the firm will be blacklisted for future participation minimum for two years as per SPPRA Rules..

36. The Supplier may not be liable to forfeiture of its bid security/ earnest money, liquidated damages or termination/ blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of Nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to miss-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
37. Sealed bids to be submitted to the Principal Khairpur Medical College, on or before the date, time and venue advertised. The Tenders will be opened on the advertised time in presence of the Bidders or their representatives who choose to be present.
38. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
39. Khairpur Medical College Khairpur Mir's reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal in accordance with Sindh Public Procurement Rules-2010 amended in 2013. The unsuccessful Bidder(s) participating in the tender shall be informed the reason(s) for the rejection of their bid, however Khairpur Medical College shall not be liable to justify those reasons.
40. All incomplete or conditional tenders are liable to be rejected.

Part C: Delivery Schedule

Delivery Schedule:

The delivery of items will be completed to the Khairpur medical college within 15 (Fifteen) days after the date of issuance of Purchase Order.

Delay in Delivery:

In case of late delivery of items beyond the periods specified in the schedule of requirements, the liquidity damage will incur at rate of 0.6% of the total amount of the Purchase Order will be charged as penalty per day.

Payment:

1. The payment will be made to the Supplier on receipt of original invoice(s) including GST and other taxes according to the Government.
2. Income Tax @ 4% for filer and 6% for Non filer in case of companies and other then companies Tax payers @ 4.5% for filers and 6.5% for the Non-filers of the total amount of the order will be deducted at source plus all other admissible taxes impose by the government from time to time.

The above mentioned terms and conditions have been carefully read and are hereby unconditionally accepted.

Name of the VENDOR	
Name of the Authorized contact Person	
Office Address	
GST NO	
NTN	
Telephone No	
Mobile No	
Fax No	

Signature	Authorized Representative
Stamp	

The filled in Tender Document should be in forwarded to:

Khairpur medical college,
Khairpur Mir's
Station Road Khairpur Mir's
0243-923103-9280450