



Phone No. 99215722
Fax No. 99215733

No. MS (CHK)- 7518
Civil Hospital
Baba-e-Urdu Road, Karachi

Dated: 20/03/2017.

NOTICE INVITING TENDER

SEALED BIDS ARE INVITED FROM THE REGISTERED CONTRACTORS / SUPPLIERS WITH INCOME TAX & SALES TAX AUTHORITY FOR SUPPLY OF THE **STATIONERY ITEMS** @ CIVIL HOSPITAL KARACHI ON ONE ENVELOPE PROCEDURE BASIS AS PER CLAUSE 46 (1) OF SPPRA 2010 (AMENDED 2013).

Sr. #	Description(s)	Unit(s)	Tender Fee	Bid Security	Date of Submission & Time	Date of Opening & Time
1	Stationery Items	As Per B.O.Q	Rs. 500/- (Non-Refundable) In shape of Pay Order in favor of Medical Superintendent Civil Hospital Karachi	2% of the quoted amount	13 th April' 2017 @ 11:00 A.M	13 th April' 2017 @ 12:00 Noon

- Others terms & conditions have been mentioned in the Standard Bidding Documents (SBD) with details available in Purchase Branch, 1st Floor, Admin Block at Civil Hospital Karachi. It can also be downloaded from website of the SPPRA and Civil Hospital Karachi.
- The Bids are to be submitted along with 2% value of the bid's quoted amount in shape of Pay Order in favor of Medical Superintendent Civil Hospital Karachi, in the office of the AMS (Procurement) 1st Floor, Admin Block Civil Hospital Karachi, Karachi on 13th April 2017 at 11:30 a.m and the same will be opened on the same day at 12:00 noon in the Committee Room, 2nd Floor, Admin Block, Civil Hospital, Karachi.
- The Tender documents may be obtained with terms & conditions for **STATIONARY ITEMS** from the date of publishing to the day before date of opening on payment of Rs. 500/- (Non Refundable) in shape of Pay Order from Accounts Branch Civil Hospital Karachi.
- The undersigned reserves the right regarding rejection of bids subject to the relevant provision of SPPRA Rules 2010 (Amended 2013).


**MEDICAL SUPERINTENDENT
CIVIL HOSPITAL KARACHI**



**GOVERNMENT OF SINDH
CIVIL HOSPITAL KARACHI**

**STANDARD BIDDING DOCUMENTS
FOR STATIONERY ITEMS
ROUGH COST ESTIMATE**

Rs. 0.877 (M)

OPENED ON 13TH APRIL' 2017

AT 12:00 NOON

BIDDING DATA

Procuring Agency	:	Medical Superintendent Civil Hospital Karachi
Address	:	Baba-e-Urdu Road, Karachi
Name of Work	:	Stationary Items
Bid Validity	:	90 Days
Amount of Bid Security	:	2% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Performance Security	:	2% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage One Envelope Procedure
Advance Payment	:	No Advance Payment
Period of Completion	:	30 Days
Liquidity Damages	:	0.05% of the bid price per day after the period of Completion upto 10% maximum
Inspection Authority	:	Inspection Committee
Place of Inspection	:	Store of Civil Hospital Karachi
Place of Delivery	:	Store of Civil Hospital Karachi

GENERAL CONDITIONS OF CONTRACT

1. 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.
2. The bidder shall drop by hand / mail in the office of the Medical Superintendent, Civil Hospital Karachi as date mentioned in Tender Enquiry / advertisement.
3. The bid documents comprises the following (as per rule, 21 of SPP Rules 2010 amended 2013).

a) Instruction to Bidder	Annex-I
b) Form of Bid	
i) Proposal / Specification	Annex-II
c) Form of Contract	Annex-III
d) General / Special Conditions of Contract	Annex-IV
e) Bid Evaluation Criteria	Annex-V
4. The tenders will be received back upto 13th April' 2017 at 11:30 a.m. and will be opened on the same day at 12:00 noon in the presence of Purchase Committee and the bidders of their authorized representative. In case of holiday the bids shall be opened on next day at same time.
5. Bid Security, Amounting 2% of Bid price should be in shape of Pay order in Medical Superintendent Civil Hospital Karachi issued by any schedule Bank of Pakistan.
6. 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 falls to sign the contract in stipulated time if the bid is accepted.
7. Conditional tender and tender without bid security shall not be considered.
8. Delivery time will be 30 days starting from the issuance of work orders / signing the contract.
9. GST / Income Tax Certificate must be accompanied with tender

10. 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). The payment will be made within four weeks after receipt of bill / invoice duly fill in all respects.
11. 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.
12. Prices quoted shall remain open upto 90 Days.
13. Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
14. The bids shall be quoted in Pak Rupees.
15. 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 bid that do not change substances of the bids.
16. 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.
"Noted"

Signature of Contractor
Stamp

ANNEXURE – II



Tender Form: Rs. 500/-
(Non - Refundable)

OFFICE OF THE MEDICAL SUPERINTENDENT CIVIL HOSPITAL KARACHI
SCHEDULE FOR STATIONERY ITEMS

Sr. No.	Items	A/U	Qty	Rate (Rs.)	Amount (Rs.)
1	Calculator Simple Type Size 8*8	Piece	20		
2	Ball Point Blue (1500) Black (1500) Red (1000)	Piece	4000		
3	Gel Pen Blue (20) Black (2) Red (2) Imported / Best Quality	Packet	24		
4	High Lighter (Various Color)	Piece	200		
5	Stapler Machine (Medium Size) Make: Germany	Piece	200		
6	Stapler Pin Compatible with Stapler at Item No. 5	Piece	500		
7	Pencil with Eraser	Piece	500		
8	Sharpener	Piece	100		
9	Paper Rim A4 Size Printer / Copier 80 GM Paper (5 Rims in One Box)	Box	300		
10	Gum Stick (Medium)	Piece	100		
11	Gum Stick (Large)	Piece	50		
12	Whito (Best Quality)	Piece	150		

Sr. No.	Items	A/U	Qty	Rate (Rs.)	Amount (Rs.)
13	Pin Opener	Piece	100		
14	Hole Punch Machine (Best Quality)	Piece	100		
15	Single Hole Punch Machine	Piece	30		
16	Scotch Tape ½"	Piece	120		
17	Scotch Tape 2"	Piece	120		
18	Paper Cutting Scissor 6"	Piece	50		
19	Simple Plain Register 300 Pages (Best Quality Royal or Equivalent)	Piece	100		
20	Rubber (Eraser)	Piece	60		
21	Scale Ruler 12" Heavy S.S (Best Quality)	Piece	100		
22	Permanent Marker (Best Quality) Blue (120) Black (60) Red (60)	Piece	240		
23	Board Marker (Best Quality) Blue (50) Black (50)	Piece	100		
24	Attendance Register (100 Pages)	Piece	500		
25	Stamp Pad 88*55mm (Best Quality) Blue (90) Black (30) Red (30)	Piece	150		
26	Stamp Pad Ink Blue (120) Black (120) Red (60)	Piece	300		
27	Gem Clips (Medium)	Piece	40		

Sr. No.	Items	A/U	Qty	Rate (Rs.)	Amount (Rs.)
28	Gem Clips (Large)	Piece	40		
29	Thump Pin	Piece	200		
30	Ring Clip (Medium) 12pcs / Box	Box	40		
31	Ring Clip (Large) 12pcs / Box	Box	20		
32	Shredder (Paper Cutting Machine for waste paper)	Piece	2		
33	Heavy Duty Stapler Machine with 20 Boxes of Pins (23/24, 150/210/20mm)	Piece	2		
34	Tape (Red)	Piece	50		
35	PVC Box Folder	Piece	50		
36	Paper Cutters (Best Quality)	Piece	100		
37	Carton Tape 2 1/2" & 3"	Piece	100		

Note: The said items will be procured on best quality basis. Sample of the said items must be provided on day before opening of the said bid.

SIGNATURE OF CONTRACTOR: _____

SUPPLIER: _____

NAME OF FIRM ADDRESS: _____

TELEPHONE NO: _____

CELL # _____

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the ____ day of _____ 2017 ____ 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; and
 - (f) The Drawings
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)

ANNEXURE – IV

INSTRUCTIONS / BID EVALUATION CRITERIA:-

- a) Each bid shall comprise one Single Envelope containing the required information.
- b) Bid Security may be attached in shape of DD / Pay Order / Bank Guarantee issued by the scheduled Bank(s) in Pakistan.
- c) Bid should be dropped in the office of the Additional Medical Superintendent (Procurement) 1st Floor Admin Block Civil Hospital Karachi by mail or by hand in due course of time and the same will be opened at Board Room 2nd Floor Admin Block Civil Hospital Karachi.
- d) Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
- e) Tender Fee in shape of pay order in favor of Medical Superintendent, Civil Hospital Karachi must be attached, else the offer will be rejected.
- f) Bid should be inclusive all Government taxes (If applicable) and the same will be paid themselves 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.
- g) Civil Hospital Karachi shall disqualify a contractor, whether pre-qualified or not, if it find 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.

CRITERIA FOR EVALUATION OF THE BID:-

		Yes	No
1	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form.		
2	Relevant Experience (Three Years)		
3	Registration with Income Tax / Sales Tax. (Mandatory)		
4	Copy of Bank Certificate regarding financial soundness and turn over for the last three years.		

**Signature of Contractor(s)
Stamp**



GOVERNMENT OF SINDH
HEALTH DEPARTMENT
(PROCUREMENT MONITORING & INSPECTION CELL)

NOTIFICATION

No. SO(PM&I)2-1/2016-17/PM-04/(CHK): As many as Eight (08) Procurement Committees under Rules-7 of Sindh Public Procurement Rules 2010 are hereby constituted comprising the following officers for purchase of various health items details of which are mentioned against each in Civil Hospital, Karachi during the financial year 2016-17.

1- Instruments Coronary Angiography and Angioplasty, Endoscopy, Esophageal & Anorectic Motility, Ophthalmic, Orthopaedic & oral Maxillofacial Implants

i	Medical Superintendent Civil Hospital – Karachi.	Chairman
ii	Head of Cardiology, Dow University of Health Sciences - Karachi.	Member
iii.	Head of Ophthalmology Unit-I, Dow University of Health Sciences, Kyc	Member
iv	Head of Orthopaedic Unit – I & II, Dow University of Health Sciences	Member
v	Head of Surgical Unit – VI, Dow University of Health Sciences – Kyc	Member
vi.	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Member
vii.	Accounts Officer, Civil Hospital – Karachi.	Member

2- Local Purchase of Drugs / Medicines , Medical Gases, Diet Enteric (Food Suppliments), Other (Misc) General Stores Articals, Uniform / Protective Clothing.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Assistant Professor Surgical-IV, Dow University of Health Scien Karachi	Member
iii.	Assistant Professor, Medical-III, Dow University of Health Karachi.	Member
iv	Addl. Medical Superintendent (Stores), Civil Hospital – Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

3- Consumable (Laboratory Kits / Chemicals).

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Head of Medical Unit – V, Dow University of Health Scienc Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Dow University of Health Karachi	Member
iv	Senior Pathologist, Civil Hospital Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

4- Stationary / Printing / Petty Articles / Hardware /Software / I.T Equipment.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Head of Medical Unit–V, Dow University of Health Sciences - Karachi.	Member
iii.	Assisstant Professor of Gynae & Obs. Dow University of Health Karachi	Member
iv	Incharge (I.T Department), Civil Hospital Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

5- Janitorial Services.

i	Addl. Medical Superintendent (General), Civil Hospital – Karachi.	Chairman
ii	Professor of Dermatology, Dow University of Health Sciences Kara	Member
iii.	Assistant Professor of Gynae & Obs. Dow University of Health Sciences – Karachi.	Member
iv	Addl. Medical Superintendent (HWMS), Civil Hospital Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

6- Security Services.

i	Addl. Medical Superintendent (General), Civil Hospital – Karachi.	Chairman
ii	Professor of Dermatology, Dow University of Health Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Dow University of Health	Member
iv	Addl. Medical Superintendent (Security), Civil Hospital Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

7- Repair of Medical Equipment / Transport / Hospital Equipment.

i	Addl. Medical Superintendent (General), Civil Hospital – Karachi.	Chairman
ii	Assistant Professor of Cardiology, Dow University of Health - Karachi.	Member
iii.	Assistant Professor of Surgery Unit-IV Dow University of Health Kar.	Member
iv	Addl. Medical Superintendent (Technical), Civil Hospital Karachi.	Member
v	Accountns Officer, Civil Hospital Karachi.	Member

8- Maintenance & Repair works (Building).

i	Addl. Medical Superintendent (General), Civil Hospital – Karachi.	Chairman
ii	Deputy Director – I (Dev), Health Department Government of Sindh.	Member
iii.	D.M.S / Incharge (M & R) Civil Hospital Karachi.	Member
iv	Representative of Accountant General Sindh.	Member
v	Representative of Commissioner Karachi.	Member

The TORs / Functions / Responsibilities of the Procurement committee in accordance with Rule-8 of SPP Rules 2010 shall be as under:

- a) Preparing bidding documents;
- b) Carrying out technical as well as financial evaluation of the bids;
- a) Preparing evaluation report as provided in Rule-45;
- b) Making recommendations for the award of contract to the competent authority;
- c) Perform any other function ancillary and incidental to the above.


SECRETARY HEALTH

No. SO(PM&I)2-1/2016-17/PM-04/(CHK):

Karachi, dated the 14th July 2016

A copy is forwarded for information & necessary action to:-

1. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
2. The M.S. Civil Hospital, Karachi w/r to his letter.
3. Chairman and all members of the Committee.
4. The P.S. to Miniter Health Sindh.
5. The P.S. to Secretary Health.


SECTION OFFICER (PM&I)



NOTIFICATION

In pursuance of Rules-31 and 32 of Sindh Public Procurement Rules 2010, the Government of Sindh, Health Department is hereby constituted Complaint Redressal Committee (CRC) comprising of the following officers for scrutinizing the complaints of aggrieved bidders.

01	Special Secretary, Health Department, Sindh	Chairman
02	Director General, Health Services Sindh, Hyderabad.	Member
03	Additional Secretary (PM&I), Health Department, Sindh.	Member
04	Representative of Accountant General, Sindh.	Member
05	Mr. Ali Imam Qadri, Consultant (Procurement)	Member

TORs

- To Scrutinize the complaints from the aggrieved bidders and decide the cases strictly in accordance with SPP Rules 2010.

INAMULLAH
SECRETARY HEALTH

No. S.O.(PM&I) 2-1/2011(CRC)

Karachi, dated, the 29th July, 2013

C.C to:

1. The Accountant General Sindh, Karachi.
2. The Director General Health Services Sindh, Hyderabad.
3. The Chief Secretary Sindh, Karachi.
4. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
5. The Additional Secretary (Admn/Development/Public Health).
6. The Director Industries, Govt. of Sindh, Karachi.
7. The All members of the Committee.
8. The P.S. to Secretary Health Sindh.


(MUHAMMAD ANWAR KHOKHAR)
SECTION OFFICER (PM&I)

SECRETARY
No: 84
Date: 31/7/13
E.K.



CIVIL HOSPITAL KARACHI
REVISED PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2016-17

Sr. #	Description of Procurement	Funds Allocated	Source of Fund	Proposed Procurement Method	Tentative / Timing of Procurement			Remarks
1	Printing and Publication	0.620	Non-ADP	Single Stage One Envelope			✓	Rule 46 (1)
2	Stationery	0.877	Non-ADP	Single Stage One Envelope			✓	Rule 46 (1)
3	Repair of Furniture Fixture	0.908	Non-ADP	Single Stage One Envelope			✓	Rule 46 (1)


MEDICAL SUPERINTENDENT
CIVIL HOSPITAL KARACHI