



OFFICE OF THE PRINCIPAL  
CHANDKA MEDICAL COLLEGE  
SHAHEED MOHTARMA BENAZIR BHUTTO  
MEDICAL UNIVERSITY (SMBBMU) LARKANA, SINDH, PAKISTAN



Phone No. (92)-074-9410715 & 9410724 Fax No. (92)-074-9410511  
Digital Telephone Exchange No.074-9410750 Ext: 311, 312 & 313  
Website : www.cmc.edu.pk & www.smbbmu.edu.pk E-mail : info@cmc.edu.pk & info@smbbmu.edu.pk

NO. CMC/ACCTS/

784/88

DATED: 05 / 04 / 2017

NOTICE OF INVITATION TENDER

Sealed tenders are invited from the manufactures or sole distributors only registered with **Sales Tax and Income Tax Departments** having at least 05 years Experience in related field for the supply of following items for the Financial Year 2016-2017 in respect of Chandka Medical College Larkana.

**Details are as under**

Tender No.	Name of Item	Tender Fee Non-Refundable	Last Date of Issuance of Tender Form	Last Date of Submission at College	Date of Opening of Tender	Estimated Cost
01	Stationary Items	Rs.1,000/=	From date of Publication to 24/04/2017	24/04/2017 12:00 Noon	24/04/2017 01:00 PM	1.000 Million

Tenders duly supported by profile of the firm along with specimens of previous work details of Others (Electric Materials / Petty Articles / Stationary Items), bio-data of the Personals involved in said field including 2.50% earnest money of the total Bid in shape of bank draft/ Pay Order (Refundable to unsuccessful Bidders) should be dropped in the tender box placed in the office of Principal CMC Larkana, before 12:00 PM Noon on 24/04/2017, which will be Opened on scheduled Date, in the presence of representative or their authorized person, who may wish to be present.

The Tender form with terms & conditions can be obtained on cash payment / payment order only from Accounts Branch, Administration Block, Chandka Medical College, Larkana.

The Bidding Shall be on **Single Stage – Two Envelopes** procedure. **First Envelope** should contain Technical Proposal only and be clearly marked **TECHNICAL PROPOSAL**.

**Second Envelope** Should Contain **Financial Proposal** and be clearly marked as **FINANCIAL PROPOSAL**.

Both the Envelopes should be sealed separately and be placed in the **Third Envelope**. Name of the Bidder/Firm be clearly marked on all the Envelopes.

The Validity of Offer/ Quoted Rates Shall be for the period of Year 2016-17.

Incase of Unscheduled Holiday, Tenders will be opened on the next working day. The others terms and conditions of the Tenders shall, however remain unchanged.

The Procuring Agency may reject any or all Bids Subject to relevant Provisions of SPPRA Rules.

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NO. CMC/ACCTS/ 761/62

DATED: 03/04/2017

**OFFICE ORDER**

The following procurement committee has been constituted for the purchase of "Petty Articles, Electric Material, Stationary items and Machinery Equipment's" in respect of Chandka Medical College Larkana, for the Financial Year 2016-2017, will be held on 22-04-2017, 24-04-2017, 27-04-2017 and 29-04-2017.

**The Committee Members**

- |    |  |          |
|----|--|----------|
| 1. | Prof. Dr. Kheo Ram<br>Principal,<br>Chandka Medical College, Larkana.                          | Chairman |
| 2. | Prof. Dr. Muhammad Hanif Shaikh<br>Vice Principal,<br>Chandka Medical College, Larkana.        | Member   |
| 3. | Prof. Dr. Riaz Ahmed Shaikh<br>Professor of Pharmacology,<br>Chandka Medical College, Larkana. | Member   |
| 4. | Dr. Agha Riaz Ahmed Pathan<br>Store Office<br>Chandka Medical College, Larkana                 | Member   |

  
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CHANDKA MEDICAL COLLEGE  
LARKANA

Copy forwarded with compliments for information to: -

- The Members of the above committee.
- Registrar, Shaheed Mohtarma Benazir Bhutto Medical University Larkana.
- Director Finance, Shaheed Mohtarma Benazir Bhutto Medical University Larkana.
- The Assistant Accounts Officer CMC, Larkana.
- P.S to Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.



**CHANDKA MEDICAL COLLEGE @ SMBB MEDICAL UNIVERSITY, LARKANA****TECHNICAL BID FORM FOR**  
**STATIONARY ITEMS (2016-17)**

## SCHEDULE OF REQUIREMENT &amp; PRICE

PRICE RS.1, 000/= (NOT REFUNDABLE / TRANSFERABLE)

TENDER ENQUIRY DUE ON ----- 24 / 04 /2017

TIME OF RECEIPT OF TENDER ----- 12:00 Noon

TIME OF OPENING OF TENDER ----- 01:00 PM

Offers shall remain open for 90 days from the date of opening. The tenderers shall quote their prices, inclusive of all duties / Sales Taxes / I. Tax / Octroi Transportation / Installation / Demonstration etc. and all other expenses on free delivery to consignee's SMBB Medical University Larkana at Chandka Medical College Larkana Price should be quoted in figures & words both, in **single stage double envelope (Financial & Technical Proposal)**.

<b>Stationary Items:</b>				
<b>S.#</b>	<b>Name of Items</b>	<b>Quantity</b>		<b>Specifications</b>
1	Computer Paper (Legal) P.1, 80 grams	800	Reem	
2	Computer Paper (A4) P.1, 85 grams	800	Reem	
3	Litho Paper (EVEREST)	350	Reem	
4	File Cover Katcha (Special)	3000	Nos.	
5	File Cover Pacca (Special)	3000	Nos.	
6	File Tag (Large)	100	Groos	
7	File Tag (Small)	80	Groos	
8	Ball Pen (Blue Color)	600	Pkts.	
9	Stamp Pad (Blue) (LANCER)	100	Nos.	
10	Stapler Machine (Large) (Special)	150	Nos.	
11	Stapler Pin (24/6) (DOLLAR)	1000	Pkts.	
12	Paper Pin	200	Pkts.	
13	Punching Machine (Large) (Special)	100	Nos.	
14	Pin Cushion	125	Nos.	
15	U-Clip	300	Pkts.	
16	Pencil	200	Pkts.	
17	Eraser	100	Pkts.	
18	Sharpener	100	Pkts.	

19	Indent Book	150	Nos.	
20	Plain Register (No. 06)	250	Nos.	
21	Outward Register (No. 08)	250	Nos.	
22	Inward Register (No. 08)	250	Nos.	
23	Attendance Register (Large)	500	Nos.	
24	Stock Register (No. 08)	150	Nos.	
25	Peon Book	300	Nos.	
26	Board Marker (DOLLAR)	250	Pkts.	
27	Pin Opener	100	Nos.	
28	Permanent Marker	96	Pkts.	
29	Gum Stick	250	Nos.	
30	Gum Bottle (1000 Grams)	100	Nos.	

### **GENERAL CONDITIONS & INSTRUCTIONS**

- 1.1 The tenders shall be submitted with all documents in sealed envelopes with sealing wax. The envelope must contain tender enquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelope at the left side.
- 1.2 Tenders must be filled in with Blue or Black ink in the columns provided/on separate letter Head duly signed.
- 1.3 The tenders must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 1.4 The rates of each item should be written in figures as well as in words. In case of discrepancy the price in words will be taken as authentic and final.
- 1.5 Conditional Tenders will be ignored and will not be considered / entertained / accepted.
- 1.6 Tenders from both Registered and un-registered firms shall be accompanied by **Earnest Money @ 2.5%** of the value of stores quoted by them in form of Call Deposit / Pay Order. Registered firm must enclose, Photostat Copy of valid Registration / Renewal Certificate along with their offer.
- 1.7 Original purchase receipt must be enclosed with their offer.
- 1.8 The tendered rate should be inclusive of all taxes, **Income & Sales Tax** etc payable to Federal & Provincial Govt. or Local bodies and no claims on this account shall be entertained.
- 1.9 The bidder shall furnish **General Sales Tax (GST) Registration Certificate** of the firm failing which the offer will be ignored. In case the item is exempted from G.S.T., either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.10 The bidder shall furnish copy of **valid Professional Tax (Excise & Taxation) Certificate**.
- 1.11 The tender document can be downloaded from university **website (www.smbbm.edu.pk) & SPPRA website (www.pprasinhd.gov.pk)** and **tender fee of Rs: 1000/=** can be deposit in the name of **Principal Chandka Medical College Larkana** as pay order / draft at the time of submission of tender documents.

### **SPECIAL CONDITIONS**

- 2.1 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No Extension will be granted / accorded for the supply of initial quantity.
- 2.2 Tenderers are required to specify make, country of origin and furnish detailed technical, Description literature/catalogue along with their offer.



- 2.3 The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
- 2.4 The choice to select / ignore any their alternate offer shall rest with the purchaser.
- 2.5 No manufacturer shall authorize their distributor / agent / any firm or person to quote the same item which manufacturer is quoting itself in any tender. Failing the offers of both the manufacturer, as well as other bidder shall be ignored.
- 2.6 Tenderers shall purchase separate tender documents and **furnish purchases receipts for each alternate offer** in case they want to submit alternate offer for any item. All the bids with alternate offers without separate purchases receipt (original) are suppose to be rejected.
- 2.7 The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt. / Semi Government institution or Armed Forces in the Province or outside in the same fiscal year.

### 3. **PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD**

The Purchaser reserves the right to increase/decrease or delete the quantities of goods etc at the time of award of contract and also reserves the right to enhance the quantity by 25% of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions of goods at any time during the contract period.

### 4. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders, on the grounds for the Purchaser's action.

### 5. **NOTIFICATION OF AWARD/ADVANCE CONTRACT**

- 5.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing, delivery by hand or by registered letter, by cable to be confirmed in writing by registered letter that the bid has been accepted.
- 5.2 The notification of award will constitute the formation of the contract.
- 5.3 Upon the successful bidder furnishing of the performance security pursuant to Sr. No.1.1 of the instructions and Sr. NO.3 of the Advance contract the purchase will promptly notify each unsuccessful bidder and will discharge its bid security on receipt of bidder's request.

### 6. **AWARD OF CONTRACT & CONTRACT AGREEMENT**

Subject to the fulfillment of all codal formalities, the Purchaser will award the contract to the successful Bidder who's bid has been determined to be qualified to perform the contract satisfactory.

### 7. **PERFORMANCE SECURITY**

The successful tenderers will have to deposit with the Purchaser Security Deposits as under in shape of Call Deposit/Pay Order:- Registered firms 2.5% of the value of Contract, **Unregistered firms 12.5% of the value of Contract.**

### 8. **CRITERIA FOR EVALUATION OF BIDS**

- Quoted prices.
- Specification compliance.
- Quality of the Item.
- After sale service facility.

- Operational cost.
- Delivery schedule.
- Authority letter from manufacturer.
- Earnest money.

9. **FREE FOR AWARD OF CONTRACT**

Service charges @ **0.25% of the value of the Contract will be realized** / charged by the A.G. Sindh, while making payment to the contractors for award of each contract.

10. **UNDERTAKING**

- 10.1 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We agree to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 10.2 I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Govt. institution in the province in the same fiscal year.
- 10.3 I/We undertake that, if any of the information submitted in accordance to this tender enquiry is found incorrect, our contract may be cancelled at any stage at our cost and risk.

**CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

Signature of Tenderer \_\_\_\_\_

Name & Designation \_\_\_\_\_  
With Rubber Stamp

Tender Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued to M/S \_\_\_\_\_  
\_\_\_\_\_

Signature of Issuing Authority \_\_\_\_\_

**CHANDKA MEDICAL COLLEGE @ SMBB MEDICAL UNIVERSITY, LARKANA****FINANCIAL BID FORM FOR**  
**STATIONARY ITEMS (2016-17)**

SCHEDULE OF REQUIREMENT &amp; PRICE

PRICE RS.1, 000/= (NOT REFUNDABLE / TRANSFERABLE)

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- 1.9 The bidder shall furnish **General Sales Tax (GST) Registration Certificate** of the firm failing which the offer will be ignored. In case the item is exempted from G.S.T., either documentary evident or certificate from competent authority shall be attached with the offer.
- 1.10 The bidder shall furnish copy of **valid Professional Tax** (Excise & Taxation) Certificate.
- 1.11 The tender document can be downloaded from university website ([www.smbbmu.edu.pk](http://www.smbbmu.edu.pk)) & **SPPRA website (www.pprasinhd.gov.pk)** and **tender fee of Rs: 1000/=** can be deposit in the name of **Principal Chandka Medical College Larkana** as pay order / draft at the time of submission of tender documents.

### **2. SPECIAL CONDITIONS**

- 2.1 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No Extension will be granted / accorded for the supply of initial quantity.
- 2.2 Tenderers are required to specify make, country of origin and furnish detailed technical, Description literature/catalogue along with their offer.

- 2.3 The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
- 2.4 The choice to select / ignore any their alternate offer shall rest with the purchaser.
- 2.5 No manufacturer shall authorize their distributor / agent / any firm or person to quote the same item which manufacturer is quoting itself in any tender. Failing the offers of both the manufacturer, as well as other bidder shall be ignored.
- 2.6 Tenderers shall purchase separate tender documents and **furnish purchases receipts for each alternate offer** in case they want to submit alternate offer for any item. All the bids with alternate offers without separate purchases receipt (original) are suppose to be rejected.
- 2.7 The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt. / Semi Government institution or Armed Forces in the Province or outside in the same fiscal year.

### 3. **PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD**

The Purchaser reserves the right to increase/decrease or delete the quantities of goods etc at the time of award of contract and also reserves the right to enhance the quantity by 25% of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions of goods at any time during the contract period.

### 4. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Purchaser reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders, on the grounds for the Purchaser's action.

### 5. **NOTIFICATION OF AWARD/ADVANCE CONTRACT**

- 5.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing, delivery by hand or by registered letter, by cable to be confirmed in writing by registered letter that the bid has been accepted.
- 5.2 The notification of award will constitute the formation of the contract.
- 5.3 Upon the successful bidder furnishing of the performance security pursuant to Sr. No.1.1 of the instructions and Sr. NO.3 of the Advance contract the purchase will promptly notify each unsuccessful bidder and will discharge its bid security on receipt of bidder's request.

### 6. **AWARD OF CONTRACT & CONTRACT AGREEMENT**

Subject to the fulfillment of all codal formalities, the Purchaser will award the contract to the successful Bidder who's bid has been determined to be qualified to perform the contract satisfactory.

### 7. **PERFORMANCE SECURITY**

The successful tenderers will have to deposit with the Purchaser Security Deposits as under in shape of Call Deposit/Pay Order:- Registered firms 2.5% of the value of Contract, **Unregistered firms 12.5% of the value of Contract.**

### 8. **CRITERIA FOR EVALUATION OF BIDS**

- Quoted prices.
- Specification compliance.
- Quality of the Item.
- After sale service facility.

- Operational cost.
- Delivery schedule.
- Authority letter from manufacturer.
- Earnest money.

9. **FREE FOR AWARD OF CONTRACT**

Service charges @ **0.25% of the value of the Contract will be realized** / charged by the A.G. Sindh, while making payment to the contractors for award of each contract.

10. **UNDERTAKING**

- 10.1 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I I We agree to supply and accept the said item at the rates for the supply of contracted quantity with in the stipulated period shown in the contract.
- 10.2 I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Govt. institution in the province in the same fiscal year.
- 10.3 I/We undertake that, if any of the information submitted in accordance to this tender enquiry is found incorrect, our contract may be cancelled at any stage at our cost and risk.

**CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

Signature of Tenderer \_\_\_\_\_

Name & Designation \_\_\_\_\_  
With Rubber Stamp

Tender Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued to M/S  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Issuing Authority \_\_\_\_\_