



*HYDERABAD*

**TENDER DOCUMENT**

**TENDER No. 01**

**PURCHASE MEDICINES (15% LOCAL  
PURCHASE)/LAB: ITEMS/CHEMICAL  
FOR THE FINANICAL YEAR 2017-18**

**FORM OF BID  
(Letter of Offer)**

Bid Reference No.....  
.....  
.....

To,

**MEDICAL SUPERINTENDENT,  
SIR C.J INSITUTE OF PSYCHIARTY,  
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contact Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. \_\_\_\_\_ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects \_\_\_\_\_ therein \_\_\_\_\_ conformity \_\_\_\_\_ prices \_\_\_\_\_ of Rs. \_\_\_\_\_ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of \_\_\_\_\_ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of \_\_\_\_\_ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature \_\_\_\_\_

In the Capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

(Name of **Bidder** in Block Letters)

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

Witness:

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

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

**CERTIFICATE**

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

**Signature and Stamp  
Of the Supplier**

Name of Firm \_\_\_\_\_

N.T.N \_\_\_\_\_

G.S Tax.No. \_\_\_\_\_

Address of Firm \_\_\_\_\_

Tel / Fax \_\_\_\_\_

Email \_\_\_\_\_

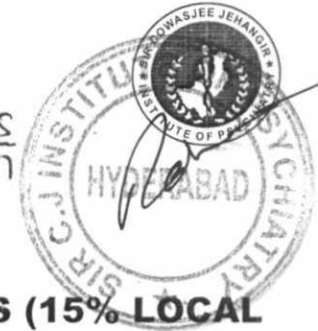
Website \_\_\_\_\_



OFFICE OF THE  
MEDICAL SUPERINTENDENT  
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD

NO: I.P/HYD:/- 01

Dated:- 22/5/17



PH : # 9260118-9.

**TENDER FOR PURCHASE OF MEDICINES (15% LOCAL  
PURCHASE)/LAB: ITEMS/CHEMICALS  
FOR THE FINANCIAL YEAR 2017-18  
Call Deposit Rs: 180000**

**TENDER**

**Price Rs.2000/- Non-Refundable/Transferable**

**Tender inquiry No.01**

Due on 17-06-2017

Time of receipt of Tender	17-06-2017	11.00 A.M
Time of opening of Tender	17-06-2017	11.30 .A.M

Offers shall remain open for 30-06-2018 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octoroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S.No	Description	Rate	
1	National Company Product(along with company rate list)	Hospital Discount Rate In Wards	Hospital Discount Rate In Figure
2	Multi-National Company Product (along with company rate list)		

**TERMS & CONDITIONS.**

- 1.1 The tenders shall be submitted with all documents in sealed envelopes, with seaug wax. The envelops must contain tender enquiry NO: on the top. The name of manufacturer and the supplier should be affixed on the face of envelops at the left side.
- 1.2 Tenders must be filled in with blue or black ink in the column provided/ on separate letter head duly signed.
- 1.3 The tenders must be free casing cutting and over writing. In case of causing, cutting & overwriting, authorized person should cut out it.
- 1.4 The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 1.5 Conditional tenders will be ignored and will not be considered /entertained /accepted.
- 1.6 Tenders form shall accompanied by earnest money of Rs:1,80000 in form of call deposit /pay order.
- 1.7 Original purchase receipt must be enclosed with their offer. The alternate offer will be ignored.
- 1.8 The printed price list duly stamped and signed and the samples of the quoted item must accompany the bids.
- 1.9 The tendered rate should be inclusive of all taxes, income and sales tax etc.: Pay able to federal and provincial government or local bodies and no etaims on this account shall be entertained.

*Rev*  
Medical Superintendent,  
Sir C. J. Institute of Psychiatry,  
Hyderabad.

- 1.10 Bidder shall furnish general sales tax (GST) registration certificate of the firm failing which the offer will be ignored. In case the items are exempted from G.S.T either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.11 The bidder shall furnish copy of valid professional tax (Excise & Taxation) certificate Income Tax and whole sale.
- 1.12 One "SAMPLE TENDER PROFORMA" is supplied with the list of items to be purchased. The items have to be quoted on i.e proforma, duly filled in stamp of the authorized bidder. No other proforma for tender will be accepted. Only those items shall be typed on the proforma for which the rates are to be quoted. In case of need of more proforma, photo copy can be used. Any alternation /correction must be initiated and each page is to be signed and stamped at the bottom.

## 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 guaranteed / accorded for the supply of initial quantity.
- 2.2 The bidders shall quote their firm and final price both in figures and words on free delivery basis to consignee end.
- 2.3 The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 2.4 Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- 2.5 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

## 3. PURCHASERS 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 contact award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the purchaser's action.

## 4. CRITERIA FOR EVALUATION OF BIDS.

- a) Quoted prices.  
b) Delivery schedule.  
c) Earnest money.  
N.B Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.

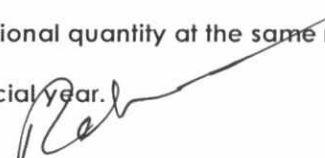
## 5. FEES OF AWARD OF CONTRACT.

Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.

## 6. UNDERTAKING

I /we read/understand the conditions specified in the tender inquiry and undertake:-

- 6.1 That I/We will remain bound to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.

  
**Medical Superintendent**  
A. J. Institute of Psychiatry  
Hyderabad

- 6.2 That I/We agreed whether our tender accepted for total, partial or enhanced quality for all or Any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 6.3 That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 6.4 I/We understand and ensure for the supply of quality. I/we also agree to supply the 100% Additional quantity without any additional charges, if the supplies / part of the supplies declared substandard.
- 6.5 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found in correct, our contract may be cancelled at any stage on our cost and risk.

## OTHER DIRECTIONS.

1. The income tax/GST will be deducted according to rules of Government of Pakistan.
2. Tenderer is responsible to deliver the good on his own cost at bulk store.
3. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.
4. TECHNICAL PROPOSAL should have the following documents.
  - i. Original Tender Receipt.
  - ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
  - iii. Copy of the bid offer showing without rates and stamp.
  - iv. Proven track record.
  - v. NTN and GST certificate.
  - vi. Audit report of 3 years.
  - vii. Three years supply experience in any Government Institute Health Department.
  - viii. Professional Tax certificate (from Excise and Taxation Department).
  - ix. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
5. FINANCIAL PROPOSAL should have the following documents.
  - i. Original pay order/Bank draft of earnest money.
  - ii. Original copy of Bid offer with quoted price.

I/we solemnly declare that the information furnished by me /us is correct to the best of my/ our knowledge and if found incorrect our contract will liable to be terminated.

Signature of the Contractor with name &

Full address \_\_\_\_\_


CNIC # \_\_\_\_\_

Income Tax #: \_\_\_\_\_

G.S.T # \_\_\_\_\_

Cell # \_\_\_\_\_

Land Line # \_\_\_\_\_

  
Medical Superintendent  
at C. J. Institute of Psychiatry  
Hyderabad.



*HYDERABAD*

**TENDER DOCUMENT**

**TENDER No. 02**

**PURCHASE OF DIET  
FOR THE FINANICAL YEAR 2017-18**

**FORM OF BID  
(Letter of Offer)**

Bid Reference No.....  
.....  
.....

To,

**MEDICAL SUPERINTENDENT,  
SIR C.J INSITUTE OF PSYCHIARTY,  
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contact Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. \_\_\_\_\_ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects therein conformity prices of Rs. \_\_\_\_\_ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of \_\_\_\_\_ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of \_\_\_\_\_ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature \_\_\_\_\_

In the Capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

(Name of **Bidder** in Block Letters)

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

Witness:

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

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

**CERTIFICATE**

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

**Signature and Stamp  
Of the Supplier**

Name of Firm \_\_\_\_\_

N.T.N \_\_\_\_\_

G.S Tax.No. \_\_\_\_\_

Address of Firm \_\_\_\_\_

Tel / Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_



OFFICE OF THE  
MEDICAL SUPERINTENDENT  
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD

NO: I.P/HYD:- 02

Dated:- 22<sup>S</sup>/<sub>17</sub>



PH : # 9260118-9.

**TENDER FOR PURCHASE OF DIET  
FOR THE FINANCIAL YEAR 2017-18**

**Call Deposit Rs: 6,00000**

**TENDER**

**Price Rs.2000/- Non-Refundable/Transferable**

**Tender inquiry No.02**

Due on 17-06-2017

Time of receipt of Tender

17-06-2017

11.00 A.M

Time of opening of Tender

17-06-2017

11.30 A.M

Offers shall remain open for 30-06-2018 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octoroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S.NO	Name of Articles	Weight	Quoted rates	Rate In Words
01	Atta (A Quality)	Per kg		
02	Sugar	Per kg		
03	Teas Leves (Tapal Danedar)	Per kg		
04	Dall Mong (Kori)	Per kg		
05	Dall Masoor (Kori)	Per kg		
06	Dall Mash (Kori)	Per kg		
07	Dhania Powder (National)	Per kg		
08	Red Chillis Powder (National)	Per kg		
09	Salt (National)	Per kg		
10	Haldi Powder (National)	Per kg		
11	Onion	Per kg		
12	Tomato	Per kg		
13	Mix Vegetable	Per kg		
14	Lahsan	Per kg		
15	Green Masla	Per kg		
16	Rice Seela (A quality Col)	Per kg		
17	Rice Basmati (A quality Col)	Per kg		
18	Rice Tota (A quality )	Per kg		
19	Ghee (Dalda)	Per kg		
20	Cooking oil (Dalda)	Per kg		
21	Gram Masla	Per kg		
22	Patato	Per kg		
23	Milk Pack (250ml) or Equal	Per Lit		
24	Dry Milk (Everyday) or Equal	Per kg		
25	Milk Pack (For Tea 1000ml)	Per Kg		
26	Jinger (Adrak)	Per kg		

*Medical Superintendent*  
Sir C. J. Institute of Psychiatry  
Hyderabad.



27	Dall Chana	Per kg	
28	Eggs dezon	Per Dozen	
29	Mix Fruits	Per kg	
30	Suji	Per kg	
31	Dry Fruits	Per kg	
32	Sawayan	Per kg	
33	Sweet	Per kg	
34	Meat (Beaf)	Per kg	
35	Meat (mutton)	Per kg	
36	Meat (Chicken)	Per kg	
37	Ice Slab	Per Slab	
38	Fish Singara Bone less	Per kg	
39	Cholla Kabily	Per Kg	
40	Shan Biryani Masalah	Per Pack	
41	Shan Mix Recipy	Per Pack	
42	Juice (Fruita vital or equal)	Per Pack	



## TERMS & CONDITIONS.

- 1.13 The tenders shall be submitted with all documents in sealed envelopes, with seaug wax. The envelops must contain tender enquiry NO: on the top. The name of manufacturer and the supplier should be affixed on the face of envelops at the left side.
- 1.14 Tenders must be filled in with blue or black ink in the column provided/ on separate letter head duly signed.
- 1.15 The tenders must be free casing cutting and over writing. In case of causing, cutting & overwriting, authorized person should cut out it.
- 1.16 The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 1.17 Conditional tenders will be ignored and will not be considered /entertained /accepted.
- 1.18 Tenders form shall accompanied by earnest money of Rs: 6,00000 in form of call deposit /pay order.
- 1.19 Original purchase receipt must be enclosed with their offer. The alternate offer will be ignored.
- 1.20 The printed price list duly stamped and signed and the samples of the quoted item must accompany the bids.
- 1.21 The tendered rate should be inclusive of all taxes, income and sales tax etc.: Pay able to federal and provincial government or local bodies and no claims on this account shall be entertained.
- 1.22 Bidder shall furnish general sales tax (GST) registration certificate of the firm failing which the offer will be ignored. In case the items are exempted from G.S.T either

Medical Superintendent,  
J. Institute of Psychiatry,  
Hyderabad,

documentary evidence or certificate from competent authority shall be attached with the offer.

- 1.23 The bidder shall furnish copy of valid professional tax (Excise & Taxation) certificate / Income Tax and whole sale.
- 1.24 One "SAMPLE TENDER PROFORMA" is supplied with the list of items to be purchased. The items have to be quoted on i.e proforma, duly filled in stamp of the authorized bidder. No other proforma for tender will be accepted. Only those items shall be typed on the proforma for which the rates are to be quoted. In case of need of more proforma, photo copy can be used. Any alternation /correction must be initiated and each page is to be signed and stamped at the bottom.

## 2. SPECIAL CONDITIONS.

- 2.6 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 guaranteed / accorded for the supply of initial quantity.
- 2.7 The bidders shall quote their firm and final price both in figures and words on free delivery basis to consignee end.
- 2.8 The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 2.9 Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- 2.10 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

## 3. PURCHASERS 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 contact award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the purchaser's action.

## 4. CRITERIA FOR EVALUATION OF BIDS.

- d) Quoted prices.
  - e) Delivery schedule.
  - f) Earnest money.
- N.B Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.

## 5. FEES OF AWARD OF CONTRACT.

Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.

## 7. UNDERTAKING

I /we read/understand the conditions specified in the tender inquiry and undertake:-

- 7.1 That I/We will remain bound to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.
- 7.2 That I/We agreed whether our tender accepted for total, partial or enhanced quality for all or

*[Signature]*  
Medical Superintendent  
J Institute of Psychiatry  
Hyderabad.

- Any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 7.3 That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or  
any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 7.4 I/We understand and ensure for the supply of quality. I/we also agree to supply the 100% Additional quantity without any additional charges, if the supplies / part of the supplies declared substandard.
- 6.5 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found in correct, our contract may be cancelled at any stage on our cost and risk.

## OTHER DIRECTIONS.

6. The income tax/GST will be deducted according to rules of Government of Pakistan.
  7. Tenderer is responsible to deliver the good on his own cost at bulk store.
  8. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.
9. TECHNICAL PROPOSAL should have the following documents.
- i. Original Tender Receipt.
  - ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
  - iii. Copy of the bid offer showing without rates and stamp.
  - iv. Proven track record.
  - v. NTN and GST certificate.
  - vi. Audit report of 3 years.
  - vii. Three years supply experience in any Government Institute Health Department.
  - viii. Professional Tax certificate (from Excise and Taxation Department).
  - ix. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
10. FINANCIAL PROPOSAL should have the following documents.
- i. Original pay order/Bank draft of earnest money.
  - ii. Original copy of Bid offer with quoted price.

I/we solemnly declare that the information furnished by me /us is correct to the best of my/ our knowledge and if found incorrect our contract will liable to be terminated.

Signature of the Contractor with name &  
Full address \_\_\_\_\_  
\_\_\_\_\_  
CNIC # \_\_\_\_\_  
Income Tax #: \_\_\_\_\_  
G.S.T # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Land Line # \_\_\_\_\_

  
**Medical Superintendent**  
J Institute of Psychiatry  
Hyderabad.



*HYDERABAD*

**TENDER DOCUMENT**

**TENDER No. 03**

**PURCHASE OF PETTY ARTICLES / LINEN &  
OTHER MISC: ITEMS  
FOR THE FINANICAL YEAR 2017-18**

**FORM OF BID  
(Letter of Offer)**

Bid Reference No.....  
.....  
.....

To,

**MEDICAL SUPERINTENDENT,  
SIR C.J INSITUTE OF PSYCHIARTY,  
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contact Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. \_\_\_\_\_ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects therein conformity prices of Rs. \_\_\_\_\_ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of \_\_\_\_\_ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of \_\_\_\_\_ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature \_\_\_\_\_

In the Capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of **Bidder** in Block Letters)

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

Witness:

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

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

**CERTIFICATE**

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

**Signature and Stamp  
Of the Supplier**

Name of Firm \_\_\_\_\_

N.T.N \_\_\_\_\_

G.S Tax.No. \_\_\_\_\_

Address of Firm \_\_\_\_\_

Tel / Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_



OFFICE OF THE  
MEDICAL SUPERINTENDENT  
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD

NO: I.P/HYD:- 03

Dated:- 22/6/17



PH : # 9260118-9.

**TENDER FOR PURCHASE OF PETTY ARTICLES / LINEN &  
OTHER MISC: ITEMS  
FOR THE FINANCIAL YEAR 2017-18  
Call Deposit Rs: 70000/-  
TENDER**

**Price Rs.1000/- Non-Refundable/Transferable**

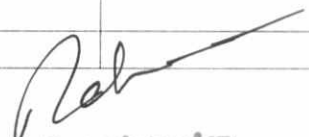
**Tender inquiry No.03**

Due on 17-06-2017

Time of receipt of Tender	17-06-2017	11.00 A.M
Time of opening of Tender	17-06-2017	11.30 A.M

Offers shall remain open for 30-06-2018 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S.NO	Name of Articles	Quoted rates	Rate In Words
01	Phenyl 450 ml		
02	Spray Oil (Finis)		
03	Washing Soda		
04	Washing Surf		
05	Trig Blade Stainless Steel		
06	Soap (Bath)		
07	Locks Medium Size		
08	Saver 24 watt Pin wala		
09	Dust Bin (Medium Size)		
10	Acid (Sulphuric acid)		
11	Kerosene oil		
12	Poncha		
13	Brooms (600 gram) hard		
14	Viper		
15	Silver Balty with cover Large Size		
16	Lotty		
17	Room Spray		
18	Tissue Paper		
19	Max Soap		
20	Complete Tube Light (Philips)		
21	Tube Rod (Philips)		
22	Locks Large Size		
23	Dentonic Powder		
24	Spray Machine Pump (Finis)		
25	Capacitor (Fuji) 3.5		
26	Silver Balty with cover Medium Size		

  
Medical Superintendent  
Sir C. J. Institute of Psychiatry  
Hyderabad.

27	Body Razer (Big)			
28	Hair Remover Powder			
29	Castic Soda (Laundry)			
30	Bleaching Powder (Laundry)			
31	Robin Neal (Laundry)			
32	Steal Whool (Jona)			
33	Dust Bin (Large Size)			



### LIST OF OTHER LINEN ARTICLES

S.NO.	NAME OF ITEMS	Weight	Quoted rates	Rate In Words
1	Tawal (Medium Size)			
2	Tawal (Large Size)			
3	Table Covers			
4	Uniform Cloths			

### LIST OF OTHER MISCELINIOUS ITEMS

S.NO.	NAME OF ITEMS	Weight	Quoted rates	Rate In Words
1	Plastic Water Cooler	3 NOS.		
2	Ariel Surf (Laundry)	10 Kg		
3	Comfort Sachy (Laundry)	50 Nos.		
4	Sulphonic Oil (Laundry)	5 Kg		
5	Anti Lice Shampoo Sachy	20 Nos.		
6	Plastic Chattai	12 Nos.		
7	Plastic Balty	06 Nos.		
8	Plastic Mugs	50 Nos.		
9	Plastic Plates	50 Nos.		
10	Plastic Glass	50 Nos.		
11	Plastic Garden Pipe 1"	100 Feet		
12	Harpic (Acid)	12 Bottles		

### TERMS & CONDITIONS.

- 1.25 The tenders shall be submitted with all documents in sealed envelopes, with seaaug wax. The envelops must contain tender enquiry NO: on the top. The name of manufacturer and the supplier should be affixed on the face of envelops at the left side.
- 1.26 Tenders must be filled in with blue or black ink in the column provided/ on separate letter head duly signed.
- 1.27 The tenders must be free casing cutting and over writing. In case of causing, cutting & overwriting, authorized person should cut out it.
- 1.28 The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 1.29 Conditional tenders will be ignored and will not be considered /entertained /accepted.

  
**Medical Superintendent**  
 Dr. G. J. Institute of Psychiatry  
 Hyderabad

- 1.30 Tenders form shall accompanied by earnest money of Rs: 7,0000 in form of call deposit /pay order.
- 1.31 Original purchase receipt must be enclosed with their offer. The alternate offer will be ignored.
- 1.32 The printed price list duly stamped and signed and the samples of the quoted item must accompany the bids.
- 1.33 The tendered rate should be inclusive of all taxes, income and sales tax etc.: Pay able to federal and provincial government or local bodies and no claims on this account shall be entertained.
- 1.34 Bidder shall furnish general sales tax (GST) registration certificate of the firm failing which the offer will be ignored. In case the items are exempted from G.S.T either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.35 The bidder shall furnish copy of valid professional tax (Excise & Taxation) certificate / Income Tax and whole sale.
- 1.36 One "SAMPLE TENDER PROFORMA" is supplied with the list of items be purchased. The items have to be quoted on i.e proforma, duly filled in stamp of the authorized bidder. No other proforma for tender will be accepted. Only those items shall be typed on the proforma for which the rates are to be quoted. In case of need of more proforma, photo copy can be used. Any alternation /correction must be initiated and each page is to be signed and stamped at the bottom.

## 2. SPECIAL CONDITIONS.

- 2.11 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 guaranteed / accorded for the supply of initial quantity.
- 2.12 The bidders shall quote their firm and final price both in figures and words on free delivery basis to consignee end.
- 2.13 The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 2.14 Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- 2.15 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

## 3. PURCHASERS 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 contact award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the purchaser's action.

## 4. CRITERIA FOR EVALUATION OF BIDS.


- g) Quoted prices.
- h) Delivery schedule.
- i) Earnest money.

N.B Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.

## 5. FEES OF AWARD OF CONTRACT.

Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.

## 8. UNDERTAKING

  
Medical Superintendent,  
C. J. Institute of Psychiatry  
Hyderabad,



I /we read/understand the conditions specified in the tender inquiry and undertake:-

- 8.1 That I/We will remain bound to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.
- 8.2 That I/We agreed whether our tender accepted for total, partial or enhanced quantity for all or Any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 8.3 That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 8.4 I/We understand and ensure for the supply of quality. I/we also agree to supply the 100% Additional quantity without any additional charges, if the supplies / part of the supplies declared substandard.
- 6.5 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found in correct, our contract may be cancelled at any stage on our cost and risk.

### **OTHER DIRECTIONS.**

11. The income tax/GST will be deducted according to rules of Government of Pakistan.
12. Tenderer is responsible to deliver the good on his own cost at bulk store.
13. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.
14. TECHNICAL PROPOSAL should have the following documents.
  - i. Original Tender Receipt.
  - ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
  - iii. Copy of the bid offer showing without rates and stamp.
  - iv. Proven track record.
  - v. NTN and GST certificate.
  - vi. Audit report of 3 years.
  - vii. Three years supply experience in any Government Institute Health Department.
  - viii. Professional Tax certificate (from Excise and Taxation Department).
  - ix. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
15. FINANCIAL PROPOSAL should have the following documents.
  - i. Original pay order/Bank draft of earnest money.
  - ii. Original copy of Bid offer with quoted price.

I/we solemnly declare that the information furnished by me /us is correct to the best of my/ our knowledge and if found incorrect our contract will liable to be terminated.

Signature of the Contractor with name &

Full address \_\_\_\_\_

\_\_\_\_\_


CNIC # \_\_\_\_\_

Income Tax #: \_\_\_\_\_

G.S.T # \_\_\_\_\_

Cell # \_\_\_\_\_

Land Line # \_\_\_\_\_

  
**Medical Superintendent**  
Dr. G. J. Institute of Psychiatry,  
Hyderabad.



NO.HD(P&E) 3-2 (427)/2014  
GOVERNMENT OF SINDH  
HEALTH DEPARTMENT  
(Procurement, Monitoring and Inspection Cell)  
Karachi dated the 10<sup>th</sup> APRIL, 2017.

NOTIFICATION

No.HD(P&E)3-2(427)/2014. In supersession to this department's notification of even number dated 9-03-2017 and in pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010, a Departmental Complaint Redressal Committee, comprising of following officers is hereby re-constituted as under to resolve complaints of aggrieved bidders:

- |   |                  |
|---|------------------|
| 1. Special Secretary,<br>Health Department.   | Chairman         |
| 2. Representative from Accountant General Sindh,  | Member           |
| 3. Independent expert from relevant field concerning<br>(to be nominated by the Head of Procuring Agency) | Member           |
| 4. Deputy Secretary (PM&I)  | Member           |
| 5. Deputy Secretary (General)   | Member/Secretary |

ToRs.

- To perform according to Rule 31 of SPPRA, 2010.
- To Perform any other function ancillary and incidental to the above.

- DR. FAZLULLAH PECHUHO -  
SECRETARY TO GOVERNMENT OF Sindh

No.HD(P&E)3-2(427)/2014.

Karachi dated the 10<sup>th</sup> APRIL, 2017

1. The D.G.Health Services, Sindh, Hyderabad.
2. The District Health Officers (All)
3. Medical Superintendents (All)
4. All the Member of the Committee.
5. The PS to Secretary Health Department, Govt. of Sindh, Karachi.
6. Office order file.

  
SECTION OFFICER (PM&I)

03. NIT No: TC/G-55/524 Dated: 24-03-2017 SPPRA website Sr. No.

SR. NO.	ADP NO.	NAME OF SCHEME	AMOUNT
01	549	Construction of Remaining work of Eidgah at Village Mehar Ujjan Muhalla Himat Ali Ujjan Taluka Kingri.	972000
02	758	Construction of Waiting Shed at Bus Stop Village Lanjwani Larkana Bye-Pass UC Tando Masti Taluka & District Khairpur.	956000
03		Providing for the Play Ground of / Cricket Stadium at Drib Mehar Shah Taluka Kingri District Khairpur. (A) Civil work	33844000
<b>TOTAL</b>			<b>35772000</b>

**GENERAL ABSTRACT**

01. NIT No: TC/G-55/339 Dated: 28-02-2017 (05 Nos.) Rs.10159000/-  
 02. NIT No: TC/G-55/200 Dated: 02-02-2017 (02 Nos.) Rs.498000/-  
 03. NIT No: TC/G-55/524 Dated: 24-03-2017 (03 Nos.) Rs.35772000/-  
**TOTAL Rs.46429000/-**

04. NIT No: TC/G-55/338

Dated: 28-2-2017 (03 Nos)

23500000


D.....A

As above

  
**EXECUTIVE ENGINEER**  
 (BUILDINGS) WORKS & SERVICES  
 DEPARTMENT KHAIRPUR

**Copy FWC's to:-**

01. The Deputy Commissioner Khairpur for favour of kind information.
02. The Superintending Engineer (W&S) Department Khairpur for favour of kind information.

  
**EXECUTIVE ENGINEER**  
 (BUILDINGS) WORKS & SERVICES  
 DEPARTMENT KHAIRPUR