

OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH.



BIDDING DOCUMENT
FOR

LOCAL VENDOR/SUPPLIER IS REQUIRED FOR
PROVISION OF GENERAL ITEMS & TO CARRY OUT
REPAIR/MAINTENANCE WORK ETC. ON AS REQUIRED BASIS
(Not Civil Work)

For the Fiscal year 2017 – 18



**OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

Tender Inquiry No: 04

Due on 10th July, 2017

INVITATION FOR BIDS.

The Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the purchase of:

**LOCAL VENDOR/SUPPLIER IS REQUIRED FOR PROVISION OF
GENERAL ITEMS & TO CARRY OUT REPAIR/MAINTENANCE WORK
ETC. ON AS REQUIRED BASIS.**

For Jacobabad Institute of Medical Sciences (JIMS), Jacobabad for the year 2017-18. Bidding is open for all eligible bidders. Bidders can obtain bidding / tender documents prescribed from:

The office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Complete set of tender / bidding Documents may be obtained/ Purchased by the interested bidder on written request to the above office and upon payment of non refundable fee of Rs.2,000 in shape of Pay Order in the name of Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Tenders/ Bids are to be dropped in the tender box placed / affixed in the office of the Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before Monday 10th July, 2017 till **11.30 AM** and will be opened publically same day at **12:30 AM**.

Director JIMS, Jacobabad

BIDDING DATA

Procuring Agency : Jacobabad Institute of Medical Sciences (JIMS)

Name of Work : **Local Vender / Supplier is required for provision of General Items & to carry out repair / maintenance work vehicles and general items (Not Civil Work) etc. on as required basis.**

Amount of Bid Security : 20,000/- in shape of Pay Order

Date of Submission : As per Tender Enquiry

Bidding Procedure : Single Stage One Envelope Procedure

Advance Payment : No Advance Payment

Period of Completion : 90 days

Liquidity Damages : 0.05% of the bid price per day after the period of Completion upto 10% maximum

CHECK LIST.

The provision of this check list is essential prerequisite along with submission of bids. Bidders are required to comply with all the clauses mentioned below & terms & Conditions of the tender. In case of any deviation / incomplete documents, bidder / bidders will be disqualified and render their offer invalid for further / technical evaluation.

KNOCK OUT CLAUSES:

S/No.	DETAILS	Yes /No	Page No. / Annex:
1.	CNIC Copy of Executive/Authorized representative		
2.	2 Passport size Photograph		
3.	Original tender purchase receipt.		
4.	Copy of Earnest money without amount with Technical Bid.		
5.	Quotation (tender inquiry / proforma)		
6.	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.		
7.	Company profile.		
8.	Client List / Relevant Experience / Previous year performance		
9.	Turnover of last year (2.00 Million) each year Bank Statement for the last One year should be attached		
10.	Copy of valid agency License / Authorization /Distribution certificate		
11.	A certificate from Market Committee that have a shop/office in Local Area of Jacobabad.		
12.	Valid income tax (NTN) certificate or income tax exemption certificate (Filer).		
13.	Valid sales tax certificate / Professional Tax certificate		
14.	A certificate that the firm will abide by all terms and conditions of the tender.		

Signature & Seal (Bidder): _____

INSTRUCTIONS TO BIDDERS

1. The contract resulting from this invitation to tender shall be governed by the SPP Rule 2010 (Amended 2013).
2. Sealed Tenders are invited from the General Sales Tax registered firms for the Supply of all types of General Items & to carry out repair / maintenance work of vehicles and general items **(NOT CIVIL WORK)** etc. on as required basis for the year 2017-18.
3. Any offer received not as per terms and conditions of the tender enquiry/bidding document of this institute is liable to be ignored
4. No offer shall be considered :-
 - a. If received after the last date and time
 - b. The tender is ambiguous
 - c. The tender is unsigned
 - d. Offer received without requisite earnest money
 - e. Without the original tender receipt.
5. In case the contractor fails to execute the contract strictly in accordance with the terms and Conditions laid down in the contract the security deposited shall be forfeited.
6. The sealed bids (Separate technical and financial bids further sealed in one envelop) will be dropped in the tender box placed in the Conference room of this institute on the scheduled date and time.
7. The Procuring Agency shall have right of rejecting all or any of the Tenders as per provisions of SPP Rules 2010.

TERMS & CONDITIONS

1. The vender must have Financially Sound and be well reputed.
2. The Tenderer shall be bound to accept all terms and conditions of the Government /SPPRA and further condition introduced by the Government during the period of contract in addition to the terms, conditions, Rules & regulations of SPPRA.
3. Any erasing /cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
4. The bidders are required to give their best and most competitive discount for the items.
5. The Contractor will provide an authentic price list of general item if and when required for verification of bills and also verify the market price for Repair/Maintenance work of this institute.
6. The vender / Contractor will provide warranty certificate regarding quality of all General/Disposable items, etc. (if applicable) sold to this institute. Moreover, the contractor will be bound to provide the invoice of his source of purchase if and when required along with the warranty
7. The Contractor will be bound to supply the required General items in good quality and best prices if agreed and recommended by this Institute. In case the contractor provided brands of his own choice of higher rates than that of the demanded brand, the extra amount will be adjusted to the value recommended brands accordingly.
8. All the bidders are required to provide complete documents in compact file for their assessment of qualification as prescribed under the rules. Only the firms which will be declared qualified by this Institute Committee will be entertained in the further contract proceeding.
9. The contractor will submit the bills on monthly basis for payment.

10. Deduction of Income Tax will be made as per prescribed rules.
11. In Case the contractor fails to supply the ordered items on the same day, purchase will be made at firm's risk and cost from the open market.
12. The Director JIMS, reserves the right to accept or reject any / all tender(s) without assigning any reason.
13. The contractor is responsible to bear the cost of transportation items supplied to this institute.
14. The contract will be concluded when the vendor shall offer maximum rebate on supply of goods and services after mutual negotiation and on agreed terms and conditions.
15. Previous experience certificate of government organization or bigger institute.
16. The contractor will also submit last six month bank statement.
17. A supplier agrees to provide an estimated quantity of items over a mutually agree period of time as per agreed price.

Contractor

On Stamp paper Rs.50

CERTIFICATE

I /We hereby confirm to have read all the terms & conditions as laid down in the enclosed bidding document including special instructions and we further abide by all these instruction/conditions of this tender. We also hereby categorically confirm that the stores offered by us are exactly of the particulars and specification as laid down in your orders in all respect.

Sign of Tenderer_____

Name of Tenderer_____

Designation of Tenderer_____

Postal Address_____

Telephone No. (Landline)_____ **Mobile**_____

CNIC No._____ **NTN**_____

Sales Tax No._____

PAC Registration Certificate_____

E-mail Address_____

Financial Proposal

Supplies of General Items required for repair and maintenance of building, equipments, machinery and vehicles, Kitchen items quotation based on market price inclusion all taxes and transportation charges. However the bidder will quote the prices of vegetable, chicken meet and mutton meet rate on KG basis for whole year.

Sr. No.	Items	Rate	Service Charges (including taxes)	Remarks
GENERAL SUPPLIES				
1	General Items			Market Based
2	Supply of Repair & Maintenance Items			Market Based
3	Work of Repair & Maintenance			Market Based
KITCHEN ITEMS				
4	All kind of Vegetable			Rate for whole year.
5	Chicken meet			
6	Mutton meet			
7	Beef Meet			
8	Spices			Market Based
9	Floor			Market Based
10	Rice			Market Based
11	Other edible items for Kitchen			Market Based

- The contractor is bound to attach rate list approved from local market committee while submitting bills as supporting document.
- Sr. 4,5,6 and 7 quoted rate (lump sum) will be for whole year
- Contractor will provide quotation if the item price will exceed above 25,000/-

Verified by bidder

Signature and Seal of Bidder