



**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION  
(HEAD OFFICE)**

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300  
Ph-021-99243813-14, email: sessiprocurement@gmail.com

**TENDER FOR SUPPLY OF DIETARY ITEMS FOR THE YEAR 2017-2018**

COST OF TENDER DOCUMENTS:	Rs. 1000 (Rupees One Thousand Only) Non-Refundable
TENDER SELLING PERIOD:	From the date of publishing to <b>29-09-2017</b>
TENDER SUBMISSION DATE AND TIME:	On <b>04-10-2017</b> from 9.00 a.m. to 02:30 p.m.
TENDER SUBMISSION PLACE:	Office of the Director Procurement, Sindh Employee's Social Security Institution (SESSI) Head Office, ST-17, Block- 6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi.
TENDER OPENING DATE AND TIME:	On <b>04-10-2017</b> at 03.00 p.m.
TENDER OPENING PLACE:	Conference Room 4 <sup>th</sup> Floor SESSI Head Office Karachi

**NOTE:- Tender shall not be accepted after sealing of the Tender Box.**

**TERMS & CONDITIONS**

Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all applicable duties / Taxes and transportation etc. and all other expenses on free delivery to Consignee's end. Price should be quoted in Figures & Words both, failing which the offer will be ignored.

**1.0 GENERAL CONDITIONS & INSTRUCTIONS:**

- 1.1 In this tender, method of procurement shall be "SINGLE STAGE ONE ENVELOPE" procedure as per SPPRA rules 2010. Amended rules 2017.
- 1.2 The tender shall be submitted with all documents in sealed envelopes. The envelope must contain tender inquiry No. on the top, the name of the Bidder should be affixed on the face of the envelope on the left side. The envelope should be sealed and addressed to Commissioner SESSI Karachi and inserted in Tender box on the scheduled date and time.
- 1.3 Tender Proposal should have the following documents. All the documents mentioned in the following eight sub-clauses are mandatory/ compulsory, failing which, the bid shall be rejected:
  - I. Original Tender receipt
  - II. NTN Certificate.
  - III. Sales Tax Registration Certificate.
  - IV. Last three years tax returns of Bidder.
  - V. Original Pay Order / Bank Draft of Earnest money.
  - VI. Original Bid offer with Quoted price.
  - VII. Original Pay Order / Bank Draft of Earnest money.
- 1.4 The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it, duly stamped.
- 1.5 Rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that 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 authenticated and final.
- 1.6 No Tender will be entertained without Bid Security. Conditional tender will not be accepted.

- 1.7 Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of Commissioner SESSI, Karachi which shall remain valid for 28 days beyond the Bid validity period.
- 1.8 The Bid Security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidders or the validity period has expired.
- 1.9 The Bid Security shall be released to successful bidders after submission of performance security.
- 1.10 The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.
- 1.11 One "SAMPLE TENDER PROFORMA" is supplied with the lists of items to be purchased. The items have to be quoted on the Performa; duly filled stamped & signed by the authorized bidder. Only those items shall, be typed on the Performa / separate Letter head (as per serial of Performa) for which the rates are to be quoted. Any alteration/ correction must be initialed and each page is to be signed and stamped at the bottom.
- 1.12 The supplies should be in commercial pack and delivered at the designated place by the authorized representative of the firm at the risk and cost of the supplier. Any breakage or shortage of stock will be recovered from the supplier.
- 1.13 Meat will be weighed at the hospital after it has been cut into small pieces.
- 1.14 Fresh items like Fruits, Vegetables, bread etc should be supplied on daily basis.
- 1.15 Brand name of the quoted item must be mentioned, where applicable, otherwise the quoted item(s) shall be rejected.

## 2. SPECIAL CONDITIONS:

- 2.1 The quoted rates once offered by the firms will not be changed during the contract period.
- 2.2 The bidders shall quote their price both in figure and in words on Free delivery basis to SESSI Hospitals.
- 2.3 If a bidder supply sub-standard, misbranded or contaminated item(s) etc., those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality against the rejected items. Otherwise amount equivalent to the supplied quantity of defective goods will be deducted from their bill and supplier may be black listed by the competent authority accordance with the offence and hence their performance security will be forfeited.
- 2.4 If any of the firm/supplier will not supply the Goods after getting award of contract, the whole performance security shall be forfeited and the same will be black listed.

## 3. **PURCHASER'S RIGHT TO VARY QUANTITIES**

The authority reserves right to increase / decrease or delete the quantities of goods at the time of award of contract and also reserves the right to enhance the quantity of goods originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

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

The Competent authority reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010. Amended rules 2017.

## 5. **PERFORMANCE SECURITY:**

The successful bidders will have to deposit the requisite security in the shape of a Pay



**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION  
(HEAD OFFICE)**

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300  
Contact No. 021-99243813-14, Fax : 021-99243816

**TENDER NOTICE FOR PROCUREMENT OF DIET ITEMS FOR 2017-18**

1. Sealed tenders are invited, for supply of Diet items to the Institution during the financial year 2017-18.
2. Tenders along with Terms & Conditions (in duplicate) may be purchased from the Cashier of the Institution on payment of **Rs.1,000/- (non-refundable)** during **9:00 a.m. to 5:00 p.m. (Monday to Friday)** from the date of publication in news papers till **29-09-2017**, receipt of this amount along with a copy of Terms & Conditions duly signed and stamped by the tenderer, will be attached with the quotations/tenders as conclusive evidence of acceptance of the Terms & Conditions.
3. The Terms & Conditions form is part and parcel of, and supplementary to, this tender notice.
4. Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of "Sindh Employees' Social Security Institution" which shall remain valid for 28 days beyond the Bid validity period.
5. Tenders in sealed envelopes should be addressed to Commissioner Sindh Employee's Social Security Institution, St-17, Block-6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi-75300 (SESSI Head Office) and should be dropped in Tender Box at Head Office on **04-10-2017** up to **02:30 p.m.** This will be opened on the same date at **03:00 p.m.** in the presence of those tenderers who may wish to be present.
6. The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010, Amended 2017.

**DIRECTOR PROCUREMENT  
FOR COMMISSIONER**

Order / Demand Draft at 5% value of the order amount. The same will be released after successful completion of stores.

6 **UNDERTAKING on Rs.100/- Non Judicial Stamp Paper**

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

6.2 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 contract period.

6.3 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item.

6.4 I/we understand and ensure for the supply of quality goods. I/we also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared sub-standard.

6.5 I/we undertake that, if any of the information submitted in accordance to this tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

6.6 I/we undertake that, I/we have never been black listed.

7. **TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE**

I / we, M/s. \_\_\_\_\_ is hereby confirmed that I/we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010 for procurement of goods during the validity of the tender.

Signature of Vendor \_\_\_\_\_

Name of Authorized Person \_\_\_\_\_

Designation \_\_\_\_\_

Seal and Address \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

**Witnesses**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Note:**

- All the above said instructions must be read carefully for compliance.
- Department reserve the right to ask and verify any document related with manufacturing of item supplied, to assess the quality.



Date of Closing of Tender 04-10-2017 AT: 02:30 PM

Date of Opening of Tender 04-10-2017 AT: 03:00 PM

## SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION

### LIST OF DIETRY ITEMS FOR TENDER FOR THE YEAR 2017-18

Sr. No.	Name of item and specification	Approx. Quantity Required
<b>RATION ITEMS</b>		
1	Atta Fine Quality No.1	26,000 Kgs
2	Sugar White No.1	2,500 Kgs
3	Oil 5 Litre Pack Branded	2,500 Ltrs
4	Rice Kernal/Basmati Old No.1	1,200 Kgs
5	Salt Branded	700 Kgs
6	Red Chilli Powder 400 gms Pack, Branded	55 Kgs
7	Dhanya Powder 400 gms Pack, Branded	40 Kgs
8	Haldi Powder 100 gms Pack, Branded	31 Kgs
9	Mix Spices 50 gms Pack, Branded	37 Kgs
10	Tea Leaves 200 gms. Pack Branded	220 Kgs
11	Sagudana No. 1	20 kgs
12	Custard Branded	15 kgs
13	Vermicellis Branded	9 kgs
14	Milk Powder Branded	400 kgs
15	Dal Masoor No. 1	475 kgs
16	Dal Moong No. 1	900 kgs
17	Dal Mash No. 1	300 kgs
18	Dal Chana No. 1	550 kgs
19	Sabit Masoor No. 1	450 kgs
20	Kishmish No. 1	1 Kgs
21	Almond No. 1	1 kg Kgs
22	Branded Red Syrup ( for drink) Pet Bottle ( 1 Litre Pack)	500 Bottles
23	Ice Cream Soda Pet Bottle (1 Litre Pack)	50 Bottles
24	Horlex GSK	40 kgs
<b>FRESH ITEMS</b>		
1	Beef without bone Young cow from leg	8,000 kgs
2	Mutton without bone Young goat/ Without framly	600 kgs
3	Fish without Skin Rohou	500 kgs
4	Chicken Small (Dressed) Briller without neck	2,000 kgs
5	Eggs Large	8,500 dozens
6	Butter (25gm. Pack) Branded	5,000 kgs
7	Milk Tetra Pack Branded (Multinational)	9,000 kgs
8	Curd Fresh	10 kgs
9	Bread Plain (Large) Branded	7,000 kgs
10	Bran Bread Branded	80 kgs
11	Jam Jelly 20 gm/15 gm Branded	700 kgs
<b>VEGETABLES</b>		
1	Onion Large size dry	5,000 kgs
2	Tomato Red Large size fresh	3,500 kgs
3	Ginger Fresh	115 kgs
4	Garlic Peeled	115 kgs
5	Potato Large	2,000 kgs
6	Carrot Fresh Medium	125 kgs
7	Pumpkin Small	1,400 kgs
8	Spinach Fresh Green	400 kgs
9	Cauli Flower Large Size	500 kgs
10	Turnips Medium/Small without leaves	300 kgs
11	Tinda Fresh	300 kgs



Date of Closing of Tender 04-10-2017 AT: 02:30 PM

Date of Opening of Tender 04-10-2017 AT: 03:00 PM

## SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION

### LIST OF DIETRY ITEMS FOR TENDER FOR THE YEAR 2017-18

Sr. No.	Name of item and specification	Approx. Quantity Required
12	Cabbage Green Small	400 kgs
13	Turri Small Green	300 kgs
14	Lady Finger Small/Medium	500 kgs
15	Peas Tender Green/Fresh	200 kgs
16	Arvi Medium size	400 kgs
17	Bringal Small/Medium	350 kgs
18	Chilli Green (Small)	110 kgs
19	Dhanya Green & Fresh	110 kgs
<b>FRUITS</b>		
1	Banana Large Size	2500 Dozen
2	Kinu Large	700 Dozen
3	Mosambi Large	600 Dozen
4	Apple Golden Medium	1000 kgs
5	Apricot Large Yellow	550 kgs
6	Plums Black Large	550 kgs
7	Cheeko Large Sweet	100 kgs