



**OFFICE OF THE DIRECTOR SAYED ABDULLAH SHAH INSTITUTE
OF MEDICAL SCIENCES SEHWAN
HEALTH DEPARTMENT GOVERNMENT OF SINDH**

PHONE NO: 025-4620317 FAX NO: 025-4620833

Email: sasims2015sehwan@gmail.com



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NOTICE INVITING TENDER (NIT)

The Director Sayed Abdullah Shah Institute of Medical Sciences Sehwan invites sealed bids from the registered Security Service Provider Firms also registered with Income Tax & General Sales Tax to provide the following Security Staff for Sayed Abdullah Shah Institute of Medical Sciences Sehwan for one year on **Single Stage Two Envelopes Procedure** basis as per clause 46(2) of SPPRA Rules-20 (Extendable till the finalization of the next tender).

<u>S#</u>	<u>DESCRIPTION OF ITEMS</u>	<u>NO (s)</u>	<u>TENDER FEE</u>	<u>COMPLETION TIME</u>	<u>EARNEST MONEY</u>	<u>DATE OF PURCHASE OF TENDER DOCUMENT</u>	<u>DATE & TIME OF SUBMISSION OF BIDS</u>	<u>DATE & TIME OF OPENING OF TECHNICAL BIDS</u>	<u>PLACE OF PURCHASE OF TENDER DOCUMENT</u>
01	Head Supervisors	01	1000/=	30 th June 2018	2.5%	From date of publication till 15/10/2017	16/10/2017 12:00 PM	16/10/2017 12:30 PM	ACCOUNT BRANCH SASIMS SEHWAN
02	Supervisors	02							
03	Security Guards(With Weapons)	04							
04	Security Guards(Without Weapons)	26							

The Terms & Conditions are given as under:

1. The tender documents can be obtained from the Accounts Branch of Sayed Abdullah Shah Institute of Medical Sciences Sehwan on payment of tender fee (Non-refundable) or can be downloaded from SPPRA website on any working day except the day of opening tenders. However tender fee Rs. 1000/= must be deposited at office of undersigned and receipt is shown at the time of bid deposit. The sealed bids along with 2.5% earnest money of total bid (refundable) in the form of Pay Order or Demand Draft in the favor

PM and the same will be opened on the same date at 12:30 PM at Committee Room of this Institute, in presence of representative Security Service Firms, whosoever will be present at that time. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time and venue. Any conditional or un-accompanied of the earnest money tender will not be considered in the competition.

2. Security Performance 8% of contract price shall be submitted in the shape of Pay Order/Demand Draft.
3. The Method of Procurement is Single Stage - Two Envelopes Procedure (Technical & Financial).
4. The bidders should have at least 10 years successful experience of same services of any Institute or large reputed organization in addition to instruction above.
5. The bidders should have at least 5 million annual turnovers which would be verified by Bank Statement.
6. The bidders should be registered with Taxpaying Agencies Income Tax & Sales Tax which will be verified by concerned agencies.
7. All bids should be in Pak Rupees.
8. The date of opening of Financial Bids will be announced at the time of opening Technical Bids.

The Procurement Agency reserves the right to reject any or all bids subject to relevant provisions of SPPRA Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25 of said Rules.



(DR. M. MOINUDDIN SIDDIQUI)
D I R E C T O R
SAYED ABDULLAH SHAH INSTITUTE
OF MEDICAL SCIENCES SEHWAN



**OFFICE OF THE DIRECTOR
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OF MEDICAL SCIENCES SEHWAN
HEALTH DEPARTMENT GOVERNMENT OF SINDH**



PHONE NO: 025-4620317 FAX NO: 025-4620833

Email: sasims2015sehwan@gmail.com

NO.Director.SASIMS.Sehwan/(Job Advertisement-File)/-

DATED: / / 2017

To,

The Director (Advertisement),
Information Department,
Government of Sindh,
Block No. 96 Sindh Secretariat Karachi.

SUBJECT: - ADVERTISEMENT OF TENDER.

Enclosed please find herewith (07) seven copies of Tender Notice regarding Deployment of Security Guards for the financial year 2017-18.

It is therefore requested to kindly make necessary arrangement for the advertisement of same in three leading newspapers English, Urdu & Sindhi at an early date. Kindly send the bills in duplicate for record of this office.

Relevant newspaper may also be sent.

Enclosure:

➤ Seven copies of NIT.

(DR. M. MOINUDDIN SIDDIQUI)
D I R E C T O R
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OF MEDICAL SCIENCES SEHWAN

Copy submitted/FWCs:

- 1) The Secretary Government of Sindh Health Department Karachi.
- 2) The Managing Director, Sindh Public Procurement Regulatory Authority Government of Sindh at Karachi with the request to hoist the tender notice along with tender documents on website of SPPRA.
- 3) The PS to Minister Health Government of Sindh Karachi.

(DR. M. MOINUDDIN SIDDIQUI)
D I R E C T O R
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GOVERNMENT OF SINDH
HEALTH DEPARTMENT

NOTIFICATION

No. SORP&H2-1/2017-18-VI-18(SAS)1818. A Procurement Committee under Rule-7 of Sindh Public Procurement Rules 2010 (Amended 2017) is hereby constituted to prepare the following for Tender for Sindh Public Procurement Rules 2010 (Amended 2017) for the financial year 2017-18.

01.	Director, SAS&H, Sehwan	Chairman
02.	Representative of Secretary Health Government of Sindh	Member
03.	Representative Deputy Commissioner Jamshoro	Member
04.	Chairman Municipal Committee Sehwan	Member
05.	Social Welfare Officer Sehwan	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;
- c. Preparing evaluation report as provided in Rule-45;
- d. Making recommendations for the award of contract to the competent authority;
- e. Perform any other function auxiliary and incidental to the above.

SECRETARY HEALTH
Karachi, dated 28/July, 2017

- C.C 10:
1. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi;
 2. The Deputy Commissioner, Jamshoro;
 3. The District Accounts Officer, Jamshoro;
 4. The Director, Sayed Abdullah Shah Institute of Medical Sciences, Sehwan with to his letter dt: 18-07-2017;
 5. The Chairman & all members of the Committee;
 6. The P.S. to Secretary Health.

(SAVEED AHMED SOOMRO)
SECTION OFFICER (PM&A)





NO:HD(P&I) 3-2 (427) 2014
GOVERNMENT OF SINDH
HEALTH DEPARTMENT
(Proc. Regs. & Administration) (Section 4-D)

NOTIFICATION

No. HD(P&I) 3-2 (427) 2014. In compliance to this department's circular no. 17 of 2014 number subject "10-04-2014" and in pursuance of Rule 31 of the Sindh Public Procurement Regulations, 2010, the Government of Sindh, Health Department, re-constituted Committee (hereinafter referred to as "C.C.") comprising of the following officers for scrutinizing the compliance of agencies of public against tender invited by Health Institutions, Hospitals, Programs, Projects in Sindh:

01	Secretary Health, Govt. of Sindh	Chairman
02	Representative from Accountant General Sindh	Member
03	Independent expert from relevant field concerning (to be nominated by the Head of Procuring Agency)	Member
04	Deputy Secretary (PM&I)	Member/Secretary
05	Deputy Secretary (General)	Member

FOR:

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


SECRETARY HEALTH

Karachi, dated 31st May, 2014

No: HD(P&I) 3-2 (427) 2014

C.C to:

1. The Director General Health Services Sindh, Hyderabad.
2. The District Health Officers (All)
3. The Medical Superintendents (All)
4. The P.S. to Chief Secretary Sindh, Karachi.
5. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
6. The Special Secretary/Adl. Secretary (Admn/Development/Public Health) Health Department.
7. The Chairman & all members of the Committee.
8. The P.S. to Secretary Health.


(NAVEED AHMED SOOMRO)
SECTION OFFICER (PM&I)



OFFICE OF THE DIRECTOR
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HEALTH DEPARTMENT GOVERNMENT OF SINDH



PHONE NO: 025-4620317 FAX NO: 025-4620833

Email: sasims2015sehwan@gmail.com

BID DOCUMENTS

BID DOCUMENTS FOR THE DEPLOYMENT OF SECURITY GUARDS
FOR THE FINANCIAL YEAR 2017-18.

PRICE RS. 1000/= NON-REFUNDABLE

NAME OF FIRM: _____



**OFFICE OF THE DIRECTOR
SAYED ABDULLAH SHAH INSTITUTE
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HEALTH DEPARTMENT GOVERNMENT OF SINDH**

PHONE NO. 025-4620-317/FAX NO. 025-4620-833

Email: sasims2015sehwan@gmail.com



BID DOCUMENTS FOR THE SECURITY GUARDS FOR THE FINANCIAL YEAR 2017-18.

BID DOCUMENT
TIME OF RECEIPT OF TENDER
TIME OF OPENING OF TENDER

DUE ON 16/10/2017
12:00 PM
12:30 PM

S#	A/U	NAME OF MEDICINE/PRODUCT	QUANTITY	PRICE IN FIGURE EACH	PRICE IN WORDS
1	SECURITY GUARDS	Head Supervisor	1		
2		Supervisor	2		
3		Security Guards	4		
4		Lady Searcher	26		

NOTE: Security Guard shall be bond to perform duty from 08:00 AM to 08:00 PM & 08:00 PM to 08:00 AM with proper handing and taking over of duty and log book shall be maintained.

SIGNATURE & STAMP: _____

(DR. MOHAMMAD MOINUDDIN SIDDIQUI)
DIRECTOR
SAYED ABDULLAH SHAH INSTITUTE
OF MEDICAL SCIENCES SEHWAN



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SAYED ABDULLAH SHAH INSTITUTE
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INSTRUCTIONS FOR DEPLOYMENT O SECURITY GUARD:

1. Valid License from Interior Ministry and Sindh Government.
2. Three years experience in relevant field with documentary proof.
3. Per year minimum 05 million turnover with bank certificate for three years.
4. Three years Income Tax Return (Photocopies must be enclosed).
5. Valid Registration Certificate from:
 - a) EOBI
 - b) SESSI
 - c) Income Tax
 - d) Professional Tax
 - e) Sindh Sales Tax (SST)
6. Copy of bid offer with quoted items with terms and conditions (without rates) with signature & stamp in technical offer.
7. Clearance Certificate from Police, Special Branch and Investigation Bureau.
8. Two years audit report.
9. Details of training and experience of Guards.
10. Details of Last Refresher training course.
11. An affidavit of Rs. 100/- (Non Judicial) that the firm is not black listed in any Government/Semi Government Department or Private Sector.
12. The Security Companies should have minimum 200 Security Guard.
13. The Security Company should provide services round the clock including holidays.
14. The Security personnel shall not be beyond the age of 45 years.
15. This office shall have the right to ask the security company to remove any person considered incompetent or found unsuitable or for any reason and the person removed for the above reason shall not be deputed without the consent of this office.
16. The personnel ought to be polite, courteous, disciplined, physically fit, alert and smartly dressed in uniform and attend with compliments the distinguished VIPs, Staff, Patients and Attendant.
17. Security Company entirely responsible for thefts of easily movable items, hospital articles, Motor Bike, Car or any other items.
18. Not to leave the place of duty under any circumstances until and unless properly relieved ie signing in handing/taking over register etc.

19. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
20. The company should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
21. The company should provide a whistle, torch and lathi to the security guards on duty.
22. If it is found that any property of the hospital is lost/damaged due to the negligence or connivance of the security guard, the same shall be made good on the depreciated value of the property damaged/lost from the security company's bill.
23. The company shall furnish the names, addresses and photographs of the security staff posted in the hospital and also when there is any change in security guard.
24. The company shall submit a monthly report of compliance and happenings the hospital, to the hospital authorities.
25. Manage the Car Parking, Motor Bike, without sticker any vehicle as allowed in Hospital Premises.
26. Auto Rickshaw is not allowed to park in inside hospital, empty auto rickshaw must be removed from Hospital.
27. Company found any discrepancies/failed or any information provide is incorrect, ambiguous, Director SASIMS Sehwan/Procuring Agency has right to terminate/cancel the contract weather prequalified or not any stage without any notice.
28. The company will provide complete security plans how to deal public places hospital.
29. Retired Local Army Personnel will be preferred.
30. The security guards shall timely comply with all directors and instruction of institute administration, non compliance of instructions can lead to termination of agreement.

TERMS & CONDITIONS:

- a) The tenders shall be submitted with all documents in sealed envelopes, with sealing wax in the shape of two envelopes systems ie *TECHNICAL ENVELOPE & FINANCIAL ENVELOPE*. The envelopes must contain tender inquiry No. on the top, separately by Technical Envelope & Financial Envelope. The name of company should be affixed on the face of envelopes at the left side.
- b) Tenders must be filled in with Blue or Black ink in the column provided/ on separate letterhead duly signed.
- c) The tenders must be free erasing, cutting and over writing. In case of erasing, cutting, and over writing authorized person should initial it.
- d) The rates on each column should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: In case of discrepancy the price in words will be taken as authenticated and final.
- e) Conditional tenders will be ignored and will not be considered/entertained/accepted.

- f) Tenders form shall be accompanied by earnest money@2.5% (12 months) of the value of quoted by them in form of Call Deposit/Pay Order in financial envelope and photocopy of call deposit/pay order of earnest money in which amount should not be readable should be enclosed in technical envelopes.
- g) Original purchase receipt must be enclosed with offer otherwise alternate offer will be rejected.
- h) The tendered rate should be inclusive of all taxes Income & Sales tax etc payable to Federal & Provincial Government or Local Bodies and no claims on this account shall be entertained.
- i) The envelopes shall be marked as **"FINANCIAL PROPOSAL & TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion.
- j) Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- k) The envelopes marked "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.
- l) Director Sayed Abdullah Shah Institute of Medical Sciences Sehwan reserves the right to impose the following penalties for any breach of contract by tenderer:
- Forfeiture of the Security money
 - Forfeiture of payment
 - Black listing of the firm

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 be liable terminated.

NATIONAL TAX NO. _____

GST NO. _____

CNIC NO. _____

(Photostat copies must be enclosed)

SIGNATUR OF _____

CONTRACTOR WITH ADDRESS _____

FULL NAME _____

CELL NO _____

LAND LINE NO. _____

EVALUATION CRITERIA

<u>S#</u>	<u>DESCRIPTION</u>	<u>Yes/No</u>
01	Company Profile	
02	Security Plan for SASIMS Sehwan	
03	Communication Equipments/List of Ammunition (which all be utilized by the security agency in institute to secure the institute assets)	
04	Client list/Relevant experience/last five year performance	
05	Copy of the Registration Certificate with EOBI	
06	Copy of the Registration Certificate with SESSI	
07	Copy of the Registration Certificate with Income Tax NTN number registration with Sindh Revenue Board, Contractors will be responsible to pay Sindh Sales Tax 4/5 th themselves and remaining 1/5 th will be deducted at source.	
08	Copy of the Registration Certificate with Home Department Government of Sindh Pakistan	
09	Turnover of at least three years (5.00 M) each year Bank Certificate/Bank Statement for last three years should be attached and an undertaking on letter head that the firm concerned is financially sound and have sufficient funds to pay three months salary from their source (if undertaking has not been given than offer will be rejected)	

Signature of Tenderer: _____

Designation: _____

Address: _____



(DR. MOINUDDIN SIDDIQUI)
D I R E C T O R
SAYED ABDULLAH SHAH INSTITUTE
OF MEDICAL SCIENCES SEHWAN

ANNUAL PROCUREMENT PLAN FOR DEPLOYMENT OF SECURITY GUARDS FOR THE YEAR 2017-18
SAYED ABDULLAH SHAH INSTITUTE OF MEDICAL SCIENCES SEHWAN
HEALTH DEPARTMENT GOVERNMENT OF SINDH


(Under Rules 8 and 9 of the Public Procurement Rules 2004)

Name of Procuring Agency: SAYED ABDULLAH SHAH INSTITUTE OF MEDICAL SCIENCES SEHWAN
HEALTH DEPARTMENT GOVERNMENT OF SINDH.

1	2	3	4	5		6	7
S#	Name of Procurement (Description)	Estimated Cost	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks (if any)
01	Head Supervisors	5,000,000/-	Open Competitive Bidding	15/09/2017	1 ST Week November	30 th June 2018	-
02	Supervisors						
03	Security Guards(With Weapons)						
04	Security Guards(Without Weapons)						

*The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.

**Procurement method means Open Competitive Bidding/ Petty Purchase/ Quotations/ Direct Contraction/ Negotiated Tendering.


(DR. M. MOINUDDIN SIDDIQUI)
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