**OFFICE OF THE DIRECTOR INSTITUTE OF SKIN DISEASES, SINDH, KARACHI**

**PREEDY STREET, REGAL CHOWK, SADDAR, KARACHI.**

**Tel No: 0092 (021) 99215675; 99215680 e-mail: isdsk1952@gmail.com**

**TENDER NO.DISDSK/PROCUREMENTDIET & KITCHEN/ /2017-18**

**PURCHASE OF MEDICINES**

**DIET / KITCHEN**

**CATEGORY-II**

|  |  |
| --- | --- |
| **COST OF TENDER DOCUMENTS** | **RS:1000/-(NON -REFUNDABLE)** |
| **TENDER SELLING DATE** | **FROM THE DATE OF PUBLICATION .** |
| **TENDER SUBMISSION DATE & TIME** | **TILL**  **17th October 2017 before 12.00 (Noon).** |
| **TENDER SUBMISSION PLACE** | **GROUND FLOOR, ADMIN BLOCK, INSTITUTE OF SKIN DISEASES, SINDH, KARACHI.** |
| **TENDER OPENING DATE & TIME** | **ON .17th October 2017 at 12.30 (AN)** |
| **TENDER OPENING PLACE** | **COMMITTEE ROOM GROUND FLOOR, INSTITUTE OF SKIN DISEASES, SINDH KARACHI.** |

Sealed Tender (along with one set of Photostat copies viz. Original plus Photostat along with all brochures etc

Separately stapled of the same) are invited for the supply of **DIET / KITCHEN items** mentioned on pages 21 - 22, of this Tender form for use Institute of Skin

Diseases, Sindh, Karachi.

The last date for the submission of this Tender is fixed on 17th October 2017 before at 12.00 Noon. The Tender should be dropped in the Tender Box, (mentioning the category over Envelope, for which Tenderer is interested), kept for the purpose on the wall of the Director office of Institute of Skin Diseases, Sindh, Karachi, Which will be opened before the **PURCHASE COMMITTEE** in the presence of Tenderers or their authorized representative, who wish to present on the same date at 12.30 pm.

The Tender forms should be filled up with typing in words and figures both against each item. The tender filled up with hand writing will not be entertained.

The purchaser is the Director of Institute of Skin Diseases, Sindh, Karachi.

The Purchaser (Director of Institute of Skin Diseases, Sindh, Karachi) reserves the right to purchase all or part of the stores or rejects whole tender or any tender with holds assigning and reason.

The Registered Contractors / Suppliers / Manufactures / sole distributors with this Hospital should be accompanied by the **EARNEST MONEY DEPOSIT** 2.5% of quoted bid in shape of pay order / Bank draft in the name of the Institute of Skin Diseases, Sindh Karachi.

The tenderers shall enclose with their tender a certificate as under failing to which the tender is liable to be considered as **CANCELLED.**

1. Tenders are submitted by the registered firms or who have applied for registration. Tender will be accepted only after confirmation or registration. Un-registered firms can apply for registration. Only manufacturers, original importers or their authorized agents can apply for registration. The authorized agent should submit a documentary proof that manufacturer / Importer has authorized them to quote. Their product Manufacturer / Importer should submit an undertaking that they will be responsible for quality and warrantee.
2. The manufacturer / Sole Agent / Authorized agent should submit at the time of delivery the warrantee along with period of warrantee in case of foreign company import documents, import license, B / lets.
3. The supplier should submit an under taking that supply should be made available thirty (30) days of placing the order. The delivery period can be extended by the competent authority if reason is genuine.
4. All tenders must be submitted in duplicate and put them in two different envelops which should be marked **ORGINAL DOCUMENTS and DUPLICATE DOCUMENTS** separately. These envelops put in another envelope. The outer cover should indicate the name of the addressee, tender number and date of opening, but not the name of the firm. The envelope must be properly sealed and submitted in the name of Director of Institute of Skin Diseases, Sindh, Karachi and should be marked at the top corner “**TENDER FOR THE SUPPLY OF DIET / KITCHEN items)** and drop it in the tender box placed at the Admin. Block, Institute of Skin Diseases, Sindh, Karachi.
5. All tenders will be accompanied by samples of all quoted items before submission of tender. Any tender without sample will be disqualified and on each sample code No. of item (mentioned in the tender list) must be written.
6. On the acceptance of tender / purchase; order is issued during the validity period and if offer is not accepted by the tenderer, the Earnest Money shall be forfeited and the store purchased at his risk and expense.
7. In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
8. In case, the tenderer fails to execute the purchase order strictly in accordance with terms and conditions lay down in the contract the earnest money by him shall be forfeited and the store purchased at his risk and expense.
9. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.
10. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
11. Any erasing / cutting / crossing etc. appearing the offer, must be properly filled by the person signing the tender, Moreover, all pages of the tender must also be properly signed. Offers with any overwriting shall in no circumstances be accepted.
12. One **“SAMPLE TENDER PROFORMA”** is supplied with the list of items to be purchase No other Proforma for tender will be accepted.
13. The dosages, strength and pack size for medicines and required sizes for surgical items mentioned in the given tender list are quoted by the tenderers shall be confirmed once. The strength for medicine and size of surgical items not demanded may not be quoted, otherwise they will not be considered.
14. The Price of drugs should be less than existing trade price and fixed by the Ministry of Health Government of Pakistan in the current at the time of bidding the tenders. The price once offered by the firms will not be changed during the same fiscal year.
15. The suppliers will have to be delivered at the premises of Institute of Skin Diseases, Sindh, Karachi, at the suppliers risk and cost. Any breakage or shortage of stock will be recovered from the supplier.
16. The Tenderer is also required to enclose a Bank draft / pay order for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (Refundable) in the name of Director of Institute of Skin Diseases, Sindh, Karachi as Earnest Money. In case of tender is accepted by the competent authority and the supplies are not made within stipulated time (\_\_\_\_\_\_\_\_\_\_\_) the earnest money of the tender would be forfeited to the Government Accounts.
17. The bid will be evaluated on sample/best quality basis provided by the bidders.
18. The Manufacturing and expiry date should be mentioned on each pack without these dates, supply will not be accepted. No drug / medicine, surgical and disposable item will be accepted having less than two years of shelf life, expiry, except in case of sera and vaccines in respect of which 75% shall be intact at the time of supply. If shelf life of the drug less than two years the case may referred to tendering authority for relaxation.
19. The GST clearance for the year 2015-2016 must be provided and the original registration documents must be shown at the time of opening of tenders.
20. The drug shall be accompanied by the necessary warrantee in accordance with the provision of drugs Act 1976 and rules framed there under. The supplier should submit warrantee in triplicate on form 2A at the time of delivery.
21. The sample of all the drugs supplied by the tenderers may be collected from this container by the inspector of Drugs for test and analysis at national institute of Health, Central Drugs Laboratories or Provincial drug testing Laboratories.
22. If a batch of drug or surgical item is found sub-standard, adulterated or infected with fungus / bacteria on the basis of Laboratory test or on presence of a foreign particle seen by naked eye which is injurious to the patient’s life in the opinion of competent authority or any other reason, the same will not be returned to the supplier, in any circumstances. Those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide, standard quality within 4 days against the quantity of amount equivalent to defective goods will be deducted from the bill.
23. The action will be initiated against the offending firm according to the Drug act 1976.
24. The manufacture / importer of sub-standard medicines and surgical items will be black-listed by the competent authority. As per judgment of the drugs court or any other authority. If the decision is against the offending firm, the firm will be black listed and their earned money would be forfeited to the Government Accounts, Which will be considered as final.
25. After finalization of the tender, the tenderers will be intimated regarding approval of their items and they will have to acknowledge for accepting the supply for fiscal year 2017-2018, within three (03) days.
26. The purchaser reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender without assigning any reason.
27. The Director, Institute of Skin Diseases, Sindh, Karachi, reserves the right to accept or reject any or all tenders, without assigning any reason.
28. The decision of the Director, Institute of Skin Diseases, Sindh, karachi will be final.
29. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender inquiry due for opening on 17th October 2017 at 12.30 (AN) for the supply of Diet / Kitchen other items.
    1. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender inquiry in all respects.
    2. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement of your tender inquiry, it shall be ignored.
    3. We hereby confirm that the supply be made available within thirty days (30) of the placing order otherwise Institute of Skin Diseases, Sindh, Karachi has right to take action as per terms and conditions.
    4. We certified that we will abide all terms and conditions of the tenders infringement of any of the terms/ conditions will make the tender for the consequences, recommended by the competent authority.
    5. Certified that the prices quoted to this Centre against tender are not more than the prices charged from any other purchasing agencies in the country and in case of any discrepancy the Tenderer are hereby under take to refund the price charged in excess.

**An undertaking containing below mentioned matter on stamp paper of Rs.100/- duly attested by Notary Public**

**C E R T I F I C A T E**

We guarantee to supply the stores exactly in accordance with the requirements specified by the Director of Institute of Skin Diseases, Sindh, Karachi.

Signature of Tenderer: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address (in full): - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Phone: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: -**

Only one representative of a firm who has been authorized can be present the time of opening of tender.

All photocopies should be attested by Notary Public.

Please check the following documents are submitted along with the tender.

1. **Earnest Money as per terms No. 16 Yes / No**
2. **Original Tender Purchase receipt. Yes / No**
3. **Each page should be signed and stamped. Yes / No**
4. **Tender should submit in double over in DUPLICATE Yes / No**
5. **Manufacture / Importers that they will responsible for quality and warrantee. Yes / No**
6. **Income Tax Certificate as per Clause 16. Yes / No**
7. **Printed Price list of the Mfg. / Importer which shows trade Price and Retail Price Yes / No**
8. **List of sample provided in office of Institute of Skin Diseases, Sindh, Karachi. Yes / No**
9. **A certificate that the firm will abide all terms and conditions of the tender.**

**Infringement of any of the other terms and conditions, will make the tenderer responsible for Yes / No**

**the consequences recommended by the competent authority.**

1. **Original terms and conditions duly signed and stamp. Yes / No**

**We hereby confirmed that we have read all terms and conditions carefully and will abide them.**

**NAME OF TENDERER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF TENDERER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESIGNATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WITNESS No.1**

1. **NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **FULL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017**

**WITNESS No. 2**

1. **NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **FULL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017**