**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**

1. Bids comprising single package, containing two separate envelops shall be submitted in sealed envelopes one for Technical Proposal and other for Financial Proposals (Rule 46 (2-a) of SPPRA 2010 (amended 2017).
2. The envelopes shall be marked as **FINANCIAL PROPOSALS & TECHNICAL PROPOSAL** in bold and legible letters.
3. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized.
4. The person or persons signing the Bid shall initial all pages of the Bid. The name and Designation of each person signing must be mentioned below the signature.

5. The bidder shall drop their bids duly sealed, in the tender box place at ground floor, Admin. Block, Institute of Skin Diseases, Sindh, Karachi, Regal Chowk, Preedy Street, Saddar, Karachi, before at **12.00 Noon** on the tender opening date **17.10.2017 at 12.30 (AN)**.

1. The bid documents comprises the following (as per rule, 21, of SPP Rules 2010 amended 2017)

a) Instruction to Bidder Annex-I

b) Form of Bid

c) Technical Proposal/Specification Annex-II

d) Form of Contract Annex-III

e) General/ Special conditions of contract Annex-IV

f) Bid Evaluation Criteria Annex-V

g) Finance Proposal / Price Schedule.

7. The tenders will be received back up to 17.10.2017 **before at 12.00 Noon** and will be opened

on the same day 17.10.2017 **at 12.30 (AN)** in the presence of Tender Opening Committee and the bidders or their authorized representatives at the Committee room of Institute of Skin Diseases, Sindh, Karachi.

8. In case of holiday the bids shall be opened on next day at same time.

9. Bid security, amounting 2.5% of Bid price should be in shape of Pay order/Demand Draft in favor of **Director, Institute of Skin Diseases, Sindh, Karachi,** Regal Chowk, Preedy Street, Saddar Karachi, issued by any schedule Bank of Pakistan. A copy of de-faced bid security must be added with the Technical Bid.

No other mode of Payment will be accepted.

1. The procuring Agency reserves the right to call any or all the bidder[s] to give presentation / Demonstration for their items / works.
2. The income tax and all Government taxes shall be deducted at source on total value of bid.
3. The Bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.
4. Conditional tender and without bid security shall not be considered.
5. Delivery time will be 30 days starting from the issuance of work order/signing the contract.
6. GST/Income Tax Certificates must be accompanied with tender.
7. The procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPP Rule, 2010 (amended 2017). The payment will be made subject to availability of funds for the financial years 2017-18.
8. The supplier should submit the rate in the financial proposal which will be opened subject to the conditions that the bidder stand technically qualified.
9. Bids shall remain valid for 90 days after the date of bid opening and same may be extended in terms of Rules 38 (2) (3) (4) of SPPRA Rules.
10. If any extension in the bid validity period should be asked to extend the same. Such extension shall be for not more than the period of original bid validity.
11. Bidders Who:
    1. Agree for extension of bid validity period shall also extend the validity of the bid security for the extended period of the bid validity.
    2. Agree to the procuring agency’s request for extension of bid validity period shall not be permitted to change the substances of their bids.
    3. Do not agree to an extension of bid validity period shall be allowed to withdraw their bids without for feature of their bid security.
    4. The bidder name, unit as well as bid amount and bid security shall be announced.
12. Bids Submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
13. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarification to the bid that do not change substances of the bids.
14. Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.

**(DR. IQBAL NABI SOOMRO)**

DIRECTOR,

INSTITUTE OF SKIN DISEASES, SINDH,

KARACHI.