



**OFFICE OF THE MEDICAL SUPERINTENDENT  
DR. RUTH K.M. PFAU, CIVIL HOSPITAL, KARACHI**

No.MS/CHK/2017-18/ 4441

Dated: 24-10-2017

**NOTICE INVITING TENDER**

Sealed bids are invited from interested Printing Agencies / Contractors / Suppliers registered with FBR, for supply of following categories of items during the financial year 2017-2018 on **Single Stage One Envelope Procedure Basis** as per Clause 46(1) of SPPRA Rules- 2010 (Amended till date).

S #	NAME OF TENDERS	Quantity	Tender Fee	Time & Date of Opening	Completion Time
1	Supply of Stationery (Estimated Cost Rs. 0.921 M)	As mentioned in Bid Documents	Rs. 500/-	09-11-2017 @ 12:00 Noon	Financial Year 2017-18

**Note:-**

**1. Eligibility Criteria**

- 03 years experience in the relevant field.
- Turn-over at least last three years having a sum of Rs 1.00(M) each year.
- Registration National Tax Number (NTN), General Sale Tax (GST) (Mandatory).
- An affidavit on Stamp Paper that the firm has never been blacklisted.

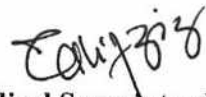
**2. Method of Procurement**

- Single Stage - One Envelope Procedure Rule 46(1) of SPP Rule 2010 (Amended till date)
- Issuance:** Bid Documents can be downloaded from Authority's website as well as Dr. Ruth K.M. Pfau, Civil Hospital Karachi website, it can also be obtained from Office of the Addl. Medical Superintendent (Procurement), 1<sup>st</sup> Floor, Admin Block of this Hospital from the first date of publishing / hoisting up to **10:00 am 09-11-2017** on submission of application on firm's letter head along with Pay Order of Tender Fee.
- Submission:** Last date will be up to **11:30 am 09-11-2017**.
- Opening:** Will be opened at **12:00 Noon 09-11-2017**.
- Bid must be in Pak Rupees

**3. Terms & Conditions:**

**Under following conditions bid will be rejected:**

- Conditional and telegraphic bids / tenders.
  - Bids not accompanied by Bid Security of required amount and form.
  - Bids received after specified date and time.
  - Bids of blacklisted firms.
- Bid validity Period:** 90 days from the date of opening of tender.
  - Procuring agency reserves the right to reject all or any bid subject to the relevant provisions of Sindh Public Procurement Rules – 2010 (Amended till date).
  - Bid Security @ 2.5%** of the offered value in shape of Pay Order in favor of the undersigned.
  - In case of any inconvenient situation created in the City or Public Holiday is declared by the Government on the date of opening of tender, the next official working day shall be deemed to be the last date for issuance, submission and opening of bids / tenders at the same time as mentioned.

  
**Medical Superintendent**  
Dr. Ruth K.M. Pfau, Civil Hospital Karachi



**GOVERNMENT OF SINDH  
HEALTH DEPARTMENT**

**NOTIFICATION**

No. SO(PM&I)2-1/2017-18/PM-04/(CHK): As many as Seven (07) Procurement Committees under Rules-7 of Sindh Public Procurement Rules 2010 are hereby constituted comprising the following officers for purchase of various health items details of which are mentioned against each in Civil Hospital, Karachi during the financial year 2017-18.

**1- Instruments: Coronary Angiography and Angioplasty, Endoscopy, Esophageal & Anorectic Motility, Ophthalmic, Orthopaedic & oral Maxillofacial Implants.**

i.	Medical Superintendent Civil Hospital – Karachi.	<b>Chairman</b>
ii.	Head of Orthopaedic Unit – I & II, Dow University of Health Sciences – Karachi.	Member
iii.	Head of Surgical Unit – VI, Dow University of Health Sciences – Karachi.	Member
iv.	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Member
v.	D.M.S. Civil Hospital – Karachi.	Member

**2- Local Purchase of Drugs / Medicines , Medical Gases, Diet Enteric (Feeding and Food Supplements) / Other (Misc.) General Stores Articles, Uniform / Protective Clothing.**

i	Medical Superintendent, Civil Hospital – Karachi.	<b>Chairman</b>
ii	Head of Surgical Unit-VI, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor, Medical Unit – III, Dow University of Health Sciences – Karachi.	Member
iv	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

**3- Consumable (Laboratory Kits / Chemicals).**

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	<b>Chairman</b>
ii	Head of Medical Unit – III, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Unit-II, Dow University of Health Sciences – Karachi.	Member
iv	Chief Pathologist, Civil Hospital Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

**4- Stationary / Printing / Petty Articles / Hardware /Software / I.T Equipment.**

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	<b>Chairman</b>
ii	Assistant Professor of Medical Unit-III, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Dow University of Health Sciences Karachi.	Member
iv	Incharge (I.T Department), Civil Hospital Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

#### 5- Janitorial Services.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Addl. Medical Superintendent (P & D), Civil Hospital – Karachi.	Member
iii.	Representative of Local Government.	Member

#### 6- Security Services.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Addl. Medical Superintendent (P & D), Civil Hospital – Karachi.	Member
iii.	Representative of Home Department Government of Sindh.	Member

#### 7- Repair / Purchase of Medical Equipment / Transport / Hospital Equipment.

i	Medical Superintendent, Civil Hospital – Karachi.	Chairman
ii	Assistant Professor of Cardiology, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Surgery Unit-VI, Dow University of Health Sciences – Karachi.	Member
iv.	Assistant Professor of Medical Unit-III, Dow University of Health Sciences – Karachi.	
v.	Addl. Medical Superintendent (Procurement), Civil Hospital Karachi.	Member
vi.	Addl. Medical Superintendent (Technical), Civil Hospital Karachi.	
vii.	D.M.S, Civil Hospital – Karachi.	Member

#### TORs

The TORs / Functions / Responsibilities of the Procurement committee in accordance with Rule-8 of SPP Rules 2010 shall be as under:

- Preparing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule-45;
- Making recommendations for the award of contract to the competent authority;
- Perform any other function ancillary and incidental to the above.

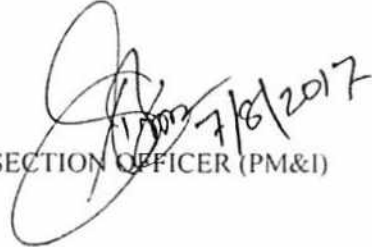
**SECRETARY HEALTH**

No. SO(PM&I)2-1/2017-18/PM-04/(CHK):

Karachi, dated the 07<sup>th</sup> Aug., 2017

A copy is forwarded for information & necessary action to:-

- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The M.S. Civil Hospital, Karachi w/r to his letter.
- Chairman and all members of the Committee.
- The P.S. to Minister Health Sindh.
- The P.S. to Secretary Health.

  
SECTION OFFICER (PM&I)



99212077 99212088  
Phone # 99203108, 99204203

No. SO (M&I) 2-1/2013 (CRC)  
GOVERNMENT OF SINDH  
HEALTH DEPARTMENT  
(PROCUREMENT MONITORING & INSPECTION CELL)  
Karachi, Dated: 18<sup>th</sup> Feb 2016

## NOTIFICATION

In supersession of this Department's notification of even number dated: 29<sup>th</sup> July, 2013 and 28<sup>th</sup> March 2015 and in pursuance of Rules-31 and 32 of Sindh Public Procurement Rules 2010. the Government of Sindh. Health Department re-constitutes Complaint Redressal Committee (CRC) comprising of the following officers for scrutinizing the complaints of aggrieved bidders against tender invited by Health Institutions / Hospitals / Programmes / Projects in Sindh.

01	Special Secretary(Admn), Health Department. Sindh	Chairman
02	Additional Secretary(PM&I), Health Department, Sindh	Member
03	Professor Khalida Soomro, Professor of Cardiology, Dow University of Health Sciences / Civil Hospital, Karachi.	Member
04	Dr. Syed Khalid Hussain, Procurement Executive, N.I.C.V.D., Karachi.	Member
05	Representative from Accountant General Sindh, Karachi	Member

### TORs

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

SECRETARY HEALTH

No. S.O.(PM&I) 2-1/2011(CRC)

Karachi, dated, the 18<sup>th</sup> Feb 2016

C.C to:

1. The P.S.to Chief Secretary Sindh, Karachi.
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
3. The Executive Director, NICVD, Karachi.
4. The Director General Health Services Sindh, Hyderabad.
5. The Additional Secretary (Admn/Development/Public Health), Health Department.
6. The Chairman & all members of the Committee.
7. The P.S. to Secretary Health Sindh.

( RASHID HUSSAIN )  
SECTION OFFICER (PM&I)

*11/2/2016*



DR. RUTH K.M. PFAU, CIVIL HOSPITAL  
Baba-e-Urdu Road, Karachi  
Dated: ,2017

**DR. RUTH K.M. PFAU, CIVIL HOSPITAL KARACHI  
REWISED PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-18**

Sr. #	Description of procurement	Funds allocated	Source of fund	Proposed procurement method	Tentative / Timing of procurement				Remarks
					1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
1	Stationery	0.921 (M)	Non-ADP	Single Stage One envelope		✓			Rule 46 (1)

*Talib*  
MEDICAL SUPERINTENDENT  
DR. RUTH K.M. PFAU, CIVIL HOSPITAL KARACHI

## BIDDING DOCUMENTS (BDs)

### **“SUPPLY OF STATIONERY”**

DURING FINANCIAL YEAR 2017 - 18

**DR. RUTH K.M. PFAU, CIVIL HOSPITAL – KARACHI**

**ROUGH COST ESTIMATE  
Rs. 0.921 MILLION**

<b>COST OF TENDER DOCUMENTS:</b>	Rs. 500/= Rupees Five Hundred Only (Non-Refundable)
<b>TENDER PROCEDURE:</b>	Single Stage - One Envelope / SPP Rule 46(1)
<b>TENDER SELLING DATE :</b>	From the date of hoisting till 10:00 am 9 <sup>th</sup> November, 2017
<b>TENDER SUBMISSION DATE AND TIME:</b>	On 9 <sup>th</sup> November, 2017 up to 11.30 am.
<b>TENDER SUBMISSION PLACE :</b>	Office of the A.M.S (Procurement) 1 <sup>st</sup> Floor Admin Block, Dr. Ruth K.M. Pfau, Civil Hospital – Karachi
<b>TENDER OPENING DATE AND TIME :</b>	On 6 <sup>th</sup> November, 2017 at 12.00 Noon.
<b>TENDER OPENING PLACE :</b>	Committee Room, 2 <sup>nd</sup> Floor Admin Block, Dr. Ruth K.M. Pfau, Civil Hospital - Baba – e – Urdu Road – Karachi

**Note:** No tender will be accepted after closing of the Tender box, what so ever reason may be.



**DR. RUTH K.M. PFAU, CIVIL HOSPITAL  
BABA E URDU ROAD – KARACHI**

## **BIDDING DATA**

Procuring Agency	:	Medical Superintendent, Dr. Ruth K.M. Pfau, Civil Hospital Karachi
Address	:	Baba – e – Urdu Road – Karachi
Name of Item	:	Supply of Stationery @ CHK
Bid Validity	:	90 days (As per SPP Rules – 2010) Amended till date
Amount of Bid Security	:	2.5% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Date of Opening	:	As per Tender Enquiry
Performance Security	:	2.5% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – One Envelope Procedure
Eligibility Criteria / Technical Evaluation Criteria	:	As per Annexure – A
Advance Payment	:	No Advance Payment
Inspection Authority	:	AMS (Stores)
Place of Inspection	:	Main Store, Dr. R.K.M.P, Civil Hospital Karachi
Place of Delivery	:	Main Store, Dr. R.K.M.P, Civil Hospital Karachi

## TERMS & CONDITIONS

1. Sealed Tenders are invited on **Single Stage – One Envelopes Procedure** basis as per Clause 46(1) of SPPRA Rules, 2010 (Amended till date) for **Printing & Publication (OPD & Casualty Slips) @ RKMP, CHK** including all government taxes during the financial year 2017-2018 as mentioned in **Annexure - B** of this Tender Form for use in Dr. Ruth K.M. Pfau, Civil Hospital, Karachi
2. Bidders are required to comply with all the clauses mentioned in the Terms and Conditions of the Bid Documents and any deviation will forbid them from competing in the tender.
3. All documents should be submitted duly paginated / flagged and the detailed of the documents should also be mentioned in front of the Index.
4. The Original bid shall be typed or written in indelible ink by the bidder or person duly authorized. 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. Pay order of Tender Fee amounting to Rs. 500/- (Non-Refundable) must be attached with offer (In Original). If bid has been dropped by mail, else the bids will be rejected. For alternate offer a separate Pay order of Tender Fee amounting to Rs. 500/- (Non-Refundable) shall be submitted, otherwise both offers will be ignored.
6. The bidder shall drop by hand / mail in the office of the Medical Superintendent, Dr. Ruth K.M. Pfau, Civil Hospital Karachi as date mentioned in Tender Enquiry / Advertisement.
7. The bid documents comprise the following (as per rule, 21 of SPP Rules 2010 (Amended till date)).

a) Instruction to Bidder	Annex – I
b) Form of Bid	
c) Proposal / Specification	Annex – II
d) Form of Contract as per SPP Rule 89	Annex – III
e) General / Special Conditions of Contract	Annex – IV
f) Bid Evaluation Criteria	Annex – V
8. Each bid shall comprise **Single Stage - One Envelop Procedure basis**, envelope containing the proposal and required information as mentioned in the bid documents as well as in N.I.T of the said goods and the same are to be submitted by hand or by mail in the office of the AMS (Procurement) 1<sup>st</sup> Floor Admin Block Dr. Ruth K.M. Pfau, Civil Hospital Karachi on **09-11-2017 up to 11:30 am**. The same will be opened at **12:00 Noon** in presence of those bidders who wish to be present.  
In case of announcement of Public Holiday or any unfavorable circumstance, the tenders / bids will be opened on next working day. Other terms & conditions, venue and time for drop and opening will remain same as advertised in this Notice.
9. Bid Security 2.5% of the offered value should be in shape of Pay Order in Medical Superintendent, Dr. Ruth K.M. Pfau, Civil Hospital Karachi issued by any schedule Bank of Pakistan.



10. 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 in stipulated time if the bid is accepted.
11. Conditional tender and tender without bid security shall not be considered.
12. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
13. Income Tax Certificate must be accompanied with tender.
14. Bid should be inclusive all Government taxes (If applicable) and the same will be paid themselves by the Contractor except withholding tax and 0.35% Stamp Duty which will be deducted at source in office of the Accountant General Sindh Karachi.
15. The procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date). The payment will be made within four weeks after receipt of bill / invoice duly filled in all respects.
16. Bids shall remain valid for 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules 2010 (Amended till date).
17. Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
18. The bids shall be quoted in Pak Rupees.
19. 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.
20. The procuring agency may reject all bids or proposal 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.  
"Noted"

**Signature of Contractor(s)**

**Stamp**

## FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_\_ 2017 between \_\_\_\_\_ (hereinafter called the "Employer") of the one part and \_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) The Letter of Acceptance;
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data as SPP Rule 89;
  - (d) The priced Schedule of Prices;
  - (e) The Specifications;
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)

**ELIGIBILITY CRITERIA / TECHNICAL EVALUATION CRITERIA**

<b>CRITERIA</b>	<b>YES</b>	<b>NO</b>
Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT		
Relevant Experience (Three Years)		
Registration with Income Tax / Sales Tax. (Mandatory)		
Copy of Bank Certificate regarding financial soundness 1.00 (M) turn over in each year for the last three years		

**NOTE:**

**The offer will not be entertained if the required documents have not been found attached.**

**Signature of Contractor(s)**

**Stamp**

**DR. RUTH K.M. PFAU, CIVIL HOSPITAL KARACHI**

**SCHEDULE OF REQUIREMENT FOR  
SUPPLY OF STATIONERY @ RKMP, CHK DURING THE FINANCIAL YEAR 2017 – 18**

**STATIONERY ITEMS**

S. #	Description	Qty	A/U	Unit Rate	Total Amount
1	Duplicating Paper 9.5"x11" with Micro-Perforation	250	Boxes	Rs. _____	Rs. _____
2	Plain Paper 80gm A4 Size (Computer Paper)	1,000	Rims	Rs. _____	Rs. _____
3	Plain Paper 70gm A4 Size (Rough Paper)	350	Rims	Rs. _____	Rs. _____
4	File Cover (Designed for this Hospital with name, logo, address) or as per sample	3,000	Nos.	Rs. _____	Rs. _____
5	Box File	100	Nos.	Rs. _____	Rs. _____
6	Plain Register (200 Pages)	500	Nos.	Rs. _____	Rs. _____
7	Carbon Paper (Pack of 100 Sheets) Black / Blue	10	Packets	Rs. _____	Rs. _____
8	Plain Envelop (Commercial Size) white color	5,000	Nos.	Rs. _____	Rs. _____
9	Stapler Machine (24/6 or 26/6)	50	Nos.	Rs. _____	Rs. _____
10	Stapler Pin (24/6 or 26/6) Dollar or equivalent	1,000	Packets	Rs. _____	Rs. _____
11	Common Pin (Size No. 2)	100	Packets	Rs. _____	Rs. _____
12	Paper Clips (Jam Clips)	100	Packets		
13	Paper Glue (100ml Bottle)	100	Bottles	Rs. _____	Rs. _____
14	Stamp Pad (50x90mm) (Blue & Black)	100	Nos.	Rs. _____	Rs. _____
15	Stamp Pad Ink (Blue & Black)	100	Bottles	Rs. _____	Rs. _____
16	Ball Pen (Black / Blue / Red)	200	Packets	Rs. _____	Rs. _____
17	Correction Fluid (20ml Bottle)	50	Bottles		
18	Correction Pen (7ml)	50	Bottles		
19	Pencil with Eraser	50	Packets	Rs. _____	Rs. _____
20	Eraser	100	Nos.	Rs. _____	Rs. _____
21	Permanent Marker (Black / Blue / Red)	150	Nos.	Rs. _____	Rs. _____
22	Highlighter (Green / Yellow / Orange)	150	Nos.	Rs. _____	Rs. _____
23	Ruler 12" Steel	50	Nos.	Rs. _____	Rs. _____
24	Leather Desk Set: Including: (Desk Pad, Paper Trey, Mini Organizer, Pen Vase, Memo Holder, Not Book Cover)	10	Sets	Rs. _____	Rs. _____
25	School Chalk (White)	25	Packets	Rs. _____	Rs. _____
				<b>Total Amount Rs.</b>	<b>Rs. _____</b>

**Signature of Contractor / Supplier:** \_\_\_\_\_

**Name of Firm with full Address:** \_\_\_\_\_

**E mail Address:** \_\_\_\_\_

**Ph. Ofc:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Res:** \_\_\_\_\_ **Mobil:** \_\_\_\_\_