



SHAHEEDBENAZIR BHUTTO ACCIDENT EMERGENCY & TRAUMA
CENTRE KARACHI

Ph: 02199216384
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No: AMS/SBB-TC/PROC/2017-18/ 215
Dated:- 18 - December - 2017

✓ Director (A&F),
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
Karachi.

SUBJECT: ADVERTISEMENT OF TENDER

Attached please find herewith NIT and Standard Bid Documents (SBD's) of the following tender with a request for hoisting the same on authority's websites. All other required documents are also enclosed.

1. Provision of services for dispatching letters on Rate Contract Basis

Ref No:-AMS/SBB-TC/PROC/(P&T-01)/2017-18

Your co-operation will be appreciated.

ADDL. MEDICAL SUPERINTENDENT/DDO
SBB ACCIDENT EMERGENCY & TRAUMA CENTRE

Encl:

- i Standard Bidding Documents (SBDs)
- ii Notification of Procurement Committee
- iii Notification of Complaint Redressal Committee (CRC)
- iv Copy of Procurement Plan (FY 2017-18)

Cc to:

1. IT Department
SBB, Accident Emergency & Trauma Centre

ADDL. MEDICAL SUPERINTENDENT/DDO
SBB ACCIDENT EMERGENCY & TRAUMA CENTRE



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**SHAHEED BENAZIR BHUTTO ACCIDENT EMERGENCY &
TRAUMA CENTRE KARACHI**

No: AMS/SBB-TC/PROC/2017-18/215
Dated: 18-December-2017

TENDER NOTICE

Shaheed Benazir Bhutto Accident Emergency & Trauma Centre invites sealed bids as per below mentioned bidding procedure of Sindh Public Procurement Regulatory Authority Rules from the /Suppliers/Service Provider /Courier Agencies/ etc. for following:

S #	Name of Tenders	Bidding Document Cost (Rs.)	Bid / Tender Security	Tender Purchasing Date	Date of Submission & Opening
1.	Provision of services for dispatching letters on Rate Contract Basis Ref No:-AMS / SBB-TC / PROC / (P&T-01) 2017-18 Bidding Procedure = Single Stage One Envelope 46(1) For one year from the date of award of contract	2,000/-	2% of Bid Amount	From 18-12-2017 to 15-01-2018 till 8:30 a.m.	15-01-2018 From 09:00 am To 11:00 am & 15-01-2018 at 11:30 am

1. Complete set of tender documents containing Specification and Terms & Conditions can be purchased from Planning & Procurement Department, 12th Floor SBB Accident Emergency & Trauma Centre through pay order of Rs. 2,000/- in favor of Addl. Medical Superintendent SBB Trauma Centre, Chand Bibi Road, Karachi.
2. Courier Service Provider advised to quote rate against Unit basis.
3. Payment shall be made for the works on basis of job, Unit basis on completion in a month on the basis of quantity and verification in accordance with specification.
4. Tender documents can be downloaded from SPPRA website as well as Civil Hospital Karachi website.
5. Bids must be submitted on the above date between 09:00 a.m. to 11:00 a.m. at Planning & Procurement Department, 12th Floor SBB Accident Emergency & Trauma Centre.
6. Submitted bids will be opened publicly at 11:30 a.m. on the same day in the presence of bidders or their authorized representatives who choose to attend at Committee Room of 12th floor.
7. All bid(s) shall include Government Taxes/Contribution etc. (if applicable).
8. The deductions in the bills will be done as per Government rules.
9. Bid / Tender Security @ 2% of total value of the quoted items by firms in shape of Pay Order / Demand Draft must be attached in favor of Addl. Medical Superintendent SBB Trauma Centre Karachi.
10. In case of announcement of Public Holiday or any unfavorable circumstances, the bids shall be **submitted** and **opened** as per given schedule on the next working day.

ADDL. MEDICAL SUPERINTENDENT
SBB ACCIDENT EMERGENCY & TRAUMA CENTRE KARACHI

STANDARD BIDDING DOCUMENTS



GOVERNMENT OF SINDH

SBB ACCIDENT EMERGENCY & TRAUMA CENTRE KARACHI

Contract No:- AMS/SBB-TC/PROC/(P&T-01)/2017-18

ROUGH COST ESTIMATED: 0.5 (M)

Provision of Services For Dispatching Letters on Rate Contract Basis

at

SBB Accident Emergency & Trauma Centre, Karachi

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INSTRUCTIONS TO BIDDERS

1. **Shaheed Benazir Bhutto Accident Emergency & Trauma Centre** invites sealed bids on Single Stage One Envelope System 46(1) as per Sindh Public Procurement Rules 2010, (Amended till date) from Service Providers for “**Provision of Services for Dispatching Letters On Rate Contract Basis**” & Tender reference no: **AMS/SBB-TC/PROC/(P&T-01)/2017-18**
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
3. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the Tender. Any detail/specification missing in the document should be obtained from Planning & Procurement Department before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
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. 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 bids that do not change substances of the bids.
6. 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.
7. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
8. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
9. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
10. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
11. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.
12. Contractor who will win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.

13. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
14. Manufacturer's Authorization form required from bidder. (If applicable)
15. Quantities of tender items are on estimated basis. They could vary according to the sanctioned amount as per discretion of Procurement Committee. (If applicable)

BIDDING DATA

Procuring Agency	:	SBB Accident Emergency & Trauma Centre Karachi
Address	:	Chand Bibi Road Karachi.
Name of Item	:	Provision of Services for Dispatching Letters on Rate Contract Basis
Bid Validity	:	90 Days
Amount of Bid Security	:	2% of Bid Quoted Price
Last Date of Selling of Bid	:	15-01-2018 till 08:30 a.m.
Date of Submission of Bid	:	15-01-2018 from 09:00 a.m. To 11:00 p.m.
Date of Opening of Bid	:	15-01-2018 at 11:30a.m.
Performance Security	:	2 % of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – One Envelope 46(1)
Procedure Eligibility Criteria / Technical Evaluation Criteria	:	As per Annexure – A
Advance Payment	:	No Advance Payment
Period of Completion	:	For One Year from the date of Award of Contract
Liquidity Damages	:	In case of Late Delivery, 0.25% charges will be deducted and Procuring Agency reserves the right to cancel, forfeit the performance security and black list the firm.
Place of Collection & Delivery	:	Human Resource / Dispatch Department SBB Accident Emergency & Trauma Centre Karachi

TERMS & CONDITIONS OF TENDER

- a) SBB Accident Emergency & Trauma Centre invites sealed bids on **Single Stage One Envelope Procedure** as per clause **46(1)** of Sindh Public Procurement Rules 2010 (Amended till date) from Interested Bidders for **Provision of Services for Dispatching Letters on Rate Contract Basis**.
- b) Tender Fee in shape of pay order in favor of **Additional Medical Superintendent / DDO, SBB Accident Emergency & Trauma Centre** must be attached; else the offer will be rejected. (If Applicable)
- c) The registered service provider should attach 2% of total estimated value of the quoted items with bid as **BID SECURITY** in shape of pay order issued from any scheduled Bank of Pakistan in favor of **Addl. Medical Superintendent/ D.D.O., SBB. Accident Emergency & Trauma Centre Karachi**.
- d) The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee at 2% of the Contract Value. The same will be released after successful completion of contract period.
- e) Bid should be dropped at Planning & Procurement Office, 12th Floor, SBB Accident Emergency & Trauma Centre by mail or by hand in due course of time and the same will be opened at Committee Room, 12th Floor, Admin Block, SBB Accident Emergency & Trauma Centre.
- f) Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
- g) Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax
- h) 0.35% of ordered amount should be placed on contract agreement as stamp duty on stamp paper of value (Rs.100).
- i) The firm will be responsible for "Provision of Services for Dispatching Letter on Rate Contract Basis" **Reference No: AMS/SBB-TC/PROC(P&T-01)/2017-18** from consignee address. (SBB Accident Emergency & Trauma Centre Karachi (If it fails the Security Deposit will be forfeited).
- j) Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
- k) 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
- l) 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.
- m) Conditional tender and tender without bid security shall not be considered.
- n) GST / Income Tax Certificate must be accompanied with tender
- o) 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). Payment will be made after receipt of bill / invoice duly fills in all respects.
- p) 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.
- q) Prices quoted shall remain valid up to one year
- r) No tender will be entertained without Bid Security / Earnest money will be forfeited to Government Treasury, in case of non-submission of Performance security within seven (7) days of receipt of letter of Acceptance.
- s) Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
- t) If the supplier fails to give supply and install within the stipulated period, liquidity charges will be imposed.

- u) Registration from Sindh Revenue Board is not required in procurement of Goods.
- v) Payment shall be made for the works on basis of job, until basis on completion in a month on the basis of quantity & verification in accordance with specification.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

(CNIC NO _____ (Copy must be attached).)

Full Address _____

Rubber Stamp _____

Annexure – A

TECHNICAL EVALUATION CRITERIA (MANDATORY)

(Bidders are required to submit following documents in mentioned sequence)

S.#	List of Documents	Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the Bid Form / NIT.		
2.	Relevant Experience with documentary proof (Last Three Years)		
3.	i) Registration with Income Tax – NTN Certificate ii) Copy of Professional Tax 2016/17		
4.	(i) General Sales Tax (Mandatory) (ii) Sindh Sales Tax (if applicable) / Sindh Board of Revenue (Registration is not required in procurement of Goods)		
5.	Original Bank Certificate regarding financial soundness (Last Three Years) of the firm to do business up till 1 Million each year		
6.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and Litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan.		

Note:

- The offer will not be entertained if the required documents are not found attached.

Information Required:

General:

1. Name of Bidder
2. No. of Years in business in Pakistan
3. No. of Offices locations in Pakistan
4. Annual Turnover (Million Rs.)
5. Value of Projects in hand (details may be given)
6. Year of incorporation
7. Status of the bidder
 - (i) Sole Proprietor
 - (ii) Partnership Firm
 - (iii) Private Limited Company
 - (iv) Public Limited Company
 - (v) Entity registered/ incorporated outside Pakistan (Give details)
 - (vi) Other (Please Specify)
8. Name of Owner/ Partners/ Chief Executive/ Directors
9. Detail of Registered Head Office (Address, Phone, Facsimile, Email and website information)

**SBB ACCIDENT EMERGENCY &
TRAUMA CENTRE KARACHI**

TENDER FOR "Provision of Services for Dispatching Letter on Rate Contract Basis"

**SCHEDULE OF REQUIREMENT BILL OF QUANTITIES FOR SBB ACCIDENT EMERGENCY
& TRAUMA CENTRE, KARACHI
FOR ONE YEAR FROM THE DATE OF CONTRACT 2017-2018**

S. No.	Weights	Within City (Price/Envelop)	Same Zone (Price/Envelop)	Different Zone (Price/Envelop)	Duration of Delivery
1.	0.01 Kg to 0.5 Kg				
2.	0.6 Kg to 1.0 Kg				
3.	1.1 Kg to 3.0 Kg				
4.	Each add Kg.				

Scope of the System:

1. Front End Hardware: Provide detail description
2. Technology Road Map: Provide technology road map for your solution
3. Reporting Infrastructure: Provide detail & Specification of Computer and other technology which will be utilized in courier services.
4. S.M.S Platform: Provide detail of dedicated SMS platform/short code to be integrated with the front end hardware to be utilized for sending information to applicant as well as service provider.
5. Evidence: Proper documentary evidence of delivery
6. Back-Up: All record must have proper backup of every entry in real time in all the system working in this connection.
7. Supply capabilities: Bidder should clearly indicate the duration of delivery of quoted items.

Note: As required, following pay order/demand draft is enclosed on account of Security Deposit: .

No: _____ Dated _____ Rs. _____ drawn on _____

Bank _____

Signature of Contractor / Supplier: _____

Name of Firm with full Address: _____

Email Address: _____

Phone: Off. _____ Fax: _____ Res: _____

Mobile: _____

BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Addl. Medical Superintendent,
SBB Accident Emergency & Trauma Centre,
Karachi - 74200

Madam,

Having examined the bidding document and amendment thereon we the undersigned, offer to provide services / execute the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your Tender call dated _____

Project Title: _____

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents.

If our bid is accepted, we undertake to;

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 3) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place: _____

Bidder's signature
and seal.

Date: _____

CONTRACT FORM

THIS AGREEMENT made the Day of (Year) Between the Procuring Agency (hereinafter “the SBB TRAUMA CENTRE”) of one part and(Name of Vendor) of(City and country of Vendor) (Hereinafter “the Supplier”) of the other part:

WHEREAS the SBB TRAUMA CENTRE is desirous that certain Supplies, as described in the bid document and briefly outlined below, should be provided by the Vendor.

Date of tender call: _____

Title of the project: _____

Brief outline of the work: _____

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following document shall be deemed to form and be read and construed as part of this Contract, viz..

- 1) Bid document(s)
- 2) Pre-bid conference minutes if any,
- 3) Clarification on bid document issued if any,
- 4) SBB Trauma Centre notification of award.

In case of conflict among documents mentioned above, the documents mentioned above in reverse order will prevail over other documents. In consideration of the payments to be made by the SBB TRAUMA CENTRE to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the SBB TRAUMA CENTRE to provide the goods and to remedy defects therein conformity, in all respects, with the provisions of the contract.

The SBB TRAUMA CENTRE hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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.

Brief particulars of the services which shall be supplied/ provided by the Supplier are as under:

Solutions, service or material	Quantity	Unit price	Amount	Remarks

IN WITNESS where of the parties here to have caused this Agreement executed the day and year above written.

Signed, sealed, delivered by _____ the (for the Procuring agency)

Signed, sealed, delivered by _____ the (for the Supplier)

PERFORMANCE SECURITY FORM

(To be issued by a bank schedule in Pakistan)

To..... (Address of SBB Trauma Centre)

WHEREAS.....(Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of Contract No.....dated,.....(Date), to supply/provide.....called "the Contract".

AND WHEREAS it has been stipulated by you in the said contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's/ service provider's performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs..... (Rupees.....) and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of(Date)

Place: _____

Signature of Guarantors and seal.

Date: _____



GOVERNMENT OF SINDH
HEALTH DEPARTMENT

NOTIFICATION

No.SO(PM&I)2-1/17-18/M-13(SBBTC): A Procurement Committee under Rules-7 of Sindh Public Procurement Rules 2010 (Amended 2017) is hereby constituted comprising the following Officers / Official for procurement committee for all the procurement procedures of SBB Accident Emergency & Trauma Centre, Karachi, for the financial year 2017-18.

01.	Additional Medical Superintendent, SBB Accident Emergency & Trauma Centre.	Chairman
02.	Professor of Anaesthesia, Dow University of Health Sciences.	Member
03.	Professor of Surgery, Dow University of Health Sciences.	Member
04.	Deputy Medical Superintendent, SBB Accident Emergency & Trauma Centre.	Member
05.	Pharmacist, SBB Accident Emergency & Trauma Centre.	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)2-1/17-18/M-13(SBBTC):

Karachi, dated: 03rd July, 2017

C.C to:

- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The Addl. Medical Superintendent, SBB Accident Emergency & Trauma Centre, Karachi with reference to his letter dated: 21.06.2017.
- The Chairman & all members of the Committee.
- The P.S. to Secretary Health.

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



NO.HD(P&E)3-2 (427)/2014
GOVERNMENT OF SINDH
HEALTH DEPARTMENT
(Procurement, Monitoring and Inspection Cell)
Karachi dated the 10th APRIL, 2017.

NOTIFICATION

NO.HD(P&E)3-2(427)/2014. In supersession to this department's notification of even number 427/2014-03-2017 and in pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010, a Departmental Complaint Redressal Committee, comprising of following officers is hereby re-constituted as under to resolve complaints of aggrieved bidders:

- | | |
|---|------------------|
| 1. Special Secretary,
Health Department. | Chairman |
| 2. Representative from Accountant General Sindh, | Member |
| 3. Independent expert from relevant field concerning
(to be nominated by the Head of Procuring Agency) | Member |
| 4. Deputy Secretary (PM&I) | Member |
| 5. Deputy Secretary (General) | Member/Secretary |

ToRs.

- To perform according to Rule 31 of SPPRA, 2010.
- To Perform any other function ancillary and incidental to the above.

- DR. FAZLULLAH PECHUHO -
SECRETARY TO GOVERNMENT OF Sindh

No.HD(P&E)3-2(427)/2014.

Karachi dated the 10th APRIL, 2017

1. The D.G.Health Services, Sindh, Hyderabad.
2. The District Health Officers (All)
3. Medical Superintendents (All)
4. All the Member of the Committee.
5. The PS to Secretary Health Department, Govt. of Sindh, Karachi.
6. Office order file.


SECTION OFFICER (PM&I)

GOVERNMENT OF SINDH
ANNUAL PROCUREMENT PLAN

FINANCIAL YEAR 2017-18 Updated as on 18-12-2017

Sr. No.	Description of Procurement /	Tender Detail	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost (in Million Rs.)	Funds Allocated (in Million Rs.)	Source of funds (ADP/ Non ADP)	Proposed Procurement Method	Timing of Procurement				Remarks	
									2016-17		2017-18			
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr			
1	Postage and Telegraph		-	-	-	0.5 Million	Non ADP	Single Stage-One Envelope Procedure				✓		

J. M. Mir

MANAGER PLANNING & PROCUREMENT
SBB ACCIDENT EMERGENCY & TRAUMA CENTRE