



OFFICE OF THE
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD



NO: I.P/HYD:- 1611

Dated:- 29/5/18

PH : # 9260118-9.

To,

The Director Information (Advertisement),
Government of Sindh, Information Department,
Block-96, Old Pakistan Secretariat Karachi.

SUBJECT: - INVITATION OF BIDS FOR THE YEAR 2018-19

Enclosed please find herewith 07 (Seven) copies of invitation of bids for procurement of Medicine (15% local purchase)/Lab: Items/Chemicals/X-Ray Films/Diet/ Linen/ Petty articles & other Misc: items for publishing the same in insertion in 3 News papers having wide publication and circulation in Sindh Province.

(DR: ASGHAR ALI ARAIN)
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCH: HYD:

Encl: as above.
//CC to:-

01. The Secretary, Health Department, Government of Sindh, Karachi.
02. The Additional Secretary (PM&I) Cell Government of Sindh, Health Department Karachi.
03. The Director General, Health Services Sindh, Hyderabad.
04. ✓ The Director (A&F) Government of Sindh, Sindh Public Procurement Regulatory Authority Karachi along with copy of advertisement is sent herewith, with the request to display the NIT on Public Procurement Regulatory authority website.
05. The District Accounts Officer Hyderabad.

(DR: ASGHAR ALI ARAIN)
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCH: HYD:

SPRA INWARD DIARY

NO : 9560

DATED : 24-06-2018



OFFICE OF THE
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD

NO: I.P/HYD:/- /611

Dated:- 29/5/18

PH : # 9260118-9.

INVITATION OF THE BIDS FOR THE YEAR 2018-19

Sealed bids are invited from reputed and financially sound manufacturers/authorized dealers / Distributors / whole seller registered with sales tax and income tax in accordance with SPP rule 46(2) "Single stage – Two Envelope Procedure". Local firms will be preferred. Bidding documents containing terms and conditions including other details can be obtained from the office of the undersigned and PM&I Cell Government of Sindh Health Department Karachi on submission of application along with the photo copy of income tax, sale tax registration certificate upon cash payment of non refundable fee below mentioned in each tender enquiry from **11-06-2018 to 26-06-2018**.

S.NO	DESCRIPTION	TENDER FEE
01	Medicines (15% Local purchase)	Rs: 2000
02	Diet	Rs: 2000
03	Linen / Petty Articles/ X-Ray & others Misc: items	Rs: 1000

Bid along with 2.5% security deposit/earnest money of the quoted rates/items in shape of call deposit / pay orders / demand draft in favour of Medical Superintendent, Sir C.J Institute of Psychiatry Hyderabad be attached with the financial bids with technical proposal may be dropped in the tender box placed in the office of the undersigned on **27-06-2018 by 11:00 AM**.

Only technical bids/proposals will be opened on **27-06-2018 at 11-30 AM** before procurement committee in the presence of bidders/ their representative of the firms. Evaluation of bids will be made as per items wise as mentioned in the bidding documents. Procuring agency reserves the right to accept / reject any or all tenders as per SPP rules 2010. In case there is holiday then the tenders will be opened on the next working day.

(DR: ASGHAR ALI ARAIN)
MEDICAL SUPERINTENDENT
SIR C.J INSTITUTE OF PSYCHIATRY
HYDERABAD
DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.

**ANNUAL PROCUREMENT PLAN OFFICE OF THE MEDICAL SUPERINTENDENT
SIR C.J INSTITUTE OF PSYCHIATRY HYDERABAD.
(WORKS, GOODS & SERVICES)
FINANCIAL YEAR 2018-2019**

Sr. No:	Description Of Procurement	Quantity (Where Applicable)	Estimated Unit cost (where Applicable)	Estimated Total cost	Funds allocated	Source of Funds (ADP/Non ADP)	Proposed Procurement Method	Timing of procurements				Remarks
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1.	Medicine	As per Tender	-	75%	46922000	Non-ADP	Tender		4 Quarters			
2.	Diet	As per Tender	-	100%	4,8337000	Non-ADP	Tender		4 Quarters			
3.	Other Misc., Petty Articles & Linen Items/ X-Ray	As per Tender	-	100%	3954000	Non-ADP	Tender		4 Quarters			


MEDICAL SUPERINTENDENT
SIR C.J INSTITUTE OF PSYCHIATRY HYDERABAD
DR. ASHIM K. ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



62%

3:44 am

**GOVERNMENT OF SINDH
HEALTH DEPARTMENT****NOTIFICATION**

No. SO(PM&I)2-1/2016-17/PM-22(CJ): A Procurement Committee under Rule-7 of Sindh Public Procurement Rules 2010 is hereby constituted comprising the following for procurement of Drugs & medicines(15% LP only), Misc.(General Stores / Petty articles) Stationery, Uniform / Linen & Dietary item only for the financial year 2018-19 in Sir C.J Institute of Psychiatry Hyderabad.

1.	Dr. Syed Amir Dabir, Chief Medical Officer Sir C.J Institute of Psychiatry Hyderabad.	Chairman
2	Dr. Shah Nawaz Dal, Psychiarist Psychiatrist, Sir C.J Institute of Psychiatry Hyderabad.	Member
3	Representative from Deputy Commissioner Hyderabad	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

o. SO (PM&I) 2-1/2016-17/PM-22(CJ):

Karachi, dated, the 31st, May 2018.**C to:**

The Chairman / Members CPC vide decision in the meeting of CPC held on 17-5-2018 for information.

The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.

The Medical Superintendent, Sir C.J. Institute of Psychiatry, Hyderabad.

The Chairman & all members of the Committee.

The P.S. to Secretary Health.

*Account Pl. process the tender
as per SPPRA-rules*

[Signature]
2/6/18

[Signature]
31/5/2018
(ZULFIQAR ALI DARS)
SECTION OFFICER (PM&I)

472



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 dated 9-03-2017 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)



HYDERABAD

TENDER DOCUMENT

TENDER No. 01

**PURCHASE MEDICINES (15% LOCAL
PURCHASE)/LAB: ITEMS/CHEMICAL
AND X-RAY FILMS FOR THE FINANICAL
YEAR 2018-19**

**FORM OF BID
(Letter of Offer)**



Bid Reference No.....
.....
.....

To,

**MEDICAL SUPERINTENDENT,
SIR C.J INSTITUTE OF PSYCHIARTY,
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contract Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. _____ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address _____ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects therein conformity prices of Rs. _____ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of _____ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of _____ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this _____ day of _____ 2018

Signature _____

In the Capacity of _____ duly authorized to sign bid for and on behalf of

(Name of **Bidder** in Block Letters)

Address:

Witness:

Signature: _____

Name : _____

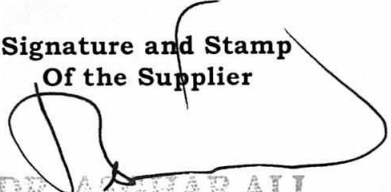
Address: _____

CERTIFICATE

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

Name of Firm _____
N.T.N _____
G.S Tax.No. _____
Address of Firm _____
Tel / Fax _____
Email _____
Website _____

**Signature and Stamp
Of the Supplier**


DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



OFFICE OF THE
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD



NO: I.P/HYD:- /611

Dated:- 28/5/18

PH : # 9260118-9.

**TENDER FOR PURCHASE OF MEDICINES (15% LOCAL
PURCHASE)/LAB: ITEMS/CHEMICALS & X-RAY FILMS
FOR THE FINANCIAL YEAR 2018-19**

TENDER

Price Rs.2000/- Non-Refundable/Transferable

Tender inquiry No.01

Due on 27-06-2018

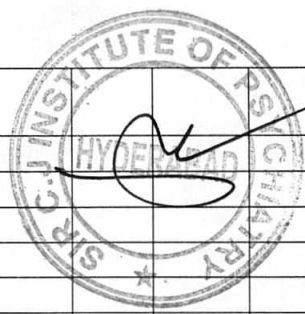
Time of receipt of Tender 27-06-2018 11.00 A.M
Time of opening of Tender 27-06-2018 11.30 .A.M

Offers shall remain open for 30-06-2019 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S#	A/U	Description	Quantity	Pack	Reg	Brand	Manufacture	Quoted Rate	Inward
01	Tab	Estalopram 10mg	100000						
02	Tab	Amitriptyline 25mg	5000						
03	Tab	Olonzapine 10mg	100000						
04	Tab	Haloperidol 5mg	100000						
05	Tab	Trifluoperazine 5mg	100000						
06	Tab	Trifluoperazine 1mg	100000						
07	Tab	Risperidone 2mg	100000						
08	Tab	Risperidone 4mg	50000						
09	Tab	Carbamazepine 200mg	100000						
10	Tab	Divalproex Sodium 500mg	200000						
11	Tab	Divalproex Sodium 250mg	200000						
12	Tab	Multi vitamins/ B- Complex	300000						
13	Tab	Diazepam 5mg	200000						
14	Tab	Procyldine 5mg	200000						
15	Tab	Lamotrigine 100mg	20000						
16	Tab	Clozapine 100mg	3000						
17	Tab	Memantine Hydrochloride 10mg	2000						
18	Tab	Quetipine XR 100mg	3000						
19	Tab	Clomipramine Hydrochloride 25mg	2000						
20	Cap	Omeprazole 40mg	3000						
21	Cap	Fluoxetine 20 mg	1000						
22	Tab	Paracetamol 500mg (Bilister)	3000						
23	Tab	Chlorpromazine 100mg	5000						

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.

24	Tab	Amocilline + clavcanate 625 mg	500			
25	Tab	Drotaverine 40 mg	300			
26	Tab	Dimenhydrinate 50 mg	300			
27	Tab	Sertraline 50 mg	300			
28	Tab	Propranolol 10 mg	300			
29	Tab	Alenolol 50 mg	200			
30	Tab	Metformin 500 mg	300			
31	Tab	Metronidazole 400 mg	200			
32	Tab	CPM (Bilisiter Type)	500			
33	Syp	Carbamazepine 120ml	2000			
34	Syp	Haloperidol	1000			
35	Syp	Divalproex Sodium 60ml	5000			
36	Syp	B.Complex 90ml	5000			
37	Inj	Haloperidol 5mg	6000			
38	Inj	Fluphenazine Decanote 25mg	6000			
39	Inj	Procyclidine 10mg	100			
40	Inj	Diazepam 10mg	2000			
41	Inj	Zuclopenthixol 200 mg	100			
42	Inj	Drotaverine 40 mg	100			
43	Inj	Humulin 70/30	20			
44	Inj	Hydrocortisone 250/500 mg	100 each			
45	Inj	Dexamethasone 5 ml	500			
46	Inj	Rengolate 1000 ml + set	100			
47	Inj	Dxt.Water 5% 1000 ml+ set	100			
48	Inj	Normalsaline 9% 1000 ml + set	100			
49	Inj	Metronidazol 100 ml + set	150			
50	Inj	Flupenthixol 40 mg	1000			
		<u>SURGICAL ITEMS</u>				
01	Syr	Disposable Syringe 5cc	1000			
02	Syr	Disposable Syringe 3cc	1000			
03	Sur	Surgical Gloves 7No-7.5	25 Doz			
04	Sur	Ad. Plaster Roll 3"	100			
05	Sur	V.Canulla No.22	100			
06	Sur	Polyfax Ointement	400			
07	Sur	Bandage 3"	100			
08	Sur	Bandage 6"	100			
09	Sur	Crape Bandage	100			
10	Sur	Cotton Roll 500 g	250			
11	Sur	Disposable Gloves	100 pack			
12	Sur	Detol 400 ml	200Bott le			
13	Sur	Pyodine 400 ml	200Bott le			
14	Sur	Spirit Per Litre	15 Litre			
15	Sur	Calamine Lotion 450ml	300			
		<u>LABORATRY & CHEMICAL ITEMS</u>				
01	Lab	Nihon Kodhen Cell Pack (Isotonic-3) 20 Liter	10			
02	Lab	Nihon Kodhen Lysing Reagent Hemolynac-3 N 500ml	1			
03	Lab	HIV Kits	1500			



DR. ASGHAR ALI
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Sir C.J Institute of Psychiatry
Hyderabad.

04	Lab	Hepatitis B & C Kits	3000				
05	Lab	Bilirubin Kit Total/Direct 2x100ml	2				
06	Lab	Alkaline Phosphate Kit 8x 50ml	1				
07	Lab	SCGPT Kit 8x50ml	3				
08	Lab	Serum Creatinine Kit 200ml	2				
09	Lab	Blood Urea Kit 2x100ml	2				
10	Lab	Serum Cholesterol Kit 4x100	3				
11	Lab	Glucose Kit 1000ml	2				
12	Lab	Urine Combostick (4SG)	2				
13	Lab	Urine Pregnancy Kit	2				
14	Lab	Blood CP Bottles (EDTA- K3)	3000				
15	Lab	Centrifuge Tubes	3000				
16	Lab	Juster (10-100)	1				
17	Lab	Juster (100-100)	1				
18	Lab	Distilled Water	2				
19	Lab	Tube Washing Brush	1				
20	Lab	Tissue Roll	1				
23	Lab	Ultrasound Gel (Cane)	2				
24	Lab	Urea Kit (Merk)	1				
25	Lab	Uric Acid (Merk)	1				
26	Lab	Gamma GT (Merk)	1				
27	Lab	Cretamine (Merk)	2				
28	Lab	Cholesterol (Merk)	1				
29	Lab	Slides (Packets)	10				
30	Lab	ESR Stand	1				
31	Lab	Urine Sterile Container	300				
X-RAY FILMS/ CHEMICALS							
01	X-Ray	X-ray Films 12x15	04 packet				
02	X-Ray	X-ray Films 10x12	04 packet				
03	X-Ray	X-ray Films 08x10	04 packet				
04	X-Ray	X-ray Films Deloper	04 packet				
05	X-Ray	X-Ray Fixer	04 packet				

TERMS & CONDITIONS.

- 1.1 The tenders shall be submitted with all documents in sealed envelopes, with seaug wax. The envelops must contain tender enquiry NO:1 on the top. The name of manufacturer and the supplier should be affixed on the face of envelops at the left side.
- 1.2 Tenders must be filled in with blue or black ink in the column provided/ on separate letter head duly signed.
- 1.3 The tenders must be free casing cutting and over writing. In case of causing, cutting & overwriting, authorized person should cut out it.
- 1.4 The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity. The unit price

shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.



- 1.5 Conditional tenders will be ignored and will not be considered /entertained /accepted.
- 1.6 Tenders form shall accompanied by earnest money of Rs:2.5% in form of call deposit /pay order.
- 1.7 Original purchase receipt must be enclosed with their offer. The alternate offer will be ignored.
- 1.8 The printed **Price list** duly stamped and signed and the **Samples of the quoted item** must accompany the bids.
- 1.9 The tendered rate should be inclusive of all taxes, income and sales tax etc.: Pay able to federal and provincial government or local bodies and no claims on this account shall be entertained.
- 1.10 Bidder shall furnish general sales tax (GST) registration certificate of the firm failing which the offer will be ignored. In case the items are exempted from G.S.T either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.11 The bidder shall furnish copy of valid professional tax (Excise & Taxation) certificate / Income Tax and whole sale.
- 1.12 One "**SAMPLE TENDER PROFORMA**" is supplied with the list of items be purchased. The items have to be quoted on i.e proforma, duly filled in stamp of the authorized bidder. No other proforma for tender will be accepted. Only those items shall be typed on the proforma for which the rates are to be quoted. In case of need of more proforma, photo copy can be used. Any alternation /correction must be initiated and each page is to be signed and stamped at the bottom.

2. SPECIAL CONDITIONS.

- 2.1 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be guaranteed / accorded for the supply of initial quantity.
- 2.2 The bidders shall quote their firm and final price both in figures and words on free delivery basis to consignee end.
- 2.3 The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 2.4 Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- 2.5 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

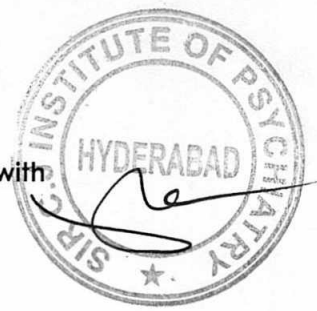
3. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contact award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the purchaser's action.

4. CRITERIA FOR EVALUATION OF BIDS.

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.

- d) Quoted prices.
b) Delivery schedule.
c) Earnest money.
N.B Department reserve the right to ask and verify any document related with Manufacturing of item, to assess the quality.



5. FEES OF AWARD OF CONTRACT.

Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.

6. UNDERTAKING

I /we read/understand the conditions specified in the tender inquiry and undertake:-

- 6.1 That I/We will remain bound to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.
- 6.2 That I/We agreed whether our tender accepted for total, partial or enhanced quality for all or Any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 6.3 That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 6.4 I/We understand and ensure for the supply of quality. I/we also agree to supply the 100% Additional quantity without any additional charges, if the supplies / part of the supplies declared substandard.
- 6.5 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found in correct, our contract may be cancelled at any stage on our cost and risk.

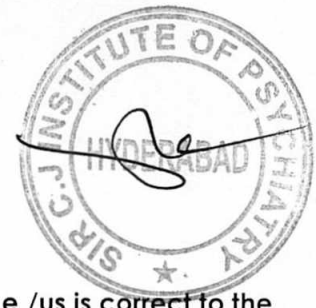
OTHER DIRECTIONS.

1. The income tax/GST will be deducted according to rules of Government of Pakistan.
2. Tenderer is responsible to deliver the good on his own cost at bulk store.
3. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.

4. TECHNICAL PROPOSAL should have the following documents.

- i. Original Tender Receipt.
- ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
- iii. Copy of the bid offer showing without rates and stamp.
- iv. Proven track record.
- v. NTN and GST certificate.
- vi. Audit report of 3 years.
- vii. Chamber of Commerce Certificate.
- viii. Three years supply experience in any Government Institute Health Department.
- ix. Professional Tax certificate (from Excise and Taxation Department).
- x. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
- xi. Price lists of manufacturing companies.
- xii. Authority letters of manufacturing companies.
- xiii. Samples of each item should be provided during the submission of Technical Proposal/Tender.

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



5. FINANCIAL PROPOSAL should have the following documents.

- i. Original pay order/Bank draft of earnest money.
- ii. Original copy of Bid offer with quoted price.

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 liable to be terminated.

Signature of the Contractor with name &

Full address _____

CNIC # _____

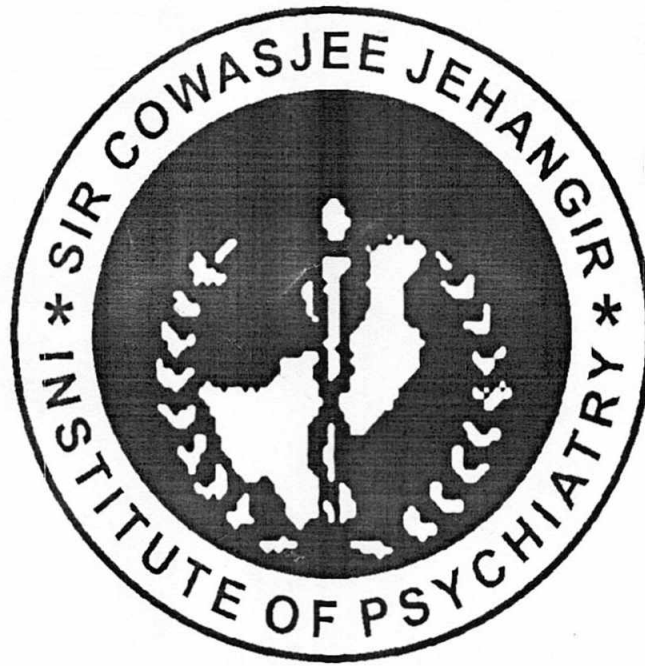
Income Tax #: _____

G.S.T # _____

Cell # _____

Land Line # _____

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



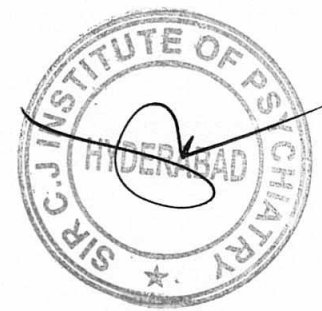
HYDERABAD

TENDER DOCUMENT

TENDER No. 02

**PURCHASE OF DIET
FOR THE FINANICAL YEAR 2018-19**

**FORM OF BID
(Letter of Offer)**



Bid Reference No.....
.....
.....

To,

**MEDICAL SUPERINTENDENT,
SIR C.J INSITUTE OF PSYCHIARTY,
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contract Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. _____ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address _____ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects therein conformity prices of Rs. _____ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of _____ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of _____ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this _____ day of _____ 2018

Signature _____

In the Capacity of _____ duly authorized to sign bid for and on behalf of

(Name of **Bidder** in Block Letters)

Address:

Witness:

Signature: _____

Name : _____

Address: _____

CERTIFICATE

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

**Signature and Stamp
Of the Supplier**

Name of Firm _____

N.T.N _____

G.S Tax.No. _____

Address of Firm _____

Tel / Fax _____

Email _____

Website _____

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



OFFICE OF THE
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD



NO: I.P/HYD:- 1611

Dated:- 29/5/18

PH : # 9260118-9.

**TENDER FOR PURCHASE OF DIET
FOR THE FINANCIAL YEAR 2018-19**

Call Deposit Rs: 8, 00000/-

TENDER

Price Rs.2000/- Non-Refundable/Transferable

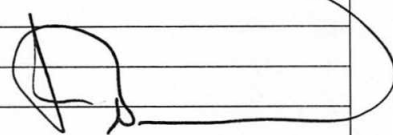
Tender inquiry No.02

Due on 27-06-2018

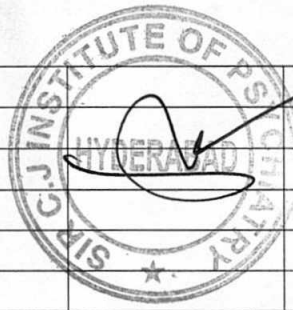
Time of receipt of Tender 27-06-2018 11.00 A.M
Time of opening of Tender 27-06-2018 11.30 .A.M

Offers shall remain open for 30-06-2019 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octoroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S.NO	Name of Articles	Weight	Quoted rates	Rate In Words
1	Atta (A Quality)	Per kg		
2	Sugar	Per kg		
3	Teas Leves (Vital or Equal)	Per kg		
4	Dall Mong (Kori)	Per kg		
5	Dall Masoor (Kori)	Per kg		
6	Dall Mash (Kori)	Per kg		
7	Dall Chana	Per kg		
8	Dhania Powder (National)	Per kg		
9	Red Chillis Powder (National)	Per kg		
10	Salt (National)	Per kg		
11	Haldi Powder (National)	Per kg		
12	Onion	Per kg		
13	Tomato	Per kg		
14	Mix Vegetable	Per kg		
15	Lady Finger	Per kg		
16	Mutter	Per kg		
17	Looky	Per kg		
18	Tinda	Per kg		
19	Toori	Per kg		
20	Palak	Per kg		
21	Bangan	Per kg		
22	Lahsan	Per kg		
23	Green Masla	Per kg		
24	Rice Seela (A quality Col)	Per kg		

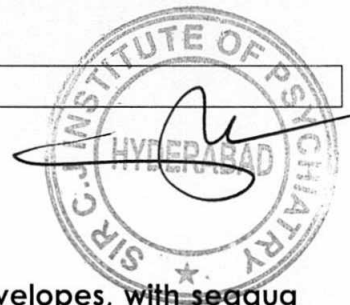

DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
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25	Rice Basmati (A quality Col)	Per kg		
26	Rice Tota (A quality)	Per kg		
27	Ghee (Dalda)	Per kg		
28	Cooking oil (Dalda)	Per kg		
29	Gram Masla	Per kg		
30	Patato	Per kg		
31	Milk Pack (250ml)Nestle, Halib or Equal	Per Lit		
32	Dry Milk (Everyday or Equal)	Per kg		
33	Milk Pack (1000ml) Everyday or Equal	Per Kg		
34	Jinger (Adrak)	Per kg		
35	Eggs dezon	Per Dozen		
36	Mix Fruits	Per kg		
37	Mango	Per Kg		
38	Banana	Per Dozen		
39	Apple	Per Kg		
40	Orange	Per Kg		
41	Chikko	Per Kg		
42	Mineral Water Bottle (Nestle or Equal)	20 Liters		
43	Emli	Per Kg		
44	Biryani Masala Packs	Per Kg		
45	Tikka Masala	Per Kg		
46	Chinese Salt (Ajinomoto)	Per Kg		
47	Zardai Colour	Per Kg		
48	Dhania (Sabot)	Per Kg		
49	Leaves (Tayzpaat)	Per Kg		
50	Zira (White)	Per Kg		
51	Suji	Per kg		
52	Dry Fruits	Per kg		
53	Kishmish	Per kg		
54	Badam Sheeren	Per kg		
55	Pishta	Per kg		
56	Akhroot	Per kg		
57	Chhohara	Per kg		
58	Chooti Elichi	Per kg		
59	Sawayan (Laziza)	Per kg		
60	Kheer (Laziza)	Per kg		
61	Sweet	Per kg		
62	Meat (Beaf)	Per kg		
63	Meat (mutton)	Per kg		
64	Meat (Chicken)	Per kg		
65	Ice Slab	Per Slab		
66	Finger Fish (Fired)	Per kg		
67	Cholla Kabilly	Per Kg		
68	Shan Biryani Masalah	Per Pack		
69	Shan Mix Recipy	Per Pack		
70	Juice (Fruita vital or equal)	Per Pack		
71	Yougrat	Per Kg		
72	Aloo Bokhara	Per Kg		
73	Qorma Masala	Per Kg		



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74	Dawn Bread or Equal (Large)	Per Packet		
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TERMS & CONDITIONS.

- 1.13 The tenders shall be submitted with all documents in sealed envelopes, with sealing wax. The envelopes must contain tender enquiry NO: on the top. The name of manufacturer and the supplier should be affixed on the face of envelopes at the left side.
- 1.14 Tenders must be filled in with blue or black ink in the column provided/ on separate letter head duly signed.
- 1.15 The tenders must be free casing cutting and over writing. In case of causing, cutting & overwriting, authorized person should cut out it.
- 1.16 The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 1.17 Conditional tenders will be ignored and will not be considered /entertained /accepted.
- 1.18 Tenders form shall accompanied by earnest money of Rs: 8,00000/- in form of call deposit /pay order.
- 1.19 Original purchase receipt must be enclosed with their offer. The alternate offer will be ignored.
- 1.20 The printed price list duly stamped and signed and the samples of the quoted item must accompany the bids.
- 1.21 The tendered rate should be inclusive of all taxes, income and sales tax etc: Pay able to federal and provincial government or local bodies and no claims on this account shall be entertained.
- 1.22 Bidder shall furnish general sales tax (GST) registration certificate of the firm failing which the offer will be ignored. In case the items are exempted from G.S.T either documentary evidence or certificate from competent authority shall be attached with the offer.
- 1.23 The bidder shall furnish copy of valid professional tax (Excise & Taxation) certificate / Income Tax and whole sale.
- 1.24 One "SAMPLE TENDER PROFORMA" is supplied with the list of items be purchased. The items have to be quoted on i.e proforma, duly filled in stamp of the authorized bidder. No other proforma for tender will be accepted. Only those items shall be typed on the proforma for which the rates are to be quoted. In case of need of more proforma, photo copy can be used. Any alternation /correction must be initiated and each page is to be signed and stamped at the bottom.

2. SPECIAL CONDITIONS.

- 2.6 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be guaranteed / accorded for the supply of initial quantity.

DR. ASHFAQ ALI
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- 2.7 The bidders shall quote their firm and final price both in figures and words on free delivery basis to consignee end.
- 2.8 The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 2.9 Initially, only envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- 2.10 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.



3. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contact award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the purchaser's action.

4. CRITERIA FOR EVALUATION OF BIDS.

- d) Quoted prices.
 - e) Delivery schedule.
 - f) Earnest money.
- N.B Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.

5. FEES OF AWARD OF CONTRACT.

Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.


7. UNDERTAKING

I /we read/understand the conditions specified in the tender inquiry and undertake:-

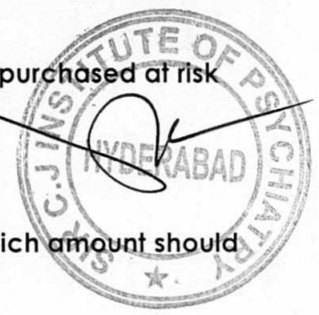
- 7.1 That I/We will remain bound to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.
- 7.2 That I/We agreed whether our tender accepted for total, partial or enhanced quality for all or Any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 7.3 That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 7.4 I/We understand and ensure for the supply of quality. I/we also agree to supply the 100% Additional quantity without any additional charges, if the supplies / part of the supplies declared substandard.
- 6.5 I/We undertake that, if any of the information submitted in accordance to this tender enquiry found in correct, our contract may be cancelled at any stage on our cost and risk.

OTHER DIRECTIONS.

- 6. The income tax/GST will be deducted according to rules of Government of Pakistan.
- 7. Tenderer is responsible to deliver the good on his own cost at bulk store.


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S.P. Institute of Psychiatry
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8. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.



9. TECHNICAL PROPOSAL should have the following documents.

- i. Original Tender Receipt.
- ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
- iii. Copy of the bid offer showing without rates and stamp.
- iv. Proven track record.
- v. NTN and GST certificate.

- vi. Audit report of 3 years.
- vii. Chamber of Commerce Certificate.
- viii. Three years supply experience in any Government Institute Health Department.
- ix. Professional Tax certificate (from Excise and Taxation Department).
- x. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
- xi. Samples of each item should be provided during the submission of Technical Proposal/Tender.
- xii. The rates may be quoted as per market rate not higher or low rate, if the rates not match with the market rate the tender could not be entertained.

10. FINANCIAL PROPOSAL should have the following documents.

- i. Original pay order/Bank draft of earnest money.
- ii. Original copy of Bid offer with quoted price.

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 liable to be terminated.

Signature of the Contractor with name &
Full address _____


CNIC # _____

Income Tax #: _____

G.S.T # _____

Cell # _____

Land Line # _____


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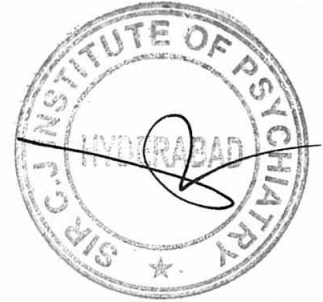
HYDERABAD

TENDER DOCUMENT

TENDER No. 03

**PURCHASE OF PETTY ARTICLES / LINEN &
OTHER MISC: ITEMS
FOR THE FINANICAL YEAR 2018-19**

**FORM OF BID
(Letter of Offer)**



Bid Reference No.....
.....
.....

To,

**MEDICAL SUPERINTENDENT,
SIR C.J INSTITUTE OF PSYCHIARTY,
HYDERABAD.**

Gentlemen:

1. Having examined the bidding document including instructions to bidder, bidding Data , conditions of Contract , Contact Data , Specifications , Drawings , if any Schedule of prices and addenda Nos. _____ for the execution of the above named works , we the undersigned , being a company doing business under the name of and address _____ and being duly incorporated under the law of Pakistan hereby offer to execute and complete such works and remedy any defects therein conformity prices of Rs. _____ or such other sum as may be ascertained in accordance with the said documents .
2. We understand that all the schedules attached herewith to form part of this bid.
3. As security for due performance of the undertaking and obligation of this bid, we submit herewith a bid Security in the amount of _____ drawn in your favor or made payable to you and valid for period of twenty eight days beyond the period of validity of bid.
4. We undertake, if our bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time (So stated in contract Data).
5. We agree to abide by this for this period of _____ days from the data fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figure or arrangements with other person or person making a bid for the works.

Dated this _____ day of _____ 2018

Signature _____

In the Capacity of _____ duly authorized to sign bid for and on behalf of

(Name of **Bidder** in Block Letters)

Address:

Witness:

Signature: _____

Name : _____

Address: _____

CERTIFICATE

It is confirmed that all the terms and conditions given in the Tender document proposal are read carefully by us and all the required information are furnished with the Technical / Financial Proposal are true and correct.

**Signature and Stamp
Of the Supplier**

Name of Firm _____

N.T.N _____


G.S Tax.No. _____

Address of Firm _____

Tel / Fax _____

Email _____

Website _____


DR. ASGHAR ALI
MEDICAL SUPERINTENDENT
Sir C.J Institute of Psychiatry
Hyderabad.



OFFICE OF THE
MEDICAL SUPERINTENDENT
SIR C.J. INSTITUTE OF PSYCHIATRY HYDERABAD



PH : # 9260118-9.

NO: I.P/HYD:- /611

Dated:- 28/5/18

**TENDER FOR PURCHASE OF PETTY ARTICLES / LINEN & OTHER
MISC: ITEMS
FOR THE FINANCIAL YEAR 2018-19
Call Deposit Rs: 80000/-
TENDER**

Price Rs.1000/- Non-Refundable/Transferable

Tender inquiry No.03

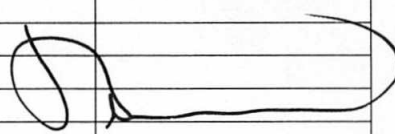
Due on 27-06-2018

Time of receipt of Tender 27-06-2018 11.00 A.M

Time of opening of Tender 27-06-2018 11.30 .A.M

Offers shall remain open for 30-06-2018 days from the date of opening. The tenders shall quote their prices inclusive of all duties / tax / Octroi transpiration etc, and all other expenses on fee delivery to Consignee's end. Price should be quoted in Figures & words both, falling which the offer will be ignored.

S.NO	Name of Articles	Quantity Required	Quoted Rates	Rate Inwards
01	Phenyl 450 ml (A-Quality)	2400 BOTTLES		
02	Detol Phenyl 450 ml (A-Quality)	2000		
03	Spray Oil (Finis) (A-Quality)	600 BOTTLES		
04	Washing Soda	1200 KG		
05	Washing Surf	600 KG		
06	Trig Blade Stainless Steel	6000 Nos.		
07	Soap Life Boy 180 grams or Equal(Bath)	3456 Nos.		
08	Locks Medium Size (Kashmiri)	144 Nos.		
09	Saver 24 watt Pin wala	180 Nos.		
10	Saver 85 watt	100		
11	Dust Bin (Medium Size)	144 Nos.		
12	Acid (Sulphuric acid)	360 LITRES		
13	Kerosene oil	360 LITRES		
14	Poncha (A-Quality)	180 NOS.		
15	Brooms (600 gram) hard (A-Quality)	360 Nos.		
16	Viper (A-Quality)	180 NOS.		
17	Silver Balty with cover Large Size (A-Quality)	36 NOS.		
18	Lotty (Plastic)	180 NOS.		
19	Room Spray (A-Quality)	144 NOS.		
20	Tissue Paper (A-Quality)	144 NOS.		
21	Max Soap	300 NOS.		
22	Complete Tube Light (Philips)	144 NOS.		
23	Tube Rod (Philips)	72 NOS.		
24	Locks Large Size (Kashmiri)	72 NOS.		
25	Dentonic Powder (A-Quality)	1200 NOS.		
26	Spray Machine Pump (Finis)	144 NOS.		


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27	Capacitor (Fuji) 3.5 (A-Quality)	144 NOS.		
28	Silver Balty with cover Medium Size	72 NOS.		
29	Body Razer (Big)	600 LITRES		
30	Hair Remover Powder (Shashay)	300 Nos.		
31	Castic Soda (Laundry)	600 Kg		
32	Bleaching Powder (Laundry)	180 Kg		
33	Robin Neal (Laundry) Per Kg	120 Kg		
34	Steal Whool (Jona)	144 NOS.		
35	Dust Bin (Large Size)	144 Nos.		

LIST OF OTHER LINEN ARTICLES

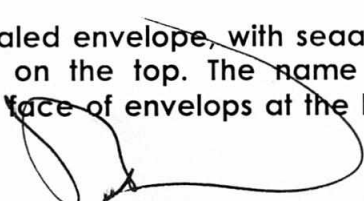
S.NO.	Name of Items	Quantity Required	Quoted Rates	Rate Inwards
1	Tawal Medium Size (A-Quality)	144 NOS.		
2	Tawal Large Size (A-Quality)	144 NOS.		
3	Table Covers (A-Quality)	60 NOS.		
4	Uniform Cloths (A-Quality)	1200 meters		
5	Pillow Covers (A-Quality)	1000		
6	Bed Sheet (A-Quality)	1000		

LIST OF OTHER MISCELINOUS ITEMS

S.NO.	NAME OF ITEMS	Quantity Required	Quoted Rates	Rate Inwards
1	Plastic Water Cooler Large (A-Quality)	36 NOS.		
	Plastic Water Cooler Medium (A-Quality)	20 NOS		
2	Ariel Surf (Laundry) per kg	120 Kgs		
3	Comfort Sachy (Laundry)	600 Nos.		
4	Sulphonic Oil (Laundry)	60 Kgs		
5	Anti Lice Shampoo Shahshay	240 Nos.		
6	Plastic Chattai (A-Quality)	144 Nos.		
7	Plastic Balty (Bath)	72 Nos.		
8	Plastic Mugs (Bath)	600 Nos.		
9	Plastic Plates	600 Nos.		
10	Plastic Glass	600 Nos.		
11	Plastic Garden Pipe 1" (A-Quality)	1200 Feet		
12	Harpic (Acid) (A-Quality Bottles)	144 Bottles		
13	Plastic Tea Cups (A-Quality)	20 NOS.		
14	Wall Brush (Large Size)	50 NOS.		

TERMS & CONDITIONS.

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2. SPECIAL CONDITIONS.

- 2.11 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be guaranteed / accorded for the supply of initial quantity.
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 - h) Delivery schedule.
 - i) Earnest money.
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Service Charges @ 0.3% of the value of the Contract will realize/charge by the District Account Officer Hyderabad, while making payment to the contractors for ward of each contract and credited to the receipt Head.

8. UNDERTAKING

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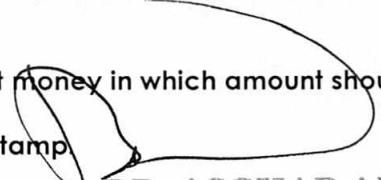
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OTHER DIRECTIONS.

- 11. The income tax/GST will be deducted according to rules of Government of Pakistan.
- 12. Tenderer is responsible to deliver the good on his own cost at bulk store.
- 13. In case of short supply it must reach within one hour otherwise it will be purchased at risk and cost of the contractor.

14. TECHNICAL PROPOSAL SHOULD HAVE THE FOLLOWING DOCUMENTS.

- i. Original Tender Receipt.
- ii. Photocopy of pay order/demand draft of earnest money in which amount should not be readable.
- iii. Copy of the bid offer showing without rates and stamp.
- iv. Proven track record.
- v. NTN and GST certificate.
- vi. Audit report of 3 years.


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- vii. Chamber of Commerce Certificate.
viii. Three years supply experience in any Government Institute Health Department.
ix. Professional Tax certificate (from Excise and Taxation Department).
x. The bidder shall furnish an affidavit on Non judicial stamp paper of Rs: 100/- that the firm is not black listed in any Government department.
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xii. The rates may be quoted as per market rate not higher or low rate, if the rates not match with the market rate the tender could not be entertained.



15. FINANCIAL PROPOSAL should have the following documents.

- i. Original pay order/Bank draft of earnest money.
ii. Original copy of Bid offer with quoted price.

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 liable to be terminated.

Signature of the Contractor with name &

Full address _____

CNIC # _____

Income Tax #: _____

G.S.T # _____

Cell # _____

Land Line # _____

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