

BIDDING DOCUMENTS (BDs)

SUPPLY OF DIET FOR PATIENTS

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

COST OF TENDER DOCUMENTS:	Rs. 2000/= Rupees Five Hundred Only (Non-Refundable)
TENDER PROCEDURE:	Single Stage – Two Envelope / SPP Rule 46(2)
TENDER SELLING DATE :	From the date of publishing to 27th February, 2018 during official working hours
TENDER SUBMISSION DATE AND TIME:	On 28th February, 2018 on or before 2:00 pm
TENDER SUBMISSION PLACE :	Office of the Medical Superintendent 2nd Floor, Dr. Ruth K.M. Pfau, Civil Hospital, Baba e Urdu Road – Karachi
TENDER OPENING DATE AND TIME :	On 28th February, 2018 at 2:30 pm
TENDER OPENING PLACE :	Office of the Medical Superintendent 2nd Floor, Dr. Ruth K.M. Pfau, Civil Hospital, Baba e Urdu Road – Karachi

Note:

- i) No tender will be accepted after closing of the Tender box, what so ever reason may be.
- ii) All the page of bid documents must be Signed / Stamped by the Contractors / Suppliers.



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

Ph: 99215740 - 5 Fax: 99215733

BIDDING DATA

Procuring Agency	:	Medical Superintendent, Dr. Ruth K.M. Pfau, Civil Hospital Karachi
Address	:	Baba e Urdu Road – Karachi
Tender Title	:	Purchase of Diet for Patients 2017-18 @ Dr. Ruth K.M. Pfau, Civil Hospital, Karachi.
Bid Validity	:	90 days of Bid Quoted Price
Amount of Bid Security	:	5% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Date of Opening	:	As per Tender Enquiry
Performance Security	:	3% of the Contract/bid Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – Two Envelope Procedure
Eligibility Criteria /		
Technical Evaluation Criteria	:	As per – Annexure – A
Advance Payment	:	No Advance Payment
Inspection Authority	:	Medical Superintendent, D.R.K.M.P CHK Addl. Medical Superintendent (Indoor), D.R.K.M.P CHK Addl. Medical Superintendent (Nursing), D.R.K.M.P CHK Chief Nursing Superintendent, D.R.K.M.P CHK
Place of Inspection	:	Main Kitchen, Dr. Ruth K.M. Pfau, Civil Hospital – Karachi

TENDER NOTICE (Re-Advertised)

1. Dr. Ruth K M Pfau, Civil Hospital, Karachi in its budget received an allocation towards the Diet of Patients. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for Diet of Patients.
2. Dr. Ruth K M Pfau Civil Hospital, Karachi now invites sealed bids on Single Stage Two envelope Bidding procedure from Food Suppliers / Food Services Providers in Sindh registered with Income Tax, SRB (where applicable) & Sales Tax Department.
3. Interested eligible bidders may obtain further information from the office of the Medical Superintendent, Dr. Ruth K M Pfau, Civil Hospital, Karachi, 2nd floor Administration Block, Baba-e-Urdu Road Karachi
4. A complete set of bidding documents may be purchased by interested bidders on the submission of a written application on the above upon payment of Rs: 2000/ nonrefundable fee in shape of Demand Draft or pay order in favor on Medical Superintendent, Dr. Ruth K M Pfau, Civil Hospital, Karachi, 2nd floor Administration Block, Baba-e-Urdu Road Karachi from the date of publication upto 27/02/2018 during office hours.
5. Sealed Bids must be delivered to the office of Medical Superintendent, Dr. Ruth K M Pfau, Civil Hospital, Karachi, 2nd floor Administration Block, Baba-e-Urdu Road Karachi or before 28/02/2018 upto 2:00 pm and must be accompanied by a bid security of Three (3) % of bid cost.
6. Bids will be opened by the procurement committee of the Dr. Ruth K M Pfau, Civil Hospital, Karachi in the presence of bidders / representative of bidders on 28/02/2018 at 2:30 pm at the office of Medical Superintendent, Dr. Ruth K M Pfau, Civil Hospital, Karachi, 2nd floor Administration Block, Baba-e-Urdu Road Karachi.
7. The rates quoted should be inclusive of GST. Income Tax, etc GST will be deducted as source at prescribed rates, services delivery of Diet for Patients will be made at Dr. Ruth K M Pfau, Civil Hospital, Karachi Baba-e-Urdu Road Karachi as mentioned in the bidding documents.
8. The bidders are requested to give their best and final prices as no negotiations are expected.
9. In case Government declared / announce public holiday on the date of opening of Tender, the Tender will be submitted / opened on the next working day.
10. Procurement Committee reserves the Right to accept or Reject any or All Bids without assigning any reason prior to award of contract as per the relevant provisions of SPPRA Rules. 2010.
11. Invitation for Bids / Tender Notice can be download from SPPRA website: www.pprasindh.gov.pk but the bidder must submit the tender fee in prescribed manner alongwith technical bid.

MEDICAL SUPERINTENDENT
Dr. Ruth K M Pfau, Civil Hospital, Karachi
Baba-e-Urdu Road, Karachi

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 -2010 (Amended till date)
 - (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:

(Name, Title and Address)

Witness:

(Name, Title and Address)

ELIGIBILITY CRITERIA / TECHNICAL EVALUATION CRITERIA

S.No.	ELIGIBILITY CRITERIA	YES	NO
1	Experience of Running Hospital Kitchen of atleast 10 years.		
2	Satisfactory Performance Certificate from Ex-Organizations & Hospitals rendered same services		
3	Submit Audit Statement or Bank Statement of last 03 years Showing Turn-over of having a sum of minimum Rs. 50.00 (M) per year		
4	Registration with Federal Board of Revenue (FBR), for Income Tax and General Sales Tax		
5	Income Tax Returns filed for last 03 years		
6	An affidavit on Original Stamp Paper that the firm has never been blacklisted and not involves in any litigation process.		
7	Submit Medical Fitness certificates of Kitchen employees		
8	Food License is Mandatory		

NOTE:

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

Signature of Contractor(s)

Stamp

BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Medical Superintendent

Civil Hospital

Baba e Urdu Road – Karachi

Karachi - 74200

Sir,

Having examined the bidding document and amendment thereon we the undersigned, offer to provide services to 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 _____

Tender Title:

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. _____ (Rupees - _____) (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by the CHK or its user organization..

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
- 3) 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.
- 4) 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:

Date:

Bidder's signature
and seal.

PERFORMANCE SECURITY FORM

(To be issued by a bank schedule in Pakistan)

To.....(Address of CHK)

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 providers 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:

UNDERTAKING ON RS. 100/- NON JUDICIAL STAMP PAPER

- i) I / we read / understand the conditions specified in the tender inquiry and undertake:
- ii) 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 contract period.
- iii) That I / we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item.
- iv) 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.
- v) I / we understand and ensure for the supply of quality goods. I / we also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared substandard.
- vi) I / we undertake that, if any of the information submitted in accordance to this tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

I / we undertake that, I / we has / have never been black listed.

Signature of Contractor / Supplier: _____ **Name of**
Firm with full Address: _____

E mail Address: _____ **Ph. Ofc:** _____
Fax: _____ **Res:** _____ **Mobil:** _____

TERMS AND CONDITIONS

1. CONTRACT DURATION

This contract shall be for a period of three years for 2018-2019, 2019-2020, and 2020-2021 alongwith remaining 03 months of 2017-18 (from April 2018 to June 2018) and would be further extended on satisfactory performance.

2. SCOPE OF WORK

The Bidder will provide whole some diet according to the approved MENU daily to all patients admitted at Civil Hospital – Karachi

3. MENU

As per proposed menu with the approval by Kitchen Project Committee. Any Item may be deleted or added in the menu on mutual consent of the bidder and client at any stage during the contract

4. SPECIAL DIETS.

Apart from regular Diet, Special diet for patients like pediatrics, diabetics, restricted diet for other patients will be provided on recommendation of Consultant.

5. KITCHEN PROJECT COMMITTEE

- i. Medical Superintendent, Dr. Ruth K.M Pfau Civil Hospital – Karachi
- ii. Additional Medical Superintendent (General/Admin), Dr.Ruth K.M.Pfau Civil Hospital – Karachi
- iii. Representative of Successful Bidder.

6. QUALITY CONTROL COMMITTEE OF HOSPITAL

- | | |
|---|----------|
| a) Medical Superintendent, Dr. Ruth K.M Pfau Civil Hospital – Karachi | Chairmen |
| b) Additional Medical Superintendent (Indoor) Civil Hospital – Karachi | Member |
| c) Additional Medical Superintendent (Kitchen) Civil Hospital – Karachi | Member |
| d) Chief Nursing Superintendent, Civil Hospital – Karachi | Member |
| e) Representative of Successful Bidder | Member |

7. RESOURCES

A. FINANCIAL

Keeping within budgetary provision for Diet payment will be paid to Bidder, Moreover, the amount lapsed due to non-submission of bills during the month of June will be claimed from next budget after approval from competent authority.

B. HUMAN RESOURCES

Present Government Employees working in kitchen being paid by the Administration of Dr. Ruth K.M. Pfau Civil Hospital – Karachi will continue working under supervision of the kitchen project Committee as per routine & additional employees will be provided by the bidder as specified below.

	<u>Existing</u>	<u>Additional</u>
• Dietitian	1	-
• Cooks	4	-
• Ward Boys	10	12
• Baker	3	3
• Sweepers	1	1

8. UTILITIES

All bills of utilities including electricity, Water & Gas and Telephone will be paid by the Hospital administration

9. UTENSILS / FURNITURES

The maintenance / repair of utensils / Furniture will be borne by the bidder/Party of the first part during the tenure of the agreement.

10. TERMS & CONDITIONS

1. This contract is for the period of 03 years and may continue upon satisfactory performance for onward years.
2. The Bidder has to provide three times Diet viz: Breakfast, Lunch, Evening Tea (Complementary), Dinner as per approved menu, daily to all admitted patients, Dr. Ruth K.M.Pfau CHK.
3. The Bidder shall ensure to maintain the quality of food and services on the General Kitchen.
4. In addition to existing furniture / utensils, additional furniture and crockery shall be provided as and
5. when required while serving all 3 meals at general kitchen. On the occasion of festivals like **Eid-ul-ftr, Eid-ul Azha, 9th & 10th Muharram, 12th Rabi Awal and Christmas etc.** extra ordinary food against normal menu will be provided with mutual discussion with AMS (Kitchen) including Emergency Dept.
6. Payment will be made to the bidder/party of first part after claiming from the office of the Accountant General Sindh every month after submission of invoice as per contract agreement.
7. The mutton will be purchased through Abdul Sattar Edhi Trust on reduced rates and the same amount will be deposited in account of Poor patient Aid Society, as donation by Abdul Sattar Edhi Trust as before.
8. The existing Government Employees / Hospital staff working in the kitchen shall be at the disposal of Bidder. Any complaint in this connection shall be dealt by AMS(Kitchen)
9. Bidder can appoint private staff with permission of the Medical Superintendent to improve the quality of food and services and the same appointed staff will not be treated as Government employee.
10. The Electric, Gas and Water shall be provided by the hospital. However repair work shall be made by the Bidder.
11. Joint inspection will be carried out by the committee at least once a month regarding cleanliness & services and food quality as per approved parameters set by the quality control committee

12. If party of the first part wants to cancel the contract, 90 days prior notice is mandatory to be served.
13. In case of failure to above condition, the contract shall be terminated with prior 3 months notice by the party of second part.
14. Any change in menu will be made on mutual understanding of quality control Committee.

**SCHEDULE FOR SUPPLY OF DIET FOR PATIENTS
AT CIVIL HOSPITAL, KARACHI DURING THE FINANCIAL YEAR 2017-2018**

DAYS	PROPOSED MENU CIVIL HOSPITAL - KARACHI			
	BREAKFAST	LUNCH	EVENING TEA (Complementary)	DINNER
Monday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slices of bread 2 Nos. Tea Milk Porridge	Mutton Curry Vegetable Curry Chapati (2) Rice Fruit	Tea Cookies	Chicken Curry Chapati (2) Rice Desert
Tuesday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slices of bread 2 Nos. Tea Milk Porridge	Fish Curry Daal Chapati (2) Rice Fruit	Tea Cookies	Mutton Curry Shami Kabab Chapati (2) Rice Desert
Wednesday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slices of bread 2 Nos. Tea Milk Porridge	Chicken Curry Vegetable Curry Chapati (2) Rice Fruit	Tea Cookies	Egg Curry Chapati (2) Rice Desert
	Boiled Egg 1 No. Butter / Jam Sachet (01 no.)	Mutton Curry Daal Chapati (2)	Tea Cookies	Chicken Curry Chapati (2) Rice

Thursday	Slices of bread 2 Nos. Tea Milk Porridge	Rice Fruit		Desert
Friday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slices of bread 2 Nos. Tea Milk Porridge	Chicken Kofta Vegetable Curry Chapati (2) Rice Fruit	Tea Cookies	Mutton Curry Shami Kabab Chapati (2) Rice Desert
Saturday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slices of bread 2 Nos. Tea Milk Porridge	Chicken Fried Rice Vegetable Curry Chapati (2) Shami Kabab Fruit	Tea Cookies	Chicken Curry Chapati (2) Rice Desert
	BREAKFAST	LUNCH	EVENING TEA (Complementary)	DINNER
Sunday	Boiled Egg 1 No. Butter / Jam Sachet (01 no.) Slice of bread 2 Nos. Milk Porridge	Chicken Curry Daal Chapati (2) Rice Fruit	Tea Cookies	Daal Curry Shami Kabab Chapati (2) Rice Desert
Festival Program	Special food would be decided by the Committee			

Signature of Contractor / Supplier: _____

Name of Firm with full Address: _____

E mail Address: _____

Ph. Office: _____ **Fax:** _____ **Res:** _____ **Mobil:** _____

“B” Financial Offer

PART – (I)

S. #	Description	No. of Patients Per Month	Rates Per Head Rs.	Total Per Month	Per Year	Total Amount
1	i) Supply of Break Fast	35000			x 12	
	ii) Supply of Lunch iii) Supply of Dinner	35000			x 12	
		35000			x 12	

PART – (II)

S. #	Description	No. of Patients Per Month	Rates Per Head Rs.	Total Per Month	Per Year	Total Amount
2	Supply of Seasonal Fruit (Apple, Orange / Mousambi / Mitha / Kinu, Apricots, Mango 140 to 200 Gram) per Patient Banana, Chikku, 2 Nos. per Patients)	35000				

PART – (II)

S. #	Description	Total No. of Patients for Occasions	Rates Per Head Rs.	Total Rs.	Specials Days	Total Amount Per Year
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3	i) Special Diet Chicken Biryani (Single as per Standard Packing)	8000 Pkts				
	ii) Zarda (200 Gram Standard Packing)	2000 Pkts				

TOTAL AMOUNT OF (I – II- III)

CATEGORY	AMOUNT IN FIGURE	AMOUNT IN WORDS
Total Amount of – (I)	Rs. _____	
Total Amount of – (II)	Rs. _____	
Total Amount of – (III)	Rs. _____	
Gross Total Amount	Rs. _____	

Pay Order # _____ for Rs. _____ Dated _____ 3% of the quoted Value.

Signature of Contractor / Supplier: _____ Name
of Firm with full Address: _____

GENERAL INSTRUCTIONS

- i. Successful bidder will bound to provide Evening Tea & Biscuits for free of Cost.
- ii. Successful bidder will provide 03 (Three) times meals to the day scholar Student Nurses Free of Cost.

Signature of Contractor / Supplier: _____ **Name of**
Firm with full Address: _____
_____ **E mail Address:**
_____ **Ph. Office:** _____ **Fax:**
_____ **Res:** _____ **Mobil:** _____

