

Tender No.3

JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH.



BIDDING DOCUMENT

FOR

PURCHASE OF

PETTY ARTICLES / STATIONERY ITEMS etc.



**OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

Due on 30th June, 2018

INVITATION FOR BIDS

The Director Jacobabad Institute of Medical Sciences (JIMS),
Jacobabad invites the bids:

Purchase of Petty Articles / Stationery Items

Bidding is open for all eligible bidders. Bidders can obtain bidding /
tender documents prescribed from:

Office of the Director Jacobabad Institute of Medical
Sciences (JIMS), Jacobabad.

Complete set of tender / bidding Documents may be obtained/
Purchased by the interested bidder on written request to the above
office and upon payment of non refundable fee of Rs.3,000 in shape
of Pay order in the name of Director Jacobabad Institute of Medical
Sciences (JIMS), Jacobabad.

Tenders/ Bids are to be dropped in the tender box placed / affixed in
the office of the Director Jacobabad Institute of Medical Sciences
(JIMS), Jacobabad on or before 30th June, 2018 at 10.30 AM

Director JIMS, Jacobabad

CHECK LIST.

The provision of this check list is essential prerequisite along with submission of bids. Bidders are required to comply with all the clauses mentioned below & in terms & Conditions of the tender. In case of any deviation / incomplete documents, bidder / bidders will be disqualified and render their offer invalid for further / technical evaluation.

S/No.	DETAILS	Yes /No	Page No. / Annex:
1	Original tender purchase receipt.		
2	Copy of Earnest money without amount with Technical Bid.		
3	Quotation (tender inquiry / proforma).		
4	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.		
5	Company profile including list of personnel.		
6	Financial standing of firm & Last year turnover 10.00 Million		
9	Valid income tax certificate or income tax exemption certificate.		
10	Valid sales tax certificate / Professional Tax certificate (if applicable).		
11	A certificate that the firm will abide all terms and conditions of the tender.		
12	List of litigations / court cases between the firm and clients should be provided on an affidavit along with undertaking that the firm has not been black listed by any Government /Autonomous organization.		
13	Soft copy of prescribed item should provide in shape of CD in Financial Offer		

Signature & Seal (Bidder): _____

(Proforma for Technical Offer/Bid)

Petty articles / stationary items.

Tender Item No.	Name of Article	Packing	Brand	Manufacturer

Signature & Seal (Bidder): _____

EVALUATION CRITERIA.

Quality and the following evaluation factors / criteria will be employed on technical proposals. The number of points / marks allocated to Each factor shall be specified in the evaluation report.

Assessment Parameter Marks.

Sr.	CRITERIA	Score	Score obtained
1	Original tender purchase receipt	05	
2	Valid CNIC	05	
3	Bid security in the shape of CDR in the name of Director JIMS, Jacobabad	05	
4	Company profile including detail of managerial staff (name, address, tel No.)	05	
5	Acceptance of terms and conditions of tender documents duly signed and stamped on letter head	05	
6	Minimum Three year experience regarding supply of petty articles of any government/ autonomous institutions Documentary proof shall have to be provided in this regard.	15	
7	An affidavit on stamp paper of Rs.100/- submitting following clauses: That the firm / bidder is never black listed on any grounds what so ever from government/ autonomous institutions.	10	
9	Bank statement/ balance sheet of last year which Shows turnover of more than 10.000 million	10	
10	National tax number/GST Number	10	
15	Purchase orders of Last year (worth > 5.00 M) attach copy	20	
16	An affidavit on stamp paper of Rs.50/- that the firm shall provide medicines /disposable items according to the Drug Act 1976 & Government rules /policy throughout the contract period.	10	

Total Marks :100

Bids securing 70% point / marks will be considered only for further process.

NATIONAL TAX No: _____

GST No: _____

C.N.I.C No: _____

SIGNATURE _____

NAME OF CONTRACTOR _____

ADDRESS _____

(Photostat copies must be enclosed)

CELL NO _____



OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH

Terms & Conditions
Purchase of Petty Articles / Stationary Items
for the year 2018-19.

Tender who does not fulfill the following prescribed condition is liable to be rejected.

1. In this tender method of procurement, as per SPPRA-2010 (AMENDED 2017) (amended 2017), will be **ONE STAGE – TWO ENVELOPE PROCEDURE**.
2. Tender who does not fulfill the prescribed condition is liable to be rejected.
3. Proof of payment of cost of tender shall be required at the time of opening the tender. Original receipt must be attached with the tender.
4. In financial bid, the vendor should mention financial offer along with 3% call deposit/earnest money in the shape of Bank draft / Pay order in favour of Director, JIMS, Jacobabad.
5. No tender will be entertained without call deposit/Bid security.
6. The original Bank draft / Pay Order of earnest money should be attached with the **Financial Offer/Proposal**. However, copy of same should also be attached with technical proposal without mentioning the amount or erasing the amount.
7. The disclosure of firm's equipment price at the time of opening of technical proposal / Offer will result in to rejection of the bid / offer.
8. The Scrutiny of technical bids / offers will be performed by the technical committee and financial bids of technically qualified bidders only the lowest in rates will be entertained. The financial offers of technically un-qualified bidders shall be returned un-opened.
9. The bidder must provide complete details of their financial standing, listing of similar work/service delivered with list of clients.
10. The bidders shall quote only one rate for Each item as per tender specification. No alternate rates will be accepted.
11. Sample tender proforma (Technical & Financial) are provided. These may be filled and returned duly signed and stamped or similar proforma may be reproduced by typing or through computer printing.
12. Over writing, Cutting, Erasing in tender document will result in to cancellation of the bid if not duly signed and stamped by the authorized person.
13. The bid will be valid for 90 days from the date of opening of the tender. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their

respective bid validity period. Such extension shall be for not more than 1/3rd of the original bid validity.

14. Price escalation will not be allowed.
15. Income Tax and other taxes will be deducted according to the government Rules.
16. The purchaser reserve the rights to increase / decrease or delete the quantities of goods / service originally specified in the schedule of requirements without any change in unit price or other terms and conditions of goods at any time during the contract period as per relevant **Rules of SPPRA-2010 (AMENDED 2017)**.
17. The Hospital authority reserves the right to accept or ignore / scrap / cancel the tender as per relevant **Rules of SPPRA-2010 (AMENDED 2017)**.
18. Conditional tenders will not be accepted.
19. The decision once taken will be final will not be open to the criticism or challengeable.
20. List of litigations / court cases between the firm and clients should be provided on an affidavit that the firm has not been black listed by any Government /Autonomous organization.

NATIONAL TAX NO SIGNATURE OF.....
 GST No..... CONTRACTOR WITH ADDRESS.....
 C.N.I.C NO..... FULL NAME &
 CELL NO LAND LINE NO.....

FOR PREVIEW (ATTACH ORIGINAL DOCUMENT)

INSTRUCTIONS.

1. The tender should be accompanied with 3% pay order / demand draft of quoted items as security Deposit in the name Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.
2. The Income Tax /GST / SST will be deducted according to rules of Government of Sindh / Pakistan
3. The tenderer will be responsible to deliver the tendered items on his own cost at JIMS, Jacobabad
4. In case of short/late supply it will be purchased from open Market and difference if any will be Recovered from the Contractor.
5. Successful bidder/firm will provide 5% Security Deposit.
6. Conditional/ Incomplete Tenders will not be accepted.
7. The tenderer should be fulfilling all requirements as per Government rules.

Signature & Seal (Bidder): _____

FOR PREVIEW (ATTACH ORIGINAL DOCUMENT)

CERTIFICATE

We M/S _____ are not suspended, black listed defaulters of any Government/ District Government/ autonomous Institution. In case of violation of terms and condition of tender, other rules/ law time being enforced our security/ earnest money may be forfeited and any action for suspension/ blacklisting of firm may be taken/ initiated. It would not be challenged. Moreover we also confirm that prices quoted in the Jacobabad Institute of Medical Sciences (JIMS), Jacobabad are not more than the prices quoted in any other Government/ Autonomous Institution/Market Price in the Province of Sindh. In case of any over pricing we shall be bounded to refund the same to consignee in the best interest of the Government/ Health Department and Public. We also confirm to abide by all the terms and conditions contained in the Tender Form, SPPRA and other rules, regulations and laws time to time being enforced.

I/We hereby conform to have read all the terms & conditions as laid down in the enclosed bidding document including special instruction and we further abide by all these instructions/ conditions of this tender. We also hereby categorically conform that the stores offered by us are exactly of the particulars and specification as laid down in your order in all respect.

NAME OF TENDERER _____

SING. OF TENDERER _____

DESIGNATION OF TENDERER _____

POSTAL ADDRESS _____

TELEPHONE NO (Land line) _____ Mobile _____

CNIC NO _____

SALES TAX NO _____

E-MAIL ADDRESS: _____

SIGN. AND STAMP OF BIDDER: _____

JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS), JACOBABAD

(Subject to approval of Sample)

S. NO	Nomenclature	UNIT	Qty	Amount	Remarks/Brand
STATIONARY ITEMS					
1	Tissue Party Pack	pkt	300		
2	Tissue Box with Box printed name with logo of JIMS	pkt	500		
3	Battery Cell AAA Branded	Each	400		Shelf life morethen 2 years
4	Battery Cell AA Branded	Each	400		Shelf life morethen 2 years
5	Envelope Full Size (Legal)	Dzn	200		
6	Envelope Letter size 10x4 White	Dzn	500		
7	Gum Stick (Small)	Each	48		
8	Packing Tape 3"	Each	48		
9	Scotch Tape (Large) 1"	Each	100		
10	Stamp Ink (Blue, Black)	Each	100		
11	Stamp Pad (Blue, Black)	Each	50		
12	Stapler Machine Medium	Each	20		
13	Single hole Punch Machine	Each	5		
14	Hole Punch Machine	Each	10		
15	Plain Register (300 pages)	Each	50		
16	Log Book	Each	20		
17	Duplicate book double page medium size 100 page	Each	300		
18	Ziplock (5x7 size)	Kg	1000		
19	Box File (Large)	Each	120		
20	Ball Pen (1X10) Black	Pkt	50		
21	Ball Pen (1X10) Blue	Pkt	1000		
22	Permanent Marker (1x12) Blue/Black	Pkt	50		
23	Rough White Paper (5x7)	kg	200		
24	Carbon Paper	Pkt	100		
25	Gum Bottle Large Size	Each	30		
26	Side clip Transparent file A4 size	each	100		
27	Binding Tape (Green, Black) 2"	Each	12		
28	Binding Tape (Green, Black) 3"	Each	12		
Laundry/LIQUID Items					
29	Bleaching Powder	kg	100		
30	Oil Black	Liter	30		
31	Washing Powder	Kg	500		
32	Washing Soap	Kg	100		
33	Hydrogen Liquid	Liter	30		
34	Lemon Bar Soap For Utensils	PCS	48		
35	Utensil Wash Liquid	Liter	50		

36	Concerted White Phenyle	Liter	1000		
37	Hand Wash Medicated	Liter	500		
38	Mosquito Spray (Various Kind)	Liter	50		
39	Mosquito OIL for Fogger Deltamethrin 1.5% w/v Large size	Liter	50		
GENRAL ITEMS					
40	Rechargeable Torch Single LED Blub	Each	100		
41	Wireless Door Bell double button	Each	50		
42	Disposable Glass	Each	2000		
43	Door Closer Shaft	Each	50		
44	Drawer Lock	Each	48		
45	Cylindrical Lock Silver color	Each	50		
46	Lead Extension 40/76 cable	Each	100		
47	Rat Killer Tablet	Pkt	50		
48	WD - 40 Spray	Each	50		
49	Steel Glass (Stainless Steel)	Each	50		
50	Chain for Glass (Stainless Steel)	Each	50		
51	Hot and Cold Thermos Large size	Each	1		
52	Drain Cleaner	Bottle	200		
53	Scotch Brite	Pcs	50		
54	Dusting Clothes 2x2 feet	Pkt	200		
55	Pulse Oximeter	Pcs	10		
56	Dustbin Shoppers 40x50 (Red, Yellow & Blue)	kg	80		
57	Dustbin Shoppers 28x36 (Red, Yellow & Blue)	kg	80		
58	Dustbin Shoppers 18x24 (Red, Yellow & Blue)	kg	80		
59	Toilet Cleaner	kg	100		
PLUMBING					
60	Yarn Filter	Pcs	100		
61	PPF Filter	pcs	100		
62	Filtration Carbon	Pcs	100		
63	Union PPR	Pcs	24		
64	PPR Pipe 32mm 13ft pipe	Each	20		
65	PPR Pipe 25mm 13ft pipe	Each	20		
66	Basson Mixture	Pcs	12		
67	Side piller cock	Pcs	12		
68	Toilet shower chain/pipe	Pcs	48		
69	Toilet shower head	Pcs	48		
70	Bib cock	Pcs	24		
71	Flexible Water pipe	Meter	200		
ELECTRIC ITEMS					
72	Wire two core flexible 70/76	coil	5		
73	Wire Four core 35mm	Ft	300		

74	Wire single core 16-mm	coil	4		
75	Wire Single core 10-mm	coil	5		
76	Wire Single core 6-mm	coil	5		
77	Wire Single core 4-mm	coil	5		
78	Wire Single core 2.5-mm	coil	10		
79	Wire Single core 1.5-mm	coil	10		
80	Wire Single core 1-mm	coil	10		
81	Cable two core 10-mm	coil	5		
82	Cable two core 6-mm	coil	5		
83	Cable two core 4-mm	coil	5		
84	Wire two core flexible 110/76	coil	5		
85	Wire two core flexible 40/76	coil	5		
86	Wire two core flexible 23/76	coil	5		
87	led Blub 12 W White E-27 circle Branded	PCS	200		
88	Consealed LED panel light Round	PCS	50		
89	Solution Tape (Red, Yellow, Blue)	PCS	400		
90	Ceiling fan 56" size	Pcs	12		
91	Brackit fan 24" size Black	Pcs	6		
92	Brackit fan 18 size	Pcs	12		
93	Exhaust fan size 8 inch Plastic Squire	Pcs	12		
94	Casing false ceiling fan 18"	Each	12		
95	3 pole MCB Braker 32Amp	Each	12		
96	3 pole MCB Braker 40Amp	Each	12		
97	3 pole MCB Braker 20Amp	Each	12		
LINEN					
98	Mackintosh Roll 1X1.5 METER	pcs	200		
99	OT Towel Large with JIMS name printed	Pcs	300		
100	OT Towel Medium with JIMS name printed	Pcs	200		
101	Rexene Cover Dark Maroon	Meter	100		
102	Single Bed Sheets Colored JIMS name printed	Pcs	200		
103	Pillow Cover JIMS name printed	Pcs	200		
104	OT Dress For Male Doctors XL, L & M with JIMS Monogram	Dress	200		
105	OT Dress For Female Doctors with JIMS Monogram	Dress	50		
106	OT Dress FOR Male Technician with JIMS Monogram	Dress	200		
107	OT Dress For Female Technician with JIMS Monogram	Dress	50		
108	Dress For Male Patient with JIMS Monogram	Dress	300		

109	Dress For Female Patient with JIMS Monogram	Dress	200		
110	OT Gown with JIMS Monogram	Pcs	300		
111	Legin	Pair	100		

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