



**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

**BID DOCUMENT
FOR**

**HIRING OF LOCAL VENDOR FOR
PATIENT KITCHEN SUPPLIES
FOR THE FINANCIAL YEAR 2020 – 21**

Last Date & Time for Bid Submission : THURSDAY THE 12TH NOVEMBER, 2020
AT 10:30 AM

Date & Time for Bid Opening: : THURSDAY THE 12TH NOVEMBER, 2020
AT 11:30 AM

Venue : JIMS SEMINAR HALL, AIRPORT ROAD,
JACOBABAD

**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
AIRPORT ROAD JACOBABAD (SINDH)
PH # 0722-690003-4
Email: jims.jcd@gmail.com, www.jimssindh.org.pk**

INVITATION FOR BIDS

The Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the sealed bids for the Hiring of Local Vendor for Patient Kitchen Supplies for the Financial Year 2020 – 21.

Bidding is open for all eligible bidders. Bidders can obtain the Bid Document from the Office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Airport Road, Jacobabad (Sindh) on written request and upon payment of bid fee of **Rs.3,000/-**(non-refundable) in shape of pay order/demand draft in favor of Director, JIMS Jacobabad or can be downloaded it from the website of SPPRA and www.jimssindh.org.pk(Note: original bid fee receipt is mandatory to be obtained from JIMS Jacobabad before submission (i.e. 10:00 AM Thursday, 12th November, 2020), without which the bid cannot be accepted.

Duly completed bids are required to be dropped/submitted in the bid box placed/affixed at the Office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before above mentioned date & time

DIRECTOR
JIMS, Jacobabad

PREAMBLE

- | | | |
|--|---|--|
| 1. Bid Title | : | HIRING OF LOCAL VENDOR FOR PATIENT KITCHEN SUPPLIES FOR THE FINANCIAL YEAR 2020-21 |
| 2. Procuring Authority | : | DIRECTOR JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS), JACOBABAD |
| 3. Date and time for purchasing of Bid. | : | FROM 1 ST DAY OF PUBLICATION OF NIT IN NEWSPAPERS (DURING OFFICE HOURS) UP TO 10:00 AM THURSDAY THE 12TH NOVEMBER, 2020 |
| 4. Place for Issuing, submission and opening of Bid | : | OFFICE OF THE DIRECTOR, JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS) AIRPORT ROAD, JACOBABAD (SINDH). |
| 5. Last Date and Time for Submission/closing of Bid | : | THURSDAY THE 12TH NOVEMBER, 2020 AT 10:30 AM |
| 6. Date and Time for Opening of Bid | : | THURSDAY THE 12TH NOVEMBER, 2020 AT 11:30 AM |
| 7. Bid Fee (Original receipt must be attached with bid document) | : | Rs.3,000/- IN SHAPE OF PO/DEMAND DRAFT IN FAVOUR OF DIRECTOR, JIMS JACOBABAD (NON REFUNDABLE). |
| 8. Earnest Money to be submitted along with the bid. | : | RUPEES 100,000/- IN SHAPE OF DEMAND DRAFT/PAY ORDER ISSUED FROM ANY SCHEDULED BANK OF PAKISTAN IN FAVOR OF DIRECTOR, JIMS JACOBABAD. (WILL BE RETURN AFTER FINALIZING OF TENDER OR ANNOUNCED DISQUALIFIED BIDDER) |
| 9. Performance Security
(after issuance of award of contract) | : | SUCCESSFUL BIDDER/FIRM WILL DEPOSIT 200,000/- AS PERFORMANCE SECURITY AND WILL BE REFUNDED AFTER CLOSING OF CONTRACT OR FINANCIAL YEAR. |
| 10. Stamp Duty | : | 0.35% OF TO TOTAL QUOTED VALUE/SUPPLY ORDER |
| 11. Bidding Procedure | : | OPEN COMPETITIVE BIDDING SPPRA RULE NO. 46 (1) 2010 AMENDED TIME TO TIME, <u>SINGLE STAGE – ONE ENVELOPE PROCEDURE.</u> |
| 12. Bid Validity | : | 90 DAYS FROM THE DATE OF TECHNICAL OPENING |

EVALUATION CRITERIA FOR TECHNICAL EVALUATION /KNOCK DOWN CRITERIA FOR QUALIFYING IN THIS BID

Please read carefully before filling/submitting the documents. Documentary evidence must be attached.

(CHECKLIST)

SR.	DETAILS	YES/NO	Annex
1.	Original receipt along with bidding document issued by JIMS or downloaded from SPPRA or www.jimssindh.org.pk website duly signed and stamped on each and every page by Authorized bidder (clear readable copy).		
2.	Rs.100,000/- Earnest Money in shape of Pay order/Demand draft (original).		
3.	Company profile including details, trained persons with contact Nos.		
4.	Income Tax return Last 3 years attach each year copy		
5.	Valid NTN Registration Certificate		
6.	Relevant purchase orders of Last year (worth 3.000 M) regarding supply of Patient Kitchen/Diet.		
7.	Attach Bank statement showing turnover of last three years (Rs.10.000 million (minimum) in each year).		
8.	Submission of undertaking on stamp paper Rs.100, that the vendor/bidder 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. Annex - A		
9.	Financial quotation must be typed/computerized on company letterhead on prescribed bid format as given below as Annex B. (Hand written Financial quotation will be disqualified)		
10.	Each page should be signed & stamped by company authorized person.		
11.	Mentioned annexure page Nos. in checklist sheet and also page numbered should be written on each and every page		

- (a) Short of any documents is liable to reject the offer/bid.
- (b) Failure to meet eligibility/knock down criteria will disqualify the bidder from participation in this Bid and its proposals will not be evaluated / considered.
- (c) Documentary evidence(s) of above required valid registrations/certificates must be attached.
- (d) Bidder should provide legible/clear copies of documents, otherwise their document should not be considered.

Bidder's details for notice purpose

Bidder Name			
Company			
Address			
Tel & Fax No.		Contact Person Cell No.	
Email Address			

Name _____
STAMP & SIGNATURE OF THE BIDDER

TERMS & CONDITIONS

1. The Bid process shall be governed by the SPPRA Rules 2010 amended time to time.
2. Open Competitive Bidding SPPRA Rule No. 46 (1) 2010 amended time to time, Single Stage – One Envelope Procedure, the bidder is required to submit a single envelope containing the financial proposal and required information mentioned in the Eligibility criteria along with earnest money.
3. The contractor will be responsible for providing all item(s) mentioned in the BOQ (Bill of Quantities).
4. The Contract shall be valid initially for a period of one year and thereafter it may be extended for a further period (up-to further two years) on the same quoted rates and performance basis as may be necessary on mutual agreement and/or satisfactory performance. The Director JIMS Jacobabad reserves the right to terminate the Contract at any time.
5. Withholding taxes and other taxes will be deducted as per government rules framed time to time.
6. The Bid must contain earnest money @ Rs.100,000/- in shape of bank draft/pay order (in original) in favor of Director, JIMS Jacobabad; without earnest money the bid will not be entertained.
7. The Scrutiny of technical evaluation will be performed by the Procurement Committee.
8. Only one rate for each item as per bid specification is acceptable, no alternate rate(s) will be accepted otherwise bidder item will be dropped.
9. Over-writing, cutting, erasing in the Bid Document should be avoided, if there is any over-writing, cutting, or erasing the correction should be duly signed and stamped by the authorized person.
10. All required items shall be quoted in PAK RUPEES.
11. The Bidder will submit bill(s)/invoice(s) after delivery challan verified from authorized Officer/Official of Patient Kitchen to the Accounts Department for payment.
12. The bidder shall be responsible to provide patient kitchen diet items i.e. vegetables, meat and edible items etc. at JIMS, Jacobabad at their own cost including transportation, insurance etc.(if any).
13. Successful bidder shall provide performance security of Rs.200,000/0 (which will be remain with JIMS till completion of contract or closing of financial year. Stamp duty @ 0.35% will be provided on value of supply/work order(s).
14. The bidder shall bear all costs / expenses associated with the preparation and submission of the bid(s) and the purchaser/procuring agency shall in no case be responsible for those expenses.
15. *Rejection of Bid*
 - a. Submitted in other than prescribed forms, annexure and documents not attached.
 - b. Incomplete, partial, conditional, alternative or late submission.
 - c. Earnest money is not submitted.
 - d. Subjected to interlineations/cuttings/corrections/erasures/ overwriting.
 - e. The bidder refuses to accept the corrected total bid price at his own.
 - f. The bidder tries to influence the bid evaluation / contract award.

- g. The tenderer engages in corrupt or fraudulent practices in competing for the contract award.
 - h. The bidder fails to meet all the requirements of bid eligibility / qualification criteria
 - i. The bidder has been blacklisted by any public or private sector organization
 - j. The bidder has been served any legal notices, displeasure letters or any unsatisfactory performance letters by any public sector, Government, Semi Government or any autonomous body or serious failures to provide satisfactory services.
16. The Procuring Agency (i.e. Director, JIMS Jacobabad) reserves the right to reject any/all bid(s) at any time subject to relevant provision of SPPRA Rules 2010 amended time to time.
 17. Any liability arising on this Institute or any other taxes pertaining to bidder/firm in the tenure of contract with this institute shall be deducted from the bills of the bidder and if the full amount is not recovered then the same shall be recovered from the Performance security of the bidder. There would be no liabilities of the workers of the bidder towards the Director JIMS.
 18. Any offer received not as per terms & condition of the tender enquiry/bidding document of this Institute or framed under Sindh Public Procurement Regularity Authority (SPPRA) Rules 2010 amended time to time is liable to be ignored/rejected.
 19. Price escalation will not be allowed.
 20. All the bidders are required to provide complete documents in compact file for their assessment of qualification as prescribed under the rules. Only the firms which will be declared qualified by Procurement Committee will be entertained in the further contract proceeding.
 21. In case the bidder fails to execute the contract strictly in accordance with the terms & conditions laid down in the contract, the performance security deposited shall be forfeited.
 22. The sealed bids (separate technical and financial bids further sealed in one envelope) will be dropped in the tender Box placed in the Director JIMS Office of this institute on the scheduled date & time or before.
 23. The Procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by him concerning his qualification was false and materially inaccurate or incomplete.
 24. If procuring Agency found that any quoted item rates are higher than market rates then offered item will not be entertained.
 - 25. The bidder with the lowest evaluated cost, but not necessarily the lowest submitted price, shall be awarded the contract.**
 - 26. The Client (i.e. Director JIMS, Jacobabad) reserves the right to accept or reject any/all tender(s) at any time without assigning any reason thereof.**
 27. In case, the contracting firm offers less discount in comparison to discount offered to other institution/Market Price/hospitals situated in Sindh, the Difference will be automatically deducted and adjusted in the bill, however, if any excess amount is paid, the same will also be deducted from the pending bills or security of the side firms.
 28. The offered discount shall be from the maximum retail prices fixed by the concerned regulatory authority, or the manufacturers (where concerned

regulatory authority has permitted to do so or sole importers for medicines and from market price for disposables.

29. The Bidder shall be bound to accept all terms & conditions of the Government / SPPRA and any further condition introduced by Government during the period of contract in addition to the terms, conditions, Rules & regulations of SPPRA.
30. The bidders are required to offer their best and most competitive discount for the items.
31. The contractor will provide an authentic price list of Vegetable, meet, edible items etc. if and when required for verification of bill.
32. While tendering bidder quotation, the present trend / inflation the rate of goods, supplies etc in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained for the year 2020-21.
33. Bidder will ensure and provide certificate that if price up/down or variation in market that he will provide the goods etc. on the same rates fixed on this tender for the complete year 2020-21 and supply order issued by this institute when and as required for the year 2020-21.
34. Price should be quoted on delivery to consignee's end i.e. Jacobabad Institute of Medical Sciences (JIMS), Jacobabad inclusive of all taxes, stamps, duties, levies, fees. No separate payment shall be made.
35. The Supplies will be delivered at any time when as required informed by the authorized Officer/Official nominated by Director JIMS, Jacobabad.
36. The articles/stores will be delivered upon proper receipt signed by the authorized officer on the delivery challan. The original challan will be attached with the bills.
37. The fresh articles will be supplied in main patient kitchen on daily basis by the representative of vendor in the presence of Authorized officer/official of JIMS. After completion of satisfactory supply signature on Delivery Challan will be done by both parties on daily basis
38. The Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad reserve the right to impose the following penalties for any breach of the contract by bidders.
 - a. Forfeiture of the Performance Security
 - b. Forfeiture of payment
 - c. Black listing of the firm

Name _____
STAMP & SIGNATURE OF THE BIDDER

ANNEXURE - A

(On 100 stamp paper attested by Notary public)

CERTIFICATE

I _____ M/s. _____ Shop/Warehouse registered
Address _____ CNIC No. _____
_____ Contact No. _____ is hereby certified that our firm M/s. _____ has
never been suspended, black listed, changed the name of company, defaulter or given any
unsatisfactory performance by any government, Semi Government or any autonomous body.

M/s. _____ also confirm that price(s) quoted in the bid
document are not more than the price(s) quoted in any other Government/Autonomous
Institution/Market Price in the Province of Sindh. In case of any over pricing we shall be bound to
refund the same to consignee in the best interest of the Government/ Health Department and Public.

I _____ M/s. _____ confirm that in case of violation
of the terms and conditions of the bid document, or any misinformation provided by us our firm
M/s. _____ security deposit/earnest money may be forfeited and any
other action i.e. suspension/ blacklisting of our firm may be taken/initiated against us and it would
not be challenged by us at any governmental department or court of Law.

I _____ M/s _____ is hereby confirm that we have
read and understand all the terms & conditions as laid down in the enclosed bid document
provided by JIMS, Jacobabad.

SIGNATURE WITH STAMP AND THUMB IMPRESSION

NAME: _____

DESIGNATION: _____

NIC NO: _____

ANNEXURE – B – FINANCIAL PROPOSAL

Sr. No.	Items	Rate	Service Charges (including taxes)	Remarks
Patient Kitchen Supplies for the year 2020-21				
1	All kind of Vegetable			Rate for whole year.
2	All kind of season fresh fruit			
3	Chicken meet			
4	Mutton meet			
5	Beef Meet			
6	Fish			
7	All kind of Daal			Market Based
8	Oil			Market Based
9	Dry Milk Powder			Market Based
10	Sugar			Market Based
11	Egg			Market Based
12	Spices			Market Based
13	Floor			Market Based
14	Rice			Market Based
15	Other edible items for Kitchen			Market Based

-) The quantity procured on daily/weekly basis as per admitted patient flow.
-) The contractor is bound to attach rate list approved from local market committee while submitting bills as supporting document.
-) Sr. No. 1 to 6 quoted rate (lump sum) will be for whole year

NAME & DESIGNATION _____

STAMP & SIGNATURE OF BIDDER _____

CONTRACT AGREEMENT
HIRING OF LOCAL VENDOR FOR PROVIDING OF PATIENT KITCHEN / DIET

This Agreement is made, effective from _____, between the **Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad at Airport Road, Jacobabad** (Here in after referred to as the "Purchaser") of the first Party

And

M/S _____ a firm registered under the Laws of Pakistan and having its registered office at _____ Ph# _____ (hereinafter called the "SUPPLIER") of the second party for providing of Patient Kitchen supplies for the year 2020-21. (hereinafter also referred to individually as party and collectively as the parties")

The Contract shall be valid initially for a period of one year and thereafter it may be extended for a further period (up-to further two years) on the same quoted rates and performance basis as may be necessary on mutual agreement and/or satisfactory performance. The Director JIMS Jacobabad reserves the right to terminate the Contract at any time.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications.
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency's Notification of Award

WHEREAS the purchaser has accepted the bid by the supplier for the supply of Stationery/Petty Articles etc. for the complete year 2020-21.

Now this Contract Witness as Follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to:
2. In consideration of the payments to be made by the purchaser to the supplier/manufacturer as hereinafter mentioned, the supplier/manufacturer hereby covenants with the purchaser to provide goods/items namely and to remedy defects therein in conformity in all respects with the provision of this contract or make replacement of defective goods as the case may be, without any additional charge, to the satisfaction of the purchaser.
3. The Supplies will be delivered at any time when as required informed by the authorized Officer/Official nominated by Director JIMS, Jacobabad to the vender. Bidder/vendor confirmed/agreed for free transportation along with all Government taxes including labor charges at consignee end..
4. The bidder deposit performance security Rs.200,000/- in shape of call deposit / Pay order in favour of Director JIMS, Jacobabad.
5. Stamp duty @0.35% shall be borne by the Second party.
6. Income Tax and other taxes will be deducted according to the government Rules.
7. 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 time to time**

8. If the market prices high/low the bidder will provide Medical Gas (Oxygen)/Cylinders etc. for whole year 2020-21 on the quoted rates..
9. M/s _____ also agreed to supply and accepts the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.

CERTIFICATE

M/s _____ guarantee to supply the stores exactly in accordance with the requirement specified in the work/supply order and also agreed the terms and conditions mentioned in bid document.

Signature with Stamp Second Party

Director JIMS, Jacobabad

Signature with Stamp Second Party

M/s _____

Name of CEO/Director _____

NIC No. _____