

STANDARD BIDDING DOCUMENTS



GOVERNMENT OF SINDH

**SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF
TRAUMA KARACHI**

TENDER REF. # PROC/SMBBIT(FF-R&M-02)2019-20

**REPAIR & MAINTENANCE OF FURNITURE & FIXTURE
ARTICLES**

AT

SMBB INSTITUTE OF TRAUMA , KARACHI

TABLE OF CONTENT

S.NO	DESCRIPTION	PAGE
1.	TITLE	01
2.	TABLE OF CONTENT	02
3	INSTRUCTIONS TO BIDDERS	03-04
4.	TERMS & CONDITIONS OF TENDER	05-06
5.	BIDDING DATA	07
6.	BID EVALUATION CRITERIA	08
7.	SCOPE OF WORK / SCHEDULE OF REQUIREMENTS	09 - 10
9.	BID LETTER FORM	11
10.	CONTRACT FORM	12
11.	FORM OF PERFORMANCE SECURITY	13 - 14
12.	AFFIDAVIT	15
13.	INTEGRITY PACT	16

INSTRUCTIONS TO BIDDERS

1. Shaheed Mohtarma Benazir Bhutto Institute of Trauma invites sealed bids on single stage one envelope systems 46(1) as per Sindh Public Procurement Rules 2010(Amended till date), from Service Provider & Contractors for **Repair & Maintenance of Furniture & Fixture Articles, Tender Ref. # : PROC/SMBBIT/(FF R&M-02)/2019-20.**
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
3. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the Tender. Any detail/specification missing in the document should be obtained from Planning & Procurement Department before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.
5. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bids that do not change substances of the bids.
6. The Procuring Agency may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. The procuring agency upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.
7. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
8. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
9. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
10. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
11. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.

12. Contractor who will win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement. Failing so, Procuring Agency may take necessary action against Contractor as deem fit.
13. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
14. Quantities of tender items are on estimated basis. They could vary according to the sanctioned amount as per discretion of Procurement Committee.

TERMS & CONDITIONS OF TENDER

- a) SMBB Institute of Trauma Karachi invites sealed bids on **Single Stage One Envelope Procedure** as per clause 46(1) of Sindh Public Procurement Rules 2010 (Amended till date) from Interested Bidders for **Repair & Maintenance of Furniture & Fixture Articles**
- b) Tender Fee in shape of pay order in favor of **“Shaheed Mohtarma Benazir Bhutto Institute of Trauma Karachi”** must be attached; else the offer will be rejected.
- c) The Contractors / Suppliers / Manufacturers / Authorized Distributors will attach **BID SECURITY** (as per amount mentioned under Bidding Data) in shape of pay order issued from any scheduled Bank of Pakistan in favor of **“Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)”** in the financial proposal.
- d) **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of Bank Guarantee at 5% of the Contract Value. The same will be released three month beyond the successful completion of contract period.
- e) Bid / offer will be evaluated as per criteria and the bid’s terms & conditions.
- f) If a discrepancy is found between the unit price and the total price; unit price would be considered as correct.
- g) Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
- h) 0.35% of contract amount should be placed on contract agreement as stamp duty on stamp paper of value (Rs.100)
- i) The firm will be responsible for execution of **Repair & Maintenance of Furniture & Fixture Articles** at consignee address. (SMBB Institute of Trauma Karachi (If it fails the Security Deposit will be forfeited).
- j) Procurement Agency Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by him/her concerning his/her qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
- k) 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
- l) The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract in stipulated time if the bid is accepted.
- m) Conditional tender and tender without bid security shall not be considered.
- n) GST / Income Tax Certificate must be accompanied with tender.
- o) The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date).
- p) Bids shall remain valid for 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.
- q) No tender will be entertained without Bid Security. The same will be forfeited to Government Treasury, in case of non-submission of Performance security within seven (7) days of receipt of the offer letter.
- r) Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.
- s) If the Contractor fails to execute within the stipulated period, liquidity charges will be imposed.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

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

Full Address _____

Rubber Stamp _____

BIDDING DATA

Procuring Agency	:	SMBB Institute of Trauma
Address	:	Chand Bibi Road, Karachi
Bid Validity	:	90 Days (As per SPPRA Rule 2010 (amended till date))
Amount of Bid Security	:	2% of total bid value
Last date of Selling of Bid	:	As per mentioned in NIT
Date of Submission of Bid	:	As per mentioned in NIT
Place for Submission	:	As per mentioned in NIT
Date of Opening of Bid	:	As per mentioned in NIT
Place of Opening	:	As per mentioned in NIT
Performance Security	:	5% of the Contract Value
Language of Bid	:	English
Bid Price	:	PKR
Advance Payment	:	No Advance Payment will be allowed
Period of Completion	:	Current Financial Year 2019-20

**CRITERIA FOR EVALUATION OF REPAIR & MAINTENANCE OF FURNITURE & FIXTURE
ARTICLES AT SMBB INSTITUTE OF TRAUMA KARACHI**

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

Technical Evaluation Criteria (Mandatory)		
S.#	List of Documents	Yes / No
1	Should Compliance of Terms & Conditions / Instructions mentioned in the SBD. (Must submit the entire STANDARD BIDDING DOCUMENTS , duly signed & stamped on each page with Proposal)	
2	Should be registered with Income Tax Department (NTN Certificate should be attached).	
3	Should be registered with Sindh Revenue Board (SRTN Certificates should be attached).	
4	General Sales Tax (Certificate should be attached)	
5	Copy of Professional Tax 2019-20 (Certificate must be attached).	
6	Relevant Experience with documentary proof (Last Three Years) Attach Supply/Purchase Order/Award of Contract/Contract Agreement	
7	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do business up till PKR 5 Million or more .	
8	Bidders providing services at SMBBIT will obtain & submit Satisfactory Performance Certificate from competent authority along with technical proposal.	
9	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / Autonomous body or Private Sector Organization anywhere in Pakistan. (Undertaking should be as per given sample on Table of Content Point # 12).	
10	Pay order / Bank Draft of Bid security / Earnest money should be attached along with bidding document.	

NOTE:

- 1. The offer will not be entertained if the required documents are not found attached.**
2. The technical evaluation carried out by the Procurement Committee of SMBBIT, Karachi will be final, which will be assessed on technical aspect.
3. Authorization / Distributors Certificates from Manufacturer. (Where Applicable).
4. Financial proposal must be submitted on company letter head duly signed / stamped/ type in figure and words of the total amount; else the offer would be rejected

SCOPE OF WORK / SCHEDULE OF REQUIREMENTS
REPAIR & MAINTENANCE OF FURNITURE & FIXTURE ARTICLES OF
SMBB INSTITUTE OF TRAUMA, KARACHI

A) BEDS, STRETCHERS, SOFA & OFFICE CHAIRS REPAIRING

S. No.	Item Description	Quantity	Unit Price	Total Price
1	(Semi Fowler Bed Model : 104-S)	65 beds		
	Bed Side Railing			
	Foot Side Holder			
	Crank Shaft			
	Wheel			
	Any other repairing if necessary			
2	(Two Function Electric Bed Model : THR-ED 200D)	09 Pcs		
	Remote for Electronic Bed			
3	(Stretcher Model : Luxurious rise & fall stretcher cart THR III)	30 Stretchers		
	Wheels			
	Side rail with Hydraulic			
	Head side Hydraulic cylinder			
	Any other repairing if necessary			
4	(Sofa Repairing)	50 Pcs.		
	Cushions and their Covers need replacement. Any other repairing if necessary			
5	(Office Chairs Repairing)	80 Chairs		
	Revolving Chairs back support Bolts			
	Hydraulic for Chairs and attendant Stools			
	Wheel Base			
	Chair Base			
	Side handle			
	Any other repairing if necessary			
G. Total				
Amount in words:				
Note: Any item which is not mentioned in this list will be procured on market competitive rate as and when required (if required bidder should add item in item list and quote the rate accordingly).				

Note:

- Financial proposal must be submitted on company letter head duly signed / stamped/ type in figure and words of the total amount; else the offer would be rejected**

Signature of Manufacturers /Importers/Sole Agents/Contractors: - _____

Name of Firm: - _____ Full Address: - _____

Office No:- _____ Cell No:- _____ Email Address (if any) _____

SCOPE OF WORKS

1. Provide complete repair and maintenance of Beds, Stretchers, Sofa and Office Chairs etc.
2. Replacement of damage parts like wheels, Railings, foot side holders, crank shaft etc where necessary.
3. Weld joints in stretchers, beds, chairs if necessary.
4. The contractor will be responsible to provide required parts for repair & maintenance of Beds, Stretchers, Sofa and Office Chairs.
5. All tools and tackles, plants machineries, equipment and material required to carry out the repairing work at site shall be provided by contractor.

General Condition for Contract:

1. The contractor must notify by written notice to Administration Department or authorized person, SMBB Institute of Trauma, Karachi prior to the making of replacement.
2. The contractor shall ensure on its part that its team is well equipped with proper hand tools & required equipment's.
3. The Contractors should ensure all safety precautions for its staff.
4. The Contractor shall be responsible for the execution of minor repairs and adjustments related the activities, resulting from ordinary wear and tear.
5. The Contractor Should provide warranty period of repair work must be given, if the repaired equipment is out of order during the warranty period the same will be repaired without charging any cost by the concerned firm.

Replacement of parts:

1. The contractor will ensure that the spare parts etc. are replaced only when it is considered essential. Maximum care should be taken to repair the old parts for re-use. The old replaced parts will be returned to the Competent Authority's nominated representative.

BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Chief Operating Officer,
Shaheed Mohtarma Benazir Bhutto Institute of Trauma,
Karachi – 74200

Dear Sir / Madam,

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 SMBBIT 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.

CONTRACT FORM

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

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

Date of tender call:

Tender Title:

Brief outline of the work:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

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

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

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

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

The SMBBIT hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Solutions, service or material	Quantity	Unit price	Amount	Remarks

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year above written

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

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

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

Guarantee No.: _____
Executed on: _____
Expiry date: _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

Penal Sum of Security (express in words and figures):

Letter of Acceptance No. _____ Dated: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the are e of the said Principal we, the Guarantor above named, are held and firmly bound unto the Chief Operating Officer (C.O.O), SMBBIT, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents- during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness:

Guarantor (Bank)

1. _____
(Name, Title, Signature & Seal)

2. _____
(Name, Title, Signature & Seal)

Signature: _____

Name: _____

Title: _____

AFFIDAVIT (on Judicial Stamp Paper)

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. I/We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for SMBB Institute of Trauma related to this bid or award or contract.
7. I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department /Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.
8. That undersigned has not employed any child labor in the organization/unit.
9. I/We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____

For Messrs. [Name of Supplier]

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: NO.
Contract Value: Rs.
Contract Title:

Dated:

M/s. _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, SMBBIT Karachi (PA), except that which has been expressly declared pursuant hereto.

M/s. _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s. _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/s. _____ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s. _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

M/s. _____

Chief Operating Officer (COO)/DDO