

TERMS & CONDITIONS/CRITERIA:

1. The Tender will be submitted to the office of Civil Surgeon DHQ Hospital Sujawal.
2. Tender/Bidders are required to comply with all the clauses mentioned in the terms and conditions of the tender along with submission of all the relevant documents. In case of any deviation/incomplete documents, tender will be prohibited for competing in the tender/ tender their offer invalid.
3. Tenders who do not fulfill the following prescribed conditions are liable to be rejected.
4. In this tender method of procurement, as per *SPPRA-2010* will be *SINGLE STAGE TWO ENVELOPE* (Bid should be submitted with all documents in sealed envelope. The envelope must contain tender inquiry No. on the top, the name of bidder should be affixed on the face of the envelope on the left side. The envelope should be marked Technical Proposal and Financial Proposal separately. The envelope should be marked Bold and legible letters to avoid confusion both envelope should be sealed and address to Civil Surgeon District Headquarter Hospital Sujawal.
5. Proof of payment of cost of tender Purchase shall be required at the time of opening the tender, Original receipt must be attached with **"TECHNICAL BID"**.
6. No tender will be entertained without Call Deposit/Bid Security. Conditional Tender shall not be accepted.
7. Sample tender proforma (Technical & Financial) are provided. These may be filled and returned dully signed and stamped or similar proforma may be reproduced by typing or through computer printing.
8. The original Bank Draft/Pay Order of Bid security should be attached with the **FINANCIAL OFFER/PROPOSAL. Sealed envelope.**
9. The disclosure of firm's product price at the time of opening of technical proposal will result in to rejection of the bid/offer.
10. The security of technical bids/offers will be performed by the technical committee first preference will be given to good quality product (Most advantageous Bid). The financial offers of technically disqualified bidders shall be returned after evaluation.
11. The bidder must provide complete details of their financial standing, listing of similar work/contract.
12. Over writing, cutting, erasing in tender document will result in to cancellation of the bid if not dully signed and stamped by the authorized person.
13. Rate offered shall be valid for current financial year price escalation will not be allowed.
14. If supplier/firm does not supply the products in accordance with the supply order or fail to supply according to the terms and conditions or in case of any other default, it will be black listed and earns money/security deposit will be forfeited.

15. The decision once taken will be final will not be open to the criticism or challengeable.
16. Income tax and other taxes will be deducted according to the Government Rules.
17. Fluctuation in Government taxes will be paid by the successful bidders.
18. Revised schedule of taxes / any new taxes if & when announce by the Government during the current financial year taxes will be paid by the successful bidders.
19. The purchaser reserve the rights to increase/decrease or delete the quantities of good/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.
20. The purchaser also reserves the right to purchase full or part of the store or ignore/scrape/cancel the tender as per relevant Rules or SPPRA-2010.
21. Conditional tenders will not be accepted without sample bid will be not accepted.
22. List of litigations/ court cased between the firm and clients should be provided on an affidavit that the firm has not been black listed by any Government/Autonomous organization.



DOCUMENTS CHECKLIST 2024-25

Please review the following list of all documents to be enclosed with Technical Proposal these are mandatory Documents non submission of any one of the mandatory documents will lead to disqualification and further assessment of tender will not be done hence technically rejected.

Sr.#	Documents of Participating Firm	Yes/No	Page.#
01	Original Tender Receipt		
02	Page # Should be mentioned in all papers (each Page) otherwise your bid rejected		
03	Food License (Mandatory required otherwise tender not entertain.		
04	Photocopy of Pay order/Demand draft of earnest money in which amount should not readable (Company of firm account only accepted individually not accepted) Proof of PO/BDD must be provided (Mandatory)		
05	Copy of Bid Offer without showing the rates but the signed and stamp all pages for technical bid		
06	NTN/STRN certificate (Must be attached otherwise your tender rejected)		
07	Professional Tax Certificate		
08	Previous performance of Government and non-Government sector (Attached supply order or performance certificate)		
09	Audit report last 3 Years with balance sheet		
10	Income Tax return Last Three Years		
11	Manufacturer name, Brand name and unit must be written in technical and financial bid otherwise your quoted items will not be entertained		
12	Original authority letter issued by the manufacturer or company/ firm in your favor must be attached.		
13	Valid manufacturing license, valid drug license where applicable		
14	Bidder should be submit a original sealed letter from bank that they can perform business		
15	Samples must be attached with technical bids before opening of tender no sample no quote item entertained		
16	Company profile		
17	Soft Copy (USB) containing all documents and form (in Excel and word format and searchable)		
18	Income tax and GST registration certificate		
19	Undertaking (as per sample form)		
20	Technical Proposal on bidders letterhead		

EVALUATION CRITERIA.
(DISTRIBUTOR/SUPPLIER)

01. Name of Firm _____
Complete address with contact No.# _____

02. Type of Firm _____

Sr.#	Parameters/Sub Parameters		Marks Allocated		Marks obtained
1	Page #	Page # should be mentioned in all papers (Mandatory required, otherwise tender not entertain)	05		
2	Food License	Food License (Mandatory)	05		
3	Last three years' experience attached supply order and performance certificate (each 02 Marks)		20		
4	Financial Soundness of the bidder	Bank Account maintenance certificate (Original)	10	10	
		Bank Account maintenance certificate (Photocopy of Letter)		05	
5	Average annual turnover during last (03) financial years (Audited statements of accounts and income tax return forms must be attached as supporting documents)	Turn over below 10 Million	20	00	
		Turn over above 20 Million		10	
		Turn over below 30 Million		15	
		Turn over below 50 Million		20	
6	Pay order/Demand Draft	Firm/ Company account only (Individual PO/Bank Demand draft not accepted proof of PO/BDD must be provided mandatory)	05		
7	Others	Sample quoted items	25	05	
		Undertaking on Rs:100/ non judicial stamp paper		05	
		Copy of CNIC for owner		02	
		Original Tender receipt		03	
		Product/Price quoted list		02	
		Copy of the bid offer		03	
		Undertaking (Black list)		05	
8	Certificate	NTN/STRN Certificate	10	05	
		Professional Certificate		03	
		GST registration if applicable		02	
			100		

Total Marks 100

Qualify Marks 70% (70) and above

The financial bids of technically accepted bidders will be opened publically at a time to be announced by the procuring agency and the financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

BIDDER EVALUATION CRITERIA.

Bid found to be responsive with maximum accumulative points (Technical + Financial) shall be accepted as the most advantageous bid as per SPPR 2010 (Amended 2021)
Bids will evaluate on the basis of following evaluation criteria.

A. TECHNICAL EVALUATION

- i) Total allocable mark of technical evaluation in 100.
- ii) Bids will be evaluated on bidders capacity and capability to undertake supplies and on quoted items quality, performance and conformity to the 2required specification.
- iii) Technical capacity of bidder includes availability of technical staff number of experience in the province of Sindh prompt Hyderabad Division. Past Performance of the bidder at Hyderabad Division.
- iv) A bidder must be achieve a minimum 70 points out of total 100 points in technical evaluation to be considered for financial evaluation.

B. FINANCIAL EVALUATION.

- i) Total allocable marks of financial bid are 30.
- ii) Only financial proposal of bidder with responsive technical proposal will be opened. Financial Proposals of Bidders who don't meet required mandatory documents and minimum 70 points out of total 100 points in technical evaluation will be returned un-opened .
- iii) Bidder who has offered the lowest value for the item will get 30 points.
- iv) All remaining bidders after the lowest shall get points on their financial proposals calculated as per the following formula.

Value of lowest quoted bidder x 30

$$\frac{\text{Value of competing quoted bidder}}{\{ 2^{\text{nd}}, 3^{\text{rd}}, 4^{\text{th}}, \text{etc} \}}$$

C. FINAL BID EVALUATION

- i) Points obtained by bidders in technical and financial evaluation shall be prorated and finalized as follows.

Evaluation	Marks
Technical	100
Financial	30
Total	130

- ii) Bid of Bidder who is found technical responsive with highest accumulated points will be considered as the most advantageous bid.

PURCHASERS RIGHT TO VARY QUANTITIES AT TIME OF AWARD:

The purchaser reserves the right to increase/decrease or delete the quantities of goods etc at the time of award of contract and also reserves the right to enhance the quantity by 15% goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions of good at any time during the contract period.

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 contract award, without thereby incurring any liability to the affected Bidders or Bidders on the grounds for the purchaser action.

UNDERTAKING

1. That I/we agree whether our accepted for total or enhanced quantity for all or any single items. 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.
2. I/we understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Government/Semi-Government Institution in the province in the same fiscal year.
3. I/we undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect our contract any cancelled at any stage on our cost and risk.

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirements specified in the invitation to this tender.

Income tax and other taxes will be deducted according to the Government Rules.

Fluctuation in Government taxes will be paid by the successful bidders.

Revised schedule of taxes / any new taxes if & when announce by the Government during the current financial year taxes will be paid by the successful bidders.

Signature of Vendor/Supplier: 

Designation:

Address:

Contract Agreement

This Agreement (the "Agreement") is entered into _____ (the "Effective Date"), by and between _____, with an address of _____ (the "Seller") and _____, with an address of _____ (the "Buyer"), also individually referred to as "Party", and collectively "the Parties."

BACKGROUND:

The Seller is the manufacturer/distributor of the following product(s):

_____;

And the Buyer wishes to purchase the aforementioned product(s).

THEREFORE, the Parties agree as follows:

1. **Sale of Goods.** The Seller shall make available for sale and the Buyer shall purchase _____ (the "Goods").
2. **Delivery.** The Seller shall deliver the Goods to the Buyer at _____. The Goods shall be deemed delivered when the Buyer has accepted delivery at the above-referenced location. The shipping method shall be determined by the Seller, but the Buyer will only be responsible for shipping costs up to _____.
3. **Purchase Price & Payments.** The Seller agrees to sell the Goods to the Buyer for _____. The Seller will provide an invoice to the Buyer at the time of delivery. All invoices must be paid, in full, within thirty (30) days. Any balances not paid within thirty (30) days will be subject to a five percent (5%) late payment penalty.
4. **Inspection of Goods & Rejection.** The Buyer is entitled to inspect the Goods upon delivery. If the Goods are unacceptable for any reason, the Buyer must reject them at the time of delivery or within five (5) business days from the date of delivery. If the Buyer has not rejected the Goods within five (5) business days from the date of delivery, the Buyer shall have waived any right to reject that specific delivery of Goods. In the event the Buyer rejects the Goods, the Buyer shall allow the Seller a reasonable time to cure the deficiency. A reasonable time period shall be determined by industry standards for the particular Goods, as well as the Seller and the Buyer.

5. **Risk of Loss.** Risk of loss will be on the Seller until the time when the Buyer accepts delivery. The Seller shall maintain any and all necessary insurance in order to insure the Goods against loss at the Seller's own expense.
6. **Title.** Title to the Goods will remain with the Seller until the Buyer accepts delivery.
7. **Excuse for Delay or Failure to Perform.** The Seller will not be liable to the Buyer for any delay, non-delivery or default of this Agreement due to labor disputes, transportation shortage, delay or shortage of materials to produce the Goods, fires, accidents, Acts of God, or any other causes outside of the Seller's control. The Seller shall notify the Buyer immediately upon realization that it will not be able to deliver the Goods as promised. Either Party may terminate this Agreement upon such notice.
8. **Termination.** This Agreement may be terminated at any time by either Party upon written notice to the other Party. The Buyer will be responsible for payment of all Goods delivered and accepted up to the date of termination.
9. **Disclaimer of Warranties.** The Goods Are Sold 'As Is'. The Seller Expressly Disclaims All Warranties, Whether Express Or Implied, Including, But Not Limited To, Any Implied Warranty Of Merchantability Or Fitness For A Particular Purpose.
10. **Limitation of Liability.** Under No Circumstances Shall Either Party Be Liable To The Other Party Or Any Third Party For Any Damages Resulting From Any Part Of This Agreement Such As, But Not Limited To, Loss Of Revenue Or Anticipated Profit Or Lost Business, Costs Of Delay Or Failure Of Delivery, Which Are Not Related To Or The Direct Result Of A Party's Negligence Or Breach.
11. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.
12. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or future exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
13. **Remedies and Legal Fees.** In the event of a dispute, the Buyer's sole remedy for any and all losses or damages resulting from defective Goods or from any other cause will be for the purchase price of the particular Goods with respect to which losses or damages are claimed, plus any shipping costs paid by the Buyer. In the event such dispute results in

legal action, the successful Party will be entitled to its legal fees, including, but not limited to its attorneys' fees.

14. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Agreement.
15. **Governing Law and Jurisdiction.** The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Agreement shall be governed by _____ law.
16. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both Parties.
17. **Income tax and other taxes** will be deducted according to the Government Rules.
18. Revised schedule of taxes / any new taxes if & when announce by the Government during the current financial year taxes will be paid by the successful bidders.
19. **Fluctuation in Government taxes** will be paid by the successful bidders.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Director

Signed: _____

Name: _____

Date: _____

Vendor

Signed: _____

Name: _____

Date: _____



Note

1. All the above said instructions, terms and conditions in this bidding document must be read carefully for compliance, else the offer will be ignored.
2. In case of discrepancy between the unit price and total, the unit price shall prevail
3. Institute reserves the right to ask and verify any document from the participants related with Manufacturer / Importer of item, to assess the quality.
4. All the Bid documents should be submitted page wise, any missing of papers will not be responsible of procurement authority.
5. Shortfall of any document given under evaluation criteria shall render the Bidding firm ineligible for competition.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, located on the right side of the page.

S.No	AU	NAME OF PRODUCT	SIZE	QTY	RATE <i>including all taxes</i>	MFG
1		Custard	Large	As per requirement		
2		Apples (Golden)	Per Dozen	As per requirement		
3		Bell-Pepper	Per Kg	As per requirement		
4		Black Chilies	Per Kg	As per requirement		
5		Bread	Large	As per requirement		
6		Cabbage	Per Kg	As per requirement		
7		Cardamom	Per Kg	As per requirement		
8		Coriander Seeds	Per Kg	As per requirement		
9		Carrot	Per Kg	As per requirement		
10		Chicken Meat	Per Kg	As per requirement		
11		Cooking Oil	Per 16 ltr tin	As per requirement		
12		Cumin	Per Kg	As per requirement		
13		Dish Washing Soap	Per Carton	As per requirement		
14		Egg	Per Dozen	As per requirement		
15		Fenugreek Leaves	Per Kg	As per requirement		
16		Fish	Per Kg	As per requirement		
17		Flour	Per Kg	As per requirement		
18		Fried Chicken Spices	Per Packet	As per requirement		
19		Fried Fish Spices	Per Packet	As per requirement		
20		Fried Goat Spices	Per Packet	As per requirement		
21		Garlic	Per Kg	As per requirement		
22		Ginger	Per Kg	As per requirement		
23		Goat Meat	Per Kg	As per requirement		
24		Green-Pepper	Per Kg	As per requirement		
25		Pulses (Mash)	Per Kg	As per requirement		
26		Match Box	Per Packet	As per requirement		
27		Fresh Milk (liquid)	Per lit	As per requirement		
28		Mix Spices	Per Packet	As per requirement		
29		Onions	Per Kg	As per requirement		
30		Oranges	Per Kg	As per requirement		
31		Plum	Per Kg	As per requirement		
32		Potatoes	Per Kg	As per requirement		
33		Pulses (Mong)	Per Kg	As per requirement		
34		Red Chillies	Per Packet	As per requirement		
35		Rice Cella	Per Kg	As per requirement		
36		Salt (Iodine)	Per Packet	As per requirement		
37		Sugar	Per Kg	As per requirement		
38		Tea	Per Cup	As per requirement		
39		Tomatoes	Per Kg	As per requirement		
40		Turmeric	Per Packet	As per requirement		
41		Biryani Masalla	Per Packet	As per requirement		
42		Mix Vegetable Spices	Per Packet	As per requirement		
43		Cilantro	Per Kg	As per requirement		
44		Curd	Per Kg	As per requirement		
45		Chickpeas	Per kg	As per requirement		
46		Peas	Per kg	As per requirement		
47		Fried onion(ready to cook)	Per pkt	As per requirement		
48		Pumpkin	Per kg	As per requirement		

DIET ITEMS

District Head Quarter Hospital Sujawal

49	Prunes (SukalAlubukhar)	Per kg	As per requirement		
50	Apricot	Per kg	As per requirement		
51	Chikoo	Per kg	As per requirement		

DR. DILEEP KUMAR
CIVIL SURGEON
DHQ HOSPITAL SUJAWAL
DR. DILEEP KUMAR
CIVIL SURGEON / M.S
CIVIL HOSPITAL SUJAWAL



**DISTRICT HEAD QUARTER HOSPITAL
SUJAWAL**

BIDDING DOCUMENTS

**PROCUREMENT OF DIET MATERIALS FOR PATIENTS
AT DHQ SUJAWAL FOR
THE FINANCIAL YEAR 2024-2025
DUE ON 2nd October, 2024 AT 12:30 PM**

Issued By:
OFFICE OF CIVIL SURGEON
DISTRICT HEAD QUARTER HOSPITAL SUJAWAL.
Ph: 0298-510034
Email: civilhospitalsujawal@gmail.com


DR. DILJIT KUMAR
CIVIL SURGEON / M.S
DISTRICT HOSPITAL SUJAWAL