



F.08 – 10/2009 – NACP

NATIONAL AIDS CONTROL PROGRAMME

(National Institute of Health, Chak Shahzad, Islamabad)
Phone: 92-51- 9255367-8, 9255096, Fax: 92-51-9255214

Tender Enquiry: 017/2017

Purchase of Miscellaneous Items for ART Centre Karachi

(HIV/AIDS treatment Centres , at Hyderabad, Nawab shah, Sukkur, Mirpurkhas)

November 22, 2017



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LIST OF BIDDING DOCUMENTS.

| | | |
|-----|--------------------------------|------------|
| 1. | Invitation to Tender | Page 3-4 |
| 2. | Pro-forma Tender | Page 5-6 |
| 3. | Delivery Schedule | Page 7 |
| 4. | Form of Bid. | Page 8 |
| 5. | Term & Conditions for Bidding. | Page 9-10 |
| 6. | Form of Contract | Page 11-12 |
| 7. | Certificates from Bidder | Page 13 |
| 8. | Receipt of Security | Page 14 |
| 9. | List of items to be purchased | Annexure-A |
| 10. | Form of Financial Proposal | Annexure-B |



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INVITATION TO TENDER NO. 017/2016

Due on : 22.11.2017

To,

M/s. _____

You are hereby invited to submit your bid/quotation for purchase of items (detail mentioned in Annex. A to bidding documents) subject to the conditions attached herewith and those mentioned hereunder. The contract resulting from this invitation to tender shall be governed by the special conditions of contract as contained in enclosed format of contract wherever applicable. The bidder quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and particulars of the store required and their specifications, etc.

2. The bidder shall attach & sign the certificate as per specification to the effect that the items shall be supplied exactly in accordance with the requirement specified. In case there is any deviation it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement/specification.
3. Income tax at the rate applicable at the time of final payment of the total value of contract/final invoice(s) shall be deducted from the bill payable to the contractor/supplier.
4. No change in the above particulars shall be allowed except in special circumstances at the discretion of the purchaser.
5. All quoted prices must be included all applicable taxes
6. The items are required for delivery/shipment as stated in the delivery schedule.



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7. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored.
8. The purchaser does not pledge itself to accept the lowest tender and reserves to itself the right of accepting the full or part quantity offered and

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**TENDER
ENQUIRY PROFORMA FOR PURCHASE AND DELIVERY AT
VENUE SPECIFIED BY THE PURCHASER.**

TENDER ENQUIRY NO. 017/2016

Date of opening **22/07/2016 (12:00 noon)**

Time of Receipt **11: 30 am**

Delivery period **07 Days**

Note: Please read the following note and instructions carefully: -

Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if: -

- i. Received without earnest money @ 1 % of the bid price.
 - ii. It is received after the time and date fixed for the purpose.
 - iii. The bid is unsigned.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is from a firm, blacklisted by the Government at the time of submission of this bid.
 - vii. The offer is received by telegram.
 - viii. The offer received with shorter validity than required in the tender enquiry.
 - ix. The offer is for goods not conforming to specifications attached with these tender documents.
 - x. It is received from supplier, which is not authorized distributor.
 - xi. If the bidder submitted multiple prices against one/each item
2. All the Tenders shall be submitted according to the procedure laid down in Rules 36 (a) of Public Procurement Rules 2004, as reproduced below:

Section –36 Procedure of open competitive bidding

(a) Single Stage, One- envelope Procedure



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- (i) The bid shall comprise one single package containing the financial bid received shall be opened and evaluated in the manner prescribed in the bidding documents.
 - (ii) The bid/tender enquiry number shall be marked on the envelop
 - (iii) The bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (vii) The procuring agency/committee will evaluate the submitted bid/financial proposal the bid.
 - (viii) The bid found to be the lowest price/bid shall be accepted.
3. Offer will remain valid for 120 days from the date of opening the tender.
4. The purchaser reserves the right to purchase all any of the items quoted or ignore/scrap/cancel the tender without assigning any reasons. However, the term, and conditions as stated in Public Procurement Rules, 2004 shall apply in this regard.
- (a). If the acceptance of tender issued during the validity period of the offer is not accepted by the bidder, the Earnest- Money shall be forfeited.
 - (b). In case the contractor/supplier fails to execute the contract strictly in accordance with terms and conditions laid down in the contract, the security deposited by him shall be forfeited.
6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of items.

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DELIVERY TIME/COMPLETION SCHEDULE

1. Tender No. 017/2017
2. Last time and date of submission of bids. 11.30 A.M on 22 /11/2017
3. Date and time of opening. 12.00 noon on 22/11/2017
4. Delivery period. Within **07** days of placing the Order(s)/signing of contract. PO may be more than one in a year.
5. Place of Delivery
ART (HIV/AIDS) Treatment Centres working under SACP at
i. Haiderabad ii. Nawabshah
ii. iii. Sukkur iv. MirpurKhas
as per delivery plan
6. Name & Address of Consignee. National AIDS Control Programme,
NIH, Park Road Chak Shahzad
Islamabad.

National Programme Manager
National AIDS Control Programme
Chairman Procurement Committee



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(Cover letter by bidder)

To,

The Chairman,
Procurement Committee.

We hereby submit bid for supply of items mentioned in the list attached with Tender Enquiry No. **017/2017**. Detail of our offer and particulars of Bid/Firm are as under: -

- i. Name and Address of Firm
.....
.....
- ii. Description of Stores
.....
- iii. National Tax No.
- iv. GST Registration No.
- v. Delivery Period.
- vi. Validity period of offer
- vii. Technical proposal Attached (if any)
- viii. Financial Proposal. Quotation showing per unit rate on Firm's letter head (In sealed envelope) is attached.
- ix. Earnest Money Cross Cheque No.....
for Rs. attached.
Signature
Name of Manufacturer/Authorized Dealer
Name & Seal of the Firm



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TERMS & CONDITIONS FOR BIDDING

1. The items would have to be supplied by the supplier within 07 days of placement of order/signing of contract. However, this period may be extended in consideration of special circumstances with the consent of both, the supplier and purchaser.
2. Bidder must quote the rates on firm's letter head as per Performa attached as *Annex B* with the bidding documents.
3. Tender should be addressed to the Chairman Procurement Committee.
4. The bidder should quote their firm and final rates both in words as well as in figures.
5. Against indigenous stores bidders who are manufacturers must indicate names and address for the works in Pakistan from where they intend to supply the items.
6. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
7. Bidder should mention/offer one price against single item multiple bid(s) against single item will be ignored/rejected.
8. The bidders shall enclosed catalogues/leaflets/literature and other technical data, if any in respect of items offered by them.
9. The original call deposit/cross cheque for the earnest money must be attached with the financial proposal;
10. Bidder's name must be in Active Tax Payer List.
11. The bidders shall specifically indicate their National Tax No. and General Sales Tax Registration No.
12. Any erasers/cutting/crossing/overwriting etc appearing in the offer must be properly signed by the person signing the bid.
13. A certificate shall be given by the bidder that the firm will be responsible for free replacement of items if the same are found to be substandard and/or at variance with the specifications given in the tender enquiry. In case similar items offered are at variance with the specification given in the tender enquiry, the bidders must clearly indicate variations in their offer. Stores offered of specifications superior to the one specified in the tender enquiry shall however be acceptable.
14. Store (items) should be brand new and in original manufacturers packing.
15. Warrantee period of one year with free replacement of items with in contract period.
16. Firm participating in bid must have a good name and experience in the supply of laboratory items and consumables with registered office in Rawalpindi /Islamabad.



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17. Following attested documents are to be submitted along with the tender:

- a. Earnest money in the form of cross cheque @ 1% of the bid price.
- b. A copy of valid manufacturer's authority letter for distribution certificate/agreement if applicable for any item.
- c. Under taking that the firm will complete the supply the stores within agreed/mentioned days of the receipt of supply order(s).
- d. A certificate that firm will abide all terms and conditions of the tender.
- e. General sale tax registration certificate.
- f. Professional tax certificate.
- g. Client list.

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FORM OF CONTRACT

This contract is made at Islamabad on __ day of ____2017 between the NACP NIH Chack Shahzad Islamabad through the National Programme Manager/Chairman Procurement Committee (hereinafter called the "Purchaser") of the First Part and M/s , (hereinafter called the "Supplier") of the Second Part.

Whereas the Purchaser invited bids for procurement of items in pursuance whereof M/s , being the authorized supplier/seller/distributor of laboratory and consumable items mentioned in the Supply Order and **whereas** the Purchaser has accepted the bid by the supplier for the supply of items mentioned in the supply order on price mentioned in the accepted financial bid. (Copy of bid annexed-A)

NOW THIS CONTRACT WIENESSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Tender Form and this Contract.
- 2) The following documents form and be read and construed as integral part of this Contract namely:
 - i) The Tender Form and the price schedule submitted by the Bidder.
 - ii) The Terms and Conditions of Contract and
 - iii) The Purchaser's Notification of Award (Supply Order(s) with in the contract period.
- 3) In consideration of the payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of this contract.
- 4) The PR-NACP will settle the final invoice within 15 working days after receiving of final invoice subject to the delivery of required items and receiving of work completion/satisfactory inspection report from the concern officer.
- 5) The Purchaser hereby covenants to pay the supplier, in consideration of the provision of the Goods and Services and the remedy of defects therein, the Contract Price or such other sum as may become payable under the provisions of this contract at the time and in the manner prescribed by this contract.
- 6) In case deliveries are not completed within the time frame specified in the Supply Order, the Contract to the extent of non-delivered portion of the supply will stand cancelled with out formal notification to this effect. No supply will be accepted and the earnest money will be forfeited.
- 7) The supplier may not be liable to forfeiture of its earnest money, liquidated damages or termination/blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligation under the contract is the result of an event of Force Majeure. For the purpose of this clause Force Majeure means



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an act of God or an event beyond the control of the supplier and not involving the supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser promptly in writing with sufficient and valid evidence of such conditions and the cause thereof. The Force Majeure Committee will examine the pros cons of the case and all responsible alternatives means for completion of supply order under this contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as for as is reasonable practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

- 8) This contract is valid for the period of NFM grant as validity period mentioned in the tender documents.
- 9) In case of any dispute, decision of the Arbitration Committee, will be final and binding upon the parties. The award rendered by the sole arbitrator shall be final and binding on all parties.
- 10) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at **Islamabad** and shall enter into force on the day, month and year first above mentioned.

Signed/Sealed by the
Distributor/Seller

Signed/Sealed by the
Purchaser



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CERTIFICATE

We hereby confirm to have read carefully the description of items and all the terms and conditions of your tender enquiry No. **017/2017** due for opening on **22/11/2017** for the supply of items in additions to the condition specified in contract and all the special instructions attached to the tender enquiry. We agree to abide by all instructions/ conditions.

2. We also hereby categorically confirm that the stores/items offered by us are exactly of the particulars and specifications as laid down in your tender enquiry in all respect.

3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry the same may be ignored.

4. We hereby confirm to adhere to the delivery period required in the Delivery Schedule which would be the essence of the contract and which shall be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on supplies at 1 % per month or part thereof.

6. Offered price will be valid for mentioned validity period of 120 days.

7. We accept that procuring agency can examine the samples before delivery and issuance of the purchase order or contract. In case of non –compliance procuring agency has right not to issue any purchase order or contract.

8. Certified that the prices quoted by us to NPM **NACP**, NIH Islamabad tender No. **017/2017** are not more than the price charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.

Name of Bidder/ Firm.....

Signature of proprietor (bidder)

Address

Seal

Telephone No. i)

ii). Mobile



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iii). Fax No.

RECEIPT OF SECURITY

A sum of Rs. in the Form of Deposit at Call No.

..... dated has been obtained as security for successful completion of the contract. In case the contractor fails to supply the stores/items ordered, the amount of security shall be forfeited. The purchaser also reserves the rights to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.

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ANNEXURE A

LIST OF ITEMS TO BE PURCHASED WITH SPECIFICATIONS

| S.No. | Items | Technical Specifications | Unit | Total |
|-------|-------------------------------|---|------|-------|
| 1 | Printer | LaserJet print speed: up to 23 PPM, hi-speed USB port Max document size: A4, A5 and A6, LED display | No. | 4 |
| 2 | Steel Cabinet-Patients record | Steel Office Almira Size 6'x3'x2' Inside four shelves, 22swg silver hammer paint finish | No. | 4 |
| 3 | Steel Cabinet-Medicines | Steel Showcase Size 6'x3'x2' (Almira type) with two doors fitted with glasses and lock. Inside 04 shelves 22 swg Body made, silver hammer paint outside and white enamel inside finish. | No. | 4 |
| 4 | Office Table | 5x2-1/2 feet wooden frame, laminated top | No. | 4 |
| 5 | Computer Table | 3X2-1/2 feet wooden frame, Laminated top | No. | 4 |
| 6 | Executive Chair | Revolving, high Back | No. | 4 |
| 8 | Computer Chair | Revolving, low Back | No. | 4 |
| 9 | Visitor Chair | Steel Frame Black Leatherite | No. | 8 |
| 10 | Fire Extinguisher | 02 Kg Powder filled | No. | 8 |
| 11 | Electric Insect killer | 02 uv light rods electric | No. | 4 |
| 12 | Refrigerator 8 Cuf | 8 cuft | No. | 4 |
| 13 | Split A.C-1.5 ton | Gree 1800 CITH, 1.5 Ton only cool, with accessories and installation | No. | 4 |
| 15 | waste bin | Plastic with lid 10 L capacity | No. | 4 |
| 16 | weight machine | Equ: Camry BR-9808 weighing scale | No. | 4 |
| 17 | BP appratus | Equ: Certeza Wall tye mercurial sphygmomanometer | | 4 |
| 18 | UPS | 720 watt- 1200 VA | No. | 4 |
| 19 | Batteries | 180 amp wet acid | | 4 |

*Quantity to be purchased may be increase or decrease subject to the availability budget and establishment of site.



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Annexure B

FINANCIAL BID/PROPOSAL

(Must be printed on Firms letter head signed and stamped)

| S.No. | Product | Specs | UoM | Quantity | Brand Name & Model No. | Unit Cost Rs. | Total Cost Rs. |
|--------------|--------------------------------|--|------------|-----------------|-----------------------------------|----------------------|-----------------------|
| 1 | Printer | LaserJet print speed: up to 23 PPM, hi-speed USB port Max document size: A4, A5 and A6, LED display | No. | 4 | | | |
| 2 | Steel Cabinet- Patients record | Steel Office Almirah Size 6'x3'x2' Inside four shelves, 22swg silver hammer paint finish | No. | 4 | | | |
| 3 | Steel Cabinet- Medicines | Steel Showcase Size 6'x3'x2' (Almirah type) with two doors fitted with glasses and lock. Inside 04 shelves 22 swg Body made, silver hammer paint outside and white enamel inside finish. | No. | 4 | | | |
| 4 | Office Table | 5x2-1/2 feet wooden frame, laminated top | No. | 4 | | | |
| 5 | Computer Table | 3X2-1/2 feet wooden frame, Laminated top | No. | 4 | | | |
| 6 | Executive Chair | Revolving, high Back | No. | 4 | | | |
| 8 | Computer Chair | Revolving, low Back | No. | 4 | | | |
| 9 | Visitor Chair | Steel Frame Black Leatherite | No. | 8 | | | |
| 10 | Fire Extinguisher | 02 Kg Powder filled | No. | 8 | | | |
| 11 | Electric Insect killer | 02 uv light rods electric | No. | 4 | | | |
| 12 | Refrigerator 8 Cuf | 8 cuft | No. | 4 | | | |
| 13 | Split A.C-1.5 ton | Gree 1800 CITH, 1.5 Ton only cool, with accessories and installation | No. | 4 | | | |
| 15 | waste bin | Plastic with lid 10 L capacity | No. | 4 | | | |



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| | | | | | | | |
|----|----------------|--|-----|---|--|--|--|
| 16 | weight machine | Equ: Camry BR-9808 weighing scale | No. | 4 | | | |
| 17 | BP appratus | Equ: Certeza Wall tye mercurial sphygmomanometer | No. | 4 | | | |
| 18 | UPS | 720 watt- 1200 VA | No. | 4 | | | |
| 19 | Batteries | 180 amp wet acid | No. | 4 | | | |

Total amount of Bid in Figures-----

Total amount of Bid in words-----

Signatures of authorized person-----

- Note: 1. The quoted rates should be inclusive of all applicable Govt. taxes
2. Procuring Agency will do least cost based selection, (overall total amount of bid mentioned in the financial proposal)*



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Procurement process has been proposed:

| S.# | Activity | Timeline |
|------------|---|-----------------|
| i. | Approval from the National Programme Manager Chairman Purchase Committee before floating it in the newspapers | 06.11.2017 |
| ii. | Floating on PPRA web | 07.11.2017 |
| iii. | Submission of proposals by the interested firms and meeting of above committee | 22.11.2017 |
| iv. | Opening proposals | 22.11.2017 |
| v. | Evaluation of proposals, quotes | 22.11.2017 |
| vi. | Final approval from the Chairman NPM | 23.11.2017 |
| vii. | Award of contract to the successful firm | 24.11.2017 |
| Viii. | Completion of delivery of items | 02.12.2017 |

National Programme Manager
National AIDS Control Programme
Chairman Procurement Committee