

STANDARD BIDDING DOCUMENTS (SBDs)

SUPPLY OF:

- i. SURGICAL SUNDRIES (DISPOSABLES)
- ii. SUTURES & O.T ITEMS
- iii. INSTRUMENTS
- iv. ENDOSCOPIC ITEMS
- v. CORONARY ANGIOGRAPHY AND ANGIOPLASTY ITEMS
- vi. OPHTHALMIC ITEMS
- vii. ORTHOPEDIC IMPLANTS
- viii. STERILAZATION ITEMS
- ix. MISC. & ALLIED ITEMS

ON RATE CONTRACT BASIS

COST OF TENDER DOCUMENTS:	Rs. 2,000/= Rupees Two Thousand Only (Non-Refundable) in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
TENDER PROCEDURE:	Single Stage - Two Envelope as per rule 46(2) of SPPRA Rules 2010 (Amended till date)
TENDER PURCHASING DATE:	From the date of publishing up to 14-03-2018
TENDER SUBMISSION DATE AND TIME:	15th March, 2018 at up to 11:30 am
TENDER OPENING DATE AND TIME :	15th March, 2018 at 12:00 Noon
TENDER SUBMISSION PLACE :	Dow University of Health Sciences (OJHA Campus) Procurement Directorate at Library Block, SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi
TENDER OPENING PLACE :	Seminar Room, Digital Library Block, OJHA Campus, Karachi

NOTE:

- 1) No tender will be accepted after closing of the Tender box, what so ever reason may be.
- 2) All the participants must be signed each & every page of bid documents, else offer will be rejected.



DOW UNIVERSITY OF HEALTH SCIENCES – KARACHI

Suparco Road off Main University Road, Gulzar-e-Hijri, Scheme 33, Karachi
Contacts: 021-99261472-9 Ext: 2461 / 4108, e-mail: director.procurement@duhs.edu.pk

BIDDING DATA

Procuring Agency	:	Dow University of Health Sciences,
Address	:	Dow University of Health Sciences (OJHA Campus) Procurement Directorate, Library Block, SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi.
Name of Item	:	Supply of Surgical Sundries (Disposables) Sutures & O.T Items Instruments Endoscopic Items Coronary Angiography and Angioplasty Items Ophthalmic Items Orthopedic Implants Sterilization Items Misc. & Allied items
Bid Validity date)	:	90 days (As per SPP Rules – 2010) (Amended till date)
Amount of Bid Security	:	2% of total bid value
Date of Submission	:	15 th March, 2018 at up to 11:30 am
Date of Opening	:	15 th March, 2018 at 12:00 Noon
Performance Security	:	2.5% of the Total Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – Two Envelope Procedure as per SPPRA Rules 46(2)
Technical Evaluation Criteria / Eligibility Criteria	:	As per Annexure – A
Advance Payment	:	No Advance Payment will be allowed
Inspection Authority	:	Nominated Inspection Committee
Place of Inspection	:	Pharmacy Store, Procurement Directorate
Place of Delivery	:	Pharmacy Store, Procurement Directorate

- **Bidders are required to comply with all the clauses mentioned in the Terms and Conditions of the Bid Documents and any deviation will forbid them from competing in the tender.**

TERMS & CONDITIONS

Bid will be valid for 90 days from the date of tender opening. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses on free delivery to Consignee's end at Dow University of Health Sciences, Karachi. Price should be quoted in Figures & Words both, failing which the offer will be ignored.

ITEM #	NOMENCLATURE / PRODUCT NAME	QUANTITY DEMANDED		PRICE PER UNIT
	DETAILS OF ITEMS & QUANTITY ATTACHED ANNEXURE "C"			

DELIVERY PERIOD

VALIDITY

1. GENERAL CONDITIONS & INSTRUCTIONS:

- 1.1. Sealed bids are invited from Manufacturers / Importers or their authorized Distributors on **Single Stage-Two Envelopes Procedure** basis as per Clause 46(2) of SPPRA Rules, 2010 (Amended till date) i.e. **TECHNICAL** and **FINANCIAL PROPOSAL** will be submitted in separate sealed envelopes
- 1.2. The quoted rates should be in Pak. Rupees and must be valid for 12 months (extendable for further 6 months with mutual consent or till the finalization of next tender). Orders will be placed as per requirement after receiving demand from the concern department of DUHS.
- 1.3. The tender shall be submitted with all documents in sealed envelopes. The envelope must contain tender inquiry Number on the top, the name of the Bidder should be affixed on the face of the envelope. The Bidder should prepare the Tender in form of **Technical** and **Financial** proposals separately. The envelope should be marked **Technical Proposal** and **Financial Proposal** in BOLD and legible letters to avoid confusion. Envelopes should be sealed and addressed to Director Procurement, Dow University of Health Sciences, Karachi and inserted in Tender box by hand or mail on the scheduled date and time, else tender will not be entertained and would be returned unopened to the bidders.
- 1.4. **Technical Proposal should have the following documents:**
 - I. The Tender Purchase Receipt (original) must be attached along with Technical Proposal, else the bids will be rejected. For alternate offer a separate Purchase Receipt (original) shall be submitted, otherwise both Proposals will be rejected.
 - II. Photocopy of Pay Order / Demand Draft / Call Deposit / Bank Guarantee of Security Deposit should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft / Call Deposit / Bank Guarantee, otherwise the bid will not be considered.
 - III. Copy of the Bid offer without showing the rates.
 - IV. Valid Manufacturing License, Registration Certificate with Ministry of Health (if applicable).
 - V. N.T.N / Income Tax Certificate.
 - VI. FDA/IEC Certificate.
 - VII. Valid Professional Tax Certificate.
 - VIII. GST Registration Certificate (if applicable).

- IX. Bidder and / or manufacture and / or importer of goods should submit a sealed letter from Bank that they can perform business of more than / equal to as under:

S. #	Categories	Minimum Financial Turnover (Each Year) for Last Three Years
(i)	Surgical Sundries (Disposables)	50 Million
(ii)	Sutures & O.T Items	50 Million
(iii)	Instruments	10 Million
(iv)	Endoscopic Items	20 Million
(v)	Coronary Angiography and Angioplasty Items	20 Million
(vi)	Ophthalmic Items	10 Million
(vii)	Orthopedic Implants	10 Million
(viii)	Sterilization Items	10 Million
(ix)	Misc. & Allied Items	10 Million

1.5. Financial Proposals should have the following documents:

- I. Original Pay Order / Demand Draft / Call Deposit / Bank Guarantee of Security Deposit
- II. Original copy of the Financial Proposals with Quoted price.
- III. Printed Price List of the Manufacturer / Importer indicating Trade Price and Retail Price which should be duly signed and stamped by the Authorized person of the Firm.

1.6. Only Manufacturers / Importers or their authorized distributors can participate in the Tender. The Distributor should submit authorization letter in Original (as per specimen) addressed to Director Procurement, Dow University of Health Sciences, Karachi with reference to this Tender.

1.7. (A) For Manufacturer:

All the Bidders (Manufacturers or their Distributors) should fill the Company Profile Performa which should be filled by the Manufacturer, duly signed and stamped and should be submitted at the specified time of Tender submission along with the relevant certificate and documents otherwise the bid will be ignored. The Company Profile Performa should have the following documents:

- I. Photocopy of Registration Certificate issued by Ministry of Health Islamabad (if applicable).
- II. Other relevant documents as required in Company Profile Performa.
- III. Any other Documents / Information (as mentioned in Evaluation Criteria)

1.6. (B) For Importer:

All the bidders (Importer or their authorized distributors) should fill the Sole Agent Performa duly signed and stamped and should be submitted at the specified time of tender submission along with the relevant documents as required in the Performa and any other Documents / Information (as mentioned in Evaluation Criteria).

1.7. Tenders must be completed by typing in the column provided / on separate Letter Head duly signed. Soft copy of the tender documents can be downloaded from the website of the Dow University of Health Sciences (www.duhs.edu.pk) as well as from authiry's website i.e www.pprasindh.gov.pk

1.8. The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.

- 1.9. The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 1.10. Conditional Tenders against the Government Rules / policy will not be considered /entertained / accepted.
- 1.11. Tenders shall be accompanied by Bid Security @ 2% of total bid value in shape of Pay Order / Demand Draft / Call Deposit / Bank Guarantee in favor of **Dow University of Health Sciences, Karachi.**
- 1.12. All Bidders should provide **Samples** free of cost of the each quoted product.
- 1.13. The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Government or local bodies and will be deducted from the bill of the contractors / suppliers.
- 1.14. All the (applicable) Government taxes (Income Tax / Sindh Sales Tax (if applicable) / 0.35% Stamp Duty of the value of the contract amount will be affixed on the bills or on the contract agreement of the full contract value by the Contractors / Suppliers.
- 1.15. If the Contractors / Suppliers require Tax exemption facility regarding non deduction of Advance Income Tax vide CR No. 1(10)WHT/2001, dated 11th April, 2002, the required documents shall be submitted. The copy of the exemption certificate issued by the concerned authority must be attached and on a copy of Bill of Entry duly attached in case bid price is on C&F basis & Tax paid Challan copy duly attested should be attached with the bill along with an undertaking on Company Letter Head.
- 1.16. One "**SAMPLE TENDER PERFORMA**" is supplied with the list of items to be purchased. The items have to be quoted on the Performa; duly filled stamped & signed by the authorized bidder. Only those items shall be typed on the Performa / separate letter head (as per serial of Performa) for which the rates are to be quoted. Any alteration / correction must be initialed and each page is to be signed and stamped at the bottom.
- 1.17. Schedule is prepared with the generic name; however the bidder may also mention the brand name against the generic name.
- 1.18. Registration number (if applicable), make or origin of the country of the goods must be mentioned for each item, for which quotation is given, otherwise it will not be considered. The bidder will also provide original warranty of Manufacturer / Importer with Batch number and Quantity at the time of supply of goods (if applicable).
- 1.19. The quoted rates once offered by the firms will not be changed during the contract period.
- 1.20. **ALL DOCUMENTS SHOULD BE SUBMITTED DULY PAGINATED / FLAGGED AND THE DETAILED OF THE DOCUMENTS SHOULD ALSO BE MENTIONED IN FRONT OF THE INDEX, ELSE PROCUREMENT COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT.**
2. **SPECIAL CONDITIONS:**
 - 2.1. Stores are required as early as possible. The bidder may, however, give their short guaranteed delivery period by which the supply will be completed positively.
 - 2.2. The bidders shall quote their firm and final price both in figure and in words on free delivery basis to Dow University of Health Sciences, Karachi.
 - 2.3. Distributor once nominated by the manufacturer / importer will be for the whole contract period and manufacturer / importer cannot change its distributor during the contract period in any case.

- 2.4. No manufacturer / importer shall authorize their distributor / agent / any firm or person to quote the same item, which the manufacturer / importer is quoting itself in any tender. Failing those offers of both the manufacturer / importer as well as other bidder shall be ignored.
- 2.5. The manufacturer / importer of sub-standard adulterated spurious, counterfeit, misbranded or contaminated item(s) etc., may be black listed by the competent authority (as per Rule-35 and relevant rules / regulations / polices / instructions of SPPRA).
- 2.6. If goods are declared sub-standard the Manufacturer and their Distributor are equally responsible and are bound to supply additional quantity of whole supply free of cost. (in case of failure the contract will be terminated as per relevant rules / conditions etc.)
- 2.7. The supply should be executed in minimum number of batches (if applicable).
- 2.8. The Technical evaluation carried out by the Committee Dow University of Health Sciences, Karachi will be final, which will be assessed on clinical experience basis of the consultant(s) in the relevant specialty.
- 2.9. Only items approved by the Committee consultant(s) will be considered by the Procurement Committee.
- 2.10. Only those item's Financial offer will be announced / considered which were technically qualify by the Committee consultant(s), if any firm wants to give the separate item wise financial bid they are advised to give separate item wise sealed envelope (s) of every item and should mention the name of the item and tender serial number on the front in **BOLD and legible letters** to avoid confusion, else the Financial Proposal Envelope will be opened on qualified item basis and it will not be challenged by the Suppliers / Contractors to open the Financial Proposal of the disqualified items.
- 2.11. If a sample of a batch/lot number of goods is declared sub-standard, not as per specification, those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality within 45 days against the rejected batch. Otherwise amount equivalent to the supplied quantity of defective goods will be deducted from their bill and legal action will be initiated against the offending firm accordingly.
- 2.12. Manufacturer / Importer will issue an authorization letter as per attached sample Performa along with technical proposal.
3. **PURCHASER'S RIGHT TO VARY QUANTITIES**
The DUHS Authority reserves right to increase / decrease or delete the quantities of goods, at the time of award of contract and also reserves the right to enhance the quantity of goods / services originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during contract period as per SPPRA Rules, 2010 (Amended till date).
4. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:**
The DUHS Authority reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended till date).
5. **PERFORMANCE SECURITY:**
The successful bidders will have to deposit requisite security in the shape of a Pay Order / Demand Draft / Call Deposit / Bank Guarantee at **2.5%** value of the contract amount. The same will be released after successful completion of stores or till the finalization of contract. After the acceptance of the Tender by the Vendor, a purchase order may be issued and if offer is not accepted by the Vendor, the Bid Security shall be forfeited as per SPPRA Rules, 2010 (Amended till date).
6. **SHELF LIFE REQUIRED:**
No supply will be accepted having expiry date less than 80% of shelf life for the National manufacturer and 70% for imported items (wherever applicable).

7. REDRESSAL:

Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended till date).

8. TECHNICAL EVALUATION CRITERIA / ELIGIBILITY CRITERIA:

Bid evaluation will be considered on following grounds for approval of company.

ANNEXURE-A

TECHNICAL EVALUATION CRITERIA / ELIGIBILITY CRITERIA

CRITERIA		YES	NO
Tender Fee Amounting to Rs. 2000/-			
Copy of Registration National Tax Number (NTN) / General Sale Tax (GST) (Mandatory)			
Company agreement with principal duly countersigned by Pakistan Embassy / Consulates / duly attested Notary Public.			
Copy of Undertaking regarding supply of required items within stipulated time.			
Financial Turn-over for the last three years with bank certificate (showing amount in Pak Rupees) regarding financial soundness of the firm (each year) as under:			
Surgical Sundries (Disposables)	50 Million		
Sutures & O.T Items	50 Million		
Instruments	10 Million		
Endoscopic Items	20 Million		
Coronary Angiography and Angioplasty	20 Million		
Ophthalmic Items	10 Million		
Orthopedic Implants	10 Million		
Sterilization	10 Million		
Misc. & Allied items	10 Million		
Relevant experience (Documentary Evidence should be attached) for the last three years with large Hospitals.			
An undertaking regarding that the Firm shall not be black listed / involved in any litigation with Government / any other Organization			

Technical evaluation of the products will be assessed on clinical experience of the consultant(s) of the relevant specialty beside best evaluated sample, supplied by the bidder.

NOTE:

The offer will not be entertained if the required documents have not been found attached

However any document missing as mentioned in Annexure-A the bidder shall submit the same within 24-hours, otherwise his bid treated as rejected.

The final decision for qualification shall be on the basis of provision of all documents and approval of samples by the committee.

9. UNDERTAKING on Non Judicial Stamp Paper

- 9.1. I / we read / understand the conditions specified in the tender inquiry and undertake:
- 9.2. That I / we will remain bound to supply any item as an additional quantity at the same rate on which said item I / we have supplied during the contract period.
- 9.3. That I / we agreed whether our tender accepted for total, partial or enhanced quantity for all or any single item.
- 9.4. I / we also agree to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- 9.5. I / we understand and ensure for the supply of quality goods. I / we also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared sub-standard.
- 9.6. I / we undertake that, if any of the information submitted in accordance to this tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.
- 9.7. I / we undertake that, I / we will replace the goods three month before its expiry.
- 9.8. I / we undertake that, I / we have never been black listed.

Signature of Contractor / Supplier: _____

Name of Firm with full Address: _____

E mail Address: _____

Office Telephone # _____ **Fax #** _____ **Cell #** _____

10. TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE

I / we, M/s. _____ is hereby confirmed that we have carefully read all terms and conditions of the tender and also agreed to abide SPPR-2010 Rules (Amended till date) for procurement of goods during the validity of the tender.

Signature of Vendor _____

Name of Authorized Person _____

Designation _____

Seal and Address _____

Tel No. _____ Fax No. _____ E-mail address _____

Witness

1) Name _____ Signature _____

2) Name _____ Signature _____

11. Specimen for Authorization letter by Manufacturer/Importer for their Distributor:

I/We, M/s. _____ hereby authorize M/s. _____

Address: _____ as our authorized Distributor for Dow University of Health Sciences, Karachi for 12 months (extendable for further 6 months with mutual consent or till the finalization of next tender).

We give undertaking that if there is any sub-standard spurious, counterfeit, misbranded or contaminated and short supply of item(s) by our Distributor, we will be responsible for the same. We also undertake that we have read and understood the terms and conditions of the tender enquiry.

Signature of Manufacturer / Importer _____

Name & Designation. _____

Address: _____

Note:

- i) All the above said instructions must be read carefully for compliance; else the offer will be ignored / rejected.**
- ii) Department reserves the right to ask and verify any document from the participants related with Manufacturer / Importer of item, to assess the quality.**

CONTRACT FORM

THIS AGREEMENT made the ____ day of _____ 201 ____ between [name of Procuring Agency] of [country of Procuring agency] (here in after called “the Procuring agency”) of the one part and [name of Supplier] of [city and country of Supplier] (here in after called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz. [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (here in after called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
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.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

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

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

DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI

IMPORTER / SOLE AGENT

Note.

- a. Please fill in the correct information carefully submission of wrong/ vague information may lead to black listing of the firm.
- b. Each page of the Performa must be duly signed & stamped else offer will be rejected.
- c. Company/firm agreement with principle duly signed by embassy is mandatory.

GENERAL INFORMATION

1.	Name of the company			
2.	Year of establishment			
3.	Address of the firm <ul style="list-style-type: none"> • Registered office, • Telephone no. • Fax No. E mail address etc. 			
4.	Location of the Company <ul style="list-style-type: none"> • Industrial • Commercial • Residential 			
5.	Form of the company Annex copy of MOA / registration <ul style="list-style-type: none"> • Individual • Private limited • Public limited • Partnership • Corporation • Other (specify) 			
6.	Blacklisting / Complaint / Litigation against the firm (By any Government or other Organisation if any)			
7.	Drugs sale license number, if applicable (Annex copy License)			
8.	Type of activity being carried out by the company:- <ul style="list-style-type: none"> • Manufacturing • Assembly /Repacking • Import • Other (specify) 			
09.	Name & Address of the Principal(s) companies			
10.	Capital value of the firm/sole agent; <ul style="list-style-type: none"> • Authorized Capital • Paid up capital 			
11	Annual sales turnover of the firm in the previous 3 years (In millions)	Year	Market Sale	Govt. Sector
	• 1.			
	• 2.			
	• 3.			

12.	Income Tax no (NTN) <ul style="list-style-type: none"> • Attach copy of certificates, • Attach details of tax paid during past 3 years • Attach copy of last annual income tax return 	
13.	Sales Tax Registration No. Attach copy of certificate, and details of sales tax Paid during past 3 years	
14.	Free Sale Certificate of the items in the country of origin	
15.	Registration with MOH, Islamabad where applicable Surgical Disposable, attach separate sheet	
16.	List of Technical personnel with qualification (Attach List)	
17.	Total Employees (Including Technical staff)	
	Administration	
	Technical	
	Management	
18.	Market Availability <ul style="list-style-type: none"> • Products routinely manufactured/imported Only occasionally / on request 	
	No of registered / items of the principals (which comes under drug act)	

Signature _____

(With name and Designation)

Stamp of Company