Tender Terms and conditions for Annual Contract for Maintenance of Garden in NICVD Sukkur.

i) Cost of Tender is Rs. 1000/- (Rupees One Thousand Only) [Non refundable].
ii) Tender Selling Date from 08-06-2020 to 23-06-2020.
iii) Tender Submission Date 25-06-2020 before 11:30 a.m. in Stores Department.
iv) Tender will be opened on 25-06-2020 at 12:00 Noon in Conference Hall of NICVD, Karachi.

Method of Procurement:
Single Stage One Envelope Procedure as per 46 (1) of SPPRA Rules 2010 (Amended 2019).

NOTE:
Read the Terms & Conditions carefully.

Tenderers are required to comply with all the clauses mentioned in the terms and conditions of the tender any deviation will forbid for competing in the tender.

1. Details of works of similar nature executed during the last 5 years with cost supported by documentary evidence (Photostat copies to be attached) in form of completion certificate/work order issued by the consultant / client etc.
2. List of machinery owned for this type of work with its approximate value should be attached). The particulars of technical staff together with their qualification to be made available for this work should also be given.
3. Proof of financial stability (A letter from a scheduled bank stating that contractors have sufficient resources for this kind of work).
4. A financial statement for the last two years.
5. Reference of previous clients.
6. Copies of work orders from previous clients.
7. List of any litigation/court cases between the firm and the clients.
National Institute of Cardiovascular Diseases  
Rafiqui (H.J) Shaheed Road, Karachi  
Tel. No. 35218530, 99201271-74 Ext. 419 & 475  
Website: www.nicvd.org

8. Affidavit that the firm has not been black listed by any Government / Autonomous Agency.

9. Any other information, which may be considered by the Contractors, may also given.

10. Contractor must be registered with Sales Tax Department.

11. One SAMPLE TENDER PROFORMA is being supplied with the list. Any jobs have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those jobs may be typed on the proforma for which the rates to be quoted.

12. Tender proforma is to be filled very carefully, preferably typed. Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom.

13. Last year paid Income Tax Certificate should be submitted along with the tender.

14. The tenderer is also required to enclose a Bank Draft/Pay equivalent to 1% of the quoted value (Refundable) in the name of Executive Director, NICVD, Karachi, as Earnest Money.

15. The successful bidder will be required to submit security money in shape of pay order/deposit at call @ 5% of the total value of order in the name of NICVD, Karachi within Seven (7) days which will be kept with NICVD till the end of the tender period.

16. After finalization of the tender, this Institute will intimate the tenderer regarding approval of their jobs and they will have to acknowledge the NICVD letter for accepting of tender for fiscal year 2020-2021.

17. The tender in sealed cover should be addressed to the Executive Director National Institute of Cardiovascular Diseases, Karachi and the envelope should be marked at the top left corner “TENDER FOR ANNUAL CONTRACT FOR MAINTENANCE OF GARDEN IN NICVD SUKKUR.” and inserted in the tender box, which will be placed in the office of Head of Procurement department, NICVD on 25th June, 2020 between 08:30 a.m to 11:30 a.m. The same will be opened on the same day before the tenderers or their representatives at 12:00 Noon.

18. The tenderer will also give their permanent and business address with telephone number, fax number and e-mail address which can be inspected by tender committee or their member as and when deemed necessary. No tender will be accepted if no proper address will found.

19. Tender is valid for one year (Extendable for one year).

20. Tenderers can quote all jobs or any jobs mentioned in the list and write the serial number against each item.
21. Conditional tenders are not accepted.

22. After finalization of tender procuring agency requires signing of a written contract from the date on which the signatures of both the procuring agency and the successful are affixed to the written contract. Such affixing of signatures shall take place with a reasonable time.

Providing that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

- The NICVD may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The NICVD shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- The NICVD shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

23. NICVD will not pay any Sales Tax or other taxes to any supplier as per serial No 52A, 6th schedule of Sales Tax Act, 1990.

   “Goods supplied to hospitals run by the Federal or Provincial Governments or charitable operating hospitals of fifty beds or more or the teaching hospitals of statutory universities of two hundred or more beds”.

24. The decision of the NICVD will be final and binding.

25. Apart from this Contractor should visit Site before participating in tender with Technical Expert in this field.

26. Documents mentioned in DATA SHEET should be submitted along with bid.

27. The Bid Validity will remain upto 90 days as per SPPRA rules.

28. The Executive Director, NICVD Karachi, reserve the right to increase or decrease the quantity mentioned in the tender and the decision will be final.

29. The Chairman Procurement Committee reserves the right to reject or accept any/all tender(s).
Certificate that all terms and conditions mentioned in the tender are acceptable and we will abide by them strictly.

Signature: ________________________

Contact Person Name: ______________
C.N.I.C NO: ________________________
Address: __________________________
E-mail: _____________________________
Stamp : _____________________________
Phone No: __________________________
Fax No: _____________________________
Mobile No: __________________________

Witnesses:
1 _____________________________
2 _____________________________
TENDER SPECIFICATIONS (SCOPE OF WORK)

ANNUAL CONTRACT FOR MAINTAINANCE OF GARDEN IN NICVD SUKKUR.

Tender No - 28/2019, Dated: 25-06-2020
FOR THE YEAR 2020-2021 & 2021-2022

1. The firm must maintain the garden which is 5000sqft.

2. Watering grass cutting and fixing of trees is also required.

3. Plantation of each season is in the scope.

4. At least 4 (four) labor is required to work on daily basis.

5. Material purchasing is also required to be done by bidder.
ANNEXURE- “A”

DATA SHEET

Tender No - 28/2019, Dated: 25-06-2020
FOR THE YEAR 2020-2021 & 2021-2022

TENDER FOR ANNUAL CONTRACT FOR MAINTAINANCE
OF GARDEN IN NICVD SUKKUR.

<table>
<thead>
<tr>
<th>S.NO</th>
<th>A- MANDATORY</th>
<th>Tick relevant box</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Address, Tel, Fax #, E-mail Address</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>National tax Number(NTN)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Latest Income Tax Certificate or Income Tax exemption certificate.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of PEC Registration Certificate.</td>
<td></td>
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<tr>
<td>5</td>
<td>Latest GST/SST Certificate or exemption certificate.</td>
<td></td>
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<tr>
<td>6</td>
<td>Name of Banker with Current Bank statement.</td>
<td></td>
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<tr>
<td>7</td>
<td>Copy of Bid Security (1% of Bid Value of the quoted items) As per clause no 1-b, (Original with commercial bid).</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bidder must have its own Nursery in Sukkur.</td>
<td></td>
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<tr>
<td>9</td>
<td>Bidder must have degree in Agriculture / Forestry.</td>
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TENDER FOR ANNUAL CONTRACT FOR MAINTAINANCE OF GARDEN IN NICVD SUKKUR.

EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Descriptions</th>
<th>Total Points</th>
<th>Yes</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Bidder must executed at least two (02) projects of similar worth in last 2 years.</td>
<td>20</td>
<td>20</td>
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<td>02</td>
<td>Bidder has at least 2 Agriculturist in its payroll.</td>
<td>10</td>
<td>10</td>
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<td>03</td>
<td>Bidder in this business since last 5 years.</td>
<td>10</td>
<td>10</td>
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<tr>
<td>04</td>
<td>Bidder has done at least 3 projects of same nature of work (i.e Hospitals etc)</td>
<td>20</td>
<td>20</td>
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<tr>
<td>05</td>
<td>Bidder performed the job of gardening maintenance in hospitals of private as well as public sector.</td>
<td>20</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>06</td>
<td>Bidder must have annual business turnover at least 10 million</td>
<td>20</td>
<td>20</td>
<td>0</td>
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Note: Qualifying marks at technical stage is 70 out of 100 (i.e. 70%)
TENDER PROFORMA

Tender No - 28/2019, Dated: 25-06-2020
FOR THE YEAR 2020-2021 & 2021-2022
OPENING DATE: 25-06-2020

TENDER FOR ANNUAL CONTRACT FOR MAINTENANCE OF GARDEN IN NICVD SUKKUR.

Note: Columns to be filled

<table>
<thead>
<tr>
<th>S #</th>
<th>Description with specification And Complete Detail of Work</th>
<th>Rate</th>
<th>Amount</th>
<th>Job Completion Period</th>
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Signature

Official Seal