

TENDER NO 48/2021

Dated: 16-10-2021 (Saturday)

FOR THE YEAR 2021-2022

NIT No: NICVD/TN/Khi/SC/No.09/21-22

Tender Selling Date: 25-09-2021 to 12-10-2021

TENDER TITLE

**Annual services required for Operation & maintenance (O&M) of
Rental Generators at various satellite centers of NICVD.**

TENDER DOCUMENTS

- Schedule of Bid
- Information to Bidder
- Instruction to Bidder
- Technical Bid Memorandum (form)
- Financial Bid Memorandum (form)
- Data sheet
- Condition of Contract
- Tender Specification (Scope Work)
- Tender Covering Letter

National Institute of Cardiovascular Diseases

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Rafiqi (H.J) Shaheed Road, Karachi
Tel. No. 3521-8530, 9920-1271-75 Ext. 419 & 335, Fax: 9920-1289
Website: www.nicvd.org

1. SCHEDULE OF BID

I	Cost of Tender	Rs. 1000/- (Rupees One Thousand Only) [Non refundable].
II	Tender Selling Date from	25-09-2021 to 12-10-2021
III	Tender Submission Date	16-10-2021 Saturday before 11:30 a.m.
IV	Placed of submission	Procurement Department NICVD Karachi
V	Tender will be opened	16-10-2021 Saturday at 12:00 Noon
VI	Placed of bid opening	Head of Procurement Office, NICVD, Karachi.

NOTE:

Read the Terms & Conditions Carefully.

2. INFORMATION TO BIDDERS

- 1- Tenderers are required to comply with all the clauses mentioned in the terms and conditions of the tender along with all the relevant documents required. Any deviation incomplete documents / tender will forbid for competing in the tender.
- 2- Tenders are to be submitted by the Manufacturers / duly authorized agents/ contractor must be registered with Pakistan Engineering council and that has fully equipped workshop & trained Staff.
- 3- The Manufacture / contractor / vendor must be registered with the **Sales Tax Dept** and copy of Sales Tax Registration Certificate must be attached with the tender otherwise no one is eligible to participate in tender.
- 4- The Manufacture / contractor / vendor must be registered with the **Income Tax Dept** and copy of NTN must be attached with the tender.
 - a) Sample Financial Bid Performa is being supplied with the tender document. The description of each item with full detail must be written. Without material descriptions & name of manufacturer tender will not be accepted. Tender Proforma is to be filled very carefully, preferably typed. In financial bid the vendor should mention financial offer along with a Bank Draft/Pay order of **1%** value of the quoted items, (Refundable) in the name of Executive Director, NICVD, Karachi, as **Bid Security**.
- 5- Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom.
- 6- Scrutiny of bids will be performed by the technical committee..
- 7- The Executive Director, NICVD, Karachi, reserve the right to increase or decrease the quantity mentioned in the tender.
- 8- Tenders are to be submitted by the firms / contractors. They should submit an undertaking that they will be responsible for smooth functioning of generator
- 9- After the approval of contract the security amount of the firm will not be released till the completion of the tender period.
- 10- The competent authority will blacklist the firm / contractor for the sub-standard services and hence their security deposit will not be released and amount will be forfeited in the NICVD Account, which will be considered as final.
- 11- After finalization of the tender, this Institute will intimate the tenderer regarding approval of their contract and they will have to acknowledge the NICVD letter for accepting of tender for fiscal year 2021-2022.

12- Conditional tenders are not accepted.

13- 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.

14- 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 three days prior to the award of procurement contract.

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”.

15- The decision of the NICVD will be final and binding.

16- Tender is valid for one year, work order what so ever convenient to the Institute will be given after awarding contract. Once tender accepted by the competent authority cannot be withdrawn within the period of one year.

17- The renderer will assure us for the Re-doing the defective / repairing work.

18- Tender will be allotted to only register companies / contractors etc. Those who have not provided complete papers as required will not be considered.

19- Previous work experience including similar work indicating name of works done along with clause of each work and name of clients for repairing work etc.

20- That the contractor is fully responsible for maintenance / running of required items all the times including holidays for which contract will made.

21- That the contractor is also responsible for arrangement of emergency repair work if any all the times.

22- That the tools and other instruments required will be used should be arranged by the contractor. They must be informed to security department & maintenance department

23- That proper information will be given to the Institute if there is any major damages / repair works / parts involved or required so that it may be arranged by NICVD.

- 24- All old, broken, damages parts / component are NICVD property; it will not take from out side of NICVD.

3. INSTRUCTION TO BIDDERS

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- In this tender One Envelope as per procedure of SPPRA-2010 (46, 1a) will be followed i.e. (i) the bid shall comprise in **One envelope**. Envelope shall contain both the financial proposal and the technical proposal.
 - b) In the bid, the bidder must provide original data sheet and technical brochure and all other related documents, otherwise the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.
 - c) In the bid the vendor should mention financial offer along with a Bank Draft/Pay order of 1% value of the quoted items, (Refundable) in the name of Executive Director, NICVD, Karachi, as **Bid Security**.
- 2- ONE SAMPLE TENDER PROFORMAS is being supplied with the list. Any items have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those items may be typed on the proforma for which the rates to be quoted.
- 3- The successful bidder will be required to submit **Security Money** in shape of pay order/deposit at call @ **3%** of the total value of order in name of NICVD, Karachi within Seven (07) days which will be kept with NICVD till the end of the warrantee period.
- 4- The commencement of work not later than 7 days from the date issuance of letter of award work.
- 5- The amount of third party insurance should be Rs. 500,000/= (minimum for any one a accident for loss of property and or life.)
- 6- **Last year paid Income Tax Certificate should be submitted along with the tender.**
- 7- 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 "Annual Contract for Operation & maintenance and servicing work contract for Power Generating sets, Electrical sub stations and electrical systems Karachi." and inserted in the tender box, placed in the office of Procurement department, NICVD on **16-10-2021** up to 11:30 a.m. The same will be opened on the same day before the tenderers at 12:00 Noon
- 8- The tenderer will also give their permanent and business address with telephone numbers and fax number 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.
- 9- Certificate from the sole agent/manufacturer that the vendor has fully equipped workshop trained personal / Engineers and Chemicals should be provided with technical bid and it can be physically verified by the technical committee of NICVD.
- 10- Contractor should set up workshop with NICVD premises.

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- 11- Previous work experience including similar work indicating name of works done along with clause of each work and name of clients.
- 12- List of technical staff and equipment's owned.
- 13- Financial status as bank reference.
- 14- Documents mentioned in **DATA SHEET** should be submitted along with technical bid.
- 15- After finalization of tender procuring agency requires signing of a written contract agreement on stamp paper with 0.35% of total awarded amount as per instruction of Sindh Revenue Board, duly attested by Oath Commissioner from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Such affixing of signatures shall take place with a reasonable time. Provided 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.
- 16- An undertaking containing the matter mentioned below, on stamp paper of Rs. 500/- duly attested by Notary Public, to be submitted with the tender.
 - We hereby confirm to have read carefully and all the terms and conditions of your tender enquiry due for opening on **16-10-2021**.
 - We accept that if the required earnest money is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
 - We certify that we will abide all terms and conditions of the tender infringement of any of the terms / conditions, will make the tender invalid as recommended by the competent authority.

Signature: _____

Contact Person Name: _____

C.N.I.C No: _____

Address: _____

Stamp : _____

Phone No: _____

Fax No: _____

Mobile No: _____

Witnesses:

1 _____

2 _____

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DATA SHEET

Tender No-48/2021 Dated: 16-10-2021

COMPANY PROFILE (MUST BE SUBMITTED WITH TECHNICAL BID)

S.NO	Description	To be filled with Annex #
1	Name, Address, Tel, Fax# E-mail Address	
2	Registered Offices in Pakistan type of firm such as partnership, Pvt Ltd. Company or joint stock company	
3	Bio Data of key personnel with designation, education & experience and details of man powers owned by the company	
4	Detail of experience of the firm of relevant to the subject List of similar items supplied in various hospitals.	
5	Detail of Registration with major organizations	
6	List of litigation with clients(if any) and nature of litigations	
7	Affidavit that the firm has never been black Listed.	
8	Original tender purchase receipt.	
9	National tax Number (NTN).	
10	Latest Income Tax Certificate or Income Tax exemption certificate.	
11	Copy of Sales Tax Registration.	
12	Copy of Pakistan Engineering Council Registration.	
13	1% Bid Security along with commercial bid with hidden amount	
14	Name of Banker with Current Bank statement.	
15	Original terms and conditions duly signed and stamped.	
16	Each page should be signed and stamped by competent authority.	
17	Two sample tender Proformas are being supplied with the list. The description of each item with full detail must be written. Without material descriptions & name of manufacturer tender will not be accepted.	
18	Certificate from hospital or any other firms where previously above mentioned services	
19	A certificate that the firm will abide all terms and conditions of the tender infringement for consequence as recommended by the competent authority.	
20	A certificate that the Quoted price will remain unchanged till the completion of the tender period.	
21	Certificate that all terms and conditions mentioned in the tender are acceptable and we will abide by them strictly.	
22	contractor must be registered with Pakistan Engineering council	

Note:- Pl mentioned Annex # in relevant box

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DOCUMENTS EVALUATION SHEET

Tender No-48/2021 Dated: 16-10-2021

S.NO	Descriptions	Total Points	Obtain Marks
1	Bio Data of key personnel with designation, education & experience and details of man powers owned by the company	10	
2	Detail of experience of the firm for relevant job. (7 to10 years = 20) (3 to7 years = 15) less than 3 years = 5	20	
3	Detail of Registration with professional/regulatory body (PEC etc.)	20	
4	Work experience certificate from hospital 08 marks or any other firms 07 marks for required work scope/services.	15	
5	Recommendation of End User & Technical Committee	15	
6	Previous Experience with NICVD Yes 05 No 0	05	
7	Certificate of certified/sole service provider for relevant services	15	
	Total Points	100	

Annual services required for Operation & maintenance (O&M) of Rental Generators at various satellite centers of NICVD.

Rental Generators

Nawabshah, Sehwan, Khairpur, Mithi, Liyari.

Scope of Work

That the contractor shall be provide generator at the mentioned below sites in excellent working condition along with the operators on 24/7/365 basis.

1. Nawabshah Sindh

Rental Generator 250KVA

2. Sehwan Sindh

Rental Generator 275KVA

3. Khairpur Sindh

Rental Generator 350KVA

4. Mithi Sindh

Rental Generator 350KVA

5. Liyari Karachi

Rental Generator 275KVA

APPENDIX-1 TO TENDER
LIST OF PROPOSED O&M STAFF

(To be filled in by the tenderer)

<u>No.Off</u>	<u>Designation/Name</u>	<u>Qualifications</u>	<u>Experience</u>
<u>1</u>	Power Generation Supervisor (Plant In-charge)		
<u>4</u>	Power Generator Shift In-charge		
<u>4</u>	Power Generator Operator/		
<u>1</u>	Semi-Skilled Worker		

Qualifying marks 70

Total Technical Marks 100

Qualifying Marks 70

70% and above

To

**National Institute of
Cardiovascular Diseases,
Rafiqi (H.J.) Shaheed Road,
Karachi- 75510.**

Dear Sir,

1. Having examined the tender documents, schedules, site conditions and addenda Nos. _____ for the above named works, we, the undersigned offer to carry out the said works, in accordance with the said tender documents, schedules, site and conditions and addenda Nos. _____ and in all respects in accordance with the conditions as far as applicable for the sum named in the Memorandum annexed hereto or such other sum as may be ascertained in accordance with the conditions of contract.
2. In consideration of your agreeing to examine this tender, we undertake if our tender is accepted:
 - (a) To commence the work within the period named in the Memorandum on written orders to commence.
 - (b) Within 14 (fourteen) days of your requiring us to do so to provide a surety or sureties (to be approved by you) to be jointly and severally bound with us in the sum named in Memorandum for the due performance of the contract under the terms of a Performance Bond on the form specified in the tender documents with such modifications as you may accept at any time before the expiration of that period.
 - (c) To sign the formal Contract Agreement within 14 (fourteen) days of the issue of the Letter of Award of Work and to pay all costs towards the preparation of Contract Agreement.
 - (d) To abide by and fulfill all the terms and provisions of the said conditions of contract or in default thereof to forfeit and pay to you the sums of money mentioned in Memorandum.
3. The earnest money has been tendered as per details given in the Memorandum, the full value of which is absolutely forfeited by you, without prejudice to any other rights and remedies which you may have, should we fail to commence the work or execute the Performance Bond and formal Contract Agreement, within the periods specified above, otherwise the said sum of earnest money shall be repaid by you when formal Contract Agreement and Performance Bond has been duly entered into and executed by us on acceptance of our tender.
4. We hereby confirm that we have examined the tender documents and schedules, have inspected the site and have obtained all the information which may affect this tender. We understand that no claim will be admitted by you which may arise from our pleading ignorance of the nature of works.
5. We agree to abide by this tender for the period stated in the Memorandum from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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6. We undertake to carry out such alterations, additions or curtailments of the works as may from time to time be determined and ordered in writing by you in accordance with the contract.
7. Unless and until a formal Contract Agreement is prepared and executed this tender together with your written acceptance thereof and tender documents shall constitute a binding contract between us and shall be deemed for all purposes to be the Contract Agreement.
8. We understand that certain information applicable to the contract which is the subject of this tender is set for ease of reference in the Memorandum annexed hereto.
9. We understand that you are not bound to accept the lowest or any tender you may receive, and that not defray any expenses incurred by us in tendering.

Dated this.....day of.....2021.....

Signature.....

In the Capacity of.....

Duly authorized to sign tenders for and behalf of.....

.....

(Full address).....

Witness.....

Address.....

Occupation.....

National Institute of Cardiovascular Diseases

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TENDER PROFORMA

TENDER NO-48/2021 TENDER FOR THE YEAR 2021-2022 OPENING DATE: 16-10-2021

Annual services required for Operation & maintenance (O&M) of Rental Generators at various satellite centers of NICVD.

Note: Columns to be filled

S #	Description with specification and Complete Detail of Work with parts	Qty	Make	Country of Origin	Per month Charges	Total Amount	Remarks If Any
01	Annual services required for Operation & maintenance (O&M) of Rental Generators at various satellite centers of NICVD.						
	As Per Scope of work(mentioned in tender)						
	With O & M Staff As Required in tender						
	For following Generators:-						
	Nawabshah generator: 250 KVA						
	Sehwan generator: 275 KVA						
	Khairpur Generator: 350 KVA						
	Mithi generator: 350 KVA						
	Liyari Karachi: 275 KVA						

Signature

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