

PEOPLES UNIVERSITY
OF MEDICAL & HEALTH SCIENCES FOR WOMEN
NAWABSHAH, SHAHEED BENAZIRABAD, SINDH, PAKISTAN



BID DOCUMENT

PROCUREMENT OF CONVOCATION KITS



**PEOPLE'S UNIVERSITY
OF MEDICAL & HEALTH SCIENCES FOR WOMEN
NAWABSHAH, SHAHEED BENAZIRABAD**

PMC Hospital Road, Nawabshah (Shaheed Benazirabad), Sindh, Pakistan

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No. PUMHSW/SBA/DOF/PROC:/

Dated: 09 / 01 / 2018

SAY NO TO CORRUPTION

NOTICE INVITING TENDER

The sealed tenders/bids are invited on item rate basis from **reputed firms** registered with Federal Board of Revenue (FBR), Income Tax and Sindh Revenue Board, having at least five years of experience in the relevant services with any university or large reputed organization.

Sr. #	Tender Description	Tender Fee	Bid Procedure	Bid Security
01	Printing of Souvenir	3,000/- (Non-Refundable)	Single Stage (One Envelope)	2% of total bid.
02	Procurement of Convocation Kits	3,000/- (Non-Refundable)		
03	Arrangement of Gowns on Rent for convocation	3,000/- (Non-Refundable)		
04	Arrangement of complete decoration and Lunch	3,000/- (Non-Refundable)		
Purchase Date		13-January-2018 to 29-January-2018		
Bid Submission (Date, Time & Place)		30-01-18 at 11:00(A.M.) Office of the Purchase Officer, Finance Wing, Administration Block, PUMHSW.		
Bid Opening place (Date, Time & Place)		30-01-18 at 11:30(A.M.) In the conference hall of Vice Chancellor's Secretariat, PUMHSW(SBA)		
<i>Note:</i> In case of any unforeseen situation or official / government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.				

The Interested bidders can obtain bid document from the office of Purchase Officer(PUMHSW) on the submission of a written application in the name of Vice Chancellor PUMHSW, along with NTN, GST, SST, SRB, Certificates and Pay Order / Demand Draft of tender fee during office hours.

The Bid Documents are also available at PUMHSW website: www.pumhs.edu.pk and as well as from SPPRA websites: www.pprasindh.gov.pk.

The bidders should have three years of experience in the relevant field.

Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will be rejected.

The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended 2013).

PROF. DR. SHAMSUDDIN SHAIKH

Director Academics PUMHSW & Convener, C.P.C.

PMC Hospital Road, PUMHSW, Shaheed Benazirabad.

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TERMS & CONDITIONS

1. Supplier will have to provide **call deposit @ 2% of bid amount** in the favor of the **Vice Chancellor Peoples University of Medical & Health Sciences for Women Shaheed Benazirabad**, in case of failure the tender document will not be entertained
2. The vendor give affidavit for guarantee, to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.
3. Quantity at any time can be increased / decreased or can deleted at any time.
4. The Supplier will have to produce evidence in respect of their registration with income tax and sales tax department & SRB departments.
5. The bid shall comprise a single stage one envelope procedure. The envelope marked as “FINANCIAL PROPOSAL” and mentioned clearly address of the Bidder / Supplier
6. In case of failure on the part of Supplier to Supply as per specification or within the stipulated time without getting extension, penalty of 3% of the supply order per month or part thereof up to maximum limit of 10% will be imposed on the supplier.
7. The Successful bidders will be bound to submit performance security @ 10% of before issue of award of contract.
8. The Successful bidders will be bound to carry out job according to specification provide in the BOQ with in specified time given in the supply order, failing which his earnest money shall be forfeited. The successful bidder has to furnish such undertaking in writing on the stamp paper of Rs: 100/-
9. The rates should be given inclusive of GST, Income Tax & any other government duty.
10. Income tax, G.S.T, SST, SRB, Stamp duty & other applicable taxes and duties at the government prescribed rates are deductible from the bill.
11. The item(s) which is/are exempted from GST, the rates for the same must be quoted accordingly.
12. All those Suppliers who have been blacklisted by any Government Department, their bids shall not be entertained.
13. Suppliers must produce eligibility as per SPPRA rules. In case of non-production of eligibility tender forms will not be issued.
14. Conditional tenders will not be accepted.
15. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted / paid.
16. Rejected consignment shall be returned back to dealers / suppliers at their own cost.
17. An amount equivalent to 10 % of security deposit (performance security) shall be withheld from the bills which will be refunded after two months of satisfactory completion of the job.

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GENERAL CONDITIONS OF THE CONTRACT

Clause – 1: Commencement & Completion Dates of work.

The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Chairman CPC or of in subordinate of the work. Failing such authority the contractor shall have no claim to ask for payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor.

Clause – 2: Liquidated Damages.

The contractor shall pay liquidated damages to the Agency at the rate not exceeding 10% of the contract price in case when contractor shall be unable to complete the work within the stipulated time and date Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

Clause – 3: Termination of the Contract.

(A) Procuring Agency/Chairman CPC may terminate the contract if either of the following conditions exits:-

- i. Contractor causes a breach of any clause of the Contract;
- ii. The progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
- iii. In the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
- iv. Contractor can also request for termination of contract if a payment certified by the Chairman CPC is not paid to the contractor within 60 days of the date of the submission of the bill;

(B) The Procuring Agency has power to adopt any of the following courses as may deem fit:-

- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
- (ii) to finalize the work by measuring the work done by the contractor.

(C) In the event of any of the above courses being adopted by the Procuring Agency, the contractor shall have:-

- (i) No claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
- (ii) However, the contractor can claim for the work done at site duly certified by the Chairman CPC in writing regarding the performance of such work and has not been paid.

Procuring Agency/Chairman CPC may invite fresh bids for remaining work.

Clause –4: Specifications.

The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Chairman CPC and initialed by the parties, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Chairman CPC and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications.

Clause – 5: Payments.

(A) **Interim/Running Bill.**

The Chairman CPC /Procuring Agency shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of

advance against the final payment only and not as payments for supply actually done and completed, and shall not preclude the Chairman CPC from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

(B) The Final Bill.

A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise Purchase & Store Officer's certificate of the total amount payable for the supply shall be final and binding on all parties.

Clause – 6: Reduced Rates.

In cases where the items of supply are not accepted as so completed, the Chairman CPC may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause – 7: Issuance of Variation and Repeat Orders.

- (A) Agency may issue a Variation Order for procurement of supply, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 15% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.
- (C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Chairman CPC is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- (D) The time for the completion of the work shall not be extended at day event
- (E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Chairman CPC can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of competent authority.

Clause- 08: Quality Control.

- (A) **Identifying Defects:** If at any time before the performance security deposit is refunded to the contractor/during defect liability period mentioned, the Purchase & Store Officer or his subordinate of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
 - (i) In the case of any such failure, the Chairman CPC shall give the contractor a notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.
 - (ii) If the Chairman CPC considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 09:

- (A) **Inspection of Operations.** The Chairman CPC and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Inspection and Testing.** The Chairman CPC shall give the contractor reasonable notice of the intention of the Chairman CPC or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible

agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force and effect as if they had been given to the contractor himself.

Clause – 10: Risks.

The contractor shall be responsible for all risks of loss or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. If any damage is caused while the work is in progress or becomes apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Chairman CPC may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Purchase & Store Officer.

Clause- 11: Measures for prevention of fire and safety measures.

The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Procuring Agency. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

Clause- 12: Sub-contracting.

The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Procuring Agency. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause– 13: Site Clearance.

On completion of the work, the contractor shall be furnished with a certificate by the Chairman CPC (hereinafter called the Chairman CPC in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Procuring Agency may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

Clause – 14: Financial Assistance /Advance Payment.

(A) Mobilization advance is not allowed.

(B) Secured Advance against materials brought at site.

- (i)** Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;
- (ii)** Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the final payments on actual consumption basis, but not later than period more than three months.

Clause – 15: Refund of Security Deposit/ Performance Security.

On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final works are checked by a competent authority, the defects notice period has also passed and the Chairman CPC has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

Section IV. Schedule of Requirements

Peoples University of Medical & Health Sciences

BILL OF QUANTITIES (B.O.Q.)

CONVOCAATION KIT

S. No	Item Description	Quantity	Price	Amount	Remarks
01	Bags with Flip cover: Parachute (Cardura)/Artificial Leather, 02 Color Printed with University Name and logo, Size: (18x12)"	500 Nos.			Sample Required

Signature & Stamp
Vendor

PROF. DR. SHAMSUDDIN SHAIKH
Director Academics PUMHSW &
Convener Purchase Committee