



**Tender Fee: Rs.5,000/-  
(Non-Refundable)**

**Shaheed Mohtarma Benazir Bhutto  
Medical University, Larkana.**

**TENDER FORM**

**PROVIDE & SUPPLY OF OFFICE AND TEACHING EQUIPMENT  
FOR SMBB MEDICAL UNIVERSITY, LARKANA.**

**Date of issuance : September 18, 2020**  
**Last Date & time of submission : October 06, 2020 10:30 am**  
**Date & time of opening : October 06, 2020 11:00 am**

**Name of Firm: \_\_\_\_\_.**

**NTN: \_\_\_\_\_ . SRB/GST Registration Number: \_\_\_\_\_.**

**Pay Order / Demand Draft # \_\_\_\_\_, Amount of \_\_\_\_\_ /=.**

**Drawn on Bank \_\_\_\_\_ . Dated \_\_\_\_\_.**

# CONTENTS

1. Introduction.....	Page 3
2. Instructions.....	Page 4
3. Bidding Data.....	Pages 5
4. Bidder Qualification Criteria.....	Pages 6
5. Bill of Quantity .....	Page 7
6. Terms & Conditions.....	Page 10
7. Integrity Pact.....	Page 12

## **1. Introduction**

*Dear Tenderer,*

Thank you for the interest you have shown in response to the SMBBMU's NIT which has floated in Daily Kawish on September 19, 2020, he Dawn on September 18, 2020, Jang on September 20, 2020, SMBBMU & SSPRA websites for Provide & Supply of Office and Teaching Equipment.

Shaheed Mohtarma Benazir Bhutto Medical University, Larkana is premiere educational institute in Upper Sindh imparting quality education to the nation. We are interested to purchase our petty articles, stationary & other miscellaneous Items of premium quality from your esteemed firm.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please feel free to contact on 074-9410912 or [suhail.abbasi@smbbmu.edu.pk](mailto:suhail.abbasi@smbbmu.edu.pk) for any information and query.

Thank you.

-sd-

***Planning, Procurement & Logistics Officer***

## 2. Instructions

- (a) Shaheed Mohtarma Benazir Bhutto Medical University, Larkana expects that aspirant printers & suppliers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write “Doesn’t Apply/Doesn’t Arise”. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender Documents shall be received from the Office of the Planning, Procurement & Logistics Officer during (10:00am to 3:00pm) during working days. **The tender fees (non-refundable Rs. 5,000/- shall be paid through Demand Draft/ Pay Order in favor of Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**
- (d) The last date for submission of the Tender Documents in sealed envelope on Tuesday **October 06, 2020 at 10:30am** in the **Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana.** The tender will be opened on same day at **11:00am** in the presence of representatives who may care to attend.
- (e) **Bid Security** of 5% of total charges will be submitted along with Tender Documents in shape of **PAY ORDER / DEMAND DRAFT** only in the name of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**
- (f) Successful bidder shall provide 5% **Performance Security** of total value of Purchase Order / Work Order in the form of **Pay Order** or **Bank Guarantee** before submission of invoice. The Performance Security shall extend at least **three** months beyond the Date of Delivery/ Completion of work / Contract.
- (g) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

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Stamp & Signature

### 3. BIDDING DATA

(a) **Name of Procuring Agency:** Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana.

(b) **Brief Description of Works:** Provide & supply of office and teaching equipment for Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

(c) **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Raod, Larkana.

(d) **Amount of Bid Security:** - Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Vice Chancellor, SMBBMU, Larkana.

(e) **Period of Bid Validity (days):** - Ninety Days.

(f) **Performance Security Deposit:** - Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract or subject to final acceptance by the University.

(g) **Deadline for Submission of Bids along with time:** - Tender Document in sealed envelope should be submitted by Tuesday October 06, 2020 by 10:30am in the Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana. The tender will be opened on same day at 11:00am in the presence of representatives who may care to attend.

(h) **Time for Completion:** 20 working days after contract signing or as per Purchase Order.

(i) **Liquidity damages:** 2% liquidity damages of the total amount will be imposed fortnightly if the contractor failed to complete work within the time frame defined in Purchase Order except any emergency justified by the supplier and accepted by the University.

(j) **Deposit Receipt No: Date: Pay Order / Demand Draft #** \_\_\_\_\_.

**Amount Rs.** \_\_\_\_\_ **Drawn on Bank** \_\_\_\_\_ **Dated** \_\_\_\_\_.

\_\_\_\_\_  
Stamp & Signature

**4. BIDDER QUALIFICATION CRITERIA (Mandatory)**

S #	Mandatory Eligibility Criteria *	Yes/No
1	Company Profile attached	
2	Minimum 3 years of experience for office & teaching in government/private organizations.	
3	Minimum 3 recent work orders of similar nature not below the cost of bid.	
4	Last 2 years' bank statements (10 million per year)	
5	Tax returns filed for last three financial years	
6	Affidavit for "No Dissatisfactory Performance" at any organization for last 3 years, any litigation or blacklisting.	
7	Tender Fee Received	
8	Bid Security 5%	
9	Colored brochure of the quoted items	

\* Attached all documentary proofs. Failure to provide documents will lead the rejection of the bid.

\_\_\_\_\_  
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**6. Bill of Quantities:****Office & Teaching**

(Including all taxes)

<b>S.#</b>	<b>Name of item &amp; Specification</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	<b><u>Laptop</u></b> Intel Core i5 Processor 7 <sup>th</sup> Generation, processor 2.8GHz, 1 TB hard drive, Size 15-inch, Ram 4 GB, USB, HDMI, DoS, Onsite services, and maintenance 3 Years	No	10		
2	<b><u>Desktop</u></b> Intel core i5 Processor 7 <sup>th</sup> Generation, processor 2.8GHz, hard drive 1TB, LED Display 18.5 with HDMI Port, ram 4 GB, KB, Mouse. Onsite services and maintenance 3 Years	Nos	16		
3	<b><u>Photocopier Machine</u></b> DP MB356 Panasonic or Equivalent Along with dust cover. Onsite services and maintenance 3 Years	Nos	5		
4	<b><u>Multimedia Projector</u></b> Extremely Bright 3500 ANSI Lumens 22000:1 High Contrast Ratio Resolution XGA 1024x768 upto to UXGA, 10,000 hrs lamp-life in Eco Normal 6 Segments Color, Multimedia Screen 6 x 8 (Manual), Installation along with roof mount kit and 25 feet HDMI cable. Onsite services and maintenance 3 Years	Nos	4		
5	<b><u>Digital Camera</u></b> Extra Zoom Megapixels: 16 Zoom:30x LCD Screen:3, Support Memory Cards: SD, SDHC, Onsite services and maintenance 3 Years	Nos	6		
6	<b><u>Scanner</u></b> Scanner type Flatbed color Output resolution 2400x2400 DPI Onsite services and maintenance 3 Years	Nos	6		

7	<p><b><u>Laser Printer</u></b>  Black and white   Hi-Speed USB 2.0 port, Print speed up to 21 ppm (black)  Output capacity Up to 100 sheets  Up to 10,000 pages Duty cycle (monthly, letter), A4 216 x 279 mm 8.5 x 11 inches, Legal 216 x 356 mm 8.5 x 14 inches, Acoustic power emissions (active, printing) 6.5 B(A), Memory 64 MB, Input capacity Up to 150 sheets  Onsite services and maintenance 3 Years</p>	Nos	10		
8	<p><b><u>UPS (Long Backup) 3KVA</u></b>  50KHz High Frequency, Near Input Power Factor (&gt;0.95), Superior Output Voltage Regulation, High Efficiency (&gt;85%), LH long back up time, PURE SINE WAVE, Transfer Time Typical:5ms (including detection time) with battery, wiring accessories complete in all respect, Onsite services, and maintenance 3 Years</p>	Nos	4		
9	<p><b><u>LED TV</u></b>  Size 40", Panel Type Full HD, Resolution 1920*1080, Power Consumption 70W, Viewing Angle 178°/178°, Refresh Rate 60Hz, Contrast Ratio 4000:1, Colors 16.7 M(8bit), Connectivity, HDMI, Component IN, A/V IN, A/V Out, SPDIF Out, USB, Onsite services and maintenance 3 Years</p>	Nos	04		
10	<p><b><u>Refrigerator Full Size</u></b>  18 Cubic Feet, Free Standing Type Top Mount, Direct Cool Conventional Technology, Glass Door  5 Years Compressor Warranty with stabilizer, Onsite services, and maintenance 3 Years</p>	No	01		
11	<p><b><u>Refrigerator Medium Size</u></b>  14 Cubic Feet, Free Standing Type Top Mount, Direct Cool, Conventional Technology, Glass Door  5 Years Compressor Warranty with stabilizer  Onsite services and maintenance 3 Years</p>	No	01		



		Total Amount	
17	Paper shredder machine	Nos	03
16	Telephone Sets Panasonic Or Eq:	Nos	10
15	Wall Clock	Nos	10
14	Spiral Binding Machines	Nos	3
13	Voltage Stabilizers 1000KV, stabilizes from 70v to 220v, five relays Onsite services and maintenance 3 Years	Nos	4
12	<b>Optical Scanners</b> Scanning Mode: Flatbed and ADF. Scanning Technology: Color Charged-Coupled Device (CCD), Color Depth: 48 bits (input) – 24 bits (output) Max Optical Resolution: 600 dpi. Maximum Document Size: 11.8 in x 17 in (A3), File Compression: TIFF, G4, JPEG, File Format Output: PDF, Searchable PDF, MS Word, Multi-page TIFF and JPEG. Physical Description Length: 21.25" Width: 14.5" Height: 9" Weight: 17 lbs	No	1

**Total Rupees (in words):** \_\_\_\_\_

Stamp & Signature

## 6. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/ supplier/ distributor:

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order Number, Date of Delivery, Quantity, Specifications, Manufacturer, Serial numbers (if any) name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non-acceptance. After seven days, SMBBMU, Larkana will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery & Procedure:** Central Store, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana or as specified in the Purchase Order unless otherwise informed accordingly. Submit Delivery Note/Challan at Central Store along with your deliverables. The signed and stamp copy will be provided by the Storekeeper, Central Store. *(Material will be accepted after physical inspection by the committee)*
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed monthly for which the contractor failed to complete work within the execution period.
- (v) **Inspection:** Physical inspection will be carried out by SMBBMU, Larkana authority.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instructions.
- (vii) **Condition of Goods:** All items must be provided of prime quality & in good condition of the ordered items otherwise they will be liable to reject.
- (viii) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (ix) **Termination:** That upon termination of this agreement the supplier/service provider shall be permitted to remove all its deliverables which may have been placed at premises from the time to time.
- (x) **Submission of Bills/Invoices:** Sales Tax Invoice/bill, Purchase Order should be submitted to the Office of the Planning, Procurement & Logistics Officer.
- (xi) **Advance Payment:** No advance payment.
- (xii) **Sample:** Bids submitted without sample will lead to rejection of the complete annexure. The deposited sample can be collected from the Central Store- SMBB Medical University, Larkana after publication of BER or as per instruction of the Central Procurement Committee.
- (xiii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract. The pay order will be retained in case of any loss to the University or penalty imposed by the University on delay delivery.

- (xiv) **Validity of Bid:** Validity is for ninety (90) days, it starts from the date of opening of technical or financial bids, which is earlier.
- (xv) **Company Profile:** Company Profile be attached with this document **along with quoted item specifications.**
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the Sindh Public Procurement Act, 2009 with Sindh Public Procurement Rules, 2010 (Amended 2019) & SMBBMU.
- (xvii) **Price / Rate:** Price / rate must be quoted on Tender Form and submitted in sealed envelope.
- (xviii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
- (xix) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xx) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax, stamp duty & SRO), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxi) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly or as per rule.
- (xxii) **Rights:** SMBBMU reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SMBBMU, also reserve the right to issue Purchase Order for any single items to different lowest evaluated bidders or issue Purchase Order for all the items to any lowest evaluated bidder.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

\_\_\_\_\_  
Stamp & Signature

## 7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the manufacturer/supplier/distributor works;

M/s \_\_\_\_\_, the manufacturer / supplier / distributor hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the SMBBMU or any Administrative or Financial Offices thereof or any other department under the control of the SMBBMU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the manufacturer/supplier/distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SMBBMU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SMBBMU, except that which has been expressly declared pursuant hereto.
- (c) The manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the SMBBMU under any law, contract, or other instrument, be stand void at the discretion of the SMBBMU.
- (d) Notwithstanding any right and remedies exercised by the SMBBMU in this regard, manufacturer/supplier/distributor agrees to indemnify the SMBBMU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the SMBBMU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SMBBMU.

### **Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE & STAMP