



Tender Documents – T35/2022

Printed Stationery Supplies

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**SINDH INTEGRATED EMERGENCY AND HEALTH
SERVICES
TENDER DOCUMENTS**

**PRINTED
STATIONERY
SUPPLIES**

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TENDER NOTICE

**Sindh Integrated Emergency &
 Health Services**


TENDER NOTICE

Sindh Integrated Emergency & Health Services (SIEHS), a not for profit organization incorporated under Section 42 of Companies Act, 2017, is providing ambulatory, healthcare and telehealth services to the public in Sindh province.

The following tenders are advertised and relevant information & guidelines are available in each relevant tender documents at company website: <http://siehs.org/tender-documents/>

1. Tender # 16/2022 - Staff Transportation Services
2. Tender # 24/2022 - Purchase of Core Switch for Data Center
3. Tender # 25/2022 - Medical Lab Tests Services for project staff
4. Tender # 26/2022 - Turnkey Services for Travels/ Lodging/ Accommodation/Venue Arrangements
5. Tender # 28/2022 - Repair & Maintenance of Ambulances
6. Tender # 33/2022 - Supply of Medicines & Surgical Disposables Items
7. Tender # 34/2022 - Office Stationery, Janitorial, Grocery, General Office Supplies
8. Tender # 35/2022 - Printed Stationery Supplies

Supply Chain Department
 Sindh Integrated Emergency & Health Services
 Plot No. 43-15 / K, Block 6, P.E.C.H.S, Karachi, Pakistan
 UAN: +92-21-111-111-823 Ext: 2006/2022 www.siehs.org

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز


ٹینڈر نوٹس

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز (SIEHS)، ایک غیر منافع بخش ادارہ جو کمپنی ایکٹ 2017 کی دفعہ 42 کے تحت قانون شدہ ہے جو صوبہ سندھ عوام الناس کو ایمبولینس، ہیلتھ کیئر اور ٹیلی ہیلتھ سروسز مہیا کر رہا ہے۔ درج ذیل ٹینڈر مشتمل کئے جاتے ہیں اور متعلقہ معلومات اور گائیڈ لائنز ہر ایک متعلقہ ٹینڈر دستاویزات میں کمپنی ویب سائٹ پر دستیاب ہیں۔ <http://siehs.org/tender-documents/>

- 1- ٹینڈر نمبر 16/2022 اسٹاف ٹرانسپورٹیشن سروسز
- 2- ٹینڈر نمبر 24/2022 ڈیٹا سینٹر کیلئے کور سوئچ کی خریداری
- 3- ٹینڈر نمبر 25/2022 پروجیکٹ اسٹاف کیلئے میڈیکل لیب ٹیسٹس سروسز
- 4- ٹینڈر نمبر 26/2022 ٹرنکی سروسز برائے ٹریولرز/لوڈنگ/اکوموڈیشن/وینيواريجمنٹس
- 5- ٹینڈر نمبر 28/2022 ایمبولینسز کی مرمت اور مینٹیننس
- 6- ٹینڈر نمبر 33/2022 میڈیسنز اور سرجیکلز ڈسپوزبلز آئیٹمز کی فراہمی
- 7- ٹینڈر نمبر 34/2022 آفیس اسٹیشنری، جینی ٹوریل، گروسری، جنرل آفیس سپلائز
- 8- ٹینڈر نمبر 35/2022 پرنٹڈ اسٹیشنری سپلائز

سپلائی چین ڈپارٹمنٹ

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز

پلاٹ نمبر 43-15/K، بلاک 6، پی۔ای۔سی۔ایچ۔ایس۔کراچی، پاکستان

UAN: +92-21-111-111-823 Ext: 2006/2022 www.siehs.org

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز


ٹینڈر نوٹس

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز (SIEHS) هڪ غير مناعفي بخش ادارو، جيڪو کمپنی ایکٹ 2017 جي فقري 42 تحت قانوني طور رجسٽرڊ ٿيل آهي، جيڪو سنڌ صوبي، عوام الناس کي ایمبولینس، ہیلتھ کیئر ۽ ٽیلی ہیلتھ سروسز مہیا کري رهيو آهيو. <http://siehs.org/tender-documents/>

- 1- ٽينڊر نمبر 16/2022 اسٽاف ٽرانسپورٽيشن سروسز
- 2- ٽينڊر نمبر 24/2022 ڊيٽا سينٽر لاءِ ڪور سوئچ جي خريداري
- 3- ٽينڊر نمبر 25/2022 پروجيڪٽ اسٽاف لاءِ ميڊيڪل ليبل ٽيسٽس سروسز
- 4- ٽينڊر نمبر 26/2022 ٽرن-ڪي- سروسز واسطي ٽريولرز/لوڊنگ/اکوموڊيشن/وینيواريجمنٽ
- 5- ٽينڊر نمبر 28/2022 ایمبولینسز جي مرمت ۽ مینٽیننس
- 6- ٽينڊر نمبر 33/2022 میڈیسنز ۽ سرجیکلز ڈسپوزبلز آئیتمز جي فراہمی
- 7- ٽينڊر نمبر 34/2022 آفيس اسٽيشنري، جيني ٽوريل، گروسري، جنرل آفيس سپلائز
- 8- ٽينڊر نمبر 35/2022 پرنٽڊ اسٽيشنري سپلائيز

سپلائی چین ڊپارٽمنٽ

سندھ انٹیگریٹڈ ایمرجنسی اینڈ ہیلتھ سروسز

پلاٹ نمبر 43-15/K، بلاک 6، پی۔ای۔سی۔ایچ۔ایس۔کراچی، پاکستان

UAN: +92-21-111-111-823 Ext: 2006/2022 www.siehs.org



COMPANY INTRODUCTION

Sindh Integrated Emergency and Health Services (SIEHS), is a section 42 not-for-profit company formed in collaboration with the Government of Sindh. This service is a realization of Government of Sindh's commitment to strengthen the primary healthcare structure in Sindh through a public-private arrangement ensuring delivery of timely, effective, patient-focused ambulance and holistic healthcare services, free-of-cost.

SIEHS under its ambit operates and manages Pakistan's first and only ISO 9001:2015 certified ambulance service called Sindh Rescue and Medical Service (SRMS). SRMS operates according to international protocols, and is equipped with advanced medical equipment, life-saving drugs and qualified paramedics and nurses, providing immediate pre-hospital emergency care to those suffering with acute health trauma. The quality emergency services are available to all those who need it, across the social spectrum.

Our TeleHealth and Tele Medicine platform is designed to support health care solutions and capacity building across the general health continuum, free-of-charge. With 24/7 access to doctors, clinical psychologists and healthcare experts, supported by updated algorithms for common diseases and on-going pandemic, we ensure that people in need receive timely diagnostic and counselling services, anytime. Our state-of-the-art call center allows callers to access coordinated advice and counselling services from across Pakistan, by dialing "1123".

SIEHS invites sealed bids on single stage one envelope procedure for the provision of Printed Stationery Supplies from well reputed companies registered with federal / provincial tax authorities.

INVITATION TO BID

Sindh Integrated Emergency and Health Services (SIEHS), invites the sealed bids for provision of Printed Stationery Supplies from registered well-reputed transport companies available on List of Active Tax Payers" of FBR (For Income Tax) & GST (For Sales Tax) websites.

Tender fee	Rs. 2,000/- (Rupees Two thousand rupees only) Non-Refundable
Bidding procedure	Single Stage – One Envelope Procedure
Bid security	2% of the total bid value.
Deadline for submission of bids	26-Nov-2022 by 9:30 am
Bid opening date and time	26-Nov-2022 at 10:00 am

1. Bidding documents are available on the websites of Sindh Integrated Emergency and Health Services (SIEHS), (<http://siehs.org/tender-documents/>) bidder is required to enclose Pay Order / Demand Draft for the tender fee (Rs. 2000/-) with their bid, which must be issued by a scheduled bank within the tender purchasing dates.
2. SIEHS may issue the clarifications or amendments in respect of the bidding documents which will be uploaded on the website, SIEHS will not be responsible of any confusion or misunderstanding in this regard.
3. In case of any unforeseen situation or 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 and venue.
4. SIEHS reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended 2022).
5. No tender shall be sold on the date of opening of bid.

SCOPE OF WORK

LIST OF ITEMS FOR PURCHASE OF PRINTED STATIONERY			
ITEM DESCRIPTION	SPECIFICATION	UOM	TENTATIVE QUANTITIES
AMBULANCE RESPONSE FORM	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1+1 COLOR PRINTING • GUM BINDING • SERIAL NO. STARTING FROM 1683201 ONWARDS • TWO SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	1494
CARE TRANSFER REPORT FORM	<ul style="list-style-type: none"> • 50 leaves • 50 SETS OF NCR PAPER WITH TWO CARBON COPIES, (WHITE, YELLOW, BLUE) WITH 01 COLOR PRINTING • SERIAL NO. STARTING FROM 951751 ONWARDS • HARD BINDING • SIZE: 8.25" X 5.625" 	BOOKS/ PADS	2934
CRITICAL FORM	<ul style="list-style-type: none"> • 50 leaves • 50 SETS OF NCR PAPER WITH ONE CARBON COPIES (WHITE & BLUE PAPER) WITH 01 COLOR • SERIAL NO. STARTING FROM 1428301 ONWARDS • HARD BINDING • SIZE: 11.5" X 8.375" 	BOOKS/ PADS	1110
PATIENT VALUABLE HANDOVER FORM	<ul style="list-style-type: none"> • 50 leaves • 50 SETS OF NCR PAPER WITH TWO CARBON COPIES, (WHITE, YELLOW, BLUE) WITH 01 COLOR PRINTING • SERIAL NO. STARTING FROM 35751 ONWARDS • HARD BINDING • SIZE: 8.25" X 5.625" 	BOOKS/ PADS	111
STATION LOG BOOK	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1 COLOR PRINTING • HARD BINDING • SINGLE SIDE PRINTING • SIZE: 8.5" X 13.5" 	BOOKS/ PADS	463
HANDING TAKING OVER FORM MEDICINES & DISPOSABLES	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1+1 COLOR PRINTING • GUM BINDING • TWO SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	422
HANDING TAKING OVER FORM EQUIPMENT	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1+1 COLOR PRINTING • GUM BINDING • TWO SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	422

HANDING TAKING OVER FORM EVO	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1 COLOR PRINTING • GUM BINDING • SINGLE SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	422
INCIDENT INFORMATION LOG	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1 COLOR PRINTING • GUM BINDING • SINGLE SIDE PRINTING • SIZE: 8.5" X 11.75" (A4) 	BOOKS/ PADS	33
ENTRY EXIT REGISTER	<ul style="list-style-type: none"> • 100 leaves • 80 GMS OFFSET PAPER • 1 COLOR PRINTING • HARD BINDING • SINGLE SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	77
PPM FORMS - F01 & F02	<ul style="list-style-type: none"> • 100 leaves • 80 GMS PAPER • 1+1 COLOR PRINTING • GUM BINDING • TWO SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	16
PPM FORMS - F03 & F04	<ul style="list-style-type: none"> • 100 leaves • 80 GMS PAPER • 1+1 COLOR PRINTING • GUM BINDING • TWO SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	16
PPM FORMS - ECG MACHINE, FOG MACHINE & REFRIGERATOR	<ul style="list-style-type: none"> • 100 leaves • 80 GMS PAPER • 1 COLOR PRINTING • GUM BINDING • SINGLE SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	16
VISIT & INSPECTION REPORT	<ul style="list-style-type: none"> • 100 leaves • 80 GMS PAPER • 1 COLOR PRINTING • GUM BINDING • SINGLE SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	17
BIO MEDICAL EQUIPMENT SERVICE REPORT	<ul style="list-style-type: none"> • 100 leaves • 80 GMS PAPER • 1 COLOR PRINTING • GUM BINDING • SINGLE SIDE PRINTING • SIZE: A4 	BOOKS/ PADS	91

BIDDING PROCEDURE

Bids should be submitted in accordance with instructions and bidding procedure shared in this document. Bids are invited as per Single Stage – One Envelope Procedure in accordance with rule sub rule 1 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended 2022).

INSTRUCTIONS TO BIDDERS


1. Bidder must read all the contents of IFB/NIT as well as Bidding Document and understand all the requirements.
2. Bidder must ensure that the Bid Form is filled in all respect, without any confusion.
3. Bid Security shall be inserted in the proposal.
4. There should not be any over-writing, double writing, crossed, additional conditions.
5. Rates are to be quoted clearly in digits as well as in words Pak Rupees.
6. Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
7. Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the proposal accordingly.
8. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, without tender fee, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non-responsive.

ELIGIBILITY CRITERIA FOR BIDDERS

1. Bidder which meets the following eligibility criteria / mandatory requirements would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document.
2. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification.
3. Bidder shall complete all the terms & conditions of this Bidding Document.
4. Bidder able to enclose the documents as per the list of required bidding document.
5. Companies must be available on List of Active Tax Payers" of FBR (For Income Tax) and GST (For Sales Tax) websites.
6. The bidder must have at least 3 years of experience in the relevant field.
7. Details of turn-over (Including in terms of Rupees) of at least last three years.
8. Registration with NTN/ FBR / SRB.
9. Affidavit that firm has never been blacklisted
10. Tender Fee of Rs. 2,000 in shape of Pay order should be in favor of Sindh Integrated Emergency and Health Services.

LIST OF DOCUMENTS TO BE ENCLOSED: -

1. Bidder(s) must ensure that the following documents are enclosed with the proposal.
2. Complete bidding documents, duly signed and stamped on its each/every page as acceptance of all terms & conditions of this tender document.
3. Pay Order of Rs. 2,000/- in favor of Sindh Integrated Emergency and Health Services (NTN: 4979065)
4. Copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate /On line verification of Active Tax Payer for Sales Tax. Must be registered in province of Sindh for provincial tax/SRB.
5. Copy of CNIC of signatory of the Bid Form.
6. Audited financial statement of the bidder for last three years (if available).
7. Complete details of turn-over of at least last three years duly supported with the documentary evidence in shape of bank certificate or any authentic document.

	SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES TENDER DOCUMENTS	PRINTED STATIONERY SUPPLIES
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8. Affidavit on stamp paper Rs.100 duly notarized to the effect that the bidding company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.
9. Affidavit on stamp paper Rs.100 duly notarized to the effect that the bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.
10. Valid documentary evidence in support of evaluation and qualification criteria.
11. Bid Security of required amount and form.
12. Bid form(s) duly filled in all respect and clearly quoted price.
13. Once again note that bidder must ensure that the Bid Form is filled in all respect, without any confusion, there should not be any over-writing, double writing, crossed, additional conditions and Rates are quoted clearly in digits as well as in words.
14. Bidder(s) must understand that all payments / transaction shall be made in Pakistani Rupees (PKR) only.

Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. SIEHS shall made payments after deduction of all applicable taxes including Income Tax & SST / GST and other taxes, if any.

CLARIFICATION / QUERIES ON TENDERING DOCUMENTS

A prospective bidder requiring any clarification(s) may notify to SIEHS in writing via email address provided in the bid data sheet duly referring the title of the tender in email subject. The concerned officer will respond to any request for clarification within 03 calendar days, provided they are received at least five calendar days prior to the date of opening of bid. Clarification response will be shared with all prospective bidders that have deposited the tender fee.

BID PRICE

1. The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity on current petrol price.
2. Price / bid offer must be valid for 6 months from the date of contract agreement. However, Order(s) will be placed as per the requirement after receiving the demand from the concerned department of SIEHS from time to time during the contract period.
3. The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
4. If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to SIEHS.
5. The price / bid offer shall be entered against each item / material / good for the whole duration of contract period.
6. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

VALIDITY OF BIDS

Bids shall remain valid for ninety (90) days w.e.f. date of opening of Proposals. The bids without or less than Ninety (90) days validity will be rejected.

LANGUAGE OF BIDS:

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

BID SECURITY / EARNEST MONEY

1. The bid must be accompanied by a bid security in shape of a DD/Pay Order of 2% of the total contract value in favor of "Sindh Integrated Emergency and Health Services" on account of Earnest Money/Bid Bond (refundable) valid for a period of 28 days beyond the bid validity date. For unsuccessful parties the earnest money will be refunded within a period one month after the finalization of successful bidder.
2. The Bid Security shall be attached with the Financial Proposal. No interest will be paid on Bid Security. Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount.
3. Any bid not accompanied by an acceptable bid security shall be rejected by the SIEHS as non-responsive.
4. The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
5. The bid security of the successful contractor will be returned only when the bidder furnishes the required Performance Security and signed relevant contract agreement. The successful bidder can adjust the Bid Security towards Performance Guarantee, in this situation, the successful bidder shall submit the balance amount on account of Performance Guarantee.

ACCEPTANCE / REJECTION OF BID

A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.

The bid shall be rejected if:

1. It is substantially non-responsive in a manner prescribed in this tender document.
2. It is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.
3. Bidder has conflict of interest with the SIEHS.
4. Bidder engages in corrupt or fraudulent practices in competing for Contract award.
5. Bidder tries to influence the bid evaluation / Contract award.
6. Bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
7. Unsigned, incomplete, partial, ambiguous, conditional, alternative, late
8. Qualified by vague and indefinite expression such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly
9. Without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or

10. Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria
11. Bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ
12. Bid submitted with shorter bid validity period (i.e. less than 90 days)
13. Bidder fails to meet the minimum evaluation criteria requirements
14. Bid not accompanied by the Bid Security (Earnest Money) of required amount and form
15. Bidder refuses to accept the corrected Total Bid Amount / Price
16. The Bidder has been blacklisted by any public or private sector organization
17. Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations

FORFEITURE OF BID SECURITY

The bid security / earnest money may be forfeited / confiscated:

1. A bidder requests to withdraw his or its bid after opening but within the bid validity period
2. Successful bidder fails to furnish performance security
3. Successful bidder fails to sign the contract
4. A bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.
5. A bidder has been found black listed by any agency of Federal or Provincial Government.
6. In case of the bidder Company fails to provide the satisfactory services / goods / works.

CANCELLATION OF BIDDING PROCESS

SIEHS Procurement committee:

1. May cancel the bidding process at any time prior to the acceptance of a bid or proposal.
2. Shall incur no liability towards the bidders.
3. Shall intimate the cancellation of bidding process immediately and upload a notice on the company website followed by prompt return of bid security.
4. Shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

AMENDMENT OF TENDER DOCUMENT

- a. At any time prior to the deadline for submission of bids, SIEHS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an note to the provided email address shared by the bidder.
- b. Any amendments thus issued shall form eternal part of the tender document. To offer bidders a reasonable timeframe for preparing revised bids, the SIEHS may at its discretion extend the deadline for submission of bids.

PERIOD OF CONTRACT

The period required for completion based on the delivery timeline provided in the quotation. The period will start from the issuance of contract till the end of actual delivery of the items.

DEADLINE FOR SUBMISSION OF BID

Bids must be received at the identified address no later than the time and date specified in the Bid Data Sheet. Any claim against the bids received late shall not be considered at any stage. Bidders are advised in their own interest to take all precautionary measures for delivery of sealed bids before the deadline for submission of bid.

SINGLE STAGE – ONE ENVELOPE PROCEDURE.

1. Bid shall comprise a single package envelope.
2. SIEHS shall evaluate the proposal in a manner prescribed in advance and reject any proposal which does not conform to the specified requirements. No amendments in the proposal shall be permitted after the submission of documents.
3. Bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
4. The bid should contain all the relevant information and desired enclosures in the prescribed format.
5. Bid should be submitted in a sealed envelope:
 - i. Be addressed to the SIEHS at the address given in the bidding documents
 - ii. Opened or e-mailed or faxed or telexed bids will not be accepted.
 - iii. Any bid received by the SIEHS after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
 - iv. Bids qualified by such vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
 - v. Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder’s performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
 - vi. In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
 - vii. In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
 - viii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the bid validity period specified in the bid document.

3-B POST BID SUBMISSION

OPENING OF BID

1. The date for opening of bids and the last date for the submission of bids shall be as given in the bidding documents and in the tender advertisement. In case, the two dates are different, the date and time, given in the bidding documents shall apply.
2. In case of the date of opening of tender declared as Public Holiday by the Government of Sindh or Federal Government or non-working day due to any reason, the next official

working day shall be deemed to be the date for submission and opening of tenders/bids/offers, accordingly. The time and venue shall remain same.

3. All bids shall be opened publicly in the presence of all the bidders, or their representatives, who may choose to be present in person, at the time and place announced in the invitation to bid.
4. The Procurement committee shall read aloud the name of the bidder and total amount of each bid, and of any alternative bids if they have been permitted, shall be read aloud and recorded when opened.
5. All bidders in attendance shall sign an attendance sheet.
6. All bids submitted after the time prescribed as well as those not opened and read out at bid opening, due to any procedural flaw, shall not be considered, and shall be returned without being opened.

EVALUATION OF BIDS

1. All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.
2. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of notice for invitation of bids.
3. The Committee may seek the clarification from the bidder in writing or oral as the case may be, in case of committee deemed fit, however any clarification shall not be changing the sanctity of original bid.
4. The Bids/Offer shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.

ANNOUNCEMENT OF BID EVALUATION REPORT

1. Procurement committee shall announce the results of bid evaluation in the form of a report giving reasons for acceptance or rejection of bids.
2. The report shall be uploaded on SIEHS website and intimated to all the bidders through email at least three (3) working days prior to the award of contract.

BID EVALUATION CRITERIA - 100 Marks

THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS. The bidder which attains the highest combined weighted technical and financial score according to the following criteria shall be selected.

1. The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and rejected.
2. The following merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
3. Bidders achieving minimum 70% overall points / marks will be considered only for further process. Documentary evidence must be attached in support of your claim.

S.no	Evaluation Criteria for selection	Score
1	Years of Experience (Establishing of firm) From 1 – 5 years - 10 marks Above 5 years upto 8 years - 15 marks Above 8 years - 20 marks	20
2	Offset Printing Service Note: Photocopies of contracts, orders (documentary proof) of last five years required which may verify by the Committee One No. for each work order of public sector organizations for preparation of Printed Stationery, Maximum 10 Nos.	10
3	Printing Press Facility (Required documentary proof) Owned - 15 marks Rented - 10 marks Other Source - 5 marks	15
4	Financial Strength (Required one year Bank Certificate of annual Turnover for last year) Below Rs. 3 million - 10 marks From above Rs. 3 million to Rs. 5 million - 15 marks Above Rs. 5 million - 20 marks	20
5	Lowest Quoted price	20
6	Payment terms <ul style="list-style-type: none"> •45 days credit - 15 marks •Payment on delivery - 10 marks •Combination of advance and credit (45 days) - 5 marks •100% Advance - 0 marks 	15
GRAND TOTAL		100

Tender will be awarded to the responding organization with maximum accumulative points. The formula to calculate the marks for the quoted price is given below:

Solved Example of Price/Financial Scoring for Lowest Quoted Price:

If the lowest quoted price is Rs. 200,000 the same lowest will obtain score as below:

$$[200,000 \div 200,000] \times 20 = 20 \text{ marks being the lowest bidder for the quoted item}$$

If the next higher quoted price is Rs. 250,000 the marks obtained will be:

$$[200,000 \div 250,000] \times 20 = 16 \text{ marks}$$

If the next higher quoted price is Rs. 400,000 the marks obtained will be:

$$[200,000 \div 400,000] \times 20 = 10 \text{ marks and so on.}$$

CLARIFICATIONS / CORRECTIONS OF BID

To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response will be in writing via email and no change in the price or substance of the bid will be permitted.

Arithmetical errors will be rectified on the following basis:

1. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
2. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

PENALTY

In case of delay or incomplete delivery beyond the given timeline or any extended period duly approved by SIEHS, 0.33% of total amount of the Purchase Order/Contract will be charged as penalty per day up to a maximum of 10%. In case if the delivery is still delayed beyond the extended timeline, SIEHS may resort to cancellation of the order with no liabilities towards SIEHS.

PERFORMANCE SECURITY

The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of Pay Order or Demand Draft or a Bank Guarantee in favor of SIEHS issued by a scheduled bank in Pakistan valid for a period of thirty (30) days beyond the date of completion / expiry of the contract. No interest will be paid on Performance security.

REFUND OF PERFORMANCE SECURITY

The Performance Security / Guarantee shall be returned after expiry of contract and settlement of all claims. This amount will be returned to the supplier after satisfactory completion note from SIEHS.

FORFEITURE OF PERFORMANCE SECURITY

1. In the event of failure to provide items/services as per Contract Agreement / Work Order within the stipulated period, the performance security may be forfeited.
2. In that event, acquiring of the said items/services may be taken from the next lowest bidder vide the same work order at contractor's risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
3. If any equipment / instrument or property of SIEHS or its representative / landlord / donor/ is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

APPLICABLE LAW

The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi - Pakistan shall have exclusive jurisdiction.

ARBITRATION

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the SIEHS and the bidder company. Should the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the SIEHS and the bidder company within fifteen (15) days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the

Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

RIGHT TO VARY QUANTITIES AND SPLIT ORDER

SIEHS reserves the right to increase and/or decrease the number of locations originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period. The price applicable for addition of a location will be averaged based on overall price divided by the number of current locations provided in the current scope of work.

TERMINATION & CANCELANATION OF CONTRACT

If the bidder company fails to provide the satisfactory services, the SIEHS shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The SIEHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

Redressal of Grievances & settlement of dispute will be as per Rule 30 & 31 of SPPRA Rule-2010 (Amended 2022).

COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its documents, while SIEHS in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

COST OF STAMP DUTY

0.35% or notified by the Government of Sindh, will be paid by successful bidder as stamp duty.

THIRD PARTY SERVICES

If required, will be the responsibility of the bidder. Sindh Integrated Emergency and Health Services will not be a party to any such agreement between the bidder and any of its vendors, sub-contractor, if so.

CANCELLATION OF CONTRACT

If the successful bidder fails to provide the satisfactory services, the SIEHS shall be entitled with the option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. SIEHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

TENDER TIMELINES

The estimated timing for the key milestones in the tender process is as follows:

Steps	Time line	Start Date	End Date
Tender advertisement published in the newspapers & Tender uploaded on SIEHS website		8-Nov-2022	
Addressing of queries from bidders	From the date of tender publishing till 05 calendar days to the bid submission date	9-Nov-2022	18-Nov-2022
Bid submission by vendors	Maximum by 9:30 am	26-Nov-2022	
Proposal opening by procurement committee	10:00 am	26-Nov-2022	
Comparative analysis of proposals along with clarification of queries if any	5 working days	28-Nov-2022	02-Dec-2022
Internal approvals and project award with Letter of intent	1 working day	05-Dec-2022	05-Dec-2022

*Timeline is estimated and may change based on technical complexities. For any changes of dates, bidders will be informed via email on their provided correspondence email id.

BID DATA SHEET

Company name	Sindh Integrated Emergency & Health Services (SIEHS)
Postal address	Plot No. 43-15/K, Block 6, P.E.C.H.S, Karachi, Pakistan.
Procurement Focal person	Mr. Syed Ali Jawad
Email address	procurement@siehs.org
Contact number	021-111-111-823, Ext 2006 / 2409
Pricing mechanism	The price shall be fixed during the contract period.
Bid security	Amount of bid security should be 2% of the total bid price
Bid validity	Bid validity period shall be 90 days after opening of technical proposal
Deadline for bid submission	26-Nov-2022 by 9:30 am
Date, Time and Place of Bid opening of technical / commercial proposal	26 Nov 2022 at 10:00 am in SIEHS Head office (address above)
Performance Security	5% of the total contract value as per agreed timeline for completion of project. This amount will be returned to the supplier once the satisfactory report received from SIEHS



CONTACT DETAILS OF THE BIDDER

Name of the Company	
Company NTN	
Company GST No.	
Provincial sales tax numbers (SST)	
Office Address	
Name of the authorized contact person for tender project	
Email address for tender query correspondence	
Telephone No with extension if any	
Mobile No.	
Signature of Authorized Person (Name & Designation)	
Company stamp if available	

SPPRA INTEGRITY PACT (To be signed with bidder awarded the contract)



BID FORM / PRICE SCHEDULE

(To be submitted on Official Company Letterhead duly Signed & Stamp)

Commercial proposal

QUOTE							
S.NO	ITEM DESCRIPTION	QTY	UNIT PRICE	TAX	NET UNIT PRICE	NET AMOUNT	TOTAL AMOUNT
1							
2							
3							

- The above rates are inclusive of all taxes/duties/delivery charges etc.
- Payment terms: _____
- Delivery time: _____
- Validity of Offer: 90 days from date of tender opening

Signature with date: _____

Name: _____

CNIC: _____

Designation: _____

Company: _____

Stamp: _____