



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

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

TENDER FORM

**PROVIDE & SUPPLY OF PETTY ARTICLES & STATIONERY,
AND OTHER MISCELLANEOUS ITEMS.**

Date of issuance : January 18, 2024 to February 03, 2024

Last Date & time of submission : February 05, 2024 Time:11:15 am

Date & time of opening : February 05, 2024 Time:12:00 noon

Name of Firm: _____.

NTN: _____ . SRB/GST Registration Number: _____.

Pay Order / Demand Draft # _____, Amount of _____ /₹.

Drawn on Bank _____ . Dated _____.

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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 January 19, 2024, he Dawn on January 19, 2024, Jang on January 19, 2024, SMBBMU & SSPRA websites for Provide & Supply of Petty Articles & Stationary items for SMBB Medical University Larkana.

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 pplo@smbbmdu.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 provider & 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 and every 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 Monday February 05, 2024 at 11:15 am 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 12:00 noon 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.

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 Petty Articles & Stationary & miscellaneous items for the SMBB 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 Monday February 05, 2024 by 11:15am 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 12:00 noon 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	Minimum 3 years of experience for supplying petty articles & Office Stationary in government/private organizations.	
2	Minimum 3 recent work orders of similar nature not below the cost of annexure applied.	
3	Last 2 years' bank statements minimum 5 million transaction (per year).	
4	Tax returns filed for last three financial years.	
5	Manufacturers / Firms / Supplier / Companies / Distributors must provide active "Sales tax & Income Tax Registration Certificate both FBR and / or SRB" at the time of submission of bidding document.	
6	Satisfactory Performance Report from last or current Institution/ organization.	
7	Affidavit of "No Dissatisfactory Performance: for any litigation or blacklisting" at any Institute/ Organization for last 3 years.	
8	Provide last 2 years' Cliental list.	
9	Bid stamped & signed each & every page by the bidder.	
10	5% Bid Security	
11	Tender Fee Paid	

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

** Samples will be returned after BER Publications or as per Procurement Committee instructions. **Without sample of any item, the complete slot/ annexure would be rejected.**

Stamp & Signature

5. Bill of Quantities:**Provide & supply of petty articles, stationery, & other miscellaneous items.**

(Including all taxes)

<i>S.#</i>	<i>Name of item & Specification</i>	<i>Unit</i>	<i>Qty</i>	<i>Rate</i>	<i>Amount</i>
1	<u>Annexure-A</u> Petty Articles	1 Job	1		
2	<u>Annexure-B</u> Office Stationary	1 Job	1		
Total Amount					

Total Rupees (in words): _____

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Note: Must provide sample of each item, non-compliance will lead the rejection of the complete annexure. All the samples must label properly according to serial number.

Stamp & Signature

Annexure-A

PROVIDE & SUPPLY OF PETTY ARTICLES

S.#	Name of item & Specification	Unit	Qty	Unit Rate	Total Cost
1	Bright Scotch (Normal size with foam)	Nos.	300		
2	Broom Narial (Best quality Local)	Nos.	1500		
3	Broom Sar (Best quality Local)	Nos.	2000		
4	Dettol Soap Daily Care 145g (R&C or Equ:)	Nos.	1500		
5	Lux Soap (145 gm) unilever	Nos.	200		
6	Dust Bin Black (Large)	Nos.	100		
7	Dust Bin (Large) Nobel ware or eq	Nos.	500		
8	Ewer (Badno) (Normal size)	Nos.	200		
9	Finis Oil 400ml (SC Johson or eq:)	Nos.	2400		
10	Phenyle 225ml (SC Johson or Eq:)	Nos.	2400		
11	Sweep Acid (600ml Rose)	Nos.	2400		
12	Vim Powder (400g Max or Eq:)	Nos.	1500		
13	Surf Sachets 40gram Brite or Eq.	Nos.	500		
14	Hand Wash (Dove or Eq:)	Nos.	100		
15	Hand Wash Palmolive or Eq:	Nos.	300		
16	Room Spray 300 ml executive quality Note: Must bring 5 different samples of different fragrance.	Nos.	150		
17	LED Bulb Ring E-27 13 watt Osaka/Deep/ or Eq:	Nos.	1000		
18	Lock Tri-Circle 38mm (China)	Nos.	200		
19	Lock Tri-Circle 50mm (China)	Nos.	150		
20	Lock Tri-Circle 63mm (China)	Nos.	100		
21	Duster Cloth	Meter	3000		
22	Malmal Cloth	Meter	100		
23	Mirror spray (Glint or Eq; 500 ml)	Nos.	50		
24	7CF Furniture Polish (Shenzhen)	Nos.	50		
25	Nehwar white for iron cot (China)	Coils	500		
26	Scissor (Medium)	Nos.	60		
27	Tissue Box 3x ply ultra-soft (Rose Petal)	Nos.	500		

28	Tissue Box (Rose Petal Popup)	Nos.	1500		
29	Tissue Paper Party Pack (Rose Petal)	Nos.	100		
30	Tissue Roll (Rose Petal)	Nos.	100		
31	Ceiling Brush (Local)	Nos.	300		
32	W.C Brush (Best quality)	Nos.	500		
33	Plastic Balti 19litr (best quality)	Nos.	50		
34	Wiper Floor (<i>Local</i>)	Nos.	1000		
35	Stick Mop Handmade Iron or As per sample	Nos.	800		
36	Mortein Insect Killer Spray 550 ml	Nos.	60		
SUB TOTAL					

Note: Must provide sample of each item, non-compliance will lead the rejection of the complete annexure. All the samples must label properly according to serial number.

Stamp & Signature

<i>Annexure-B</i>					
PROVIDE & SUPPLY OF STATIONARY & OTHER MISCELLANEOUS ITEMS					
<i>S.#</i>	<i>Name of item & Specification</i>	<i>Unit</i>	<i>Qty</i>	<i>Unit Rate</i>	<i>Total Cost</i>
1	Paper A4 size 80g (<i>Double A</i>)	Reams	1000		
2	Paper Legal size 80g (PPC)	Reams	1800		
3	Paper A4 size 70g (PPC)	Reams	1800		
4	Paper Litho Legal 60g (<i>Gold</i>)	Reams	1100		
5	Plain Register 06 200pages (Paragon or Eq)	Nos.	500		
6	Attendance Register Prime or Eq:	Nos.	500		
7	Outward Register (8 QR Indonesia or Eq)	Nos	200		
8	Inward Register (8 QR Indonesia or Eq)	Nos	100		
9	Indent Book (Alba)	Nos.	60		
10	Hand / Poen Book (Nobel or Eq:)	Nos.	100		
11	Ball Point Pen (Blue) (Signature or Equ:)	Pkt	250		
12	Ball Point Pen (Red) (Signature or Equ:)	Pkt	150		
13	Gel Pen Blue (Dollar or Eq:)	Nos.	120		
14	Sharpener (Dux or Eq:)	Box	20		
15	Pointer Pen (Blue Dollar or Eq:)	Pkt.	100		
16	Pencil with Rubber (dollar or Eq)	Pkt.	500		
17	Multicolored binding tape 2"x72 yards Nix or Eq:	Nos	100		
18	Cartoon Pack Tap 2" x 50 yard Best quality	Nos.	100		
19	Transparent Tape 2"x 72 yard (Deer or Eq:)	Nos.	120		
20	Transparent Tape 1" x 72 yards (Deer or Eq:)	Nos	120		
21	File Separater / Divider MC A4 SI	Pkts.	100		
22	File Tray Plastic (<i>Modern</i>)	Nos	100		
23	Foot Scale Steel (<i>Stainless</i>)	No	100		

24	Glue Stick 20g (<i>Dollar or Eq.:</i>)	Nos.	500		
25	Highlighter Pen (<i>Mercury</i>)	Nos	200		
26	Whito/Correction Pen (<i>kita</i>)	Nos.	200		
27	Marker Board Pen (<i>Dollar or Eq.:</i>)	Nos.	1200		
17	Marker Permanent Pen (<i>Dollar or Eq.:</i>)	Nos.	360		
28	Office clip file Plastic	Nos.	200		
29	Ring File Plastic (<i>Elegant</i>)	Nos.	200		
30	Office file folder (<i>Korona or Eq.;</i>)	Nos.	1000		
31	Paper Cutter (<i>SDI or Eq.:</i>)	Nos.	100		
32	Paper Tap 1" inch Best quality	Nos.	200		
33	Pin Opener (<i>SDI or Eq</i>)	No	200		
34	Stamp Pad Blue (<i>Shiny or eq.:</i>)	Nos.	200		
35	Glue Stick 20g (<i>Dollar or Eq.:</i>)	Nos.	500		
36	Stamp Pad Red (<i>Shiny or Eq.:</i>)	Nos.	50		
37	Punching Machine Medium Size (<i>Deli or Eq.:</i>)	Nos.	200		
38	Punching Machine Heavy Duty (<i>Kangaroo</i>)	Nos	6		
39	Stapler Machine Heavy Duty (<i>Axis</i>)	No	12		
40	Stapler Machine 24/6 (<i>Maps or Eq</i>)	Box	30		
41	Staples /Pins 24/6 <i>Dollar</i>	Pkt	200		
42	U-Clips GTP 50mm	Pkt	100		
43	Katcha Fiiles (<i>Best quality</i>)	Nos.	5000		
44	Carbon Paper (<i>dux</i>)	Pkt.	20		
Sub Total					

Note: Must provide sample of each item, non-compliance will lead the rejection of the complete annexure. All the samples must label properly according to serial number.

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) **Quality Factor:** The quality of the stationery must be of prime quality.
- (xiii) **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 Procurement Committee.

Stamp & Signature

- (xiv) **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.
- (xv) **Validity of Bid:** Validity is for ninety (90) days, it starts from the date of opening of technical or financial bids, which is earlier.
- (xvi) **Company Profile:** Company Profile be attached with this document **along with quoted item specifications.**
- (xvii) **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 2022) & SMBBMU.
- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form and submitted in sealed envelope.
- (xix) **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.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **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.
- (xxii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly or as per rule.
- (xxiii) **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