

DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI



TENDER DOCUMENT

TITLE OF THE JOB

**“STRENGTHENING OF FACULTY OF ORAL
HEALTH SCIENCES
(EXTERNAL DEVELOPMENT WORKS)
AT DUHS KARACHI”**

**OFFICE OF DIRECTOR PLANNING & DEVELOPMENT
DOW UNIVERSITY OF HEALTH SCIENCES,
BABA-E-URDU ROAD, BESIDES CIVIL HOSPITAL, KARACHI
TEL / FAX # 021-99216065
E-MAIL: rahim.khan@duhs.edu.pk**

**SUBJECT: “STRENGTHENING OF FACULTY OF ORAL HEALTH SCIENCES
(EXTERNAL DEVELOPMENT WORKS) AT DUHS KARACHI”**

To,

THE PROJECT DIRECTOR
Planning & Development Department,
Dow University of Health Sciences, Karachi.

1. Having examined the tender documents including Instructions to Bidders, Bidding Data, and Conditions of Contract, Specifications, Drawings and Bill of Quantities for the execution of the above-named work, we/I, the undersigned, offer to execute and complete the work and remedy any defects therein in conformity with the Conditions of Contract, Specifications, Drawings, Bill of Quantities for the sum of Rs. _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said conditions.

2. We/I understand that all the Appendices attached hereto form part of this bid.

3. As security for due performance of the undertakings and obligations of this bid, we/I submit herewith a bid security in the amount of Rupees _____ (Rs. _____) drawn in your favour or made payable to **Dow University of Health Sciences (DUHS)** and valid for a period of _____ days beginning from the date, bid is opened.

4. We/I undertake, if our bid is accepted, to commence the works and to complete the whole of the works comprised in the contract within the time stated in Appendix-A to Bid.

5. We/I agree to abide by this bid for the period of 60 days from the date fixed for opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We do hereby declare that the bid is made without any collusion, comparison of figures or arrangement with any other bidder for the works.

8. We understand that you are not bound to accept the lowest or any bid you may receive.

9. We undertake, if our/my bid is accepted, to execute the Performance Security referred to in Clause 10 of Conditions of Contract for the due performance of the Contract.

10. We confirm, if our bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the Contract and the composition or the constitution of the joint venture shall not be altered without the prior consent of the procuring agency.

In the capacity of _____ duly authorized to sign Bids for and on behalf of
Dated this _____ day of _____ 20_____

Signature: _____

(Name of Tenderer in Block Capitals)

(Seal)

Address: _____

Witness:

Signature: _____

Name: _____

Address: _____

Occupation: _____

APPENDIX-A TO TENDER

1	Amount of Performing Security	2.5% of the Contract price. Total amount including performance security and retention money deducted from bills 5% of contract price stated in Letter of Acceptance.
2	Time for Furnishing Programme (Commencement of Work)	Within 45 days from the date of receipt of Letter of Acceptance.
5	Time of Commencement	Within 10 days from the date of receipt of Project Director's Notice to Commence, This shall be issued after signing of Contract Agreement.
6	Time of Completion of Works	_____ days from the date of Notice to Commence.
7	Amount of Liquidity Damages/ Delay Damages / Penalties	0.1% per day of Contract Price for the work remains un-commenced and un-completed after due date up to maximum of 10% of Contract price and after that termination of contract after 07days notice.
8	Defect Liability Period/ Period of Maintenance	90 days from the effective date of Taking over/ Completion Certificate.
9	Percentage of Retention Money	10% of the amount of the Interim/Running Payment Certificate.
10	Limit of Retention Money	5% of Contract Price stated in Letter of Acceptance.

**Signature of Contractor /Seal of Firm
Authorized representative of Firm**

INSTRUCTIONS TO TENDERS

- a) Project Director Planning & Development, Dow University of Health Sciences, calls tenders for the “**STRENGTHENING OF FACULTY OF ORAL HEALTH SCIENCES (EXTERNAL DEVELOPMENT WORKS) AT DUHS KARACHI**” with the bill of quantities attached here to be submitted by or before 11:00 A.M on **18-01-2018**. Tenders cost will not be reimbursed for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) The tender for the each work should be in the sealed envelope bearing name of the work / contractor / firm clearly marked and addressed to Project Director Planning & Development, Dow University of Health Sciences, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date and time stated above. Any tender received after the stipulated time will not be considered regardless of the cause of delay.
- d) All tender are invited to the present for the opening of the tender in **18-01-2018** at 11:30 A.M. The name of each tenderer and his total contract price only will be read aloud and recorded.
- e) Any tender/tenders without earnest money will not be entertained. Earnest money of the awarding firm may be return after successful completion of work. If the supplier fails to commence or complete the awarded work within the stipulated time his/her work order will be cancelled as per rule and earnest money shall also be forfeited.
- f) Detailed particulars of the work / works can be seen in the Project Director Office on any working day during the office hours.
- g) Tender shall be made in the form supplied therefore, with all items and blanks properly filled in. all data and figures and the signature of persons signing the tender shall be in ink. The completed BOQ should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not accepted.
- h) All unit prices filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- i) All prices quoted shall be deemed to include all costs of performing the works, including labour, material, income tax, duties, octori charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in rate of bid.
- j) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring the work actually done or supplying/repairing the actual number of items in accordance with the work order and valuing it al the rate or prices by the contractor in the tender.
- k) “In-case of discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined”.

- l) 10 % security deposit will be deducted from each bill on the paid amount of the contract, which will be returned after maintenance period of 03 months.
- m) The tender must be signed in each and every page by a person(s) authorized to do so.
- n) The site can be visited on any working day during the office hours.
- o) “Engineer” means the Project Director Planning & Development of the University or any other Engineer appointed by him.
- p) The earnest money will be forfeited in case the contractor fails to commence the work within 10 days time after issue of work order or left the work incomplete after commencement and during execution.
- q) The Competent Authority reserve the right to reject any or all the tenders, increase or decrease the scope of work or divide item of work among bidders.
- r) That the Contractor shall be responsible to keep in good condition the premises of the University and shall not damage any property belonging to student of the University and incase of any loss damage caused by the contractors or its employee to any property of the compensate and or indemnify the university or the student as the case may be.

PROJECT DIRECTOR
Planning & Development Department
Dow University of Health Sciences, Karachi

DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI
DIRECTORATE OF PLANNING & DEVELOPMENT

TERMS & CONDITIONS

1. The work / supply is required within 10 Days from the date of letter of Commencement/award.
2. Inspection: *Nominated Inspection Committee will make Inspection of Work.*
3. In case of late delivery @ 0.1% per day will be charged on bid amount deducted from the bill, but not more than 10% of contract value.
4. Quantities shown in the quotation are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the BOQ.
5. All prices will include all costs of performing the works including labour, material, Income Tax, GST, Octroi Charges, royalties & transportation etc., as mentioned in BOQ.
6. No subletting of all or any part of work will be allowed at any cost / reasons.
7. The supplier will see the site / sample before quoting the rates.
8. Store will be delivered at Dow University of Health Sciences, Karachi.
9. Central Stores and Inspection Officer will issue inspection certificate after inspection through Inspection Committee.
10. If the work / supply is not found according to the specification and samples provided, will be rejected at risk and cost of the manufacturer and in case the manufacturer fails to work / supply the order, the firm will be black listed.
11. Payment:
 - 11.1 The Actual sum to be paid shall be determined by quantifying / measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.
 - 11.2 10% security deposit will be retained from each bill upto a period of six months from the date of supply of order.
 - 11.3 Part payment against part supply can be allowed.
12. Request letter for issuance of tender documents should be supported with:
 - a. Copy of GST, SST & NTN registration Certificate and PEC Registration minimum in Class-C3.
 - b. Undertaking on non-judicial stamp paper of Rs. 100 certifying the supplier(s) is/ are not temporarily or permanently debarred from any Govt. Agency / Authority / Department (without bearing any responsibility on DUHS whatsoever in this regards).
 - c. Copies of all relevant Certificate/Authorization letter must be attached (where required) mentioned with Tender Enquiry.

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