

**DOW UNIVERSITY OF HEALTH
SCIENCES, KARACHI**



BIDDING DOCUMENT

**PRINTING OF PROSPECTUS
MBBS & BDS
FOR SESSION 2017-2018**

**DOW UNIVERSITY OF HEALTH SCIENCES,
BABA-E-URDU ROAD, BESIDES CIVIL HOSPITAL,
KARACHI**



**DOW UNIVERSITY OF HEALTH
SCIENCES, KARACHI**



**HEALTH DEPARTMENT
GOVERNMENT OF SINDH**

PRINTING OF PROSPECTUS MBBS & BDS FOR SESSION 2016-2017

1. INTRODUCTION:

On behalf of Health Department, Government of Sindh, Dow University of Health Sciences is monitoring written tests and conducting admission process of about 25,000 to 30,000 candidates, for MBBS and BDS program of Dow University of Health Sciences Karachi, Jinnah Sindh Medical University Karachi, Liaquat University of Medical and Health Sciences Jamshoro, Peoples University of Medical & Health Sciences for Women, Nawabshah, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana and Shaheed Mohtarma Benazir Bhutto Medical College Lyari, Karachi.

2. RECEIPT OF PROPOSALS:

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes should reach office of Director Admission, Dow University of Health Sciences, Karachi on or before September 05, 2017 at 1100 hours and will be opened on the same day at 1130 hours.

The University shall not be responsible for any delay in receiving Bids/sending of Bidding Document. The University reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained. Earnest Money shall be forfeited in case it is found at any stage that information/particulars regarding supply of item(s) are false.

The following conditions need to be followed for submission of the bid:

1. The bidder must be submitted in the prescribed format, complete in all respects, duly sealed and signed by the authorized signatory, must be submitted on/before 05th September, 2017 at 11.00 A.M.
2. Bid should be submitted in two sealed envelopes as specified earlier.
3. All the envelopes shall be addressed to The Director, Admission, Dow University of Health Sciences, Karachi.
4. The university will not be responsible for postal or any other delays in receipt of bid. Bid received after due date will not be considered.
5. No overwriting, corrections or cutting is permitted. Interested printers are advised to keep a watch on the University website for any related information in this regard.
6. If number of bids received is inadequate, it will be re-advertised.

3. LIQUIDATED DAMAGES:

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price

of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant.

4. RISK PURCHASE:

In the event of the bidder / supplier’s failure to supply the ordered items of acceptable quality in the scheduled delivery period or the services as per the contract, the University reserves the right to procure the related printing material from any other source at the bidder’s/supplier’s risk and cost. Any difference in the cost on this account will be soul responsibility of the supplier and the cost incurred so will have to be borne by supplier. Further the university shall retain the right of forfeiture of performance security and or any other actions as deemed fit.

5. PERFORMANCE SECURITY:

The successful bidder shall furnish Performance Security in the form of a Demand Draft/Pay Order/Bank Guarantee. In case of Bank Guarantee the same shall be established by a Scheduled Bank. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Purchase Order.

6. TENDER ELIGIBILITY:

Eligible Bidder/Tenderer is one who:

- Has valid registration certificate for Income Tax and Sales Tax;
- is an active Income Tax Payer;
- conforms to the clause of “Responsiveness of Bid” given in this tender document
- the has not been blacklisted

7. TECHNICAL EVALUATION CRITERIA:

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not confirm to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under SPPRA Rules, Technical Bids will be evaluated on the basis of following criteria and rates of only those bidders will be opened who have fulfilled the criteria:

EVALUATION CRITERIA	REQUIREMENT
Sales Tax Registration	Mandatory
Income Tax Registration	Mandatory
Conformance to the required specification of items given in Schedule of Requirement	Mandatory
At least five relevant Supply Orders / Contracts received in the last three years	Mandatory
Affidavit /Bidder’s Undertaking on stamp paper	Mandatory
Delivery Period	Maximum 30 days

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

8. REJECTION AND ACCEPTANCE OF THE BID:

- 8.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under SPPRA Rules without any change in unit prices or other terms and conditions, accept a Bid reject any or all Bid (s), cancel / annual the Bidding process at any time prior to award of Contract, without assigning any reason or any obligation to inform the bidder of the grounds for the Purchaser's action, and without thereby incurring any liability to the bidder and the decision of the Purchaser shall be final.
- 8.2 It is substantially non-responsive; or The bidder does not meet any of the mandatory criteria mentioned; or The bid is incomplete, conditional, alternative, late; or The sample of Paper provided for Prospectus is not of Prime Quality; or the bidder does not attach Bid Security in Shape of Pay Order; or The bid security is not attached or it is less than the required amount; or the Bidder submits more than one Bids against one bid; or the Bidder tries to influence the bid evaluation / Contract award; or the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or there is any discrepancy between bidding documents and bidder's proposal i.e. any non - conformity or inconsistency or informality or irregularity in the submitted bid; or the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.
- 8.3 List of clients in Pakistan for a similar work / supply.
- 8.4 The bidder has to provide certificate that all items are required standard basis.
- 8.5 Non-Black List Affidavit / Certificate (confirming that bidder has never been black listed from any Government/Semi Government organization).

9. EARNEST MONEY:

The tenderers should submit their bid along with a Bank Guarantee / Call Deposit of 5% of the Tender Cost as Earnest Money in the name of Dow University of Health Sciences, Karachi.

10. DISQUALIFICATIONS:

Offers are liable to be rejected if, there is any deviation from instructions as laid down in the bid document i.e. Technical details/brochures and literature pertaining to the offered items are not attached. Tenders are submitted without the required earnest money.

Offers are received after specified date and time. Specification and other requirements are not properly adhered to or manufacturer's brochures show specifications different from those given in the proposal.

Authorized dealership certificate from the principal is not attached. GST/NTN certificate is not attached. Any other major discrepancy found in the proposal.

11. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

Mere fact of lodging of a complaint shall not warrant suspension of the procurement process. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

12. DELIVERY OF ITEMS

The Successful Bidder will provide a digital print with binding of the Prospectus, as a sample, within 3 days of receipt of the Supply Order. The Supplier will be responsible to deliver the items within 30 days of receipt of the Supply Order. The Supplier will be responsible to deliver the Prospectuses to following campuses within the due date.

The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

13. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENT

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

<u>ENCLOSURES OF TECHNICAL PROPOSAL</u>			
S. NO	ENCLOSURES	ATTACHED YES/NO	PAGE #
1.	Covering Letter		
2.	Copy of Income Tax Registration Certificate		
3.	Copy of Sales Tax Registration Certificate		
4.	Affidavit/Undertaking on the Stamp Paper		
5.	Specifications of quoted items on the Letter Head of the bidder		
6.	Sample of Inner Paper and Title Page		
7.	Copies of two relevant Supply Orders		
8.	Bid Form duly signed by the Bidder		
9.	Price Schedule Form duly filled, signed and stamped by the bidder		
10.	Bid Security in shape of Pay Order		
11.	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		
12.	Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.		

CONTRACT AGREEMENT (ON STAMP PAPER)

THIS CONTRACT is made at _____ on _____ day of 2017. Between the DUHS (hereinafter called the "Purchaser") of the First Part and M/s a firm registered under the laws of Pakistan and having its registered office at (Hereinafter called the "Supplier") of the Second Part.

WHEREAS the Purchaser invited bids for procurement of items, in pursuance whereof M/s being the supplier/ manufacturer/ authorized Agent of (Item name) in Pakistan and ancillary services offered to supply the required item (s); and

Whereas the Purchaser has accepted the bid by the Supplier for the supply of(item name) and services in the sum of Rs.....(amount) - (Rupees.....) cost per unit, the total amount of..... (Quantity of item) (Item name) shall be Rs.(amount) - (Rupees.....).

NOW THIS CONTRACT WITNESS AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Bid Form and this Agreement.
2. The following documents form and be read and construed as integral part of this Contract, viz:
 - a) the Bid Form and the Price Schedule submitted by the Bidder,
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the Terms and Conditions of Contract;
 - e) the Purchaser's Notification of Award (Supply order).
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide related printing items and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the items and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at the place and shall enter into force on the day and year first above mentioned.

**Signed/ Sealed by the
Supplier/ authorized Agent**

1. _____
2. _____

Signed/ Sealed by Purchaser

1. _____
2. _____

FORM OF BID

Contractor/Manufacturer/Supplier

Telegraphic Address:
Telephone Number:
Fax Number:

To,

THE DIRECTOR

Admission Department, DUHS, Karachi

Dear Sir,

In response to your invitation to bid No. _____ dated _____. I/We hereby submit my/our bid for the supply of items as per details given in the schedule hereto duly signed by us or such portion thereof as you may specify in acceptance of bid at the prices given in the said schedule and agree to hold this offer open till _____.

I/We shall be bound by a communication of acceptance dispatch within the prescribed time. I/We have understood the Terms and conditions of Invitation to Bid and have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware of nature of items required and my/our bid is to supply items strictly in accordance with the requirements.

The bid particulars have been furnished and signed.

Yours Faithfully

Dated:

Address:

CONTRACT PERFORMANCE BOND

(This Bond must be from Scheduled Bank executed on a Stamp Paper)

Known all men by these present, we, _____ AND
_____ address or legal title of Contractor (here insert the
legal title of _____ are jointly and severally bound to the surety).

Dow University of Health Sciences, Karachi including its successor in office and Assignees acting through the Vice Chancellor, (herein after called the "Purchaser") in the sum of Rs. _____ (Rupees _____) to be paid to the Purchaser for which payment we jointly and severally bind ourselves and our successors, assignees and legal representatives.

Signature: _____

Dated: _____

The above _____ have bidding to the Purchaser for the supply of items for the Dow University of Health Sciences, Karachi and this bid in part has been accepted.

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BILL OF QUANTITIES

SR. NO:	DESCRIPTION	QTY	RATE	UNIT	AMOUNT
1.	PROSPECTUS Title on 300 GSM Art Card with 4+4 Color Printing & Matt Lamination on 1 side. Inside on 113 GSM Matt Paper with 4+4 Color Printing & Hot Glue Binding Total Pages: 130 (approx.) Size: 8.25" x 11"	30,000		Each	
2.	APPLICATION FORMS SETS 8 Leafs on Color Paper with 1 Color Printing.	30,000		Each	
3.	PROSPECTUS ENVELOPE 75 GSM Paper with 1 Color Printing.	30,000		Each	
4.	JACKET FOLDER On 300 GSM Art Card with 1+1 Color Printing, Pocket and File Clip.	30,000		Each	
TOTAL AMOUNT (PAK RS.)					

SIGNATURE & STAMP