



**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)**

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300
Contact No. 021-99243813-14, Fax : 021-99243816

TENDER NOTICE FOR PROCUREMENT OF DIET ITEMS FOR 2017-18

1. Sealed tenders are invited, for supply of Diet items to the Institution during the financial year 2017-18.
2. Tenders along with Terms & Conditions (in duplicate) may be purchased from the Cashier of the Institution on payment of **Rs.1,000/- (non-refundable)** during **9:00 a.m. to 5:00 p.m. (Monday to Friday)** from the date of publication in news papers till **29-09-2017**, receipt of this amount along with a copy of Terms & Conditions duly signed and stamped by the tenderer, will be attached with the quotations/tenders as conclusive evidence of acceptance of the Terms & Conditions.
3. The Terms & Conditions form is part and parcel of, and supplementary to, this tender notice.
4. Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of "Sindh Employees' Social Security Institution" which shall remain valid for 28 days beyond the Bid validity period.
5. Tenders in sealed envelopes should be addressed to Commissioner Sindh Employee's Social Security Institution, St-17, Block-6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi-75300 (SESSI Head Office) and should be dropped in Tender Box at Head Office on **04-10-2017** up to **02:30 p.m.** This will be opened on the same date at **03:00 p.m.** in the presence of those tenderers who may wish to be present.
6. The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010, Amended 2017.

**DIRECTOR PROCUREMENT
FOR COMMISSIONER**



SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION (HEAD OFFICE)

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300
Ph-021-99243813-14, email: sessiprocurement@gmail.com

TENDER FOR SUPPLY OF DIETARY ITEMS FOR THE YEAR 2017-2018

COST OF TENDER DOCUMENTS:	Rs. 1000 (Rupees One Thousand Only) Non-Refundable
TENDER SELLING PERIOD:	From the date of publishing to <u>29-09-2017</u>
TENDER SUBMISSION DATE AND TIME:	On <u>04-10-2017</u> from 9.00 a.m. to 02:30 p.m.
TENDER SUBMISSION PLACE:	Office of the Director Procurement, Sindh Employee's Social Security Institution (SESSI) Head Office, ST-17, Block- 6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi.
TENDER OPENING DATE AND TIME:	On <u>04-10-2017</u> at 03.00 p.m.
TENDER OPENING PLACE:	Conference Room 4 th Floor SESSI Head Office Karachi

NOTE:- Tender shall not be accepted after sealing of the Tender Box.

TERMS & CONDITIONS

Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all applicable duties / Taxes and transportation etc. and all other expenses on free delivery to Consignee's end. Price should be quoted in Figures & Words both, failing which the offer will be ignored.

1.0 GENERAL CONDITIONS & INSTRUCTIONS:

1.1 In this tender, method of procurement shall be "**SINGLE STAGE ONE ENVELOPE**" procedure as per SPPRA rules 2010. Amended rules 2017.

1.2 The tender shall be submitted with all documents in sealed envelopes. The envelope must contain tender inquiry No. on the top, the name of the Bidder should be affixed on the face of the envelope on the left side. The envelope should be sealed and addressed to Commissioner SESSI Karachi and inserted in Tender box on the scheduled date and time.

1.3 **Tender Proposal should have the following documents. All the documents mentioned in the following eight sub-clauses are mandatory/ compulsory, failing which, the bid shall be rejected:**

- I. Original Tender receipt
- II. NTN Certificate.
- III. Sales Tax Registration Certificate.
- IV. Last three years tax returns of Bidder.
- V. Original Pay Order /Bank Draft of Earnest money.
- VI. Original Bid offer with Quoted price.
- VII. Original Pay Order /Bank Draft of Earnest money.

1.4 The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it, duly stamped.

1.5 Rates of each item should be written in **figures as well as in words**. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.

1.6 No Tender will be entertained without Bid Security. Conditional tender will not be accepted.

- 1.7 Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of Commissioner SESSI, Karachi which shall remain valid for 28 days beyond the Bid validity period.
- 1.8 The Bid Security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidders or the validity period has expired.
- 1.9 The Bid Security shall be released to successful bidders after submission of performance security.
- 1.10 The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.
- 1.11 One "SAMPLE TENDER PROFORMA" is supplied with the lists of items to be purchased. The items have to be quoted on the Performa; duly filled stamped & signed by the authorized bidder. Only those items shall, be typed on the Performa / separate Letter head (as per serial of Performa) for which the rates are to be quoted. Any alteration/ correction must be initialed and each page is to be signed and stamped at the bottom.
- 1.12 The supplies should be in commercial pack and delivered at the designated place by the authorized representative of the firm at the risk and cost of the supplier. Any breakage or shortage of stock will be recovered from the supplier.
- 1.13 Meat will be weighed at the hospital after it has been cut into small pieces.
- 1.14 Fresh items like Fruits, Vegetables, bread etc should be supplied on daily basis.
- 1.15 Brand name of the quoted item must be mentioned, where applicable, otherwise the quoted item(s) shall be rejected.

2. **SPECIAL CONDITIONS:**

- 2.1 The quoted rates once offered by the firms will not be changed during the contract period.
- 2.2 The bidders shall quote their price both in figure and in words on Free delivery basis to SESSI Hospitals.
- 2.3 If a bidder supply sub-standard, misbranded or contaminated item(s) etc., those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality against the rejected items. Otherwise amount equivalent to the supplied quantity of defective goods will be deducted from their bill and supplier may be black listed by the competent authority accordance with the offence and hence their performance security will be forfeited.
- 2.4 If any of the firm/supplier will not supply the Goods after getting award of contract, the whole performance security shall be forfeited and the same will be black listed.

3. **PURCHASER'S RIGHT TO VARY QUANTITIES**

The authority reserves right to increase / decrease or delete the quantities of goods at the time of award of contract and also reserves the right to enhance the quantity of goods originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

4. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:**

The Competent authority reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010. Amended rules 2017.

5. **PERFORMANCE SECURITY:**

The successful bidders will have to deposit the requisite security in the shape of a Pay

Order / Demand Draft at 5% value of the order amount. The same will be released after successful completion of stores.

6 **UNDERTAKING on Rs.100/- Non Judicial Stamp Paper**

6.1 I/we read / understand the conditions specified in the tender inquiry and undertake:

6.2 That I/we will remain bound to supply any item as an additional quantity at the same rate on which said item I/we have supplied during the contract period.

6.3 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item.

6.4 I/we understand and ensure for the supply of quality goods. I/we also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared sub-standard.

6.5 I/we undertake that, if any of the information submitted in accordance to this tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

6.6 I/we undertake that, I/we have never been black listed.

7. **TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE**

I / we, M/s. _____ is hereby confirmed that I/we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010 for procurement of goods during the validity of the tender.

Signature of Vendor _____

Name of Authorized Person _____

Designation _____

Seal and Address _____

Tel No. _____ Fax No. _____

E-mail address _____

Witnesses

Name _____ Signature _____

Name _____ Signature _____

Note:

- **All the above said instructions must be read carefully for compliance.**
- **Department reserve the right to ask and verify any document related with manufacturing of item supplied, to assess the quality.**



Date of Closing of Tender 04-10-2017 AT: 02:30 PM

Date of Opening of Tender 04-10-2017 AT: 03:00 PM

SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION

LIST OF DIETRY ITEMS FOR TENDER FOR THE YEAR 2017-18

Sr. No.	Name of item and specification	Approx. Quantity Required		
RATION ITEMS				
1	Atta	Fine Quality No.1	26,000	Kgs
2	Sugar	White No.1	2,500	Kgs
3	Oil	5 Litre Pack Branded	2,500	Ltrs
4	Rice	Kernal/Basmati Old No.1	1,200	Kgs
5	Salt	Branded	700	Kgs
6	Red Chilli Powder	400 gms Pack, Branded	55	Kgs
7	Dhanya Powder	400 gms Pack, Branded	40	Kgs
8	Haldi Powder	100 gms Pack, Branded	31	Kgs
9	Mix Spices	50 gms Pack, Branded	37	Kgs
10	Tea Leaves	200 gms, Pack Branded	220	Kgs
11	Sagudana	No. 1	20	kgs
12	Custard	Branded	15	kgs
13	Vermicellis	Branded	9	kgs
14	Milk Powder	Branded	400	kgs
15	Dal Masoor	No. 1	475	kgs
16	Dal Moong	No. 1	900	kgs
17	Dal Mash	No. 1	300	kgs
18	Dal Chana	No. 1	550	kgs
19	Sabit Masoor	No. 1	450	kgs
20	Kishmish	No. 1	1	Kgs
21	Almond	No. 1	1 kg	Kgs
22	Branded Red Syrup (for drink)	Pet Bottle (1 Litre Pack)	500	Bottles
23	Ice Cream Soda	Pet Bottle (1 Litre Pack)	50	Bottles
24	Horlex	GSK	40	kgs
FRESH ITEMS				
1	Beef without bone	Young cow from leg	8,000	kgs
2	Mutton without bone	Young goat/ Without framly	600	kgs
3	Fish without Skin	Rohou	500	kgs
4	Chicken Small (Dressed)	Briller without neck	2,000	kgs
5	Eggs	Large	8,500	dozens
6	Butter (25gm. Pack)	Branded	5,000	kgs
7	Milk	Tetra Pack Branded (Multinational)	9,000	kgs
8	Curd	Fresh	10	kgs
9	Bread Plain (Large)	Branded	7,000	kgs
10	Bran Bread	Branded	80	kgs
11	Jam Jelly 20 gm/15 gm	Branded	700	kgs
VEGETABLES				
1	Onion	Large size dry	5,000	kgs
2	Tomato	Red Large size fresh	3,500	kgs
3	Ginger	Fresh	115	kgs
4	Garlic	Peeled	115	kgs
5	Potato	Large	2,000	kgs
6	Carrot	Fresh Medium	125	kgs
7	Pumpkin	Small	1,400	kgs
8	Spinach	Fresh Green	400	kgs
9	Cauli Flower	Large Size	500	kgs
10	Turnips	Medium/Small without leaves	300	kgs



Date of Closing of Tender 04-10-2017 AT: 02:30 PM

Date of Opening of Tender 04-10-2017 AT: 03:00 PM

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LIST OF DIETRY ITEMS FOR TENDER FOR THE YEAR 2017-18

Sr. No.	Name of item and specification		Approx. Quantity Required	
11	Tinda	Fresh	300	kgs
12	Cabbage	Green Small	400	kgs
13	Turri	Small Green	300	kgs
14	Lady Finger	Small/Medium	500	kgs
15	Peas	Tender Green/Fresh	200	kgs
16	Arvi	Medium size	400	kgs
17	Bringal	Small/Medium	350	kgs
18	Chilli	Green (Small)	110	kgs
19	Dhanya	Green & Fresh	110	kgs
	FRUITS			
1	Banana	Large Size	2500	Dozen
2	Kinu	Large	700	Dozen
3	Mosambi	Large	600	Dozen
4	Apple Golden	Medium	1000	kgs
5	Apricot	Large Yellow	550	kgs
6	Plums Black	Large	550	kgs
7	Cheeko	Large Sweet	100	kgs