******Sindh Rural Support Organization**

SRSO Complex, Near Taj Petrol Pump,

Main Shikarpur Road Sukkur

Tel: 071-56271820

**Tender Document**

**The Material required for the**

**Establishment of Microscopy Centers in Larkana, Qamber, Kandhkot, Jacobabad, and Ghotki**

**Under**

**GF-ATM Malaria**

**Tender No.** SRSO/Tender/SRSO/PU/23-24/006

|  |  |  |
| --- | --- | --- |
| **Bid Details** | | |
| 1 | Date of Commencement of Bidding Document | **15-06-2024** |
| 2 | Last date and time for receipt of the Bidding Document | **28-06-2024 by 10 AM (PST)** |
| 3 | Date and Time of Bid Opening | **28-06-2024 by 10:30 AM(PST)** |
| 4 | Place of opening of Bids | Committee Hall, Sindh Rural Support Organization, SRSO Complex, Near Taj Petrol Pump, Main Shikarpur Road Sukkur Tel: 071-56271820 |
| 5 | Address for communication | As Above |
| 6 | Contact us: | For information and any clarification please feel free to contact at [info@srso.org.pk](mailto:info@srso.org.pk) |

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

1. **Introduction**

Sindh Rural Support Organization (SRSO) is incorporated as a not-for-profit Company Limited by Guarantee, Registered under Section 42 of the Companies Ordinance, 1984. The SRSO is an apex organization at the provincial level for participatory development and poverty reduction. It has been working in the designated various districts of Sindh. The Government endorsed the policy to achieve poverty reduction goals through community empowerment, skills enhancement, capacity building and development of community-supported infrastructure projects and providing support for income generation, enterprise development, and financial services.

1. **Background**

Sindh Rural Support Organization (SRSO) is implementing the project GF-ATM Malaria in 5 districts of Sindh.

1. **Procurement Items**

Under the Project, SRSO requires Chemical reagent items at Microscopy centers in 5 districts of Sindh.

The organization referred to as the **“SRSO”**, invites sealed bids for the supply of chemical reagent items according to the below given details, said tender, so that bidders are required to furnish their proposals and mentioned on the envelopes.

**Specifications of Chemical Reagent Items**

The following items are required for 5 Microscopy centers in five districts (Larkana, Qamber, Ghotki, Kandhkot, and Jacobabad).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.NO: | Item | Specifications | Pack | District Larkana | District Qambar | District Ghotki | District Kandhkot | District Jacobabad | Consolidate |
| QTY | QTY | QTY | QTY | QTY | QTY |
| 1 | Glass Slides | Pre-cleaned glass slides Size: 76lnin x 26mm thickness: 1.0- 1.2nim. Frosted end Packing: 72 slides per pack | Boxes | 1,944 | 625 | 556 | - | 833 | 3,958 |
| 2 | Blood Lancet | Fine gauge, plastic steamed cover, tri-bevel tip, disposable, sterile, click type (painless prick 200 in per Box) | Box | 700 | 225 | 200 | - | 300 | 1,425 |
| 3 | Alcohol Swab | Swabs (rat\mated with 7P% IPA). Packing: 200 swab per packet | Box | 625 | 200 | 150 | - | 175 | 1,150 |
| 4 | GIEMSA STAIN | (Merck Germany) 1 liter packing With Long Expiry | Bottle | 20 | 15 | 20 | - | 15 | 70 |
| 5 | Methanol | Merck (Bottle 2.5 Liters) | Piece | 20 | 15 | 20 | - | 10 | 65 |
| 6 | Xylene | Merck (Bottle 2.5 Liters) | Box | 10 | 6 | 20 | - | 4 | 40 |
| 7 | Distilled Water | In hard skin bottle to avoid leakage/waste Pack in 6 Litter per bottle | Bottle | 96 | 48 | 48 | 20 | 48 | 260 |
| 8 | Immersion Oil | Bottle | Bottle | 15 | 15 | 25 | - | 15 | 70 |
| 9 | Sprit | Methylated Sprit Bottle packing 1 litter | Bottle | 25 | 12 | 35 | - | 12 | 84 |
| 10 | Hand Gloves | Polythene Disposable Gloves Size: Standard Pricking: 50 Pairs per pack | Bag | 2,000 | 1,000 | 2,000 | 300 | 800 | 6,100 |
| 11 | Cotton Rolls | Standard Quality. Color: white hygienic. WeightofRollis400gm. Properly packed. | Roll | 20 | 30 | 30 | - | 20 | 100 |
| 12 | Tissue Roll | Super Mega Roll 480 sheet 2ply | Roll | 250 | 200 | 250 | 150 | 150 | 1,000 |
| 13 | Lense Cleaning Tissue | Wliatnian /Sariorius Spain, 500/sheets/. | Box | - | - | - | - | - | - |
| 14 | Timer Watch |  | Packet | 10 | 10 | 10 | - | 5 | 35 |
| 15 | Slide Dryer for Microscopy |  | Packet | 7 | - | - | - | - | 7 |
| 16 | Staining Dish for Slide Staining |  | Packet | 20 | 10 | 20 | 10 | 10 | 70 |
| 17 | Soaps |  | Packet | 30 | 48 | 110 | - | 36 | 224 |

The supplies mentioned above must comply with technical aspects set out in the tender package and conform in all respects to the quantities and specifications.

All the material equally means one each will be delivered to the destination given below.

* Larkana
* Qamber
* Kandhkot
* Jacobabad
* Ghotki

1. **Submission of Bid**
   1. All the Bids shall be furnished on the Single Stage Two Envelope Procedure.
   2. Prices should be inclusive of all applicable taxes.
2. The bidders should take care in submitting the bid and ensure that enclosed papers will be numbered and submitted in a file properly.
3. The bids to this tender must be submitted by June **28, 2024,10:00am** as per the format specified in Annexure A to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration.
4. The Bids should be addressed to:

**Procurement Department**

Sindh Rural Support Organization

SRSO Complex, Near Taj Petrol Pump,

Main Shikarpur Road Sukkur

Tel: 071-56271820.

1. The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However, the vendor should pass on the benefit to the SRSO if there is any price reduction in the meantime.
2. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.
3. **Eligibility of the Bidder**

The main criteria for applying to the tender are as follows:

1. Relevant experience in supplies of chemical items.
2. The supplier must have a 5 million financial turnover.
3. Preference would be given to the registered taxpayer (FBR & GST)
   1. Preference will be given to local vendors.
4. **Deliverables**

As per the details given in Section 3.

1. **Bid Security**

All bidders shall furnish a bid Security of 2% of the quoted price in the form of a Call deposit/Pay Order/Demand Draft in favor of Sindh Rural Support Organization (SRSO). A cheque will not be accepted in any case. After the selection of a successful bidder, SRSO will return/release the bid security to the unsuccessful bidders. SRSO will forfeit the bid security in the following cases.

* If bidders withdraw their bids during the opening time of tender.
* If the successful bidder withdraws its bid prior to the agreement.

1. **Specific Terms & Conditions**
   1. SRSO reserves the right to alter the quantity if required.
   2. A supply agreement will be signed with the successful bidder(s) for the timely provision of appropriate items/services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
   3. The Sindh Rural Support Organization reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the vehicles and drivers on quoted prices and terms & conditions.
   4. Tender publication does not constitute any commitment on part of Sindh Rural Support Organization unless a written agreement is signed by both parties.
   5. SRSO reserves the right to cancel/reject any or all offers without assigning any reason.
   6. Exact quantities may vary slightly from estimated numbers.
   7. The lowest price will not be the sole criteria; quality, turnover details of 2 years, delivery time, and relevant previous experience will also be considered.
2. **General Terms & Conditions**
   1. The SRSO does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of the purchase order without assigning any reasons whatsoever.
   2. Successful bidder (s) are required to submit performance security of 5% of the contract price (Refundable) in favor of Sindh Rural Support Organization
   3. SRSO has the right to split the order into one, two, or more supplier (s) depending upon the items being shortlisted.
   4. Company profile including staff factory details (owned by the company and leased separately)
   5. Good track record and references from previous clients including documentary evidence in the shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
   6. The SRSO reserves the right to cancel and initiate re-tendering without providing any reason whatsoever. The SRSO shall not incur any liability on account of such rejection.
   7. The SRSO reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
   8. Canvassing of any kind will be a disqualification and the SRSO may decide to cancel the bidder from its empanelment.
3. **Submission of Bid and Required Documents**
   1. The offer should be completed in all aspects and incomplete bid (s) will be rejected.
   2. The bidder will provide the affidavit for not having blacklisted from any organization.
   3. Bidders must attach bid security as mentioned in clause 7 of this document.
   4. Bidders must mention the turnover along with proof i.e. Returns/bank statements.

The following documents must be attached to the proposal.

* + 1. Covering letter as per Annexure A.
    2. Declaration of eligibility as per Annex B
    3. Bid Security as per clause 7
    4. Financial proposal/ bid should be in detail and comply with terms and conditions.
    5. A copy of a valid NTN and GST certificate must be attached.
  1. Once the bid is submitted in a sealed cover by the bidder, the SRSO will not accept any additions/alterations/deletions of the Bid. However, the SRSO reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the SRSO.
  2. Any Bid submitted with incorrect/false information will be rejected. Further, if any bidder is found to have submitted incorrect/false information at any time, he may be debarred from participation in future tendering processes.

1. **Evaluation Criteria for Bid**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Required Field** | **Marks** | **Remarks** |
| 1 | National Tax Number (Certificate) | **20** | Mandatory |
| 2 | Sales Tax Registration Certificate | Mandatory |
| 3 | Non-Blacklisted Affidavit on Legal Stamp Paper of Rs. 100/= | Mandatory |
| 4 | Bank Statement of Last 1 Year | Mandatory |
| 5 | Business Experience of last 5 years | 5 | Total 5 marks 01 mark for each year |
| 6 | Annual Turnover in millions | 5 | 1 mark for 1 million (Max 5 Marks) |
| 7 | Income Tax Annual Returns of 5 Years | 10 | 02 marks for each year |
| 8 | Monthly Sales Tax Summaries of Six Months | 10 | 02 marks for each month |
| **Total Score** | | **50** |  |

Note: 30 marks out of 50 marks i.e. 30 marks are qualifying marks, if 3 bidders acquired less than qualifying marks then the top three scoring bidders will be considered for financial bidding. The bidders, who will not technically qualify, have their financial proposals returned as unopened. Financial bids will be opened publicly at the time announced by the SRSO. The agreement shall be signed with selected party(s) on general/specific conditions mutually agreed on.

* 1. The SRSO will scrutinize the offers to determine whether they are completed, or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence would be rejected. However, the SRSO, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The SRSO reserves the right for such waivers, and this shall be binding on all vendors.
  2. Deviation from specifications/evaluation stipulated may make the offer liable for rejection.
  3. For proper scrutiny, evaluation and comparison of offers, the SRSO may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

1. **Fees and Payment Schedule**
   1. No Advance will be allowed in any case.
   2. Upon successful completion of the supplies, the vendor will submit an invoice duly supported by an acknowledged delivery challan by SRSO staff.
   3. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.
   4. The payment will be online in the vendor’s account.
2. **Penalty (liquidated damages) for delayed supply of Chemical Reagents items:**

In case the delivery is delayed beyond the stipulated date of delivery, ‘Liquidated damage for late delivery @ 0.5% of the total amount for each day of delay would be imposed, subject to a maximum of 10%. if the delay is for 10 days (The liquidated damages will be deducted from the final payment) if delivery of said items remains delayed more than 10 days then SRSO reserves the right to terminate the agreement.

1. **Bid Currency & Language**

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

1. **Cost of Bidding**

The bidder shall bear all the costs associated with the preparation and submission of a bid.

1. **Bidding Document**

16.1. The bidder is expected to examine all instructions, forms, Terms and Conditions, and specifications in the Bidding Document.

16.2. No applicant should add, omit, or change any item, term, or condition in the original paper.

16.3. If the applicant has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.

1. **Deadline For Submission of Bids**

Bids must be received by the SRSO at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the SRSO, the bids will be received up to the appointed time on the next working day.

The SRSO may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

1. **Confidentiality Statement**

All data and information received from SRSO for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SRSO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SRSO. SRSO may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

1. **Rejection of the Bid**

The Bid is liable to be **rejected** if:

* The document doesn’t bear the signature of the authorized person.
* It is received **through** Telegram/Fax/E-mail.
* If the bid is submitted without the bid security deposit.
* It is received after **expiry** of the due date and time stipulated for Bid submission.

1. **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the SRSO.
2. **Modifications and Withdrawal of Bids**

Bids once submitted will be treated as final and no further correspondence will be entertained on this.

1. No bid will be modified after the deadline for submission of bids.
2. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

1. **Bid Opening and Evaluation**

* The SRSO will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the supplier to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.
* The bidder’s representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for SRSO, the bids shall be opened at the appointed time and place on next working days.
* Bidders satisfying the technical requirements as determined by the SRSO and accepting the Terms and Conditions of this document shall be short-listed.
* Decision of the SRSO in this regard shall be final and binding for the bidders.
* The agreement will be awarded only to the successful responsive bidder.
* SRSO reserves the right to negotiate with the Second, third bidder etc. if the successful bidder is not able to provide the supply of Chemical Reagent Items.

1. **Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the SRSO may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

1. **SRSO's Right To Accept Or Reject Any Bid Or All Bids**

The SRSO reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the SRSO's action.

1. **Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

1. **Placement Of Order And Acceptance**

The vendor shall give acceptance of the order placed on it within 3 working days from the date of order, failing which, the SRSO shall have right to cancel the order.

1. **Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements/contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of the signature of the authorized personnel** for above purposes *as* required by the SRSO.

1. **Force Majeure:**

Neither of the parties will be held responsible for full or partial non-execution of its obligations if this non-execution was the result of circumstances such as flood, earthquake or other natural phenomena, as well as wars, military actions, strikes, labor conflicts, acts or actions of state bodies namely blockade, prohibition of exports and imports, prohibition of goods transit through CIS States, or other circumstances which arise after the signing of this contract and are beyond the control of the parties.

**Annex A**

**Bid submission letter format**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SRSO/Tender/SRSO/PU/23-24/006

To:

Manager Procurement

**Sindh Rural Support Organization**

SRSO Complex, Near Taj Petrol Pump,

Main Shikarpur Road Sukkur

Tel: 071-56271820

**Dear Sir:**

Having examined the bidding documents including Tender NOs: SRSO/Tender/SRSO/PU/23-24/006, receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Science & Computer Lab material and installation of power system in conformity with the said bidding documents for the sum of [………………..] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Until a formal Contract is prepared and executed, this Bid, together with written acceptance thereof and notification of award, shall constitute a binding Contract between us.

We understand that SRSO is not bound to accept the lowest or any bid SRSO may receive. We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this day of 2024.

[Signature & Stamp] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

**Declaration of Eligibility** **Annex B**

(**To be submitted on companies letter head)**

Tenderer / Supplier:

I, the undersigned (Name and address of representative)

Representative of

(Name and address of the company)

Do hereby affirm that our company/firm/organization is eligible because we;

* + - Are registered company/firm/organization.
    - Are registered with NTN and GST.
    - Are not bankrupt or in the process of going bankrupt.
    - Have not been convicted for an offense concerning professional conduct.
    - Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
    - Have fulfilled obligations related to payment of taxes.
    - Are not guilty of serious misinterpretation in supplying information.
    - Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in SRSO)
    - Were not declared at serious fault of implementation owing to a breach of their contractual obligations
    - Have no relation, direct or indirect, with any terrorist or banned organizations.
    - Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, USAID, UN agencies, European Union and others.
    - Are not blacklisted by any Local/International organization, Government/semi-Government department, NGO or any other company/organization.
    - Have not been reported for/under litigation for child abuse.

|  |  |  |
| --- | --- | --- |
| Declared |  |  |
| In the presence of |  | Declared |
|  |  |  |
| (Name & Signature) |  | (Company Stamp) |
|  |  |  |
| (Name, address) |  | (Location, date) |

**Financial Proposal Annex C**

**Chemical Reagent Items**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.NO: | Item | Specifications | Pack | District Larkana | District Qambar | District Ghotki | District Kandhkot | District Jacobabad | Consolidate |
| QTY | QTY | QTY | QTY | QTY | QTY |
| 1 | Glass Slides | Pre-cleaned glass slides Size: 76lnin x 26mm thickness: 1.0- 1.2nim. Frosted end Packing: 72 slides per pack | Boxes | 1,944 | 625 | 556 | - | 833 | 3,958 |
| 2 | Blood Lancet | Finegauge, plasticstemandcover, tri-beveltip, disposable, sterile, click type (painless prick 200 in per Box) | Box | 700 | 225 | 200 | - | 300 | 1,425 |
| 3 | Alcohol Swab | Swvabs(rat\mated with 7P% IPA). Packing: 200 swab per packet | Box | 625 | 200 | 150 | - | 175 | 1,150 |
| 4 | GIEMSA STAIN | (Merck Germany) 1 liter packing With Long Expiry | Bottle | 20 | 15 | 20 | - | 15 | 70 |
| 5 | Methanol | Merck (Bottle 2.5 Liters) | Piece | 20 | 15 | 20 | - | 10 | 65 |
| 6 | Xylene | Merck (Bottle 2.5 Liters) | Box | 10 | 6 | 20 | - | 4 | 40 |
| 7 | Distilled Water | In hard skin bottle to avoid leakage/waste Pack in: 6 Litter per bottle | Bottle | 96 | 48 | 48 | 20 | 48 | 260 |
| 8 | Immersion Oil | Bottle | Bottle | 15 | 15 | 25 | - | 15 | 70 |
| 9 | Sprit | Methylated Sprit Bottle packing 1 litter | Bottle | 25 | 12 | 35 | - | 12 | 84 |
| 10 | Hand Gloves | Polythene Disposable Gloves Size: Standard Pricking: 50 Pairs per pack | Bag | 2,000 | 1,000 | 2,000 | 300 | 800 | 6,100 |
| 11 | Cotton Rolls | Standard Quality. Color: V'hiteI lygienic. WeightofRollis400gm. Properly packed. | Roll | 20 | 30 | 30 | - | 20 | 100 |
| 12 | Tissue Roll | Super Mega Roll 480 sheet 2ply | Roll | 250 | 200 | 250 | 150 | 150 | 1,000 |
| 13 | Lense Cleaning Tissue | Wliatnian /Sariorius Spain, 500/sheets/. | Box | - | - | - | - | - | - |
| 14 | Timer Watch |  | Packet | 10 | 10 | 10 | - | 5 | 35 |
| 15 | Slide Dryer for Microscopy |  | Packet | 7 | - | - | - | - | 7 |
| 16 | Staining Dish for Slide Staining |  | Packet | 20 | 10 | 20 | 10 | 10 | 70 |
| 17 | Soaps |  | Packet | 30 | 48 | 110 | - | 36 | 224 |