

STANDARD BIDDING DOCUMENTS



DISTRICT HEALTH OFFICE DISTRICT EAST KARACHI

TENDER TITLE:

“PROCUREMENT OF STATIONERY ITEMS FOR THE YEAR 2025-26”

NOTE:

- 1. In all procurements of District Health Officer District East Karachi through Electronic Bid submission. It is mandatory for all bidders to get registered at EPAD of SPPRA system.*
- 2. No tender will be accepted after closing time on EPADS SPPRA.*
- 3. All the participants must sign each & every page of bid documents, else offer will be rejected.*

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BIDDING DATA

Procuring Agency	District Health Officer District East Karachi
Address	Inside PIB Maternity Home Near PIB Police Station PIC Colony Karachi
Name of Work	Procurement of Stationery Items
Bid Validity Period	90 Days
Amount of Bid Security	The bidder shall Submit bid Security @ 2 % of the amounting to Rs: 392000.00
Deadline of Submission	06th Jan 2026
Performance Security	5% of the Contract Value
Language of Bid	English
Bidding Procedure	Single Stage One Envelope Procedure
Advance Payment	No Advance Payment
Period of Completion	30 Days
Liquidity damages	0.05% of the bid price per day after the period of completion up to 10% maximum.
Inspection Authority	Inspection Committee
Place of Inspection	Main Store of District Health Officer District East Karachi
Place of Delivery	Main Store of District Health Officer District East Karachi


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INSTRUCTIONS TO BIDDERS

1. **Invitation to Bid:** District Health Office District EAST Karachi invites bids using the **Single Stage One Envelope Procedure** as per the **Sindh Public Procurement Rules 2010** (amended). Interested **Importers, Sole Agents, or Authorized Distributors** must be registered with **EPADS SPPRA** and be taxpayers with relevant authorities (GST, NTN, FBR, SRB where applicable). Experience requirements are detailed in the bid document.
2. **Submission of Tender Fee and Bid Security:** Tenders will only be considered if the **Tender Fee and Bid Security** are submitted before the bid opening date & time at **EPADS SPPRA**.
3. **Complete Tender Documents:** Bidders must ensure that the tender documents they receive are complete. A thorough check of the **Table of Contents** is essential.
4. **Site Visit and Document Review:** Bidders should visit the site at their own expense to understand the project fully. Any missing details or specifications should be obtained from the **Procurement Department** before bidding. Once a bid is submitted, it is assumed that no further clarification was needed.
4. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense, responsibility and obtain all necessary information prior to submitting the tender. Any detail / specification missing in the document should be obtained from **District Health Office District East Karachi** before bidding. Once the tender is Uploaded / Submitted, it will be assumed that no further clarification was required.
5. Original Tender Receipt must be attached with Bidding Documents and uploaded on E-Pad of SSPRA System, else the offer will be rejected.
6. Bidder will attach **BID SECURITY** (as per amount mentioned under Bidding Data) in shape of pay order issued from any scheduled Bank of Pakistan in favor of **District Health Office District East Karachi**,
7. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.
8. The Bidder shall indicate on the appropriate Price Schedule (in PKR) the units (where applicable) and total bid price of the goods/services it proposes to supply/execute under the contract.
9. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the Procuring Agency may seek and accept clarification to the bids that do not change substances of the bids.
10. The Procuring Agency may reject all or any bid or proposal at any time prior to the acceptance of a bid or proposal. Subject to relevant provision of SPPRA Rules, 2010 (Amended till Date). The Procuring Agency upon request communicate to bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.
11. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
12. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.



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13. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
14. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
15. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.
16. Contractors who win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.
17. No bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
18. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract in stipulated time if the bid is accepted.
19. Conditional tender and tender without bid security shall not be considered.
20. Bids shall remain valid for a period of 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.
21. Bids submitted late due to any reason whatsoever, shall not be considered and returned unopened to the bidder or his authorized representative.
22. Bid / offer will be evaluated as per criteria for evaluation of bid's terms & conditions.
23. **The quoted rates once offered by the firms will not be changed during the contract period.**
24. The quoted rates should be in Pak. Rupees and must be valid till **30th June 2026**; Orders will be placed as per requirement after receiving demand from the concern department of **District Health Office District East Karachi.**
25. All Bidders should provide **Samples** free of cost of each quoted products, attach Brochures / Flyers submitted labeled sample with Item Number mentioned on it along with bid document (if in case sample/ Broachers not found bid should be rejected). Samples will be return to those who were not technically qualified.
26. 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.
27. **All the (applicable) Government taxes (Income Tax / General Sales Tax / Sindh Sales Tax (if applicable) / 0.35% Stamp Duty of the value of the contract amount will be affixed on the bills or on the contract agreement of the full contract value by the Contractors / Suppliers.**


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28. All documents should be submitted duly paginated / flagged and the detailed of the documents should also be mentioned in front of the index, else Procurement Committee reserves the right to accept or reject bid.
29. The bidders shall quote their firm and final price both in figure and in words on free delivery basis to **District Health Office District East Karachi.**
30. Distributor once nominated by the manufacturer / importer will be for the whole contract period and manufacturer / importer cannot change its distributor during the contract period in any case.
31. No manufacturer / importer shall authorize their distributor / agent / any firm or person to quote the same item, which the manufacturer is quoting itself in any tender. Failing those offers of both the manufacturer as well as another bidder shall be ignored.


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TERMS & CONDITIONS OF TENDER

1. **District Health Office District East Karachi** invites sealed bids on **Single Stage One Envelope Procedure 46(1)** as per Sindh Public Procurement Rules 2010, (Amended till date) from Manufacturers / Importers / Sole Agents / Authorized Distributors for **“Procurement of Stationery Items”**.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee (as per amount mentioned under Bidding Data) in favor of **District Health Office District East Karachi**. The same will be released after successful completion of supply & contract period. Moreover, security deposit shall be forfeited by the Procuring Agency if contractor fails to comply with terms and condition of the contract at any stage during contract period.
3. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
4. The firm will be responsible for supply of **“Stationery Items”** at consignee address. (**District Health Office District East Karachi**). If it fails the Security Deposit will be forfeited.
5. Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by bidder concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
6. The Procuring agency reserves the right at the time of contract award to increase / decrease & delete, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
7. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
8. 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
9. No tender will be entertained without Bid Security which will be forfeited to Government Treasury, in case of non-submission of Performance security within seven (7) days of receipt of letter of Acceptance.
10. Quantities of tender items are on estimated basis and could vary according to the amount sanctioned, released and as per discretion of Procurement Committee.


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11. All manufactured and other items should be used in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
12. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts. Failure to sign such Integrity Pact shall make the bidder non-responsive.
13. 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 Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.
14. Supplies are required as early as possible. The bidder may, however, give their short-guaranteed delivery period by which the supply will be completed positively.
15. The Technical evaluation carried out by the Procurement Committee **District Health Office District East Karachi** will be final, which will be assessed on experience basis of the relevant specialty.
16. **PURCHASER'S RIGHT TO VARY QUANTITIES District Health Office District East Karachi** Authority reserves right to increase / decrease or delete the quantities, at the time of award of contract and also reserves the right to enhance the quantity of goods / services originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during defined period.
17. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:** The D.H.O EAST 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 till date).
18. **REDRESSAL:** Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended till to date).
19. **BID EVALUATION (T.E.R):** Bid evaluation will be considered on following grounds for approval of company as mentioned in **Annexure # A**.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature

(CNIC NO _____ (Copy must be attached).)

Full Address

Rubber Stamp _____


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CRITERIA FOR EVALUATION OF BID (MANDATORY)

(Bidders are required to submit following documents in mentioned sequence)

Technical Evaluation Criteria (Mandatory)

Sr. No.	Points of Technical Criteria for Bidders	Points
1	Tender Purchase Receipt (Mandatory Requirement). All bidders are required to upload the Tender Purchase Receipt along with the bid documents on the EPADS (SPPRA Portal). Important Note: I. Pay Orders will not be accepted on the day of bid opening. II. Only the uploaded Tender Purchase Receipt will be considered valid for the qualification of the bid. III. Failure to upload the Tender Purchase Receipt shall result in rejection of the bid without further consideration. Tender purchases made as per notice inviting tender (NIT).	Mandatory
2	Copy of CNIC Authorized Person for the firm	Mandatory
3	Compliance of Terms & Conditions. Instructions mentioned in the SBD (Must submit the entire STANDARD BIDDING DOCUMENTS, duly signed & stamp on each page with Financial Proposal).Uploaded on E-Pad System	Mandatory
4	Earnest Money pay order/demand draft should be submitted before the closing time to the procurement office.	Mandatory
5	Undertaking on stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / Autonomous body or private sector organization anywhere in Pakistan.	Mandatory
6	Undertaking on stamp paper that the quoted prices are not more than market. Supply of required items within stipulated time.	Mandatory
7	General Sales Tax (Mandatory) Sindh Sales Tax (if applicable)	Mandatory
8	N.T.N.	Mandatory
9	05 Past Performance Certificate of Private & 05 Govt Sector (Last Three Years) (Verifiable)	Mandatory
10	Copy of Professional Tax Certificate 2025-26.	Mandatory
11	Relevant Experience with documentary Proof (Attach Supply/Purchase Order/ Award of Contract of Government / Semi Government Institutions must be attached) Institutions wise last three years.	Mandatory
12	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do business.	Mandatory
13	Annual Audited Balance Sheet Last 03 Years	Mandatory
14	Sample / Broachers appearance of items	Mandatory

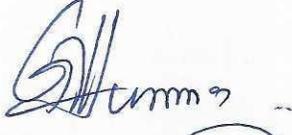

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SCORING FOR EVALUATION OF BID

Sr. No.	Points of Technical Criteria for Bidders	Points
1	05 Past Performance Certificate (verifiable) of Government Sector must provide 02 Certificate of DHOs in relevant Field (03 Marks Each)	15
02	05 Past Performance Certificate of Private Sector (verifiable) in relevant Field (03 Marks Each)	15
03	Relevant Experience with documentary Proof (Attach Supply/Purchase Order/ Award of Contract of Government / Semi Government Institutions must be attached) institutions wise last three years.	10.....20 5-10.....15 1-5.....10
04	Recent Bank Turnover Certificate / Bank Statement regarding financial soundness of the firm to do business. (also Provide Tax Returns of Last Three Years Duly verified from FBR)	Rs. 50 million 20 Rs. 30 million 10
05	Annual Audited Balance Sheet Last 03Years	3 Years ---- 10 2 Years ---- 06 1 Year ---- 03
06	Sample / Broachers appearance of items (Mandatory)	Excellent 20 Good 15 Satisfactory 10 Not Satisfy. 00
	Total Mark	100

NOTE:

1. The offer will not be entertained if the above-mentioned documents number not obtain minimum 70 out of 100 marks.
2. 1. Bidder has to submit sample for evaluation and will be informed in advance to make the necessary arrangement for submission of sample. If a company/firm fails to submit a sample of quoted items despite being technically qualified, the supplier will be considered as non-responsive.
3. The technical evaluation of the samples will be carried out by an internal committee of subject matter experts. The committee's comments regarding the technical aspects, including the quality, functionality, and suitability of the items, will form the basis of the final recommendations for each respective item. These final comments shall be binding and final, and bidders shall not challenge or contest them in any regulatory or judicial forum, to ensure the procurement of high-quality items that meet the requirements.


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**SCHEDULE OF REQUIREMENT/BILL OF QUANTITIES (BOQ) OF DISTRICT
HEALTH OFFICE DISTRICT EAST KARACHI**

PROCUREMENT OF STATIONERY ITEMS

FOR THE YEAR 2025-26

Item No.	Item Description	Req. Qty.	A/U	Brand & Model	Unit Price	Total Price

Note:

1. Item will be procured on approved quality / sample basis; hence bidders are required to submit labeled sample with item No. mentioned on it along with bidding documents. Brochures should also be attached where applicable (if in case sample not found bid will be rejected). Samples will be return to those who were not technically qualified.

2. The technical evaluation carried out by the Procurement Committee, District Health Office District East Karachi will be final.

Signature of Manufacturers / Importers / Sole Agents / Contractors: _____

Name of Firm: _____

Full Address: _____

Telephone No. Office: _____ **Cell No.** _____

Email Address (if any) _____



**DISTRICT HEALTH OFFICER
DISTRICT EAST KARACHI**

BID LETTER FORM

From:
(Registered name and address of the bidder)
To:
District Health Office District East,
Karachi.

Dear Sir / Madam,

Having examined the bidding document and amendment thereon we undersigned, offer to provide services to the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated

Tender Title:

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. _____ (Rupees -) (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by **D.H.O East Karachi** or its user organization.

If our bid is accepted, we undertake to;

- 1) Provide services/execute the work according to the time schedule specified in the bid document.
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and
- 3) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 4) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:
Date:


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Bidder's signature
and seal.

CONTRACT AGREEMENT

Tender Title

This Contract Agreement (hereinafter called the Agreement) made on ___ day of _____ Year.

BETWEEN

M/s.

A Contractor, having its office at Bidder's address. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

DISTRICT HEALTH OFFICE DISTRICT EAST KARACHI A department under Government of Sindh, having its office at Inside PIB Maternity Home Near PIB Police Station PIC Colony Karachi hereinafter mentioned as "the Client", which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. "Tender Title" to District Health Office District EAST Karachi and has necessarily know how and staff in the respect.

AND

WHEREAS the Client is desirous of availing the services offered by the contractor for "Tender Title" for its premises at the cost of Rs. _____/- (The contract amount) as per below mentioned BOQ.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

Item. #	Quantity DESCRIPTION	Unit	Unit Quoted	Rate

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Purchase order(s)/ Letter of Acceptance where applicable.
 - b. The completed Form of Bid along with Schedules to Bid.
 - c. Condition of Contract & Contract Data
 - d. The priced Scheduled of prices i.e. the specifications


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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 execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Contract Price of tender will be Rs: _____/Year;
6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, *month* and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)


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INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: NO.
Contract Value: Rs.
Contract Title:

Dated:

M/s. _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (Go's) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Go's) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, **D.H.O East Karachi (PA)**, except that which has been expressly declared pursuant hereto.

M/s. _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ accepts full responsibility and strict liability for making any false

M/s. _____

declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/s. _____ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s. _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

M/s.

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SCHEDULE TENDER LIST FOR PURCHASE OF STATIONARY ARTICALES
DISTRICT HEALTH OFFICE DISTRICT EAST KARACHI
FOR THE YEAR 2025-2026

Sr.#	Description of Store	A/U	Qty	Rate	Amount
1	Ball Pen Black, Blue & Red	No	500		
2	Stapler Machine	No	15		
3	Stapler Pins	No	50		
4	White Paper A4 Size	Rim	150		
5	White Paper Legal Size	Rim	25		
6	File Cover Kacha	No	200		
7	File Cover Pakka	No	500		
8	Folder File large Size	No	10		
9	Art Line Fine Blue Color	No	10		
10	Highlighter Green & Pink Color	No	35		
11	Blanco	No	37		
12	Gum Stick	No	50		
13	Pencil	No	250		
14	Eraser	No	100		
15	Pencil Sharpener	No	100		
16	Weight Paper	No	50		
17	Register Medium Size	No	10		
18	Common Pins	PKT	20		
19	Gem Clip	PKT	50		
20	Envelopes Packet of 100 Nos	PKT	25		
	TOTAL AMOUNT				


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