



Sindh Emergency Rescue Service (Rescue 1122)

BIDDING DOCUMENTS

**SINGLE STAGE TWO ENVELOPE
PROCEDURE (46)-2**

**TENDER DOCUMENT FOR
PROCUREMENT OF GROUP INSURANCE
FOR STAFF OF RESCUE 1122, SINDH
FOR THE YEAR 2025–2026 (Extendable)**

سندھ ایمرجنسی ریسکیو سروس (ریسکیو 1122)

بولیوں کی طلبی

(بذریعہ ای۔ پاک ایکوریشن اینڈ سپروائز سسٹم۔ ای پیڈز)

حوالہ نمبر: SERS/DIRS(F)/HQ/3464/2026 مورخہ: 22 جنوری 2026ء

این آئی ٹی کی تشریح

سندھ ایمرجنسی ریسکیو سروس (1122) اب اہل بولی دہندگان سے بذریعہ ای۔ پاک ایکوریشن اینڈ سپروائز سسٹم (ای پیڈز) برائے مالی سال 2025-26 درج ذیل خدمات کی فراہمی کے لیے سندھ پبلک پروکیورمنٹ روٹر 2010 (ترمیم شدہ 2019) کی متعلقہ دفعات کے تحت ای بولیاں طلب کرتی ہے۔

دو چھری رکھنے والے بولی دہندگان کو دعوت دی جاتی ہے کہ وہ ایک تحریری درخواست مع ٹینڈر فیس مبلغ 3000/- روپے ناقابل واپسی بصورت پے آرڈر اور ڈیمانڈ ڈرافٹ بحق ڈائریکٹر فائننس اینڈ پروکیورمنٹ ہاؤس سندھ ایمرجنسی ریسکیو سروس (1122) جمع کروائیں یا ادا کردہ ڈپازٹ کی سلب بمقام دفتر ڈائریکٹر فائننس اینڈ پروکیورمنٹ سندھ ایمرجنسی ریسکیو سروس (1122) ہیڈ کوارٹر، پلاٹ نمبر 9، بلاک 17، گلشن اقبال کراچی علاوہ اتوار صبح 9:00 بجے تا شام 5:00 بجے جمع کروائیں۔ اتوار اور ایام تعطیل از تاریخ اشاعت 9 تا 9 فروری 2026ء صبح 10:00 بجے تک جمع کرائیں مفصل شرائط و ضوابط مشتمل بولی دستاویزات کا مکمل سہٹ <https://portalsindh.eprocure.gov.pk/#/> پر ملاحظہ کی اور ڈاؤن لوڈ کیا جاسکتا ہے۔

بولی دستاویزات میں دی گئی ہدایات کے مطابق تیار کردہ بولی دستاویزات لازماً ای پیڈز پر جمع کرائی جائیں اور بولی کے ساتھ لازماً بڈ سیکورٹی جمع کرائی جائے جو کہ پروکیورمنٹ کی کل تخمینی لاگت کے حساب سے جیسا کہ ذیل میں مذکور ہے بصورت بینک ڈرافٹ یا پے آرڈر یا کال ڈپازٹ یا بینک گارنٹی یا نام ڈائریکٹر فائننس اینڈ پروکیورمنٹ ہاؤس سندھ ایمرجنسی ریسکیو سروس (1122) ای پیڈز جمع کرنے کی تہی تاریخ سے پہلے لازماً تصدیق جانی چاہئیں۔ جو ای روز 9 فروری 2026ء کو سہ پہر 2:30 بجے بمقام ڈائریکٹر فائننس اینڈ پروکیورمنٹ سندھ ایمرجنسی ریسکیو سروس (1122) ہیڈ کوارٹر پلاٹ نمبر 9، بلاک 17، گلشن اقبال کراچی میں کھولی جائیں گی۔

نمبر شمار	ٹینڈر کا عنوان	ذریعہ ادائیگی	ٹینڈر فیس	ٹینڈر دستاویزات کی فروخت	ٹینڈر کی فروخت کی آخری تاریخ اور وقت	ٹینڈر جمع کرانے کی تاریخ اور وقت	ٹینڈر کھولے جانے کی تاریخ اور وقت	ٹینڈر رکھولے جانے کا مقام / پتہ
1	فراہمی ہاؤس گروپ انشورنس برائے عملہ ہاؤس ریسکیو 1122	2%	3000/-	این آئی ٹی کی اشاعت کے دن سے	9 فروری 2026ء	9 فروری 2026ء	9 فروری 2026ء	دفتر ڈائریکٹر فائننس اینڈ پروکیورمنٹ سندھ ایمرجنسی ریسکیو سروس (ریسکیو 1122) ہیڈ کوارٹر پلاٹ نمبر 9، بلاک 17، گلشن اقبال کراچی
2	فراہمی ہاؤس خدمات (سپورٹ اینڈ مینٹنس) ہاؤس سینٹرل کمانڈ اینڈ کنٹرول کراچی	2%	3000/-	اشاعت کے دن سے	10:00 بجے یا اس سے قبل	2:00 بجے یا اس سے قبل	2:30 بجے تک	کراچی پلاٹ نمبر 9، بلاک 17، گلشن اقبال کراچی
3	فراہمی ہاؤس ای۔ پاک ایکوریشن	2%	3000/-	اشاعت کے دن سے	10:00 بجے یا اس سے قبل	2:00 بجے یا اس سے قبل	2:30 بجے تک	کراچی پلاٹ نمبر 9، بلاک 17، گلشن اقبال کراچی

نوٹ:

حکومت کی جانب سے عام تعطیل کے اعلان کی صورت میں ٹینڈر مارگلے یوم کار کو جمع کرانے اور کھولے جائیں گے۔

تمام این آئی ٹی زرکاری ٹیکس سمیت ہوں گے۔ بشمول پروفیشنل ٹیکس، جی ایس ٹی، ایس آر بی دیگر جب اور اگر اطلاق ہوتا ہو۔

کسی بھی وقت کی صورت میں ممکنہ بولی دہندگان ای۔ پیڈز کی ہیلپ لائن 051-111-137-237 پر ذمہ داری ایام / اوقات کار میں رابطہ کر سکتے ہیں۔

ورنیکل

ڈائریکٹر فائننس اینڈ پروکیورمنٹ

سندھ ایمرجنسی ریسکیو سروس، ریسکیو 1122

INF/KRY/0317/2026

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Sindh Emergency Rescue Service (Rescue 1122)

PROCUREMENT PLAN FOR THE YEAR 2025-26

PROCURING AGENCY: RESCUE 1122, REHABILITATION DEPARTMENT, GOVERNMENT OF SINDH

Jan-26

S No	Description of Procurement	Quantity (where applicable)	Estimated Unit Cost (where applicable)	Estimated Total Cost (in Millions Rs.)	Funds allocated (in Millions Rs.)	Source of funds (ADP/ NON ADP)	Proposed Procurement Method	Timings of Procurements 2025-26				Timings of Procurements 2026-27						
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	Group Insurance for Rescue 1122 Staff	N/A	N/A	8.25	8.25	Grant	Single Stage Two Envelope											
2	Services (Support & Maintenance)-of Central Command & Control (Karachi)	N/A	N/A	27.66	27.66	Grant	Single Stage one Envelope			✓								
3	IT Equipments	N/A	N/A	5.25	5.25	Grant	Single Stage one Envelope			✓								
3	Building Maintenance (Karachi Stations)- Retender	N/A	N/A	3.5	3.5	Grant	Single Stage one Envelope			✓								
4	Purchase of Safety/ Rescue Equipment	N/A	N/A	10	10	Grant	Single Stage one Envelope			✓								

Prepared By:
 Assistant Director (Finance)
 Rescue 1122

Reviewed By:
 Director, Finance & Procurement
 Rescue 1122

Approved By:
 Director General,
 Rescue 1122



Sindh Emergency Rescue Service (Rescue 1122)

INVITATION OF BIDS

(Through e-Pak Acquisition & Disposal System – EPADS)

Ref: No. SERS/DIRS(F)/HQ/3464/2026 Dated: 22-01-2026

ADVERTISEMENT OF NIT

The Sindh Emergency Rescue Services (1122) now invites e-bids through E-Pak Acquisition and Disposable System (EPADS) for eligible bidders for supply of following Services for fiscal year **2025-26** under the relevant provision of Sindh Public Procurement Rules 2010 (Amended 2019).

Interested bidders are invited to submit a written application along with a non-refundable tender fee of Rs. 3000 in shape of Pay Order and Demand Draft in favor of **Director Finance & Procurement** of the " Sindh Emergency Rescue Services (1122)." Or submit the paid deposit slip at the Office of the Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122), Headquarters, Plot No. 9, Block-17, Gulshan-e-Iqbal, Karachi between 0900 to 1700 hours except Saturday, Sunday and Holidays from date of publication up to **09-02-2026 up to 10:00 a.m.** A complete set of bidding document containing detailed terms and conditions, can be viewed / downloaded from <https://portalsindh.eprocure.gov.pk/#/>.

The Bids prepared in accordance with the instructions in the bidding documents must be submitted on EPADS and All bids must be accompanied by a bid security as mentioned below of the total estimated value of the procurement in shape of Bank Draft or pay orders or Call Deposit or Bank Guarantee in the name of Director Finance & Procurement of the " Sindh Emergency Rescue Services (1122)." must reach before the deadline for the submission of e-bids, which will be opened on the same day **09-02-2026 at 2:30 p.m.** at Office of the Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122), Headquarters, Plot No. 9, Block-17, Gulshan-e-Iqbal, Karachi.

The Procurement Committee of Rescue 1122 reserves the right to postpone / accept / reject any / all bids under the relevant provision of **SPPRA Rules 2010 (Amended 2019)**.

S. no	Tender Title	Earnest Money	Tender Fee	Sale of Tender Document	Last date and time of Tender sale	Date and time of Submission of Tender	Date and time of Opening of tender	Tender Opening Venue/Address
1	Procurement of Group Insurance for Staff of Rescue 1122	2%	3000/-	From day of Publication of NIT	On or before 09-02-2026 up to 10:00 a.m.	On or before 09-02-2026 up to 2:00 p.m.	09-02-2026 at 2:30 p.m.	Office of the Director Finance & Procurement , Sindh Emergency Rescue Service (Rescue 1122), Headquarters, Plot No. 9, Block-17, Gulshan-e-Iqbal, Karachi,
2	Procurement of Services (Support & Maintenance) of Central Command & Control Karachi	2%	3000/-					
3	Procurement of IT Equipment	2%	3000/-					

N.B.

- In case of Govt. announces Public Holiday then Tender will be submitted and opened on next working day.
- All NITs shall include Government Taxes including Professional Tax, GST, SRB and others wherever and if applicable.
- In case of any difficulty prospective bidders may contact EPADS helpline 051-111-137-237 during working days/hours

DIRECTOR FINANCE & PROCUREMENT
Sindh Emergency Rescue Service
Rescue 1122



Sindh Emergency Rescue Service (Rescue 1122)

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1.1	Sindh Emergency Rescue Services (Rescue 1122), Government of Sindh
ITB 1.1	Name of Project: Sindh Emergency Rescue Services (1122)
ITB 1.1	Name of Contract: Procurement of Group Insurance for Staff of Rescue 1122
ITB 4.1	Name of Procuring agency: Rescue-1122, Govt. of Sindh
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers: Sindh Emergency Rescue Services (1122), Office of the Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122), Headquarters, Plot No. 9, Block-17, Gulshan-e-Iqbal, Karachi, Pakistan Contact us by Phone at +92-21- 99334071 or via email at info@sers.gos.pk or through EPAD System from their EPAD User ID.
ITB 8.1	Language of the bid: English

Bid Price and Currency	
ITB 11.2	The price quoted shall be in Pakistani Rupees. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
ITB 11.5	The price shall be fixed, and in Pakistani Rupees.

Preparation and Submission of Bids	
ITB 15.1	The required bid security is 2%
ITB 16.1	Bid validity period: Validity Period of the Bid will be Ninety (90) Days
ITB 17.1	One Original Technical and Financial proposal submitted on Epad
ITB 18.2 (a)	Address for e-bid submission: Office of the Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122), Headquarters, Plot No. 9, Block-17, Gulshan-e-Iqbal, Karachi,
ITB 18.2 (b)	IFB title and number: Procurement of Group Insurance for Staff of Rescue 1122 IFB No: SERS/DIR(F)/HQ/3464/2026 Dated: 22-01-2026
ITB 19.1	Deadline for bid submission: 09-02-2026 at 2:00 p.m
ITB 22.1	Time, date, and place for bid opening: 09-02-2026 at 2:30 p.m at address mentioned at ITB 18.2 (a)
ITB 24.2	Performance Security equal to 5% in form of pay order, Demand Draft or bank guarantee shall be submitted by the vendor.

Bid Evaluation	
ITB 25.3	Criteria for bid evaluation:
Contract Award	



Sindh Emergency Rescue Service (Rescue 1122)

TTB 29.1	Percentage for quantity increase or decrease: 15%
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ITB 25.3 Bid Evaluation (Mandatory)

Bidders are requested to read and check the below requirement carefully. The provision of below documents is essential prerequisite along with submission of bid. Bids without below documents will be declared as **DIS-QUALIFIED**.

SR. #	DETAIL	YES/NO	PAGE # /Annex.
1	Tender Purchase Receipt (Original)/ Tender Fee Deposited Slip		
2	Bid Security (2%) Photocopy with value hidden in Technical Proposal; Original in Financial)		
3	Undertaking on Rs.100/- bidder is not blacklisted/debarred by any procuring agency and the acceptance of bid with terms & conditions mentioned in bidding documents		
4	Income Tax & SRB Registration Certificate		
5	SECP Certificate (where applicable)		
6	Bidder must have at least 03 or more than 03 years of experience in providing Life Insurance services (documents evidence is required)		
7	Latest certification of PACRA/ JCR-VIS Rating		
8	The Rating of Life Insurance Company should be at least a PACRA / JCR-VIS AA Rating		
9	Complete List of Client in Life Insurance		
10	Updated Company Profile		

Undertaking:

We hereby confirm that we have read, understand and agree with above.

Signature & seal (bidder): _____

EVALUATION CRITERIA

NOTE

Financial proposal must be submitted on company letter head duly signed and stamped. Bidder is required to type their offer in figure and as well as in words of the total amount else the offer would be rejected.

EVALUATION / QUALIFICATION

1.1 The procuring agency reserves the right to evaluate and compare the bids on itemized basis OR on the basis of a group of similar nature goods OR goods compatible with each other.

1.2 The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.

1.3 Bidders achieving minimum **70 marks** will be considered only for further process. Documentary evidence must be attached in support of each parameter.

1.4 **Any Bid not meeting the mandatory requirements of evaluation criteria will be disqualified / rejected straight away and will not be considered for further evaluation.**



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Evaluation Criteria

S#	PARAMETERS / SUB-PARAMETERS	Total Marks	Obtained Marks
1	Numbers of years in the business of Life Insurance (<i>Credibile documentary evidence must be provided</i>)	12	
1.1	07 years or above	12	
1.2	More than 07 years	09	
1.3	More than 03 years	06	
1.4	Less than 03 years	03	
2	Number of Public Sector medical universities / Public Sector medical institutes as client in Sindh Province in Life Insurance	10	
2.1	8 or above	10	
2.2	Between 4 to 7	7	
2.3	Less than 3	3	
3	Minimum Turnover is Rs. 0.25 billion per annum for last three years. For evidence documents required: Latest last three years Bank Statements duly stamp from concerned bank/ bank certificate/ Audit Reports required.	15	
3.1	250.00 (M) and above	15	
3.2	200.00 (M) to below 250.00 (M)	12	
3.3	150.00 (M) to below 200.00 (M)	09	
3.4	100.00 (M) to below 150.00 (M)	06	
3.5	50.00 (M) to below 100.00 (M)	03	
4	Number of total lives covered under Life Insurance	15	
4.1	More than 300,000	15	
4.2	Between 200,001 to 300,000	12	
4.3	Up to 200,000	09	
4.4	Less than 200,000	05	
5	Total number of Assets Last Three Years	10	
5.1	More than 2 billion	10	
5.2	1 to 2 billion	07	
5.3	Less than 1 billion	05	
6	PACRA/JCR-VIS (or equivalent rating)	15	
6.1	AA++	15	
6.2	AA+	12	
6.3	A+ to AA	09	
6.4	Equal to or less than A	05	
7	"Number of clients covered more than 1,000 in life insurance."	10	
7.1	More than 9	10	
7.2	Between 4 to 8	7	
7.3	Up to 3	5	
8	Proposed methodology a work plan along with the proposed suggestions / improvements	07	
9	Availability of Web Portal for policy Administration	06	
	TOTAL MARKS	100	

NOTE: The participating firm(s) must attach necessary documentary evidence in their technical bid. (MOU's, Contracts, Certificates, Salary Slips & other relevant documents). Failure to compliance shall be led to disqualification of that firm.



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Proposal Evaluation:

1. Mandatory qualified/successful bidder(s) shall be eligible for further process.
2. Bids not accompanied by the Bid Security of required amount and form shall be rejected.
3. Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.
4. For the purpose of comparison of bids quoted in different currencies, price shall be converted into Pakistani Rupees. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids, as notified by the National Bank of Pakistan (NBP) / State Bank of Pakistan (SBP).

Contract Award	
ITB 29.1	Procuring Agency reserves the right to drop any item and increase or decrease the quantity of goods originally specified in Schedule of Requirements / Technical Specifications without any change in unit price and other terms & conditions.
ITM 32.1	Successful Bidder and the Procuring Agency will sign the Contract Agreement on the stamp paper with stamp duties as per the article 22-A (Contract) of the schedule of Stamp Act 1899. The expenditure involved on the said contract agreement will be borne by the bidder.

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Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is: Sindh Emergency Rescue Service (Rescue 1122),

GCC 1.1 (h)—The Procuring agency's country is: Islamic Republic of Pakistan

GCC 1.1 (j)—The Project Site is: Sindh Emergency Rescue Service (Rescue 1122), Headquarter, Plot No.9, Gulshan e Iqbal, Block 17, Karachi.

2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. Technical Specifications (GCC Clause 4)

The technical specifications of the good provided in these bidding documents are only for widest possible competition and not for favor any single contractor or supplier nor put others at a disadvantage. However, the brand name, catalogue No. / Name etc., if any, has only been used for the reference purpose. Equipment offered **"ATLEAST EQUIVALENT OR HAVING BETTER TECHNICAL SPECIFICATIONS"** shall also be considered

4. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: 5% in shape of Pay Order, Demand Draft or unconditional & irrevocable Bank/Insurance Guarantee as per the format provided at Page 31: Form – D from any schedule Bank of Pakistan or Insurance Company.

GCC 7.4— after providing services, the performance security of 5%. The Pay Order, Demand Draft or Bank / Insurance Guarantee against performance security will be released upon completion of the project.

5. Inspections and Tests (GCC Clause 8)

GCC 8.6—In regards to the delivery of Goods, feedback will be obtained from the required Place of the delivery of goods and also the timelines of deliveries if the feedback is negative, Rescue 1122, Sindh take further actions as per terms and conditions of contract agreement.

6. Packing (GCC Clause 9)

GCC 9.2—The bidder shall deliver the supplies at the destination in Good Condition with in a given period of time.



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7. Delivery and Documents (GCC Clause 10)

GCC 10—the qualified bidder has to return the original delivery Issue Receipt Voucher from the required destination assigned by SERS 1122 with signed and stamp to SERS 1122 without cutting and overwriting on it, after delivery bidder shall have to maintain record by making copies of every original receipt delivery of transportation goods.

8. Insurance (GCC Clause 11)

GCC 11.1— The services provided under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

9. Spare Parts (GCC Clause 14)

Not Applicable

10. Warranty (GCC Clause 15)

Not Applicable

11. Payment (GCC Clause 16)

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment shall be made in Pak. Rupees. 100% of the Contract Price as a when good delivered to SERS Rescue 1122 Karachi but within Thirty days (30) on submission of invoice. Income/withholding tax shall be deducted at source as per applicable taxation laws, while making the payments.

12. Prices (GCC Clause 17)

GCC 17.1—Prices submitted by the vendor shall be considered final and will not be subject to any variation at any stage of bidding and/or during services. Costs related to signing of the contract (stamp duty etc.) between SERS 1122 and Company shall be responsibility of the company.

13. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction: 0.1% per day upto 10% of the maximum

14. Resolution of Disputes (GCC Clause 28)

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:



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In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

15. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: English

16. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991
The Bonded Labour System (Abolition) Act of 1992
The Factories Act 1934

17. Notices (GCC Clause 31)

GCC 31.1—procuring agency's address for notice purposes:

Sindh Emergency Resue Services (1122), Headquarter Plot no. 9, Block 17, Gulshan e Iqbal, Karachi.

—Supplier's address for notice purposes:

Instructions to Bidders. (ITB)

INTRODUCTION

1. SOURCES OF FUNDS

Recurring Budget of current financial year and the eligible payment under the contract is to be made from allocated budget.

2. ELIGIBLE BIDDERS

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 (amended 2017) and its Bidding Documents except as provided hereinafter.
- 2.2 This Invitation for Bid is open to all firms having three years of experience in the relevant field within Pakistan or abroad, and their Authorized Agents / Importers / Bidders / Distributors.
- 2.3 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specification, and other documents to be used for the procurement of the goods under this NIT.
- 2.4 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Federal Govt. or Provincial Govt.
- 2.5 Bidder should not be eligible to bid, if they are under a



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declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization.

3. *ELIGIBLE GOODS*

- 3.1 The origin of all the goods & related services to be supplied under the Contract should be mentioned.
- 3.2 Origin means the place where the goods are mint, grown or produce or the place from which the related services are supplied.
- 3.3 The Origin of goods and services is distinct from the nationality of bidders.
- 3.4 All goods (mention in the bill of quantities) and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services.

4. *COST OF BIDDING*

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring agency” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

THE BID DOCUMENT

5. *CONTENTS OF BID DOCUMENT*

- 5.1 The Bidding Document in addition to the Notice Inviting Tender (NIT) include:

- i. Instructions to Bidders (ITB).
- ii. General Conditions of Contract (GCC).
- iii. Special Conditions of Contract (SCC).
- iv. Bid Data Sheet
- v. Schedule of Requirements / Bill of Quantities.
- vi. Bid Form and Price Schedules
- vii. Experience in the relevant field
- viii. Contract Form
- ix. Performance Security Form
- x. Bid Declaration.

- 5.2 In case of discrepancies between the Invitation for Bid (IFB) / Tender Notice and the Bidding Document, the Bid Document shall take precedence.

- 5.3 The bidders are expected to examine all instructions, forms, terms, and specifications in the bid document. Failure to furnish complete information required in the bidding document or to submit a bid not substantially responsive to the bidding document may result in rejection of its bid.

6. *CLARIFICATION OF BID DOCUMENT*

- 6.1 An interested Bidder requiring any clarification of the bid documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bid documents, which it receives not later than three working days prior to the



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deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

7. *AMENDMENT OF BID DOCUMENT*

- 7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bid document by amendment.
- 7.2 All interested bidders that have received the bid documents will be notified of the amendment in writing and will be binding on them.
- 7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BID

8. *BID PROCEDURE*

- 8.1 **Single Stage – Two Envelope Procedure** under SPPRA Rule number **46-2**.
 - (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - (d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
 - (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
 - (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - (i) Bid found to be the lowest evaluated or best evaluated bid shall be accepted.
 - (j) The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.



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9.

LANGUAGE OF BID

9.1 The bid document and the bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in **English**. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

10. *DOCUMENTS COMPRISING THE BID*

The bid prepared by the Bidder shall comprise the following:

- (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
- (b) Bid Security.
- (c) Bid Form.
- (d) Documentary evidence that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted (as defined in *ITB Clause 2*);
- (e) Supply orders in the relevant field.
- (f) Undertaking that the bidder is not black listed by any firm.
- (g) Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services;

11. *BID FORM*

11.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be provided, a brief description of the services, their country of origin, warranty/Guarantee (if applicable), and prices.

12. *BID PRICES*

- 12.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services it proposes to supply under the contract.
- 12.2 The prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the schedule of Requirements. No separate payments shall be made of the incidental services.
- 12.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
- 12.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

13. *BID CURRENCIES*

13.1 Prices shall be quoted in Pakistani Rupees for services mention in bid documents.



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14. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

14.1 Pursuant to *ITB Clause 2 & 3*, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications and experience to perform the contract.

15. DOCUMENTS ESTABLISHING GOODS/ SERVICES' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS

15.1 Pursuant to *ITB Clause 2, 8, 10 and 18*, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract and shall consist of:

15.1.1 a detailed description of the essential technical and performance characteristics of the goods;

15.1.2 the Bidder shall note that standards for workmanship, material and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specification are intended to be descriptive only and not restrictive: till stated otherwise in Technical Specifications or Bid Data Sheet.

16. BID SECURITY

16.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet.

16.2 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period. or till it is revalidated/extended for a period mutually agreed upon by the procuring agency and tenderer.

16.3 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;

16.4 The Bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity; or (b) in the case of a successful Bidder, the Bidder fails:

(i) to sign the Contract; or

(ii) to complete the supplies in accordance with the General / Specific Conditions of Contract.

(iii) to furnish performance security after the award of contract.

16.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency.

16.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and submission of performance security, *pursuant to ITB Clause 37*.



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17. *BID VALIDITY*
- 17.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- 17.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under *ITB Clause 16* shall also be suitably extended.
- 17.3 A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.
- 17.4 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

SUBMISSION OF BIDS

18. *SEALING AND MARKING OF BIDS*
- 18.1 The envelopes shall:
- (a) bear the name and address of the Bidder;
 - (b) bear the specific identification Name and NIT reference number;
 - (c) bear the Procuring Agency's name and address
 - (d) a statement: "**DO NOT OPEN BEFORE**" the time and date specified in the Bid Data Sheet.
- 18.2 If the envelope is not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.
19. *DEADLINE FOR SUBMISSION OF BIDS*
- 19.1 Bid must be submitted by the bidder and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.
- 19.2 The Procuring Agency may, at its convenience, extend the deadline for submission of bids, by amending the bidding documents as mention in *ITB Clause 7*.
20. *LATE BID*
- 20.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and returned unopened to the bidder.
21. *MODIFICATION AND WITHDRAWAL OF BIDS*
- 21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification (including substitution or withdrawal of the bids) is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 21.2 No bid may be modified and withdrawn after the deadline for submission of bids.



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- 21.3 Withdrawal of a bid before the validity period of bid security may result the forfeiture of bid security.

OPENING AND EVALUATION OF BIDS

22. *OPENING OF BIDS BY THE PROCURING AGENCY*

- 22.1 The Procuring Agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening.
- 22.3 No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to *ITB Clause 20*.
- 22.4 Bids (and modifications sent pursuant to *ITB Clause 21.1*) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 22.5 The Procuring agency will prepare minutes of the bid opening.

23. *CLARIFICATION OF BIDS*

- 23.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. *PRELIMINARY EXAMINATION*

- 24.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 24.2 **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 Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the **amount in words will prevail**.
- 24.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.



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- 24.4 Prior to the detailed evaluation, (pursuant to *ITB Clause 25*) the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, Taxes and Duties, will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
25. *EVALUATION AND COMPARISON OF BIDS*
- 25.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive, (pursuant to *ITB Clause 24 & 30*).
- 25.2 The Procuring Agency's evaluation of a bid will be on delivered duty paid (DDP) inclusive of prevailing duties/taxes and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 25.3 **Litigation History:** The Bidder should not be involved in any litigation with the Procuring Agency/Govt. Department: (Provincial/Federal), else their bid will be rejected.
26. *CONTACTING THE PROCURING AGENCY*
- 26.1 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 any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing.
- 26.2 Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.
27. *REJECTION OF BIDS*
- 27.1 Notwithstanding anything stated here-before after the Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency may upon request, communicate to a bidder, the grounds for its rejection, but shall not be under obligation to justify those grounds.
- 27.2 The **erasing and/or alterations**, if any, in the Tender shall be authenticated by the authorized person by his full signature. Use of white fluid markers shall lead to rejection of bids.
- 27.3 **Ambiguous and incorrect answers** and/or incorrect



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filling of Tender Documents will render the tender liable to rejection.

28. *RE-BIDDING*

28.1 If the Procuring Agency has rejected all bids, it may move for a re-bidding or may seek any alternative method of procurement under the provisions of the prevailing Rules.

29. *ANNOUNCEMENT OF EVALUATION REPORT*

29.1 The Procuring Agency will announce the Evaluation Report and the resultant acceptance or rejection of bids at least seven days prior to the award of procurement contract.

AWARD OF CONTRACT

30. *POST-QUALIFICATION*

30.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder (that is selected as having submitted the lowest evaluated responsive bid) is qualified to perform the contract satisfactorily.

30.2 The determination will take into account the Bidder's financial and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring agency deems necessary and appropriate.

30.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31. *AWARD CRITERIA*

31.1 Subject to *ITB Clause 23, 25, 26 & 30*, the Procuring agency will award the contract to the qualified bidder **as per criteria mentioned in the bid data sheet**, the bidder must be qualified to perform the contract satisfactorily. Furthermore, the quoted bid must be as per specification mentioned in the Bill of Quantities.

32. *PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD*

32.1 The Procuring Agency reserves the right to increase or decrease the quantity of stores originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.

33. *PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID TO REJECT ANY OR ALL BIDS*

33.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.



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- 33.2 Pursuant to Rule 45 of SPPRA Rules 2010 (Amended 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract
- 33.3 The notification of award will constitute the formation of the Contract.
- 33.4 Upon the successful Bidder's furnishing of the performance security, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security (pursuant to *ITB Clause 16.5*).
34. *LIMITATIONS ON NEGOTIATIONS*
- 34.1 The Procuring Agency reserves the right to hold negotiation on delivery schedule or completion schedule for all the items or any item.
- 34.2 Negotiations will not be used to change substantially:
- 34.2.1 the details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods;
- 34.2.2 the terms and conditions of the Contract and;
- 34.2.3 anything affecting the crucial or deciding factors in the evaluation of the proposals / bid and / or selection of successful bidder.
35. *NOTIFICATION OF AWARD*
- 35.1 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency.
- 35.2 Upon the successful Bidder's furnishing of the performance security pursuant to *ITB Clause 37*, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.
36. *SIGNING OF CONTRACT*
- 36.1 While conveying acceptance of bid to the successful bidder, the Procuring Agency will send the bidder Contract Form, incorporating all points of agreement between the Parties.
- 36.2 Seven days after the official announcement of the award, both the successful Bidder and the Procuring Agency will sign and date the Contract on legal stamp paper valuing 0.3% of the value of contract, (cost shall be borne by the bidder). In case the successful Bidder, after completion of all codal formalities, shows inability to sign the Contract, its Bid Security shall be forfeited. The firm may also be blacklisted from taking part in any future bidding of Procuring Agency for a period up to five Years. In such a situation, the Procuring Agency may make the award to the next lowest evaluated responsive bidder or move for re-bid.
37. *PERFORMANCE SECURITY*
- 37.1 The successful Bidder shall furnish Performance Security. Upon submission of Performance Security, the Bid Security will be returned. The amount of Performance Security is specified at Bid Data Sheet.
- 37.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next lowest evaluated Bidder.



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38.

CORRUPT OR FRAUDULENT PRACTICES

38.1 The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:

- (i) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
- (ii) "**Fraudulent Practice**" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "**Coercive Practice**" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- (iv) "**Collusive Practice**" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- (v) "**Corrupt Practice**" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- (vi) "**Obstructive Practice**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

EVALUATION CRITERIA: MANDATORY DOCUMENTS

Bidders are requested to read and check the below requirement carefully. The provision of below documents is essential prerequisite along with submission of bid. Bids without below documents will be declared as **DIS- QUALIFIED**.

NAME	TYPE
i. Original Tender Purchase Receipt	Yes / No
ii. Copy of the Bid offer with quoted items with terms & conditions (without rates) with signature & Stamp.	Yes / No



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iii. Photostat copy of Pay Order / Bank Draft of Earnest Money showing without rates.	Yes / No
iv. Photo Copy of Valid National Tax No Certificate (Active)	Yes / No
v. Photo Copy of Valid General Sale Tax Certificate (Active)	Yes / No
vi. Photo Copy of Valid Professional Tax Certificate (From Excise and Taxation Department).	Yes / No
ix. An affidavit of Rs.100/- (Non-Judicial Stamp paper) that the firm is not blacklisted in any Government Department.	Yes / No
xi. Preference will be given to three years' Experience in relevant field.	Yes / No
xii. Audited statements of accounts from CA and income tax return forms must be attached as supporting documents (Last 03 Years) 50 million	Yes / No
xiv. Bid Should be submitted According to Data Sheet Page Wise with binding.	Yes / No
a. Original Pay Order/Bank Draft of 2% Earnest Money. In the favor of the Director Finance & Procurement Sindh Emergency Rescue Service (Rescue 1122).	Yes / No
b. Original Copy of Bid offer with quoted price.	Yes / No
c. Over writing not allowed.	Yes / No
d. Amount written must be Figure and words.	Yes / No

SCORE BOARD:

Criteria Title	Category	Evaluation Heading	Type	Score
i. Original Tender Purchase Receipt.	Technical Evaluation		Yes / No	5
ii. Photostat copy of Pay Order / Bank Draft of Earnest Money showing without rates.	Technical Evaluation		Yes / No	10
iii. Photo Copy of Valid National Tax No Certificate upgrade	Technical Evaluation		Yes / No	10
iv. Photo Copy of Valid General Sale Tax Certificate updated.	Technical Evaluation		Yes / No	10
v. Photo Copy of Valid Professional Tax Certificate (From	Technical Evaluation		Yes / No	10



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Excise and Taxation Department).				
vi. Photo Copy of Valid Drug License	Technical Evaluation		Yes / No	10
vii. Audited statements of accounts from CA and income tax return forms must be attached as supporting documents (Last 03 Years) 50 million	Technical Evaluation		Yes / No	10
viii. An affidavit of Rs.100/- (Non-Judicial Stamp paper) that the firm is not black listed in any Government Department.	Technical Evaluation		Yes / No	10
ix. Preference will be given to threeyears' Experience in relevant field.	Technical Evaluation		Yes / No	10
x. Three years Annual Turnoverstatement with Bank Certificate as perrequired in tender documents (must be year-vise). 50 million.	Technical Evaluation		Yes / No	5

It is worth to mention here that:

1. The Bidder meeting the above requirement will be eligible for further necessary action thus provide relevant document. The bidders shall set his profile according to sequence of criteria and shall also tag them as per serial number given to evaluation conditions as mentioned in above table.
2. To qualify for financial evaluation, the bidders must secure 70% marks / points in Technical Evaluation besides compliance of all mandatory clauses.



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CONTRACT AGREEMENT

THIS AGREEMENT made the __ day of ____ 26__ between [name of Procuring agency] of [country of Procuring agency] (hereinafter called “the Procuring agency”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

The supplies shall be delivered by the (Name of bidder) starting from (Start date) and continuing until (End date) for the duration of the 1-year contract period, as mutually agreed upon in writing by both parties.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract; and
 - (f) The Procuring Agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein; 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)



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TERMS & CONDITIONS

1. I/We _____ Muslim adult, by caste _____
_____ R/o _____
_____ bind myself/ourselves to supply the said item to the **Sindh Emergency Rescue Service (Rescue 1122)** during the financial year **2025–2026** to until further orders. The articles are shown in tender form and the rates are specified against each. The articles shall be of the best quality. The Director General OR Officer In-charge authorized by him to act on his behalf (therein called the said officer) in regard to the quality and kind of the articles shall be final and binding upon me/us.
2. The supplies/services shall be delivered whenever required in the presence of the Director General 1122 or his representative and myself/ourselves or my/our authorized agent my/our agent/agents shall be responsible person/persons and his/their name shall be known to the said officer in case it is discovered otherwise this contract/tender will be cancelled and security money forfeited.
3. Should any delay occur on my/our part or should I/We/Our agent fails to supply the articles at the given time and place the said officer may purchase them from the market out of my/our security deposit and the differences between the contract and Market rate shall be paid well by me/us.
4. The security money deposited by me/us shall be returned to me/us after successful completion of the contract and on my/our furnishing the usual No demand certificate.
5. Tender Form shall be accompanied by Earnest money as per tender form in shape of Call Deposit/Pay Order.
6. I will supply all the items as offered by me in Tender during the financial year at same rate and cost without delay/fail.
7. The articles/stores will be delivered upon proper receipt signed by the authorized officer on the delivery challan. The original challan will be attached with the bills.
8. The Director Finance & Procurement, Rescue 1122 Sindh reserves the right to cancel the part or whole Tenders without assigning any reason.
9. I/We perfectly understand all the above conditions and general directions to the contractor. I/we shall be bound myself/ourselves to abide by them and I/we also understand my/our contract, is liable to terminate in case of breach of any of the terms of contract. In that case my/our security deposit will be forfeited by the Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122).



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10. The Director Finance & Procurement, Sindh Emergency Rescue Service (Rescue 1122) reserves the right to increase or decrease the quantity of any item of schedules as and when it is deemed necessary without assigning any reason.
11. Delivery orders will be supplied within the stipulated date and time as given in the order, failing which security money will be forfeited?
12. In case of late delivery penalty of 2% of the total cost of the ordered items will be imposed after the expiry of the given period.
13. The Director General, Sindh Emergency Rescue Service (Rescue 1122). reserve the right to impose the following penalties for any breach of the contract by bidders.
 - a. Forfeiture of the Security Deposit.
 - b. Forfeiture of payment.
 - c. Black listing of the Firm/Company.
14. I/We shall abide by the General Sales Tax rules as applicable.
15. The approved bidder(s) has/have to deliver the material/services on at Director General, Sindh Emergency Rescue Service (Rescue 1122). Premises.
16. Income Tax, GST and SST will be deducted as per rules, on the purchase/ Services.
17. The bid will be valid for nineteen (90) days from the date of opening of the tender.
18. Quoted Tender Rates will be valid / fixed for the specific period for one year only.

OTHER DIRECTIONS (EVALUATION CRITERIA)

1. **TECHNICAL PROPOSAL** should have the following documents.
 - i. Original Tender Purchase Receipt.
 - ii. Copy of the Bid offer with quoted items with terms & conditions (without rates) with signature & Stamp.
 - iii. Photostat copy of Pay Order/Bank Draft of Earnest Money showing without rates.
 - iv. Photo Copy of Valid National Tax No Certificate Active
 - v. Photo Copy of Valid General Sale Tax Certificate Active.
 - vi. Photo Copy of Valid Professional Tax Certificate (From Excise and Taxation Department).
 - vii. An affidavit of Rs.100/- (Non-Judicial Stamp paper) that the firm is not black listed in any Government Department.
 - viii. Preference will be given to three years' Experience in relevant



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field.

- ix. Audited statements of accounts from CA and income tax return forms must be attached as supporting documents (Last 03 Years) 50 million.
- x. Bid should be submitted according to Data Sheet Page Wise withbinding.

2. **FINANCIAL PROPOSAL** should have the following documents.

- i. Original Pay Order/Bank Draft of 2% Earnest Money. In the favor of Director Finance & Procurement Sindh Emergency Rescue Service (Rescue 1122).
- ii. Original Copy of Bid offer with quoted price.
- iii. Over writing not a lowed
- iv. Amount written most be Figure and words.
- v. Preference shall be given to lowest bidder.



Sindh Emergency Rescue Service (Rescue 1122)

Requirements for Group Life Insurance

1. Purpose

Sindh Emergency Rescue Service 1122 seeks to provide comprehensive Group Life Insurance coverage for its employees to ensure financial protection for employees and their beneficiaries in the event of death, accident, or disability.

2. Coverage Requirements

Coverage Type	Sum Insured / Benefit	Notes
Life Insurance (Natural Death)	PKR 2,500,000	Cover for all eligible employees.
Life Insurance (Accidental Death)	PKR 5,000,000	Additional benefit in case of Accidental death.
Permanent Total Disability	Full sum insured	Due to accident/natural causes
Permanent Partial Disability	Percentage of sum insured	As per specified schedule.
Temporary Total Disability	Weekly compensation	During period of disablement.
Terminal Illness Benefit	Full sum insured	Coverage for critical illness.
Occupational & NON-Occupational Hazards	Included	24/7 worldwide coverage.

3. Financial Requirements

Item	Amount (PKR)
Total Annual Premium	To be quoted for 1500 to 1600 employees.
Annual Deduction per Employee	To be calculated based on total premium.
Monthly Deduction per Employee	To be calculated based on total premium.

Note: Premium should cover all the benefits listed above with clear rates for each coverage type.

4. Eligibility

- All employees actively at work up to 50-60 years of age.
- Coverage starts after confirmation from the insurance provider.
- Employee with sum assured above free cover limit may require medical assessment.

5. Claim Settlement

- Claim must be settled within a defined period (to be specified by the provider)
- Efficient claim processing and support mechanism is required.

6. Additional Requirements

- Exclusive-free coverage including was risk, and terrorism etc.
- 24-hour worldwide coverage.
- Transparent reporting of premiums, coverage, and claim.



Sindh Emergency Rescue Service (Rescue 1122)

TERMS OF REFERENCE (ToRs)

Group Life Insurance Coverage

1. Background

Sindh Emergency Rescue Service (1122) is a provisional emergency response organization providing fire, rescue, medical, and disaster response service across Sindh. Due to the hazardous nature of employees' duties, the Service intends to procure Group Life Insurance coverage for its operational and non-operational staff through a transparent competitive tender process.

2. Objective

Engage an SECP-licensed insurance company to provide comprehensive Group Insurance coverage for employees, ensuring financial protection to beneficiaries in the event of death or disability during the policy period.

3. Scope of Insurance Coverage

3.1 Covered Persons

- . All regular, contractual, and operational staff
- . Estimated number of employees: 1,500 to 1600 employees
- . Age limits: [e.g. 18-60 years]

3.2 Benefits Covered

- Life Insurance (Natural Death due to any cause)
- Life Insurance (Accidental Death)
- Permanent Total Disability
- Permanent Partial Disability
- Temporary Total Disability
- Terminal Illness Benefit

3.3 Sum Assured

- . Life coverage natural death per employee: PKR 2,500,000
- . Accidental death/disability coverage per employee: PKR 5,000,000

3.4 Policy Period: One (01) year, renewable on mutual consent and satisfactory performance

3.5 Geographical Coverage: 24 hours worldwide

4. Eligibility & Qualification Criteria

- **Regulatory Compliance:** Must be registered and licensed with **Securities and Exchange**
- **Commission of Pakistan (SCEP)**, hold valid NTN and STRN, and maintain tax



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compliance.

- Adequate solvency margin in line with SECP regulations is required.

4.1. Experience & Expertise: Minimum 5 years in Group Life Insurance, preferably with Exposure to public sector or emergency services organizations.

4.2. Financial Strength: Preference for companies with strong financial ratings, with a **minimum long-term credit rating of AA (or equivalent).**

5. Claims Management & Service Requirements

- . Dedicated claims focal person
- . Simplified, fast-track claims settlement procedure
- . Claims settlement within 60 days of complete submission
- . Periodic claims and policy utilization report
- . Assistance to beneficiaries in claim documentation

6. Exclusions

- . Standard exclusions as per SECP-approved Group Life policies
- . All exclusions must be clearly listed in the bid

7. Bid Submission Requirements

7.1 Technical Proposal

- . Company profile and SECP registration
- . Experience in Group Life Insurance
- . Policy wording and benefits
- . Claims settlement mechanism

7.2 Financial Proposal

- . Premium per employee
- . Total annual premium
- . Taxes and duties, if any

8. Evaluation Criteria

- . Technical Compliance with ToRs
- . Coverage benefits and exclusions
- . Claims handling capacity
- . Financial competitiveness (premium)
- . Value-added services

9. Payment Terms

- . Annual premium payable after policy issuance
- . Subject to availability of funds and applicable in government rules

10. Penalties & Termination

- . Delayed claim settlement may attract penalties
- . SERS Rescue 1122 reserve the right to terminate the contract for non-performance or breach of terms.

11. Governing Law

- . Contract governed by laws of the Islamic Republic of Pakistan and applicable procurement rules of the Government of Sindh.
- . SERS Rescue 1122 reserves the right to accept or reject any/all bids in



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accordance with procurement rules.

**DIRECTOR FINANCE &
PROCUREMENT**
Sindh Emergency Rescue Service
Rescue 1122

Sample Forms

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Sindh Emergency Rescue Service (Rescue 1122)

A. Bid Form

Date: _____
IFB N°: _____

To: *[name and address of Procuring agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 24 _____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Sindh Emergency Rescue Service (Rescue 1122)

B. Price Schedule (Form)

Name of Bidder _____ . IFB Number _ . Page _ of _____.

Financial Proposal of Life Insurance will be submitted as per mentioned below format, if any bidder fails to provide on same format with same sequence as specified in technical specification will be considered as rejected.

Name of Company				
S.no	Takaful Benefits	Minimum Age at Entry	Maximum Age at Expiry	Unit Rate Per 1,000 Per Annum
1	Basic Takaful Death Benefit (Death Due to any Cause)	18 Years	60 Years	
2	Additional Accidental Death Benefit	18 Years	60 Years	
3	Permanent Total Disability Benefit – Natural	18 Years	60 Years	
4	Permanent Total Disability Benefit – Accidental	18 Years	60 Years	
5	Permanent Partial Disability Benefit – Accidental			
6	Temporary Total Disability	18 Years	60 Years	
7	Terminal Illness Benefit (50% of sum Covered)	18 Years	60 Years	Free of cost

S.no	In currency	Name of Bidder
1	Sum of Covered	
2	Unit Rate Per 1000 Per Annum	Sum of above table serial no. 1,2,3,4,5,6 & 7
3	Lives	1500

Name of Company: _____

Authorized Signature with Sealed: _____

Terms & Condition: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.



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C. Contract Form

THIS AGREEMENT made the ____ day of _____ 26 ____ between [*name of Procuring agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

The (Name of bidder) shall perform the Services during the period commencing (Start date) and continuing up to (End date) for the period ____year contract period as may be agreed by the parties in writing.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract; and
 - (f) The Procuring Agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)



Sindh Emergency Rescue Service (Rescue 1122)

D. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 26 ____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of _____ 26 ____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]



Sindh Emergency Rescue Service (Rescue 1122)

E. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



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**F. INTEGRITY PACT
FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
AS PER SPPRA AMENDMENT OF 2019, RULE 89
CONTRACTS WORTH RS. 0.1 MILLION OR MORE**

Contract No:
Contract Value:
Contract Title:

Dated:

Name of Supplier/Contactor/Consultant Here by 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 (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, **Name of Supplier/Contactor/Consultant** 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 from GoS, except that which has been expressly declared pursuant hereto.

Name of Supplier/Contactor/Consultant 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 GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

Name of Supplier/Contactor/Consultant accepts full responsibility and strict liability for making any false 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 rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, **Name of Supplier/Contactor/Consultant** agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 GoS.

Name of Buyer:

Name of Seller/Supplier

Signature: