

**Tender No.1-4/2025-26/ADM/JPMC**

Government of Sindh

Jinnah Postgraduate Medical Centre

Karachi-75510

**NOTICE INVITING TENDER**

Jinnah Postgraduate Medical Centre invites electronic bids (e-bids) through the E-Pak Acquisition and Disposal System (EPADS) from contractors/suppliers having relevant experience in tertiary care government sector hospitals. Interested bidders must be duly registered with Sindh Public Procurement Regulatory Authority EPADS, Securities and Exchange Commission of Pakistan (SECP), and must appear on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB). Bids are invited for the provision of the following services for the Financial Year 2025-26 under **Rule 46(2), Single Stage – Two Envelope Procedure (Most Advantageous Bid Basis)**.

Name of Tender / Tender Title	Bid Security	Tender Fee	Issuance of Tender Documents	Date of Submission of Tender Documents on EPADS SPPRA	Date of Tender Opening
MANPOWER OUTSOURCING SERVICES – (RENDERED SERVICES)	Rs.1,500,000	Rs. 10,000/- (Each)	From 19 <sup>th</sup> March 2026 To 05 <sup>th</sup> April 2026 Till 03:00 PM	06 <sup>th</sup> April 2026 till 10:00 AM	06 <sup>th</sup> April 2026 at 11:00 AM Respectively

- Electronic Bids should be submitted through EPADS ONLY. Interested Bidders are required to register themselves on EPAD System at the link: <https://sindh.eprocure.gov.pk/#/supplier/registration> for submission of electronic-bids.
- Complete set of tender documents containing Specification and detailed Terms & Conditions can be obtained from Accounts Department JPMC, Karachi by the interested bidders on the submission of written application along with Tender Document Fee Pay Order of Rs.10,000 (non-refundable) in favor of Executive Director, Jinnah Postgraduate Medical Centre, Karachi. Pay Order will not be accepted on the day of bid opening only the uploaded tender purchase receipt on EPADS Portal SPPRA will be considered valid for the qualification of the Bid. Failure to upload the tender purchase receipt shall result in rejection of the bid without further consideration. Tender documents can be viewed / downloaded from <https://portalsindh.eprocure.gov.pk>.
- Submitted bid will be open through E-Procurement online on the same time and day as mentioned above in the Committee Room of Administration Block, JPMC, Karachi.
- The Tender shall be opened by Procurement Committee as per Rules of E-Procurement SPPRA.
- In case of Holiday or any incident, tender will be obtained/ submitted/opened on the next working day as per given schedule.
- The Technical and Financial Proposals shall be uploaded online on the EPADS portal of SPPRA, in accordance with the instructions specified in the tender document.
- Bid Security must be submitted in original hard form at the above mentioned address in a sealed envelope before the deadline for submission of e-bids. The bid security should be made in favor of Executive Director, JPMC, Karachi.

Any query for e-bidding may contact at Jinnah Postgraduate Medical Centre Karachi (Contact No. 021-99223086).

The Procuring Agency reserves the right to reject any/all bids under the relevant provisions of SPP Rules 2010.

In case of any difficulty prospective bidders may contact EPADS Helpline 051-111-137-237 during working days/hours.

Prof. Khalid Sher  
Executive Director

Jinnah Postgraduate Medical Centre, Karachi

**STANDARD BIDDING DOCUMENT (SBD)**



**GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE (JPMC), KARACHI**

**TENDER TITLE:**

**“PROVISION OF MANPOWER OUTSOURCING SERVICES –  
RENDERED SERVICES”**

**AS PER SPPR RULE 46(2)**

**(MOST ADVANTAGEOUS BID BASIS)**

**NIT REFERENCE#**

**Tender No.1-4/2025-26/ADM/JPMC**

**NOTE:**

1. TENDER FEE: RS. 10,000/- (NON-REFUNDABLE) IN SHAPE OF PAY ORDER IN FAVOR OF EXECUTIVE DIRECTOR, JPMC, KARACHI.
2. NO TENDER WILL BE ACCEPTED AFTER CLOSING OF THE BID DEADLINE, WHATSOEVER REASON MAY BE.
3. ALL THE PARTICIPANTS MUST SIGN EACH & EVERY PAGE OF BID DOCUMENTS, ELSE OFFER WILL BE REJECTED.



## TABLE OF CONTENT

S.NO	DESCRIPTION	PAGE
1	TITLE	1
2	TABLE OF CONTENT	2
3	BIDDING DATA SHEET	3
4	INSTRUCTIONS TO BIDDERS	4-5
5	TERMS & CONDITIONS OF TENDER	6-7
6	TENDER PURCHASE RECEIPT	8
7	TECHNICAL EVALUATION CRITERIA (MANDATORY) (ANNEXURE-A)	9
8	TECHNICAL EVALUATION CRITERIA (MARKING) (ANNEXURE-B)	10-12
9	FINANCIAL PROPOSAL (ANNEXURE-C)	13
10	GENERAL COMPLIANCE CERTIFICATE (ANNEXURE-D)	14
11	SCOPE OF WORK (ANNEXURE-E)	15 – 16
12	BIDDER PROFILE DETAILS (ANNEXURE-F)	17
13	DECLARATION OF ANNUAL TURNOVER (ANNEXURE-G)	18
14	CLIENT LIST (ANNEXURE-H)	19
15	AFFIDAVIT (APPENDIX-1)	20
16	BID LETTER FORM	21
17	CONTRACT AGREEMENT (DRAFT)	22-23
18	FORM OF PERFORMANCE SECURITY	24– 25
19	AFFIDAVIT (APPENDIX-2)	26
20	INTEGRITY PACT	27



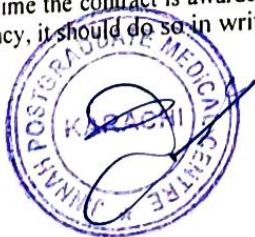
## BIDDING DATA SHEET

<b>PROCURING AGENCY</b>	Jinnah Postgraduate Medical Centre (JPMC), Karachi.
<b>ADDRESS</b>	Rafiqi Shaheed Road, Karachi.
<b>BRIEF DESCRIPTION OF WORK</b>	Provision of Manpower Outsourcing Services at JPMC, Karachi.
<b>TENDER FEE</b>	Rs.10,000/- Pay Order (Non-Refundable)
<b>TENDER INVITED METHOD</b>	Bids invited through E-Pak Acquisition & Disposal System (EPADS).
<b>PROCUREMENT METHOD</b>	Single stage two envelope procedure Rule 46(2) of SPPRA Rules 2010 (Amended till date). (Most Advantageous Bid Basis)
<b>BID VALIDITY</b>	90 Days, As per SPPRA Rule 2010 (amended till date)
<b>AMOUNT OF BID SECURITY/EARNEST MONEY</b>	Rs.1,500,000/- (Rupees One Million Five Hundred Thousand Only)
<b>LAST DATE OF SELLING OF BID</b>	As per Mentioned in NIT
<b>DATE OF SUBMISSION OF BID</b>	As per Mentioned in NIT (Online through EPADS at <a href="https://sindh.eprocure.gov.pk">https://sindh.eprocure.gov.pk</a> )
<b>PLACE OF SUBMISSION</b>	Committee Room of Administration Block, JPMC
<b>PERFORMANCE SECURITY</b>	Rs.1,500,000/- (Rupees One Million Five Hundred Thousand Only)
<b>LANGUAGE OF BID</b>	English
<b>CURRENCY OF BID</b>	PKR
<b>BIDDING PROCEDURE</b>	Single Stage Two Envelope Procedure SPPRA Rule 46(2) (Most Advantageous Bid Basis) through online EPADS at <a href="https://sindh.eprocure.gov.pk">https://sindh.eprocure.gov.pk</a>
<b>CONTRACT DURATION</b>	Initially contract shall be signed for the financial year 2025-2026 and extendable for further TWO YEARS with mutual consent of both parties and agreed percentage rate increase.



## INSTRUCTIONSTOBIDDERS

1. **Jinnah Postgraduate Medical Centre (JPMC), Karachi** invites sealed bids on **Single Stage Two Envelope (Most Advantageous Bid Basis) Systems 46(2)** as per Sindh Public Procurement Rules-2010, (Amended till date) from service providers for **"PROVISION OF MAN POWER OUT SOURCING SERVICES"** (As Per SPPRA Rule 46(2))
2. The tender shall be submitted with all documents electronically online through E-Pak Acquisition & Disposal System (EPADS) at <https://sindh.eprocure.gov.pk> on the scheduled date and time, else tender will not be entertained.
3. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
4. Bidders should examine care fully the table of content and obtain all necessary information/clarification formally in writing at least five calendar days prior to the date of opening of the tender. Once the tender is submitted, it will be assumed that no further clarification was required.
5. Tender Purchase Receipt shall be obtained from the Accounts Department of JPMC, Karachi and must be attached with the Technical Bid uploaded on the EPADS Portal; else the offer will be rejected.
6. Bidders will attach **BID SECURITY/EARNEST MONEY** (as mentioned under Bidding Data Sheet) in shape of pay order issued from any scheduled Bank of Pakistan in favor of **Contractor Security, JPMC, Karachi** submits original hard form in sealed envelope and also upload the scanned attachment on EPADS.
7. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing and stamped the bid shall initial all pages of the bid.
8. The Bidder shall quote its percentage of service charge only in PKR as per the prescribed format of financial given in this document.
9. No bidder shall be allowed to alter or modify his bid after the bid has been opened.
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. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
12. 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.
13. The vendor has to quote only one percentage as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
14. The entire Tender Documents should be duly signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data Sheet of the Tender.
15. Contractor who win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.
16. 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 the notice of the procuring agency, it should do so in writing.



17. 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.
18. Conditional tender and tender without bid security shall not be considered.
19. Bids shall remain valid for a period of 90 days after the date of bid opening and same may be extended in terms of SPPRA Rules.
20. Bid submitted late due to any reason whatsoever, shall not be considered and returned unopened to the bidder or his authorized representative.
21. Bid/offer will be evaluated as per criteria for evaluation of bid's terms & conditions.
22. Hard copies of technical bid and financial bid with Original Bid Security Pay order are also required to be submitted.
23. All the applicable Government taxes i.e. Income Tax, Sindh Sales Tax and 0.35% Stamp Duty of the annual value of the contract amount, will be deducted from the monthly running bills. Where EOBI and/or SESSI contributions become applicable or payable under law, the same shall be reimbursed by the JPMC (the Procuring Agency) to the Contractor on actual basis.
24. All documents should be submitted duly signed & stamped and the details of the documents should also be mentioned in front of the Index, else Procurement Committee reserves the right to accept or reject the offer.



## TERMS & CONDITIONS OF TENDER

1. **CONTRACT DURATION:** Initially contract shall be signed for the financial year 2025-2026 and extendable for further TWO YEARS with mutual consent of both parties and agreed percentage (service charge) increase. Income Tax, Sindh Sales Tax and Stamp Duty will be deducted from the contractor's bills imposed by the Government from time to time.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security in the shape of a Pay Order / Demand Draft or Bank Guarantee as per amount mentioned under Bidding Data Sheet in favor of **Contractor Security**, JPMC, Karachi. The same will be released after successful completion of 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. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of JPMC, Karachi.
4. The Contractor shall nominate or provide at least one focal person at the site premises for the management of outsourced staff records, at no additional cost. Further the designated office for the management staff of the successful bidder will be provided by the procuring agency.
5. Contractor will not be allowed to sublet the contract except defined specifically otherwise.
6. In case of any dispute contractor will approach the Executive Director, JPMC, Karachi. The decision of the Executive Director will be final.
7. The **Executive Director** has the right to cancel the contract at any stage with issuing one-month prior notice in case of violation of **Agreement/To Risprovedas** well as damages to the prestige or property of JPMC, Karachi.
8. Any condition/ clause of the Contract can be included / amended if required in the interest of the JPMC, Karachi with the mutual understanding of both parties.
9. The procuring agency reserves the right to increase or decrease the workforce at any time during the contract period.
10. Suitable resources are identified by the Contractor for provision of services agreed and as requested from time to time by the Procuring Agency. However, the procuring agency has the authority to accept or reject the candidate.
11. The hiring and firing of outsourced employees shall be at the sole discretion of the Procuring Agency.
12. The deployment and salary package of outsourced employees, shall be determined solely by the Procuring Agency, and the contractor shall have no right to object. The successful bidder is only responsible to management the record and prepare monthly payroll of the outsourced employees those are nominated by the Procuring Agency.
13. Where the contributions under the Employees Old-Age Benefits Institution (EOBI) and/or Sindh Employees' Social Security Institution (SESSI) become applicable or payable under law, the same shall be reimbursed by the JPMC (the Procuring Agency) to the Contractor on actual basis.
14. The successful bidder shall process the payroll of the outsourced manpower on the instructions of JPMC. Bidder will share the invoice with JPMC (including Salaries & handling Charges) around 20th of every month, for invoice verification by the JPMC.
15. Successful Bidder will be bound to pay the salary of all outsourced employees through bank accounts.



However, in certain exceptional cases, payment through other modes may be allowed subject to verification and approval by the JPMC management.

16. Document(s) for Evaluation of Services must be flagged by the bidders.
17. Bid/offer will be evaluated as per criteria and the bid's terms & conditions on Most Advantageous Bid Basis as defined under this documents.
18. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date)
19. Not tender will be entertained without bid security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) Days of receipt of the Letter of Acceptance.
20. 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.
21. If the contractor fails to give services within the stipulated period, liquidity charges will be imposed.
22. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million in case of goods and 2.5 million in case of services.

I/We agree to above mentioned terms & conditions:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

CNIC NO \_\_\_\_\_

Full Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_



## TECHNICAL EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

S.No	List of Mandatory Requirements
1	<b>Tender Purchase Receipt</b> obtained from JPMC.
2	Bidder should be based in Karachi or should have a branch in Karachi. Office details at Karachi with Phone Numbers/Addresses.
3	Copy of CNIC of signatory of the Bid Forms.
4	Bidder must be available on ' <b>List of Active Tax Payers</b> ' of <b>FBR website</b> (for Income Tax).
5	Bidder must be available on ' <b>List of Active Tax Payers</b> ' of <b>SRB website</b> (for Sindh Sales Tax).
6	Valid <b>Professional Tax Certificate 2025-2026</b> .
7	Valid certificate of <b>Registration with SECP</b> .
8	Valid certificate of <b>Registration with EOBI</b> .
9	Valid certificate of <b>Registration with SESSI</b> .
10	Valid <b>ISO 9001:2015 Certification</b> .
11	Duly signed and stamped <b>General Compliance Certificate</b> as per the format given at Annexure-D of this document.
12	Duly signed and stamped <b>Compliance to Scope of Work</b> as mentioned vide Annexure-E of this document.
13	Bidder / Company Profile / Details as per Annexure – F.
14	Average annual turnover in preceding 03 financial years i.e. 2022-2023, 2023-2024 and 2024-2025 should be above Rs.200 million, demonstrated through Income Tax Returns (ITR – FBR) and audited statement of accounts details to be submitted as per Annexure – G.
15	Valid <b>Clients List</b> as per specimen given at Annexure – H.
16	At least one (01) Letter of Acknowledgement with satisfactory rating of services for provided manpower support services of minimum 100 employees under third party arrangement for minimum period of 03 years to the same institute of any Government/Semi Government/Autonomous bodies/Public Sector Institutions.
17	The bidder should have at least one (01) ongoing project of manpower outsourcing services in a Tertiary Care Hospital of a Government, Semi-Government, Autonomous Government Institutions, employing a minimum of 200 staff under a contract of at least 12 months. Supporting documents such as agreement, work order, or satisfactory performance certificate must be provided.
18	Duly signed and stamped Affidavit on e-Stamp Paper of Rs.500 as per Specimen at Appendix-1.
19	At least three (03) Satisfactory Performance Certificates as a Third-Party Contractor of (03) three different reputable public-sector hospitals (government, semi-government, or autonomous bodies) with a minimum capacity of 500 beds and each certificate with workforce of at least 100 employees. These certificates must be supported by corresponding agreements, work orders, and related documentation.
20	Detail of clients showing at least 500 manpower/staff/employees in aggregate currently working on bidders' payroll under third party contract arrangement with any Government/Semi Government/Autonomous bodies/Public Sector Hospitals. Attach work order/agreement/ award of contract/ satisfactory performance letter. (Valid documentary evidence in support of eligibility)
21	At least (05) five ongoing project of Manpower Outsourcing as third party contractor of Government/Semi Government/Autonomous bodies/Public Sector Institutions. Supported by agreement/work order/satisfactory performance certificate or other related documents.
22	Scanned Copy of the Pay order / Bank Draft of Bid Security / Earnest Money with the amount hidden should be attached along with technical E-Bid document. (Sealed Envelope of Original bid security should be submitted at JPMC before technical E-Bid opening).

**Note: Bidders NOT complying with any of the above eligibility prerequisites would be disqualified. All documentary evidence must be submitted along with the bids on EPADS; no document will be acceptable after bid submission.**



## TECHNICAL EVALUATION CRITERIA (MARKING CRITERIA)

After compliance of all mandatory requirements the Bidders should also achieving **minimum 70% points/marks** will be considered only for further process. Documentary evidence must be attached in support of your claim.

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
<b>1.</b>	<b>Year of Establishment–SECP Registration Certificate</b>	<b>Max.10</b>	
1.1	Establishedduring2015orearlier	10	
1.2	Establishedduring2016-2018	05	
1.3	Establishedduring2019or later	02	
<b>2.</b>	<b>Prior Experience of the PUBLIC SECTOR HOSPITALS(government/semi-government/autonomous bodies/public sector institutions.) for providing the manpower out sourcing services for a minimum period of 12 months during the last five (05) years ending on the deadline for bid submission.</b>  (Valid documentary evidences showing the required details must be provided in the form of work order, contract agreement, satisfactory performance letter)  Note: In case of recurring contractor extension each contractor extension shall be counted separately for marks allocation.	<b>Max.30</b>	
2.1	500BedHospitalandabove for providing the 200 or more employee/staff at a time (10 points for each yearly contract–Max.30 points)	30	
2.2	400BedHospitalandabove for providing the 150 or more employee/staff at a time (8 points for each yearly contract–Max.24 points)	24	
2.3	300BedHospitalandabove for providing the 100 or more employee/staff at a time (5 points for each yearly contract–Max.15 points)	15	
<b>3.</b>	<b>Years of Experience in Providing Manpower Outsourcing Services to different government/semi- government/autonomous bodies/public sector institutions.</b>  (Valid documentary evidences showing the required details must be provided in the form of work order/contract agreement/satisfactory performance letter/letter of acknowledgement)	<b>Max.10</b>	
3.1	• Between 10 - 8 Years	10	
3.2	• Between 7 - 5 Years	08	
3.3	• Less than 5 years	05	
<b>4.</b>	<b>Client's Satisfactory Performance Certificate issued by any government/semi-government/autonomous bodies/public sector institutions.</b>  Valid documentary evidence showing the required details must be provided in the form of work order, contract agreement, satisfactory performance letter)  Note: In case of recurring contractor extension, satisfactory performance certificate for each contractor extension shall be counted separately for marks allocation.	<b>Max.10</b>	
4.1	15 or Above Satisfactory Performance Certificates	10	
4.2	10 or Above Satisfactory Performance Certificates	07	
4.3	05 or Above Satisfactory Performance Certificates	04	
<b>5.</b>	<b>Total Number of Currently Working Staff on Bidder's Payroll</b>  (Supported with current in hand work orders/contract agreement from the government/ semi-government/autonomous bodies/public sector institutions)	<b>Max.10</b>	
5.1	Above 600 Employees	10	



5.2	Above550Employees	07	
5.3	Above500Employees	04	
6.	<b>On-Going / In-hand Projects of Outsourcing Services at any Government/ Semi Government/ Autonomous Bodies/Public Sector Institutions.</b>  (Valid documentary evidence showing the required details must be provided in the form of work order, contract agreement, satisfactory performance letter)	<b>Max.10</b>	
6.1	On-going / in-hand Projects with annual contract value of more than Rs.50 million (5 marks for each project)	10	
6.2	On-going / in-hand Projects with annual contract value of more than Rs.30 million (2.5 marks for each project)	05	
7.	<b>ISO Certifications of 9001:2015 / 27001:2022 / 45001:2018 / 14001:2015</b>	<b>Max.10</b>	
7.1	All 04 Certifications	10	
7.2	Any 03 Certifications	05	
8.	<b>Average Annual Turnover during last three (03) financial years i.e. 2022-2023, 2023-2024 and 2024-2025.</b>  (Income Tax Return Forms must be attached as supporting documents with audited statement of accounts)	<b>Max.10</b>	
8.1	Above220Million	10	
8.2	Above210Million	08	
8.3	Above200Million	05	
<b>TOTAL MARKS</b>		<b>100</b>	

- a. Financial bid shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- b. Only those Financial Proposals will be announced/considered which were technically qualified by the Committee.
- c. Financial Bids/Proposals of Technically disqualified/rejected bidders will not be opened and sealed envelopes shall be returned to the bidder.

### FINANCIAL PROPOSAL EVALUATION:

1. The bids shall be evaluated and compared on MOST ADVANTAGEOUS BID BASIS exclusively. Technical evaluation of the products will be assessed on the standards / specifications.
2. Bids are invited as per Single Stage - Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended till date). In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
3. The following merit point system for weighing evaluation factors / criteria will be applied for technical bids / proposals. Bidders achieving minimum 70% marks will be qualified and considered only for further process / evaluation besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
4. Technically qualified/successful bidder(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
5. Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.
6. Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.



7. Bids not accompanied by the Bid Security of required amount and form shall be rejected.
8. 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.
9. Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
10. The formula for technical scoring is "Technical Marks / Score = Total Technical Marks of the respective bidder x 0.7".
11. The formula for financial scoring is that the lowest bidder gets 30% Marks and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

### EXAMPLE: TECHNICAL EVALUATION

- The formula to calculate the technical points / marks / score of the bidder is given below:
- Technical Marks / Score = Total Technical Marks of respective bidder x 0.7" Solved Example of Financial Scoring: Technical scoring out of 100 = 85 Carried Forward & Prorated Technical scoring =  $85 \times 0.70$ "
- **FINANCIAL EVALUATION**
- The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:
- "Financial Evaluation Score of individual quoted Product: = [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score" "Solved Example of Financial Scoring:
- If the lowest quoted price of an item is Rs. 86/- the same lowest will obtain score as below: =  $[86 \div 86] \times 30 = 30 = 30$  marks being the lowest bidder for the quoted item
- If the next higher quoted price of the same item is Rs. 105/- the marks obtained will be: =  $[86 \div 105] \times 30 = 24.57$
- If the next higher quoted price of the same items is Rs. 130/- the marks obtained will be: =  $[86 \div 130] \times 30 = 19.84$  Marks and so on."



(ANNEXURE-C)

## FINANCIAL PROPOSAL

(To be typed on bidder's letter head)

### PROVISION OF MANPOWER OUTSOURCING SERVICES FOR JINNAH POSTGRADUATE MEDICAL CENTRE (JPMC), KARACHI.

Per Month Expected Salary	Bidder's Service Charge (S.C) (Inclusive of Income Tax)		Total
	% Service Charge (S.C) (to be filled by Bidder)	In Amount (S.C) <b>B</b>	
<b>A</b>			<b>C = (A+B)</b>
<b>Rs.15,000,000</b>			
<b>D - Add: Sindh Sales Tax @ 15% on C</b>			
<b>GROSS TOTAL PER MONTH - (C + D)</b>			

**Note:**

- Sindh Sales Tax (15%) is charged on the sum of salaries of outsourced employees and contractor service charge, while Income Tax (6%) and Stamp Duty (0.35%) is deducted on the gross invoice amount, inclusive of Sindh Sales Tax.
- The Sindh Sales Tax (15%) and Income Tax (6%) rates apply to the financial year 2025-2026 and are subject to change as notified by the Government.
- The Service Charges shall be quoted by the bidder.
- The Strength of the outsourced staff/employees can be increased / decreased by Procuring Agency during the contract period.
- The bidder shall submit the monthly running bill by the 20th of each month to ensure that the salaries of all outsourced employees/staff are paid by the 5th of the following month.
- The offer will not be considered without signature & Stamp of the contractor.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC: \_\_\_\_\_

Stamp: \_\_\_\_\_

Address: \_\_\_\_\_



(ANNEXURE-D)

## GENERAL COMPLIANCE CERTIFICATE

### DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

(On PKR 500/- e-Stamp Paper)

[Location, Date]

To: [Name and address of Employer]

Re: Tender Reference No. \_\_\_\_\_, Dated \_\_\_\_\_ 2025,  
“PROVISION OF MANPOWER OUTSOURCING SERVICES”

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender documents. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Authorized

Signatory: Name of Bidder:

Stamp/ Seal:



## SCOPE OF WORK

1. This section details the scope of work for the FIRM hired to provide skilled, semi- skilled and unskilled work force in the required field as specified by the Procuring Agency related to the following fields:

### Categorization of Manpower & Positions

#### A. Clinical & Patient Care Staff

Sr.No.	Position
1	Anesthesiologists
2	Registered Nurses
3	Critical Care Nurses
4	Nurse Aids
5	Medical Assistants
6	Emergency Staff
7	TB Control Staff
8	Respiratory Therapists
9	Pediatric Technicians
9-A.	Haematologist

#### B. Surgical & Critical Care Technical Staff

Sr.No.	Position
10	OT Technicians
11	Emergency OT Technicians
12	Anesthesia Technicians
13	Anesthesia Critical Care Technicians
14	Critical Care Technicians
15	C-Arm Technicians
16	Vascular Surgery Technicians
17	Robotic Surgery Technicians
18	CSSD Technicians

#### C. Diagnostic & Laboratory Staff

Sr.No.	Position
19	CT Scan Technicians
20	MRI Technicians
21	X-Ray Technicians
22	ICT Technicians
23	Neuro Electro Physiologists
24	Neurophysiology Technicians
25	Lab Technologists
26	Lab Technicians
27	Lab Assistants
28	Lab Store Managers
29	Lab Support Staff

#### D. Biomedical & Engineering Staff

Sr.No.	Position
30	Biomedical Engineers
31	Biomedical Technicians
32	Assistant Biomedical Engineers

#### E. IT & Network Support Staff

Sr.No.	Position
33	System Administrators
34	Software Engineers
35	Hardware Engineers
36	Hardware Support Staff
37	Network Assistants
38	Automation Supervisors
39	CCTV Technicians
40	Computer Operators
41	Data Entry Operators

#### F. Administrative & Clerical Staff

Sr.No.	Position
42	Receptionists
43	Office Attendants
44	Store Assistants
45	Internal Auditors
46	Naib Qasids
47	Peons

#### G. Maintenance & Utility Staff

Sr.No.	Position
48	Maintenance Supervisors
49	Maintenance Staff
50	Electricians
51	AC Technicians

#### H. Housekeeping & General Support Staff

Sr.No.	Position
52	Ward Boys
53	Sweepers
54	Drivers
55	Security Guards
56	Miscellaneous Staff

#### I. Specialized Roles

Sr.No.	Position
57	Optometrists
58	Audiologists
59	Others (as per hospital requirement)
59-A	Dietician



2. The strength, deployment and salary packages of the outsourced staff shall be decided by the JPMC.
3. The bidder must have a diverse pool of potential candidates for various positions at JPMC.
4. The bidder should provide a dedicated resource for all the operations of JPMC to ensure effective and efficient services.
5. The bidder shall provide CVs for relevant candidates after screening as per the requirements shared by JPMC. Final selection would be done by JPMC after interviewing top candidates.
6. Successful Bidder will be bound to pay the salary of all employees through bank account which would be checked and verified by the by the JPMC management except for the certain exceptional cases.
7. The bidder shall process the payroll of the outsourced manpower on the instructions of JPMC. Bidder will share the invoice with JPMC (including Salaries & handling Charges) around 20th of every month, for invoice verification by JPMC team.
8. The bidder shall provide services of disbursing salaries to the outsourced manpower those are selected by the JPMC and JPMC management will decide the compensation of the outsourced manpower.
9. JPMC will evaluate the performance of the employees hired for JPMC.
10. The bidder shall recruit skilled, semi-skilled and unskilled personnel with the approval of the Procuring Agency.
11. The bidder shall maintain the proper records of staff appointed and their salary disbursement.
12. The percentage of service charge (bidder's commission) shall be applied on the actual salaries paid to the deployed outsourced staff, based on verified deployment and upon submission of invoices.
13. The service provider shall ensure that all deployed staff maintain strict confidentiality of patient and hospital information.



(ANNEXURE - F)

## **BIDDERPROFILE/DETAILS**

*(Addseparatesheets,ifrequired)*

1.	RegisteredCompanyName	
2.	CompanyRegistrationNumber/Certificate	
3.	DateofRegistration	
4.	NationalTaxNumber	
5.	SindhSalesTax(SST) Number(SRB)	
6.	RegistrationCertificatewithEOBI/ SESSI	
7.	YearsofOperationofCompany afteritsRegistration	
8.	BankName and Branch	
9.	BankAccount Number	
10.	Physicaladdress	
11.	Postal address	
12.	TelephoneNumber	
13.	FaxNumber	
14.	E-mailaddress	
15.	Blacklisting/ Complaint /Litigationagainst thefirm(By anygovt.orootherorg.ifany)	



(ANNEXURE-G)

**DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURNS  
(On Bidder's / Company's / firm's Letterhead)**

[Location,Date]

To:[Nameandaddress ofEmployer]

Dear Sir,

- 1) I/we hereby declare that, our firm's Annual Turnover in last 3 fiscal years (on closing of last fiscal year) is as follow:

F.YONE	F.YTWO	F.YTHREE
PKR _____ (Million)	PKR _____ (Million)	PKR _____ (Million)

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns (ITR) for last 3 years.  
(Copy ITR of 03 (three) years.)

Yoursfaithfully,

Authorized Signature [In full and initials]:  
Name and Title of Authorized Signatory: Name of Bidder:  
Stamp/Seal:  
Encl: As above



(ANNEXURE-H)

## CLIENT LIST

**(On Bidder's / Company's / firm's Letterhead)**

[Location,Date]

To:[Nameandaddress ofEmployer]

Sr. No.	Client Name /EndUser	NatureofClient(Govt. / SemiGovt.Sector)	No.ofEmployees/ ScopeofWork	Name&Location ofProject	Year	Total yearlycontract value (PKR)

Yoursfaithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory: Name of Bidder:

Stamp / Seal:

Encls: As above.



(APPENDIX-1)

## AFFIDAVIT

(Must be Printed on Rs. 500/- e-Stamp Paper)

We, M/s. \_\_\_\_\_ hereby undertake that:

- i. Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.
- ii. Any director or owner of our company is not awarded any punishment from any Court of Law.
- iii. We has submitted the correct and complete information along with our bid/offer.

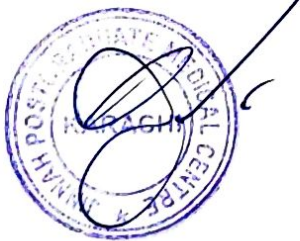
Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp/Seal

ATTESTED BY NOTARY PUBLIC



## BID LETTER FORM

(Registered name and address of the bidder)

To: Executive Director,

JPMC, Karachi

Sir,

Having examined the bidding document and amendment thereon we the undersigned, offer to supply goods/provide services/execute the works including in conformity with the terms and conditions of the bidding document and amendments thereon, for the following project in response to your Tender call dated

**Tender Title:** \_\_\_\_\_

We undertake to provide services/execute the above project or part assigned to us in conformity with the said bidding documents.

**If our bid is accepted, we undertake to;**

1. Provide services/execute the work according to the timeschedule 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 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.
3. 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.

Bidder's signature and seal.

Place: \_\_\_\_\_

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



# CONTRACT AGREEMENT (DRAFT)

## Tender Title

This Contract Agreement (hereinafter called the Agreement) made on \_\_\_\_\_ day of \_\_\_\_\_ Year.

This contract shall be signed for the financial year 2024-2025 and extendable for further TWO YEARS with mutual consent of both parties and agreed percentage rate increase.

### BETWEEN

M/s. \_\_\_\_\_ a Contractor, having its office at **Bidder's address**. (Hereinafter mentioned as Contractor), which expressions shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

### JPMC, KARACHI

A department under Government of Sindh, having its office at JPMC, Karachi, Sindh, Pakistan hereinafter mentioned as "the Client", which expressions 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 JPMC Civil Hospital Karachi and has necessary 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 these services which shall be supplied/provided by the Supplier are as under:

Item. #	DESCRIPTION	Unit Quantity	Unit	Quoted Rate

Now this agreement witnessed as follows:

- In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
- 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:
  - Purchase order(s)/Letter of Acceptance where applicable.



- b. The completed Form of Bid along with Schedule to Bid.
  - c. Condition of Contract & Contract Data
  - d. The priced Schedule of prices
  - e. The specifications
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.

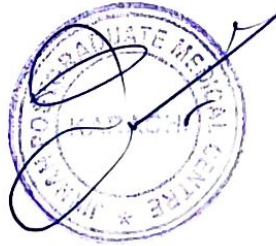
IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

Signature of the Supplier

(Seal)

Signature of the Purchaser

(Seal)



**FORM OF PERFORMANCE SECURITY**  
**(Bank Guarantee)**

Guarantee No.: \_\_\_\_\_

Executed on: \_\_\_\_\_

Expiry date: \_\_\_\_\_

**[Letter by the Guarantor to the Employer]**

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

\_\_\_\_\_

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

\_\_\_\_\_

Penal Sum of Security (express in words and figures):

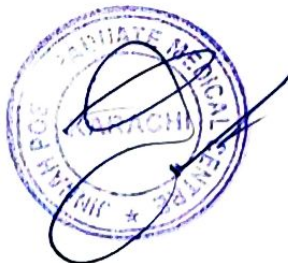
\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the part of the said Principal we, the Guarantor above named, are held and firmly bound unto the Executive Director, JPMC, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that here as the Principal has accepted the Employer's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modification to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.



Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay \_\_\_\_\_ to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has \_\_\_\_\_ refused or failed to perform \_\_\_\_\_ the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer \_\_\_\_\_ shall be the sole and final judge for deciding whether the Principal (Contractor) has \_\_\_\_\_ duly \_\_\_\_\_ performed \_\_\_\_\_ his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums \_\_\_\_\_ up to \_\_\_\_\_ the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated \_\_\_\_\_ above, the \_\_\_\_\_ name \_\_\_\_\_ and \_\_\_\_\_ corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned \_\_\_\_\_ representative, pursuant to \_\_\_\_\_ authority of its governing body.

Witness:

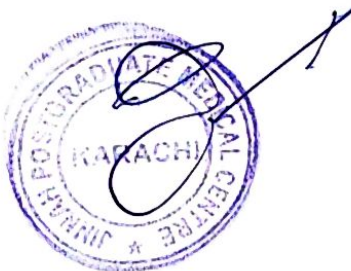
Guarantor (Bank)

1. \_\_\_\_\_  
(Name, Title, Signature & Seal)

Signature: \_\_\_\_\_

2. \_\_\_\_\_  
(Name, Title, Signature & Seal)

Signature: \_\_\_\_\_



**AFFIDAVIT**  
(On e-Stamp Paper of Rs.500)

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. I/We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods/Services that we propose to supply under this contract are eligible goods/services within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for JPMC Karachi related to this Bid or Award or Contract.
7. I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.
8. That undersigned has not employed any child labor in the organization/unit.
9. I/We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.
10. I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

For Messrs. [Name of Supplier]



# INTEGRITY PACT

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

Contract Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Contract Value: Rs. \_\_\_\_\_

Contract Title: \_\_\_\_\_

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 (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) 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, JP MCK Karachi (PA), except that which has been expressly declared pursuant thereto.

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.

M/s. \_\_\_\_\_ 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 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. \_\_\_\_\_ agree 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. \_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR





GOVERNMENT OF SINDH  
HEALTH DEPARTMENT

**NOTIFICATION**

No. SO(PM&I)/24-25/F.19(JPMCK): A Procurement Committee under Rules-7 of Sindh Public Procurement Rules 2010 (Amended up-to-date) are hereby constituted for Laboratory Reagents, Kits / Chemical and Glassware Items, Outsourcing Security & Janitorial Services in respect of the Executive Director, Jinnah Postgraduate Medical Centre, Karachi for the financial year 2025-26.

01	Executive Director, Jinnah Postgraduate Medical Centre, Karachi.	Chairman
02	Dr. Amtul Quddos Latif, Head Department of Clinical Pathology. X	Member
03	Assistant Director (Medical), JPMC, Karachi.	Member
04	Representative of the Deputy Commissioner (South), Karachi.	Member
05	District Population Welfare Officer, Karachi.	Member

**TORs:**

- The TORs / Functions / Responsibilities of the Procurement committee in accordance with Rule-8 of SPP Rules 2010 shall be as under:
- (1) Preparing and/or Reviewing bidding documents;
  - (2) Carrying out technical as well as financial evaluation of the bids;
  - (3) Preparing evaluation report as provided in Rule-45;
  - (4) Making recommendations for the award of contract to the competent authority; and
  - (5) Perform any other function ancillary and incidental to the above.

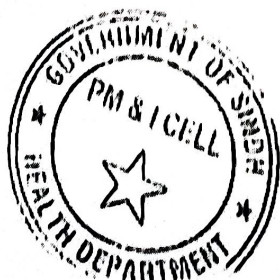
SECRETARY HEALTH

Karachi, dated, the 27<sup>th</sup> May 2025

No. SO(PM&I)/24-25/F.19(JPMCK):

Copy forwarded for information and necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Managing Director, Sindh Public Procurement Regulatory Authority (SPPRA), Kyo.
3. The Executive Director, Jinnah Postgraduate Medical Centre, Karachi.
4. The Chairman & all members of the Committee
5. PS to Minister, Health & Population Welfare Department, Govt. of Sindh, Karachi.
6. PS to Secretary Health, Govt. of Sindh, Karachi.
7. PS to Additional Secretary (PM&I), Health Deptt, GoS, Karachi.



(ZULFIQAR ALI DARS)  
SECTION OFFICER (PM&I)