

**SINDH REVENUE BOARD**  
**GOVERNMENT OF SINDH**



**ANNUAL PROCUREMENT PLAN**

(WORKS, GOODS & SERVICES)

Financial YEAR 2025-26



| Sr.No.       | Description of Procurement | Quantity (where applicable) | Estimated unit cost (where applicable) | Estimated Total cost | Funds Allocated | Source of funds (ADP / Non-ADP) | Proposed Procurement Method | Timing of Procurement |                     |                     |                     | Remarks |  |           |
|--------------|----------------------------|-----------------------------|--|----------------------|-----------------|---------------------------------|-----------------------------|-----------------------|---------------------|---------------------|---------------------|---------|--|-----------|
|              |                            |                             |  |                      |                 |                                 |                             | 1 <sup>st</sup> Qtr   | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr |         |  |           |
| 1            | Laptops                    | 50                          | 400,000                                | 20,000,000           |                 |                                 |                             |                       |                     |                     |                     |         |  |           |
| 2            | Printer (lot-1)            | 05                          | 450,000                                | 2,250,000            | 22,980,000      | Non-ADP<br>SRB Budget           | Single Stage One Envelop    |                       |                     |                     |                     |         |  |           |
| 3            | Printer (lot-2)            | 03                          | 200,000                                | 600,000              |                 |                                 |                             |                       |                     |                     |                     |         |  |           |
| 4            | Printer (lot-3)            | 02                          | 65,000                                 | 130,000              |                 |                                 |                             |                       |                     |                     |                     |         |  | Re-Tender |
| <b>TOTAL</b> |                            |                             |  | <b>22,980,000</b>    |                 |                                 |                             |                       |                     |                     |                     |         |  |           |

(Syed M. Akber Rizvi)  
Assistant Commissioner  
Sindh Revenue Board





NO. SRB/Admin/PC/IT-Equip/2025/71562

**GOVERNMENT OF SINDH  
SINDH REVENUE BOARD**



Karachi, Dated: 28<sup>th</sup> February, 2026

**NOTIFICATION**

**NO. SRB/Admin/PC/IT-Equip /2025/ 71562** : In pursuance of Rule 7 of the Sindh Public Procurement Rules, 2010, the Competent Authority is pleased to re-constitute a **Procurement Committee (PC)** for the procurement of **IT Equipment (Laptops, Printers & Photocopiers)** for Sindh Revenue Board.

02. The composition of the Committee is as follows:

| S. No | Designation                                       | Status in Committee |
|-------|---|---------------------|
| 1.    | Mr. Shahid-ul-Ghani, Commissioner (IT Wing), SRB  | Chairman            |
| 2.    | Mr. Ahmed Farooq, Team Lead (IT Wing), SRB        | Secretary/ Member   |
| 3.    | Representative from IT Department, Govt. of Sindh | Member              |

**Functions and Responsibilities of the Committee:**

03. The Committee shall perform its functions and responsibilities in accordance with Rule 8 of the Sindh Public Procurement Rules, 2010, including but not limited to the following:

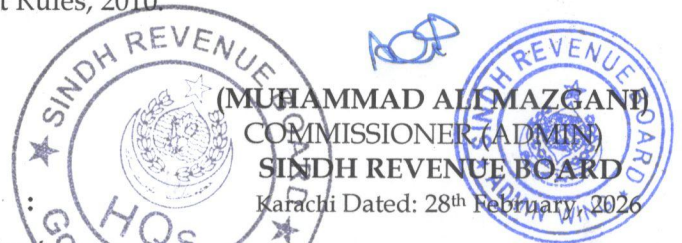
- Preparation and review of bidding documents.
- Carrying out technical as well as financial evaluation of bids.
- Preparation of the evaluation report as provided under Rule 45.
- Making recommendations for the award of contract to the Competent Authority.
- Performing any other functions ancillary and incidental to the above.

04. All proceedings of the Procurement Committee and related procurement formalities shall strictly comply with the Sindh Public Procurement Rules, 2010.

**NO. SRB/Admin/PC/IT-Equip /2025/ 71562**

**Copy is forwarded for information & necessary action to:**

- SA to the Chairman, SRB, Karachi.
- PS to the Senior Member (Operation-I, Audit & IT), SRB, Karachi.
- PS to the Member (Admin & Finance), SRB, Karachi.
- Procurement Specialist.
- Assistant Commissioner (Finance), SRB, Karachi.
- All Members of the constituted Committee.
- Notification File/Master file.



**SYED M. AKBER RIZVI**

Assistant Commissioner (Admin)  
SINDH REVENUE BOARD



NO. SRB/Admin/CRC/IT-Equip /2025/310 78  
**GOVERNMENT OF SINDH**  
**SINDH REVENUE BOARD**



Karachi, Dated: 29th October, 2025

**NOTIFICATION**

NO. SRB/Admin/CRC/IT-Equip /2025/310 78 In pursuance of the Sindh Public Procurement Rules, 2010, the Competent Authority is pleased to constitute a **Complaint Redressal Committee (CRC)** in respect of the procurement of **IT Equipment (Laptops, Printers & Photocopiers)** for the Sindh Revenue Board.

02. The composition of Complaint Redressal Committee (CRC) as per SPP Rules shall be as follows:

| S. No | Designation   | Status in Committee |
|-------|---|---------------------|
| 1.    | Mr. Abdul Hameed Memon, Senior Member , SRB   | Chairman            |
| 2.    | Representative from Accountant General, Sindh                                       | Member              |
| 3.    | An independent professional from the relevant field.<br>(Nominated by Chairman SRB) | Member              |

03. All proceedings of the Committee and functions shall be carried out in strict compliance with the Sindh Public Procurement Rules, 2010.



(MUHAMMAD ADI MAZGANI)  
COMMISSIONER (ADMIN)  
SINDH REVENUE BOARD  
Karachi Dated: 29th October, 2025

NO. SRB/Admin/CRC/IT-Equip /2025/31078:

Copy is forwarded for information & necessary action to:-

1. SA to the Chairman, SRB, Karachi.
2. PS to the Senior Member (Operation-I, Audit & IT), SRB, Karachi.
3. PS to the Member (Admin & Finance), SRB, Karachi.
4. Procurement Specialist.
5. Assistant Commissioner (Finance), SRB, Karachi.
6. All Members of the constituted Committee.
7. Notification File/Master file.

**SYED M. AKBER RIZVI**  
Assistant Commissioner (Admin)  
SINDH REVENUE BOARD



GOVERNMENT OF SINDH  
**SINDH REVENUE BOARD**

3<sup>rd</sup> Floor, Shaheen Complex, M.R Kiyani Road, Karachi.  
Ph: 021-99217800 (121) Fax: 021-99217823 Website: www.srb.gos.pk



**NOTICE for INVITING TENDER**  
Supply of Laptops/Printers

Sindh Revenue Board (SRB), invites e-bid through E-Pak Acquisition and Disposal System (E-PADS) for the supply, delivery, installation, warranty support, and configuration (if required) of IT equipment to enhance operational efficiency. The details are as follows:

| Name of Work  |  |          | Date of issuance | Pre-Bid Conference       | Submission date and time    | Opening date and time    |
|---|--|----------|------------------|--------------------------|-----------------------------|--------------------------|
| Supply of Laptops/Printers  |  |          | 24-04-2026       | 04-05-2026<br>At 3:30 pm | 12-05-2026<br>Up to 3:00 pm | 12-05-2026<br>At 3:30 pm |
| Lot. No   | Description  | Quantity |                  |                          |                             |                          |
| 1.  | Laptops  | 50       |                  |                          |                             |                          |
| 2.  | Heavy Duty Printers  | 3        |                  |                          |                             |                          |
| 3.  | Duplex Network Black/White Printers  | 5        |                  |                          |                             |                          |
| 4   | All in One Black/White Printers  | 2        |                  |                          |                             |                          |
| <b>Note: Bidders may bid for any combination of the above lot (one, two or three) or all of the above lots.</b> |  |          |                  |                          |                             |                          |
| <b>Procurement Procedure:</b>   | Single Stage – One Envelope Procedure  |          |                  |                          |                             |                          |
| <b>Award Criteria:</b>  | Most advantageous bid (least cost basis)   |          |                  |                          |                             |                          |
| <b>Contact Details:</b>   | Procurement Specialist, Sindh Revenue Board, 3 <sup>rd</sup> Floor, Shaheen Complex Building, M.R Kiyani Road, Karachi. Phone:021-99217800 Ext:121, Email: shoaib.qayyum@srb.gos.pk  |          |                  |                          |                             |                          |
| <b>Bids Submission:</b>   | (Date & time): <b>12-05-2026 up to 3:00 pm.</b><br>Bids (signed & stamp) along with earnest money must be submitted through <b>E-PADS</b> as per above schedule. Only uploaded bids (duly signed & stamped) along with supporting documents will be accepted. The Original Bid Security Pay Order must reach the Procurement Wing, Sindh Revenue Board before the deadline for submission of bids.   |          |                  |                          |                             |                          |
| <b>Bid Security:</b>  | <b>5%</b> of the bid amount, at the time of bid submission in the form of Pay Order, only in favor of Sindh Revenue Board  |          |                  |                          |                             |                          |
| <b>Performance Security:</b>  | <b>10%</b> of the contract price via Bank Guarantee /Pay Order   |          |                  |                          |                             |                          |
| <b>Bid Validity Period:</b>   | 90 days  |          |                  |                          |                             |                          |
| <b>Eligibility:</b>   | <ol style="list-style-type: none"> <li>All interested Bidder must have valid registration (GST and Income Tax) with Federal Board of Revenue (FBR) &amp; Sales Tax registration with Sindh Revenue Board and must be on Active Taxpayer List (ATL) of FBR &amp; SRB.</li> <li>Average annual turnover of PKR 50 million or above for the last three years.</li> <li>Manufacturer's Authorization Letter from Principal.<br/>(The Manufacturer Authorization Letter is only required for Lot No.01)<br/><b>Note: (For remaining lots, authorized dealers/gold partners certificate are also acceptable.)</b></li> <li>At least two completed contracts of similar nature and size during the last three years.</li> </ol> |          |                  |                          |                             |                          |
| <b>Terms and conditions:</b>  | <p><b>a) Under following conditions tender will be rejected: -</b></p> <ol style="list-style-type: none"> <li>Bids not accompanied by bid security of required amount and form.</li> <li>Bids received after specified date and time.</li> <li>Black listed firms. An Affidavit should be submitted in this respect by the Bidders.</li> <li>In case the applicant not fulfills SPPRA or aforesaid conditions, the applications for issuance of bidding documents will not be entertained.</li> </ol> <p><b>b) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.</b></p>  |          |                  |                          |                             |                          |

**Procurement Specialist**  
**Sindh Revenue Board**  
**Government of Sindh**  
Phone:021-99217800 Ext:121  
Email: Shoaib.qayyum@srb.gos.pk  
3<sup>rd</sup> Floor, Shaheen Complex Building, M.R.Kiyani Road, Karachi.

**حکومت سنڌ**  
**سنڌ روڻيو بورڊ**  
لڙو ٺاهڻ شاهين ڪامپليڪس، ايم آر ڪيڏي روڊ، ڪراچي  
فون: 021-99217800 (121) فیکس: 021-99217823 ويب سائٽ: www.srb.gos.pk

**ٽينڊر گھرائڻ جو نوٽيس**  
ايڊس / پرنٽرس جي فراھمي

سنڌ روڻيو بورڊ (SRB) آھن شتل ڪارڪردگي ۾ بھتري آڻڻ لاءِ آءِ ٽي سامان جي فراھمي ڊيلري، انسٽاليشن وارن شي سپورٽ، ۽ ڪنٽيڪشن (جيڪڏهن ضروري ھجي) لاءِ پاڪا ڪرائيشن اينڊ ڊسپوزل سسٽم (E PADS) لاءِ ٺھڻي ٿي۔ ٻيڙي طلب ڪري ٿو

| ڪم جو نالو              | جاري ڪرڻ جي تاريخ | ٻي ڊي ڪٽفرنس                  | جمع ڪرڻ جي تاريخ ۽ وقت              | ڪولڻ جي تاريخ ۽ وقت           |
|-------------------------|-------------------|-------------------------------|-------------------------------------|-------------------------------|
| ايڊس / پرنٽرس جي فراھمي | 24-04-2026        | 24-05-2026<br>منجھند 3:30 بجي | 12-05-2026<br>منجھند 3:00 بجي تائين | 12-05-2026<br>منجھند 3:30 بجي |

| لاٽ نمبر | فصيل                                | عداد |
|----------|-------------------------------------|------|
| 1        | ايڊس ٺاھڻ                           | 50   |
| 2        | ھيوي ڊيوٽي پرنٽرس                   | 3    |
| 3        | ڊيپلڪس ٽيٽ روڪ ٻايلڪ / اوٽيٽ پرنٽرس | 5    |
| 4        | آن لائن ٻايلڪ / اوٽيٽ پرنٽرس        | 2    |

نوٽ: آڇ ڏيندڙ مھي قتل لات (ھڪ ٻه يا ٽي) جي ڪاميابيتن يا سھني ملين لائين جي لاءِ آڇ ٺھي سگھن ٿا۔  
 پروڪيورمينٽ طريقو: سنڪل اسٽيج وڻ ٽيڙي طريقو  
 ايڊس جا معيار: گھٽ ترين قيمت جي بنياد تي سڀ کان فائينڊ آڇ  
 رابطي جا تفصيل: ايم آر ڪيڏي روڊ، ڪراچي، فون: 021-99217800 (121) فیکس: 021-99217823 ايميل: shoaib.qayyum@srb.gos.pk

آڇ جمع ڪرڻ: (تاريخ ۽ وقت): 12-05-2026 شمار 3:00 وڳي تائين  
 آڇون (مستخط ٿيل ۽ اسٽامپ ٿيل) گڏوگڏ سوشي وٽر مقرر شيڊول مطابق EPADS ٺھڻي جمع ڪريون وڃن۔ صرف اھلڪه ڪيل آڇون (مڪمل دستخط ٿيل ۽ اسٽامپ ٿيل) ۽ مددگار دستاويز قبول ڪيا ويندا۔ اصل ٻيڙي سيڪيورٽي جو ٻيڙي آخري تاريخ کان اڳ سنڌ روڻيو بورڊ جي پروڪيورمينٽ ونگ تائين پهچڻ لازمي آھي۔  
 ٻيڙي سيڪيورٽي: آڇ رقم جو 75% آڇ جمع ڪرائڻ وقت ٻيڙي آرڊر جي صورت ۾، صرف سنڌ روڻيو بورڊ جي نالي ۾۔  
 پرفارمنس سيڪيورٽي: ڪٽائڻ وقت قيمت جو 10% بئنڪ گارنٽي / ٻيڙي آرڊر جي صورت ۾۔  
 آڇ جي موٽروھڻ جو مدت: 90 ڏينھن

اھليت: سھني دلچسپي رکندڙ آڇ ڏيندڙن وٽ ڏينھن ٻوڙ آف رويٽو (FBR) سان موٽر رجسٽريشن (جي ايس ٽي ۽ ٽيڪس ٽيڪس) ۽ سنڌ روڻيو بورڊ سان سيلز ٽيڪس رجسٽريشن ھجڻي۔ FBR ۽ SRB جي ايڪٽو ٽيڪس پيئرسٽ (ATL) ۾ شامل ھجڻ۔  
 2. گذريل ٽن سالن لاءِ سرلسري ساليانو ترين لوڙو 50 ملين روپيا يا وڌيڪ۔  
 3. پرنٽرس طرفان مينوفڪچرر جو اھنڌاري ليٽر (مينوفڪچرر اھنڌاري ليٽر) صرف لات نمبر 1، 2، 3، 4 لاءِ لازمي آھي۔  
 نوٽ: اھائي لائين لاءِ بلٽينار ڊيلز / گولڊ پارٽنر سٽيٽيڪيٽ ٻيڙي قبول آھن۔  
 4. گذريل ٽن سالن دوران گھٽ ۾ گھٽ ٻه مڪمل ڪيل ساڳي نوعيت ۽ سائيز جا ڪنٽرڪٽ۔  
 (a) ھيٺين حالتن ۾ ٽينڊر ڊڪيو ويندو:  
 1. جيڪڏھن آڇون گھربل رقم ۽ ڊالرن واري ٻيڙي سيڪيورٽي سان گڏ نہ ھجن۔  
 2. مقرر تاريخ ۽ وقت کان پوءِ وصول ٿيل آڇون۔  
 3. ٻايلڪ لسٽ ٿيل فرمن ھن سلسلي ۾ آڇ ڏيندڙن طرفان حلف نامو جمع ڪرائڻ لازمي آھي۔  
 4. جيڪڏھن آڇ ڏيندڙ SPPRA يا مٿي چئنايل شرطن تي ٻوڙ نہ ٺھي۔ ٻيڙي سيڪنگ ۽ آڇ دستاويزن لاءِ درخواستون قبول نہ ڪيون وينديون۔  
 (b) پروڪيورنگ ايجنسي کي حق حاصل آھي تہ ھو سنڌ پبلڪ پروڪيورمينٽ رولز 2010 جي لاڳاپيل ضابطن تحت سڀ پاڪا ٺھڻي ٻيڙي ڊڪري۔

پروڪيورمينٽ اسٽيشن  
 سنڌ روڻيو بورڊ  
 حڪومت سنڌ  
 فون: 021-99217800 Ext-121  
 ايميل: shoaib.qayyum@srb.gos.pk  
 ٿرڊ فلور شاهين ڪامپليڪس بلڊنگ، ايم آر ڪيڏي روڊ، ڪراچي

INF/KRY.No.1569/26

**WORK FOR SINDH** **JOB PORTAL BY**  
www.iwork4sindh.com **INFORMATION DEPARTMENT**



**حکومت سندھ ... سندھ ریونیو بورڈ**  
 3rd فلور، شاہین کپیس، ایم آر کیائی روڈ، کراچی..... فون: (121) 021-99217800، فیکس: 021-99217823 ویب  
 مائٹ: www.srb.gos.pk

**ٹینڈر کی طلبی کے لیے نوٹس**

**لیپ ٹائپس / پرنٹرز کی فراہمی**

سندھ ریونیو بورڈ (SRB) آپریشنل صلاحیتوں میں اضافے کے لیے IT ایکویپمنٹ کی فراہمی، ڈیوری، جمبب، وارنٹی سپورٹ اور کنٹیکٹ ریویشن (اگر درکار ہو) کے لیے E-pak ایگزیکٹویشن اینڈ اسپورٹل سسٹم (EPADS) کے ذریعے ای۔ بیڈنگ کرنا ہے۔

| کھلنے کی تاریخ اور وقت          | جمع کرانے کی تاریخ اور وقت         | پری بیڈنگز                      | تاریخ اجراء | کام کا نام |                                   |
|---------------------------------|------------------------------------|---------------------------------|-------------|------------|-----------------------------------|
|                                 |                                    |                                 |             | تعداد      | تفصیل                             |
| 12-05-2026<br>وقت: صبح 3:30 بجے | 12-05-2026<br>وقت: صبح 3:00 بجے تک | 04-05-2026<br>وقت: صبح 3:30 بجے | 24-04-2026  | 50         | لیپ ٹائپس                         |
|                                 |                                    |                                 |             | 03         | بیوی ڈیجیٹل پرنٹرز                |
|                                 |                                    |                                 |             | 05         | ڈیٹیکس نیٹ ورک بلک / اوپنٹ پرنٹرز |
|                                 |                                    |                                 |             | 02         | آل ان ون بلک / اوپنٹ پرنٹرز       |

**نوٹس:** پیشکش دہندگان، تمام ہالالات (ایک دو یا تین) کے مجموعہ یا ہالالات کی تمام کے لیے پیشکش جمع کرانے ہیں۔

**حصول کا طریقہ:** ایک مرحلہ ایک لٹائر طریقہ

**معیاری تقابلی:** سب سے زیادہ فائدہ مند پیشکش (لیسٹ کاسٹ بنیاد پر)

**رابطہ تفصیلات:** پروکیورمنٹ اسپیشلسٹ سندھ ریونیو بورڈ 3rd فلور، شاہین کپیس بلڈنگ ایم آر کیائی روڈ کراچی، فون 021-99217800، ایگزیکٹویشن-121، ای میل shoab.qayyum@srb.gos.pk

**پیشکش جمع کرنا:** (تاریخ اور وقت) 12-05-2026 صبح 3:00 بجے تک

پیشکشیں (دستخط شدہ اور مہر) مع ذریعہ نامزد درجہ بالا ٹینڈل کے مطابق EPADS کے ذریعے جمع کرانی جائیں گی۔ صرف اپ لوڈ کی گئی پیشکشیں (باضابطہ دستخط شدہ اور مہر شدہ) مع تائیدی دستاویزات قبول کی جائیں گی۔ اصل بیڈنگوں پر آؤٹ رائڈ پیشکش جمع کرانے کیلئے ایڈ لائن سے قبل پروکیورمنٹ ایک سندھ ریونیو بورڈ کو لازماً موصول ہو جائے۔

**بیڈنگوں کی:** چھ آؤٹ رائڈ میں پیشکش جمع کرانے کے وقت پیشکش مالیت کی 5% صرف بحق سندھ ریونیو بورڈ

**پرفارمنس سیکورٹی:** کنٹریکٹ پرائس کی 10% بیڈنگ وینک گارنٹی / چھ آؤٹ رائڈ

**پیشکش کی کارآمدگی مدت:** 90 دن

**اہلیت:** (1) تمام دلچسپی کے حامل پیشکش دہندگان لیڈر بورڈ آف ریونیو (FBR) سے کارآمد رجسٹریشن (سی ایس ٹی اور ایگ کمپنیز) اور سندھ ریونیو بورڈ سے سٹریٹجک رجسٹریشن کے لازماً حامل ہوں اور FBR/SRB کی ایکویٹی سٹریٹجک (ATL) پر لازماً موجود ہوں۔ (2) گزشتہ 03 سالوں کیلئے اوسط سالانہ ٹرن اوور پاکستانی روپے 50 ملین یا زائد۔ (3) پرنٹل سے مینو ٹیچر کا اقتدار ریٹین لیڈر (مینو ٹیچر کا اقتدار ریٹین لیڈر صرف لاٹ نمبر 1 کیلئے درکار ہے)۔ (4) بیٹا ایس کیلئے ہارڈ ویئر ڈیولپرز گولڈ پارتنرز سرٹیفیکٹ بھی قابل قبول ہیں۔ (4) گزشتہ 03 سالوں کے دوران معاشی اہلیت اور سائبر سیکورٹی کے کم از کم 02 کنٹریکٹس مکمل کیے ہوں۔

**شرائط و ضوابط:** (a) سندھ ریونیو بورڈ کے تحت پیشکش مسترد کر دی جائے گی۔ (1) پیشکشیں جن کے ساتھ درکار رقم اور قیام کی بیڈنگوں کی مشکوک نہیں ہوگی۔ (2) مقررہ تاریخ اور وقت کے بعد موصولہ پیشکشیں۔ (3) بلک لٹائر فرمز، پیشکش دہندگان کی جانب سے اس ضمن میں ایک حلقہ نامہ جمع کرانا ہوگا۔ (4) SPPRA یا سندھ ریونیو بورڈ کے پورٹل پر پورٹل سے متعلقہ درخواست گزاران کی صورت میں بیڈنگ دستاویزات کے اجراء کیلئے درخواستوں پر غور نہیں کیا جائیگا۔ (b) پروکیورمنٹ ایک سندھ ریونیو بورڈ کے متعلقہ دستاویزات سے مشروط تمام یا کوئی پیشکش مسترد کرنے کا حق حاصل ہے۔



## GOVERNMENT OF SINDH SINDH REVENUE BOARD

3<sup>rd</sup> Floor, Shaheen Complex, M.R. Kiyani Road, Karachi.  
Ph: 021-99217800 (121) Fax: 021-99217823 Website: www.srb.gos.pk



### NOTICE for INVITING TENDER Supply of Laptops/Printers

Sindh Revenue Board (SRB), invites e-bid through E-Pak Acquisition and Disposal System (E-PADS) for the supply, delivery, installation, warranty support, and configuration (if required) of IT equipment to enhance operational efficiency. The details are as follows:

| Name of Work               |                                     |          | Date of Issuance | Pre-Bid Conference       | Submission date and time    | Opening date and time    |
|----------------------------|-------------------------------------|----------|------------------|--------------------------|-----------------------------|--------------------------|
| Supply of Laptops/Printers |                                     |          | 24-04-2026       | 04-05-2026<br>At 3:30 pm | 12-05-2026<br>Up to 3:00 pm | 12-05-2026<br>At 3:30 pm |
| Lot. No                    | Description                         | Quantity |                  |                          |                             |                          |
| 1.                         | Laptops                             | 50       |                  |                          |                             |                          |
| 2.                         | Heavy Duty Printers                 | 3        |                  |                          |                             |                          |
| 3.                         | Duplex Network Black/White Printers | 5        |                  |                          |                             |                          |
| 4                          | All In One Black/White Printers     | 2        |                  |                          |                             |                          |

Note: Bidders may bid for any combination of the above lot (one, two or three) or all of the above lots.

|                               |   |
|-------------------------------|---|
| <b>Procurement Procedure:</b> | Single Stage – One Envelope Procedure   |
| <b>Award Criteria:</b>        | Most advantageous bid (least cost basis)  |
| <b>Contact Details:</b>       | Procurement Specialist, Sindh Revenue Board, 3 <sup>rd</sup> Floor, Shaheen Complex Building, M.R. Kiyani Road, Karachi. Phone:021-99217800 Ext:121, Email: shoab.qayyum@srb.gos.pk   |
| <b>Bids Submission:</b>       | (Date & time): 12-05-2026 up to 3:00 pm.<br>Bids (signed & stamp) along with earnest money must be submitted through E-PADS as per above schedule. Only uploaded bids (duly signed & stamped) along with supporting documents will be accepted. The Original Bid Security Pay Order must reach the Procurement Wing, Sindh Revenue Board before the deadline for submission of bids.  |
| <b>Bid Security:</b>          | 5% of the bid amount, at the time of bid submission in the form of Pay Order, only in favor of Sindh Revenue Board  |
| <b>Performance Security:</b>  | 10% of the contract price via Bank Guarantee /Pay Order   |
| <b>Bid Validity Period:</b>   | 90 days   |
| <b>Eligibility:</b>           | <ol style="list-style-type: none"> <li>All interested Bidder must have valid registration (GST and Income Tax) with Federal Board of Revenue (FBR) &amp; Sales Tax registration with Sindh Revenue Board and must be on Active Taxpayer List (ATL) of FBR &amp; SRB.</li> <li>Average annual turnover of PKR 50 million or above for the last three years.</li> <li>Manufacturer's Authorization Letter from Principal.<br/>(The Manufacturer Authorization Letter is only required for Lot No.01)<br/>Note: (For remaining lots, authorized dealers/gold partners certificate are also acceptable.)</li> <li>At least two completed contracts of similar nature and size during the last three years.</li> </ol> |
| <b>Terms and conditions:</b>  | <ol style="list-style-type: none"> <li>Under following conditions tender will be rejected: -               <ol style="list-style-type: none"> <li>Bids not accompanied by bid security of required amount and form.</li> <li>Bids received after specified date and time.</li> <li>Black listed firms. An Affidavit should be submitted in this respect by the Bidders.</li> <li>In case the applicant not fulfills SPPRA or aforesaid conditions, the applications for issuance of bidding documents will not be entertained.</li> </ol> </li> <li>Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.</li> </ol>           |

Procurement Specialist

Sindh Revenue Board

Government of Sindh

Phone:021-99217800 Ext:121

Email: Shoab.qayyum@srb.gos.pk

3<sup>rd</sup> Floor, Shaheen Complex Building, M.R. Kiyani Road, Karachi.



# GOVERNMENT OF SINDH SINDH REVENUE BOARD



3rd Floor, Shaheen Complex, M.R. Kiyani Road, Karachi. Phone: 021-99217800 (124) Fax: 021-99217823 Website: www.srb.gos.pk

## NOTICE FOR INVITING TENDER SUPPLY OF LAPTOPS/PRINTERS

Sindh Revenue Board (SRB) invites a bid through E-Pak Acquisition and Disposal System (E-PADS) for the supply, delivery, installation, warranty support, and configuration (if required) of IT equipment to enhance operational efficiency. The details are as follows:

| NAME OF WORK               |  | DATE OF ISSUANCE | PRE-BID CONFERENCE         | SUBMISSION DATE AND TIME      | OPENING DATE AND TIME      |
|----------------------------|--|------------------|----------------------------|-------------------------------|----------------------------|
| Supply of Laptops/Printers |  | 24-04-2026       | 04-05-2026<br>at 3:30 p.m. | 12-05-2026<br>Up to 3:00 p.m. | 13-05-2026<br>at 3:30 p.m. |

| LOT NO. | DESCRIPTION                         | QUANTITY |
|---------|-------------------------------------|----------|
| 1.      | Laptops                             | 50       |
| 2.      | Heavy Duty Printers                 | 3        |
| 3.      | Duplex Network Black/White Printers | 2        |
| 4.      | All in One Black/White Printers     | 2        |

Note: Bidders may bid for any combination of the above lot (one, two or three) or all of the above lots.

**Procurement Procedure:** Single Stage – One Envelope Procedure

**Award Criteria:** Most advantageous bid (least cost basis)

**Contact Details:** Procurement Specialist, Sindh Revenue Board, 3rd Floor, Shaheen Complex Building, M.R. Kiyani Road, Karachi. Phone: 021-99217800 Ext: 121, Email: shoahib.qayyum@srb.gos.pk

**Bids Submission:** (Date & time): 12-05-2026 up to 3:00 p.m.

Bids (signed & stamped) along with earnest money must be submitted through E-PACS as per above schedule. Only uploaded bids (duy signed & stamped) along with supporting documents will be accepted. The Original Bid Security Pay Order must reach the Procurement Wing, Sindh Revenue Board before the deadline for submission of bids.

**Bid Security:** 5% of the bid amount, at the time of bid submission in the form of Pay Order, only in favor of Sindh Revenue Board.

**Performance Security:** 10% of the contract price via Bank Guarantee/Pay Order.

**Bid Validity Period:** 90 days.

**Eligibility:**

- All interested bidders must have valid registration (GST and Income Tax) with Federal Board of Revenue (FBR) & Sales Tax registration with Sindh Revenue Board and must be on Active Taxpayer List (ATL) of FBR & SRB.
- Average annual turnover of PKR 50 million or above for the last three years.
- Manufacturer's Authorization Letter from Principal.  
(The Manufacturer Authorization Letter is only required for Lot No. 01)

Note: (For remaining lots, authorized dealers/gold partners certificate are also acceptable.)

**Terms and conditions:**

- Under following conditions tender will be rejected:
  - Bids not accompanied by bid security of required amount and form.
  - Bids received after specified date and time.
  - Black listed firms. An Affidavit should be submitted in this respect by the Bidders.
  - In case the applicant not fulfills SFPPRA or aforesaid conditions, the applications for issuance of bidding documents will not be entertained.
- Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.

**I WORK FOR SINDH**  
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JOB PORTAL BY INFORMATION DEPARTMENT



**PROCUREMENT SPECIALIST  
SINDH REVENUE BOARD  
GOVERNMENT OF SINDH**  
Phones: 021-99217800 Exts: 121  
Email: shoahib.qayyum@srb.gos.pk  
3rd Floor, Shaheen Complex Building,  
M.R. Kiyani Road, Karachi.



**SINDH REVENUE BOARD  
GOVERNMENT OF SINDH**

**PROCUREMENT OF IT-EQUIPMENT'S (LAPTOPS,  
PRINTERS) FOR SINDH REVENUE BOARD (SRB), SHAHEEN  
COMPLEX, KARACHI**

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**BIDDING & CONTRACT DOCUMENTS**

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INVITATION TO BIDS  
INSTRUCTIONS TO BIDDERS  
GENERAL CONDITIONS OF CONTRACT  
BIDDING DATA  
SPECIAL CONDITIONS OF CONTRACT  
SCHEDULE OF REQUIREMENTS  
BILL OF QUANTITIES & TECHNICAL SPECIFICATIONS  
FORMS

–April 2026

## **Part One - Section I.**

# Instructions to Bidders

## Table of Clauses

|  |           |
|--|-----------|
| <b>A. Introduction.....</b>  | <b>2</b>  |
| 1.Source of Funds.....   | 2         |
| 2.Eligible Bidders .....   | 2         |
| 3.Eligible Goods and Services.....   | 3         |
| 4.Cost of Bidding.....   | 3         |
| <b>B. The Bidding Documents.....</b>   | <b>3</b>  |
| 5.Content of Bidding Documents.....  | 3         |
| 6.Clarification of Bidding Documents.....  | 4         |
| 7.Amendment of Bidding Documents .....   | 4         |
| <b>C. Preparation of Bids.....</b>   | <b>4</b>  |
| 8. Language of Bid .....   | 4         |
| 9.Documents Comprising the Bid.....  | 5         |
| 10.Bid Form.....   | 5         |
| 11.Bid Prices.....   | 5         |
| 12.Bid Currencies.....   | 6         |
| 13.Documents Establishing Bidder’s Eligibility and Qualification.....                  | 6         |
| 14.Documents Establishing Goods’ eligibility And Conformity to Bidding Documents ..... | 6         |
| 15.Bid Security .....  | 7         |
| 16.Period of Validity of Bids .....  | 8         |
| 17.Format and Signing of Bid.....  | 9         |
| <b>D. Submission of Bids .....</b>   | <b>9</b>  |
| 18.EPADS.....  | 10        |
| 19.Deadline for Submission of Bids.....  | 10        |
| 20.Late Bids.....  | 10        |
| 21.Modification and Withdrawal of Bids.....  | 10        |
| <b>E. Opening and Evaluation of Bids .....</b>   | <b>11</b> |
| 22.Opening of Bids by the Procuring Agency .....                                       | 11        |
| 23.Clarification of Bids.....  | 11        |
| 24.Preliminary Examination .....   | 11        |
| 25.Evaluation and Comparison of Bids.....  | 12        |
| 26.Contactting the Procuring Agency .....  | 13        |
| <b>F. Award of Contract.....</b>   | <b>13</b> |
| 27.Post-Qualification.....   | 13        |
| 28.Award Criteria.....   | 13        |
| 29.Procuring Agency’s Right to Vary Quantities at Time of Award .....                  | 14        |
| 30.Procuring Agency’s Right to Accept any Bid and to Reject any Or All Bids.....       | 14        |
| 31.Notification of Award.....  | 14        |
| 32.Signing of Contract.....  | 14        |
| 33.Performance Security .....  | 14        |
| 34.Corrupt or Fraudulent Practices.....  | 15        |

## **Instructions to Bidders**

### **A. Introduction**

- 1. Source of Funds**
  - 1.1 The Procuring agency has received /applied for loan/grant/federal/provincial/local government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the project /schemes specified in the bidding data and it is intended that part of the proceeds of this loan/grant/funds/ will be applied to eligible payments under the contract for which these bidding documents are issued
  - 1.2 Payment by the Fund will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Federal Government/ Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.
- 2. Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 and its Bidding Documents except as provided hereinafter.
  - 2.2 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, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
  - 2.3 Government-owned enterprises in the Province of Sindh 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 Government of Sindh.

- 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1.
- 3. Eligible Goods and Services**
- 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2010 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.
- 3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of goods and services is distinct from the nationality of the Bidder.
- 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.

### **B. The Bidding Documents**

- 5. Content of Bidding Documents**
- 5.1 the bidding documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Bid Data Sheet
  - (c) General Conditions of Contract (GCC)
  - (d) Special Conditions of Contract (SCC)
  - (e) Schedule of Requirements
  - (f) Technical Specifications
  - (g) Bid Form and Price Schedules
  - (h) Bid Security Form
  - (i) Contract Form
  - (j) Performance Security Form
  - (k) Manufacturer’s Authorization Form

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

**6. Clarification of Bidding Documents**

6.1 A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the 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 Bidding Documents**

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 a interested Bidder, may modify the bidding documents by amendment.

7.2 All interested bidders that have received the bidding 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.

**C. Preparation of Bids**

8.1

**8. Language of Bid**

8.1 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 written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

- 9. Documents Comprising the Bid**
- 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
  - (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
  - (d) bid security furnished in accordance with ITB Clause 15.
- 10. Bid Form**
- 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 11. Bid Prices**
- 11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.
- 11.5 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. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment

would be treated as zero.

- 12. Bid Currencies** 12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 13. Documents Establishing Bidder's Eligibility and Qualification**
- 13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.
- 13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:
- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
  - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents** 14.1 Pursuant to ITB Clause 9, 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.

- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods;
  - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
  - (c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, 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 Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

**15 Bid Security**

- 15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 15.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
- (b) irrevocable encashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

15.5 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 pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

- 15.7 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in the case of a successful Bidder, if the Bidder fails:
  - (i) to sign the contract in accordance with ITB Clause 32; **or**
  - (ii) to furnish performance security in accordance with ITB Clause 33.

**16. Period of Validity of Bids**

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 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 15 shall also be suitably extended. 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. Format and Signing of Bid**

17.1 The Bidder shall prepare, verify and check the Bid before submitting through EPADs

**D. Submission of Bids**

**18. EPADS**

18.1 Bids (signed & stamped) along with earnest money must be submitted through EPADS. Only uploaded bids (duly signed & stamped) along with supporting documents will be accepted. The Original Bid Security Pay Order must reach the Procurement Department, Sindh Revenue Board before the deadline for submission of bids.

- 19. Deadline for Submission of Bids**
- 19.1 Bids must be received by the Procuring agency through EPAD no later than the time and date specified in the Bid Data Sheet.
- 19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 20. Late Bids**
- 20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.
- 21 Modification and Withdrawal of Bids**
- 21.1 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 21.2 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.
- 21.3 No bid may be modified after the deadline for submission of bids.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

## **E. 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. 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.
- 22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) 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.
- 22.4 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.
- 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 (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), 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.
- 25.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

**26. Contacting the Procuring agency**

- 26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

**F. Award of Contract**

**27. Post-qualification**

- 27.1 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, in accordance with the criteria listed in ITB Clause 13.3.
- 27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.
- 27.3 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.

**28. Award Criteria**

- 28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 29. Procuring agency's Right to Vary Quantities at Time of Award**
- 29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 30. Procuring agency's Right**
- 30.1 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.
- 31. Notification of Award**
- 31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.
- 32. Signing of Contract**
- 32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 33. Performance Security**
- 33.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

**34. Corrupt or Fraudulent Practices**

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government- financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government- financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract. provision stated in sub-clause 5.4 and sub-clause 24.1 of the General

34.2 Furthermore, Bidders shall be aware of the Conditions of the Contract.

**Part One - Section II.**  
**General Conditions of Contract**

## Table of Clauses

|     |  |    |
|-----|--|----|
| 1.  | Definitions.....   | 22 |
| 2.  | Application.....   | 22 |
| 3.  | Country of Origin.....   | 22 |
| 4.  | Standards.....   | 23 |
| 5.  | Use of Contract Documents and Information; Inspection and Audit by The Bank..... | 23 |
| 6.  | Patent Rights.....   | 24 |
| 7.  | Performance Security .....   | 24 |
| 8.  | Inspections And Tests.....   | 24 |
| 9.  | Packing .....  | 25 |
| 10. | Delivery and Documents.....  | 26 |
| 11. | Insurance.....   | 26 |
| 12. | Transportation.....  | 26 |
| 13. | Incidental Services.....   | 26 |
| 14. | Spare Parts.....   | 27 |
| 15. | Warranty.....  | 28 |
| 16. | Payment.....   | 28 |
| 17. | Prices.....  | 29 |
| 18. | Change Orders .....  | 29 |
| 19. | Contract Amendments.....   | 29 |
| 20. | Assignment.....  | 30 |
| 21. | Subcontracts.....  | 30 |
| 22. | Delays in The Supplier's Performance.....  | 30 |
| 23. | Liquidated Damages .....   | 30 |
| 24. | Termination for Default.....   | 31 |
| 25. | Force Majeure .....  | 32 |
| 26. | 26. Termination for Insolvency .....   | 32 |
| 27. | Termination For Convenience.....   | 32 |
| 28. | Resolution of Disputes.....  | 33 |
| 29. | Governing Language.....  | 33 |
| 30. | Applicable Law .....   | 33 |
| 31. | Notices.....   | 34 |
| 32. | Taxes and Duties.....  | 34 |

## General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a. "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- d. "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- e. "GCC" means the General Conditions of Contract contained in this section.
- f. "SCC" means the Special Conditions of Contract.
- g. "The Procuring agency" means the organization purchasing the Goods, as named in SCC.
- h. "The Procuring agency's country" is the country named in SCC.
- i. "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- j. "The Project Site," where applicable, means the place or places named in SCC.
- k. "Day" means calendar day.

### 2. Application

2.1 These General Conditions shall apply to the extent that they are superseded by provisions of other parts of the Contract.

### 3. Country of Origin

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under

the rules and further elaborated in the SCC.

3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

#### **4. Standards**

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.

#### **5. Use of Contract Documents and Information; Inspection and Audit by the Government**

5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.

5.4 The Supplier shall permit the Procuring agency to inspect the

Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

**6. Patent Rights**

6.1 The supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

**7. Performance Security**

7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or

(b) a cashier's or certified check.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**8. Inspections and Tests**

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring

agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **9. Packing**

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.
- 10. Delivery and Documents**
- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2 Documents to be submitted by the Supplier are specified in SCC.
- 11. Insurance**
- 11.1 The Goods supplied 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.
- 12. Transportation**
- 12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services**
- 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - (d) performance or supervision or maintenance and/or

repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- (e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

#### **14. Spare Parts**

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twenty four (24) months the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice

describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

## **17. Prices**

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

## **18. Change Orders**

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

## **19. Contract Amendments**

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written

amendment signed by the parties.

- 20. Assignment**            20.1    The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.
- 21. Subcontracts**            21.1    The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.
- 21.2    Subcontracts must comply with the provisions of GCC Clause 3.
- 22. Delays in the Supplier's Performance**            22.1    Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.
- 22.2    If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3    Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.
- 23. Liquidated Damages**            23.1    Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency

shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

**24. Termination for Default**

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as

it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26. Termination for Insolvency**
- 26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.
- 27. Termination for Convenience**
- 27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency’s convenience,

the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**28. Resolution of Disputes**

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

**29. Governing Language**

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

**31. Notices**

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**32. Taxes and Duties**

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

## Bid Data Sheet

| <b>Introduction</b> |   |
|---------------------|---|
| <b>ITB 1.1</b>      | Name of Procuring Agency of Government of Sindh.<br><i>Sindh Revenue Board, Government of Sindh.</i>  |
| <b>ITB 1.1</b>      | Name of Project & Contract.<br><i>Procurement of IT-Equipment's (Laptops, Printers) for Sindh Revenue Board (SRB), Shaheen Complex, Karachi</i>   |
| <b>ITB 4.1</b>      | Name of Procuring Agency.<br><i>Sindh Revenue Board, Government of Sindh.</i>   |
| <b>ITB 6.1</b>      | Procuring agency's address, telephone, telex, and facsimile numbers.<br><i>3<sup>rd</sup>Floor, Shaheen Complex, M.R. Kayani Road, Karachi.</i><br><i>Tel: 021-99217800 (121)</i><br><i>Fax: 021-99217823</i> |
| <b>ITB 8.1</b>      | Language of the bid.<br><i>English</i>  |

| <b>Bid Price and Currency</b> |   |
|-------------------------------|---|
| <b>ITB 11.2</b>               | <i>The price quoted shall be inclusive of all types of applicable taxes, including sales tax on Services.</i> |
| <b>ITB 11.5</b>               | <i>The prices shall be fixed.</i>   |

\*

### Preparation and Submission of Bids

| <b>ITB 13.3 (d)</b> | <b>Qualification requirements:</b>   |
|---------------------|--|
|                     | <p><b>a. Valid registration (GST &amp; Income Tax) with FBR &amp; Sales Tax Registration with Sindh Revenue Board and must On Active Taxpayer List (ATL) of FBR &amp; SRB.</b></p> <p><b>b. Average Annual Turnover of PKR 50 million or above for the last 03 years. (Bidders must submit audited financial statements for the last three years)</b></p> <p><b>c. Manufacturer's Authorization Letter from Principal.</b><br/><i>The Manufacturer Authorization Letter is only required for Lot No.01</i><br/><b>Note:</b> (For remaining lots, authorized dealers/gold partners certificate are also acceptable.)</p> <p><b>d. At least two completed contracts of similar nature and size for the last three years.</b></p> |

|                           |  |
|---------------------------|--|
| <b>ITB 14.3 (b)</b>       | Nil  |
| <b>ITB 15.1</b>           | Amount of bid security.<br><i>05% of Bid Price.</i>  |
| <b>ITB 16.1</b>           | Bid validity period.<br><i>90 Days from the last date of submission of Bid.</i>  |
| <b>ITB 17.1</b>           | Number of Copies<br><i>Original</i>  |
| <b>ITB 18.1</b>           | <b>Contact Person:</b><br><i>Mr. Shoaib Qayyum</i><br><i>Office Assistant</i><br><i>Sindh Revenue Board, Government of Sindh.</i><br><i>3rd Floor, Shaheen Complex, M.R. Kayani Road, Karachi.</i><br><i>Tel: 021-99217800 (Ext. 121)</i><br><i>Email ID: shoaib.qayyum@srb.gos.pk</i> |
| <b>Pre-Bid Conference</b> | <i>As per NIT published in Newspapers</i>  |
| <b>ITB 19.1</b>           | Dead line for Bid Submission<br><b>As per Notice Inviting Tender published in News papers</b>  |
| <b>ITB 22.1</b>           | Time, date and Place for opening of Bids<br><i>As per Notice Inviting Tender published in News papers</i>  |
| <b>ITB 23.1</b>           | Submission of Bids<br><i>As per Notice Inviting Tender published in News papers</i>  |

| <b>Bid Evaluation</b>    |                        |
|--------------------------|------------------------|
| <b>ITB 25.3</b>          | Lowest Submitted Price |
| <b>ITB 25.4 (a)</b>      | Not Applicable.        |
| <b>ITB 25.4 (b)</b>      | Not Applicable         |
| <b>ITB 25.4 (c) (ii)</b> | Not Applicable.        |

|                             |                 |
|-----------------------------|-----------------|
| <b>ITB 25.4 (d)</b>         | Not Applicable. |
| <b>ITB 25.4 (e)</b>         | Not Applicable. |
| <b>ITB 25.4 (f)</b>         | Not Applicable. |
| <b>ITB 25.4 (g)</b>         | Not Applicable. |
| <b>ITB 25.4 (h)</b>         | Not Applicable. |
| <b>ITB 25.4 Alternative</b> | Not Applicable. |

|                       |   |
|-----------------------|---|
| <b>Contract Award</b> |   |
| <b>ITB 29.1</b>       | Percentage for Quantity increase or decrease: 15% |

## **Section III. Special Conditions of Contract**

## Table of Clauses

|  |    |
|--|----|
| 1.DEFINITIONS (GCCCLAUSE 1).....               | 40 |
| 2.COUNTRY OF ORIGIN (GCCCLAUSE 3) .....        | 40 |
| 3.PERFORMANCE SECURITY (GCCCLAUSE 7).....      | 40 |
| 4.INSPECTIONS AND TESTS (GCCCLAUSE 8).....     | 40 |
| 5.PACKING (GCCCLAUSE 9).....                   | 40 |
| 6.DELIVERY AND DOCUMENTS (GCCCLAUSE 10) .....  | 40 |
| 7.INSURANCE (GCCCLAUSE 11).....                | 41 |
| 8.INCIDENTAL SERVICES (GCCCLAUSE 13).....      | 41 |
| 9.SPARE PARTS (GCCCLAUSE 14).....              | 41 |
| 10.WARRANTY (GCCCLAUSE 15) .....               | 41 |
| 11.PAYMENT (GCCCLAUSE 16) .....                | 42 |
| 12.PRICES (GCCCLAUSE 17) .....                 | 42 |
| 13.LIQUIDATED DAMAGES (GCCCLAUSE 23).....      | 42 |
| 14.RESOLUTION OF DISPUTES (GCCCLAUSE 28) ..... | 42 |
| 15.GOVERNING LANGUAGE (GCCCLAUSE 29) .....     | 43 |
| 16.NOTICES (GCCCLAUSE 31).....                 | 43 |

## **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 Revenue Board, Government of Sindh.

GCC 1.1 (h)—The Procuring agency’s country is Islamic Republic Pakistan.

GCC 1.1 (i)—The Supplier is “Lowest evaluated Bidder”.

GCC 1.1 (j)—The Project Site is: Ground Floor, Shaheen Complex, Karachi

### **2. Country of Origin (GCC Clause 3)**

All countries and territories who have trade relations with the Government of Pakistan.

### **3. Performance Security (GCC Clause 7)**

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be ten (10) percent of the Contract Price.

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to four (4) percent of the Contract Price to cover the Supplier’s warranty obligations in accordance with Clause GCC 15.2.

### **4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance shall be done as per specifications. However, an interim inspection may be done at manufacturing site at the Contractor’s cost before dispatch of material to final destination. Final inspection shall be done at final destination after delivery of goods.

### **6. Delivery and Documents (GCC Clause 10)**

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

- (i) copies of the Supplier's invoice/proforma showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;
- (iv) insurance certificate;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and (vii) certificate of origin.

**7. Insurance (GCC Clause 11)**

GCC 11.1— The Goods supplied 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.

**8. Incidental Services (GCC Clause 13)**

GCC 13.1—Deleted in its entirety

**9. Spare Parts (GCC Clause 14)**

GCC 14.1— Deleted in its entirety.

**10. Warranty (GCC Clause 15)**

GCC 15.2—The warranty period shall be 24 months from date of Final Acceptance Certificate, of the Goods, issued by Procuring Agency upon successful delivery, placing & fixing of furniture (all shipments) at required location/places. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

**or**

- (b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (0.5% per week up to Maximum 10% of the Contract Price).

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is 21 days

## **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 for Goods supplied:**

Payment shall be made in Pak. Rupees in the following manner:

- (i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (45) days of signing of the Contract, and upon submission of Advance claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents.
- (ii) **On Acceptance:** Ninety (90) percent of the Contract Price of Goods received shall be paid within forty five (45) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency.

All Payment shall be made in Pakistani Rupees within forty five (45) days of submission of Invoice / claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

## **12. Prices (GCC Clause 17)**

GCC 17.1—Price adjustment shall not be allowed.

## **13. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate:

Maximum deduction: 0.5 percent of the Contract price per week, and shall not exceed ten (10) percent of the Contract Price.

## **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:

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:

- a. The Employment of Children (ECA) Act 1991**
- b. The Bonded Labour System (Abolition) Act of 1992**
- c. The Factories Act 1934**

**17. Notices (GCC Clause 31)**

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

***Sindh Revenue Board, Government of Sindh  
3<sup>rd</sup> Floor, Shaheen Complex, M.R. Kayani Road,  
Karachi. Tel: 021-99217800  
Fax: 021-99217823***

Supplier's address for notice purposes: As per Contract Agreement

## **Section IV**

### **Schedule of Requirements & Delivery Schedule**

**All the Items along with required quantities mentioned in Section V “Bill of Quantities (BOQ)” shall be delivered, installed and commissioned to SRB within 30 days of the award of Contract**

## **Section V: Bill of Quantities & Technical Specifications**

## Bill of Quantities

SRB requires IT Equipment's (Brand New Laptops, Printers), the scope includes the supply, delivery, installation, and configuration (if required) of the following equipment:

| S. No         | Items          | Description (Technical Specifications)   | Quantity  |
|---------------|----------------|--|-----------|
| <b>Lot 1:</b> |                |  |           |
| 1.            | <b>Laptops</b> | <p><b>Processor:</b> Latest Generation Intel Core i7 (14th Gen or equivalent performance processor)</p> <p><b>Memory (RAM):</b> Minimum 16 GB DDR5 RAM, expandable to at least 32 GB</p> <p><b>Storage:</b> Minimum 1 TB PCIe NVMe SSD with provision for storage expansion</p> <p><b>Display:</b> Minimum 15.6" Full HD (1920×1080) IPS Anti-Glare display, minimum 300 nits brightness</p> <p><b>Graphics:</b> Integrated graphics supporting Full HD business applications</p> <p><b>Keyboard:</b> Full-size spill-resistant keyboard with numeric keypad</p> <p><b>Pointing Device:</b> Precision touchpad with multi-gesture support.</p> <p><b>Battery:</b> Minimum 4–6 hours battery backup under normal office workload</p> <p><b>Charging:</b> Fast/Rapid charging capability (approx. 80% charge within 1 hour preferred)</p> <p><b>Operating System:</b> Genuine Microsoft Windows 11 Professional (64-bit), pre-installed and licensed</p> <p><b>Biometric Security:</b> Fingerprint reader or equivalent biometric authentication preferred</p> <p><b>Camera:</b> Integrated HD webcam with privacy shutter or equivalent security mechanism</p> <p><b>Audio:</b> Integrated stereo speakers and dual-array microphone</p> <p><b>Wireless Connectivity :</b> Wi-Fi 6 or higher and Bluetooth 5.x or higher</p> <p><b>Network Interface:</b> Gigabit Ethernet (RJ-45) port</p> <p><b>Ports &amp; Interfaces:</b></p> <p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• 2 × USB 3.x ports</li> <li>• 2 × USB Type-C (Power Delivery &amp; Display support)</li> </ul> | <b>50</b> |

|  |  |   |  |
|--|--|---|--|
|  |  | <ul style="list-style-type: none"> <li>• HDMI port</li> <li>• Audio combo jack</li> </ul> <p><b>Display Output:</b><br/>HDMI and/or USB-C DisplayPort output</p> <p><b>Power Adapter:</b><br/>Original OEM adapter compatible with fast charging</p> <p><b>Carry Case:</b> Professional-grade laptop carry case (OEM or equivalent quality)</p> <p><b>Warranty:</b> Minimum 2-year comprehensive local onsite warranty covering parts &amp; labor</p> <p><b>Condition:</b> Brand new equipment; refurbished or grey-market items not acceptable</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent or higher specifications</p> |  |
|--|--|---|--|

**LOT 2:**

|    |                            |   |           |
|----|----------------------------|---|-----------|
| 2. | <b>Heavy Duty Printers</b> | <p><b>Printer Type:</b><br/>Monochrome Laser Printer</p> <p><b>Processor Speed:</b> 1.2 GHz</p> <p><b>Memory:</b> 512 MB</p> <p><b>Duplex print:</b> `</p> <p>Automatic (standard)</p> <p><b>Paper Handling:</b><br/><b>Input Capacity:</b></p> <ul style="list-style-type: none"> <li>• 100-sheet multipurpose tray</li> <li>• 550-sheet input tray</li> </ul> <p><b>Output Capacity:</b><br/>500-sheet output bin</p> <p><b>Supported Media Sizes:</b><br/>A3,A4, A5, A6, B5 (JIS), Legal, envelopes (DL, C5, B5)</p> <p><b>Supported Media Types:</b><br/>Paper (plain, light, heavy, extra heavy, bond, recycled, rough), envelopes, labels, cardstock</p> <p><b>Print Speed:</b><br/>(Black, A4, Normal): Minimum 70 ppm</p> <p><b>Connectivity:</b> 1 High speed USB 2.0 devices; 2 Hi-speed USB 2.0 host, 1 Gigabit Ethernet Network interface</p> <p><b>Mobile printing capability:</b><br/>built-in for Android, Windows and Apple devices</p> <p><b>Duty Cycle(monthly) Up to:</b><br/>300,000 pages</p> <p><b>Warranty:</b> 2-years local parts/printer replacement warranty</p> <p><b>Additional:</b> 2 New Toners with every printer</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent or higher specifications</p> | <b>05</b> |
|----|----------------------------|---|-----------|

**LOT-3**

|  |  |  |           |
|--|--|--|-----------|
|  | <b>Duplex Network Black/White Printers</b> | <p><b>Printer Type:</b><br/>Monochrome Laser Printer</p> <p><b>Processor Speed:</b><br/>1500 MHz</p> <p><b>Memory:</b><br/>256 MB</p> <p><b>Duplex print:</b><br/>Automatic (standard)</p> <p><b>Paper Handling:</b><br/><b>Input Capacity:</b></p> <ul style="list-style-type: none"> <li>• 100-sheet multipurpose tray</li> <li>• 550-sheet input tray</li> </ul> <p><b>Output Capacity:</b><br/>250-sheet output bin</p> <p><b>Supported Media Sizes:</b><br/>A3,A4, A5, A6, B5 (JIS), Legal, envelopes (DL, C5, B5)</p> <p><b>Supported Media Types:</b><br/>Paper (plain, light, heavy, extra heavy, bond, recycled, rough), envelopes, labels, cardstock</p> <p><b>Print Speed: (Black, A4, Normal):</b><br/>Up to 43 ppm</p> <p><b>Connectivity:</b><br/>1 High speed USB 2.0 devices; 2 Hi-speed USB 2.0 host, 1 Gigabit Ethernet Network interface</p> <p><b>Mobile printing capability:</b><br/>built-in for Android, Windows and Apple devices</p> <p><b>Duty Cycle(monthly) Up to:</b><br/>100,000 pages</p> <p><b>Warranty:</b><br/>2-years local parts/printer replacement warranty</p> <p><b>Additional:</b><br/>2 New Toners with every printer<br/>OR<br/>Equivalent or higher specifications</p> | <b>03</b> |
|--|--|--|-----------|

**LOT-4**

|  |  |   |           |
|--|--|---|-----------|
|  | <b>All in One Black/White Printers</b> | <p><b>Printer Type:</b><br/>Monochrome Laser Printer</p> <p><b>Processor Speed:</b><br/>600 MHz</p> <p><b>Memory:</b><br/>128 MB</p> <p><b>Duplex print:</b><br/>Manual</p> <p><b>Print Speed:</b><br/>Up to 18 ppm (Letter/A4)</p> <p><b>Duty Cycle(monthly) Up to:</b><br/>10,000 pages</p> <p><b>Connectivity:</b></p> | <b>02</b> |
|--|--|---|-----------|

|  |  |   |  |
|--|--|---|--|
|  |  | <p>1 High speed USB 2.0 devices; 2 Hi-speed USB 2.0 host, 1 Gigabit Ethernet Network interface</p> <p><b>Warranty:</b><br/>2-years local parts/printer replacement warranty</p> <p><b>Additional:</b><br/>2 New Toners with every printer<br/>OR<br/>Equivalent or higher specification</p> |  |
|--|--|---|--|

**Bidders may bid for any combination of the above lot (one, two or three) or all of the above lots.**

**Note:** Bidder shall submit one (1) sample unit of the offered laptop in LOT-1 at the time of the bid submission. The Procurement Agency reserves the rights to evaluate the sample to verify compliance with the technical specifications. Bids without conforming sample submitted on time may be rejected. Sample submitted by unsuccessful bidder may be retained by the Procurement Agency for evaluation and will be returned only upon request after contract award.

**Delivery Schedule:**

The supply, installation and commissioning of the required items (Lots) are to be completed within 1 month after issuance of LOA.

1. Warranty of goods to be provided for a period of two year after date of delivery.
2. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
3. The Procuring Agency may increase or decrease 15% quantity.
4. The Procuring Agency shall check and verify the delivery made by the supplier in conformity with the technical specifications and shall be notified to the supplier any defects found.
5. If the goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Agency may reject the suppliers by giving due notice to the supplier with reasons.
6. Payment will be released after complete satisfactory delivery of required items at the specified place, which will be mentioned in the Purchase Order.

## **Section V. Sample Forms**

## Sample Forms

|  |    |
|--|----|
| 1. BID FORM.....                           | 53 |
| 2. FINANCIAL BID FORM                      | 55 |
| 3. BID SECURITY FORM.....                  | 56 |
| 4. CONTRACT FORM.....                      | 57 |
| 5. PERFORMANCE SECURITY FORM .....         | 58 |
| 6. BANK GUARANTEE FOR ADVANCE PAYMENT..... | 59 |
| 7. MANUFACTURER'S AUTHORIZATION FORM.....  | 60 |

# 1. Bid Form

Date: \_\_\_\_\_  
IFB No: \_\_\_\_\_

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 \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## 2 – Financial Bid Form

| Lot No.                                | Item                                | Unit Price<br>Inclusive of tax (in<br>Rs) | Total (Inclusive og<br>taxes)<br>In Rs |
|--|-------------------------------------|---|--|
| 1                                      | Laptop                              |   |  |
| 2                                      | Heavy Duty Printers                 |   |  |
| 3                                      | Duplex Network Black/White Printers |   |  |
| 4                                      | All in One Black/White Printers     |   |  |
| Total Cost Inclusive of all the Taxes. |                                     |   |  |
|  |                                     |   |  |

Bidders may bid for any combination of the above lot (one, two or three) or all of the above lots.

Note: In the cost Schedules, cost for each component should be clearly indicated for all Taxes, levies, charges, etc, if any.

### 3. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE*[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

---

*[signature of the bank]*

### 4. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ 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”).

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)

### 5. 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 \_\_\_\_\_ 19\_\_\_\_ 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 \_\_\_\_\_ 19\_\_\_\_.

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## 6. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## 7. 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.

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*[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.