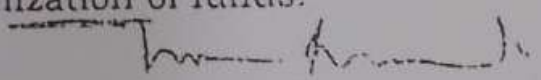


Subject: ADMINISTRATIVE APPROVAL.

Administrative Approval (A.A) is hereby accorded for the execution of development scheme namely "Strengthening and Revamping of all Centers and Offices under DEPD" (SDG#4) (ADP No. 908/2024-25) at the total cost of Rs. 189.734 million (Revenue Rs.189.734) with Nil Foreign Component. The scheme has been approved by DDWP forum in its meeting held on 07.11.2024. Plan period of the above scheme is 02 years.

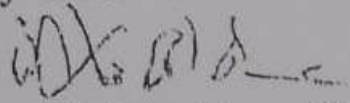
The expenditure involved will be debited to the Head of Account "SC-159 (DEV) Special Education-09-Education Affairs & Services-096-Administration" during the current financial year 2024-25. The concurrence for the scheme under reference has been issued by the P&D Department, Government of Sindh by letter No. PO (EDU)/P&D/908/2024-25 dated 25-02-2025.

All the codal, procedural and financial formalities shall be adhered to by the Regional Director, DEPD, Karachi before utilization of funds.


(TUAHA AHMED FARUQUI)
SECRETARY TO GOVT. OF SINDH

D. PD (DEV-V) PO 908/2024-25 Karachi, dated the 12- February, 2025

A copy is forwarded for information and necessary action to the Accountant General Sindh, Karachi.


SECTION OFFICER (DEV-V)
FINANCE DEPARTMENT
Government of Sindh

D. SO(B/Dev.)/DEPD/ADP/908/2024-25 } 703 Karachi, dated the February, 2025

copy is forwarded for information & necessary action to:

- The Chairman, P&D Board, Government of Sindh, Karachi.
- The P.S to Secretary Finance Department, Government of Sindh, Karachi.
- The P.S to Secretary DEPD, Govt. of Sindh, Karachi.
- The P.S to Chief (Education) P&D Board, Govt. of Sindh, Karachi.
- The Regional Director, DEPD, Karachi.
- The Section Officer (Dev-V), Finance Department, Govt. of Sindh, Karachi.
- The Budget Officer (XV), Finance Department, Govt. of Sindh, Karachi.

PROCUREMENT PLAN

STRENGTHENING AND REVAMPING OF ALL CENTERS & OFFICES UNDER DEPD

Name of Scheme:

Estimate Cost of the Scheme:

189.734 million

Sr. No	Title of Procurement	Estimated cost	Releasing	Financial Year	Method of Procurement	Tentative/ Actual Date of NIT	Tentative/ Actual date of Closing of NIT	Tentative / Actual Date of execution	Remarks
1	Toyota Yaris GLI 1.3	48.682	77.554	2024-25	Single Stage - Two Envelop	03.05.2025	20.05.2025	As per work award	From Toyota Company as per approved PC-I
2	Toyota Corolla	6.704							do
3	Office Equipment for different centers & offices in Karachi	21.985							
a)	Desktop PCs (Brand New) with Accessories 12 th Gen 15, 8GB RAM, DDR4, 1 TB 7200, mouse, keyboard, cables, small speakers, headphones and LEDs Monitors 19"								
b)	UPS Output voltage 220/230, Battery 12V/7 Ahx2, Output watts 600 watts with 1 year Battery warranty								
c)	Printers 3 in one (New) Laserjet Black & White Printing, Pantum M710DWADF MFP								
d)	Computer Table 3/1/2, 2*30"								
e)	Computer Chair Revolving								
f)	Split AC 18 CF (1.5 ton)								
g)	Pharmacy Freezer								

Rameez
15/05/2024

Scheme:

**STRENGTHENING AND REVAMPING OF ALL CENTERS & OFFICES
UNDER DEPD**

Cost of the Scheme:

189.734 million

(Rs.)

Title of Procurement	Estimated cost	Releasing	Financial Year	Method of Procurement	Tentative/ Actual Date of NIT	Tentative/ Actual date of Closing of NIT	Tentative / Actual Date of execution	Remarks
Office Equipment for different centers & offices in diff. districts of Sindh Province	112.180	-	2025-26	Single Stage - Two Envelop	01.09.2025	16.09.2025	As per work award	SPPR 46(b)
Desktop PCs (Brand New) with accessories 12 th Gen 15, 8GB RAM, DDR4, 1 TB 7200, mouse, keyboard, cables, small speakers, headphones and LEDs Monitors 19"								
UPS Output voltage 220/230, Battery 12V/7Ahx2, Output watts 600 watts with 1 year battery warranty								
Printers 3 in one (New) Laserjet Black & White Printing, Pantum 710DWADF MFP								
Computer Table 3/1/2, 2*30"								
EMANATION PATEX								
Computer Chair Revolving								
Split AC 18 CF (1.5 ton)								
Pharmacy Freezer								
LED TV 55" P755 UHD								

Farmen Ali Talwar
(FARMAN ALI TALWAR)



GOVERNMENT OF SINDH

depd DEPARTMENT OF
EMPOWERMENT
OF PERSONS WITH
DISABILITIES

Karachi dated 29th April, 2025.

NOTIFICATION

No.SO(BUD)/DEPD/ADP-908/2024-25: In pursuance of Rule-07 of Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (Amended 2019), a Procurement Committee Comprising of the following is hereby constituted for procurement of **Revenue Component** of ADP scheme bearing ADP No. 908/2024-25, namely **"STRENGTHENING AND REVAMPING OF ALL CENTRES AND OFFICES UNDER DEPD"**.

1.	Regional Director, Department of Empowerment of Persons with Disabilities, Karachi	Chairman
2.	Mr. Raees Ahmed, Principal, Govt. Special Education & Rehabilitation Centre, Korangi	Member
3.	Representative of Industries Department, Govt. of Sindh (Not below the rank of BS-17)	Member

Terms of Reference (TORs):

1. To prepare bid documents.
2. To carry out technical as well as financial evaluation of the bids.
3. To prepare the evaluation report as provided in Rule-45 of SPPRA Rule, 2020.
4. To make recommendation for the award of contract to the competent authority.
5. To perform any function ancillary and incidental to the above.

**-TUAHA AHMED FARUQUI-
SECRETARY TO GOVT. OF SINDH**

No.SO(BUD)/DEPD/ADP-908/2024-25 1055 Karachi dated 29th April, 2025

A copy for forwarded for information & necessary action to:

1. The Chairman, Planning & Development Board, Karachi.
2. The Accountant General Sindh, Karachi.
3. The Secretary to Government of Sindh, Industries & Commerce Department, Karachi.
4. The Regional Director, DEPD, Karachi.
5. The Chairman / Members of the committee.
6. The P.S to Secretary DEPD Govt. of Sindh, Karachi.
7. Office File.

SECTION OFFICER (Bud./Dev)
For Secretary to Govt. of Sindh

No. 8804
30-04-25

Pl. keep on record.
Raf 30/04/25

29/4



GOVERNMENT OF SINDH

depd DEPARTMENT OF
ECONOMIC AFFAIRS
OF PROVINCE OF SINDH
Karachi

Karachi dated 29th April, 2025.

NOTIFICATION

No.SO(B/Dev)/(DEPD)/ADP/908/2024-25: In pursuance of Rule-31 of Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (Amended 2019), a Complaint Redressal Committee comprising of the following is hereby constituted for procurement of **Revenue Component** under ADP scheme No.908/2024-25 namely **"STRENGTHENING AND REVAMPING OF ALL CENTRES AND OFFICES UNDER DEPD"**:

1.	Additional Secretary, DEPD, Govt. of Sindh.	Chairman
2.	Representative of Accountant General Sindh, Karachi. (Not below the rank of BS-18)	Member
3.	Representative from School Education & Literacy Department, Govt. of Sindh (Not below the rank of BS-18).	Member

**-TUAHA AHMED FARUQUI-
SECRETARY TO GOVT. OF SINDH**

No.SO(B/Dev)/(DEPD)/ADP/908/2024-25/1071

Karachi dated 29th April, 2025

Copy for forwarded for information and necessary action to:

1. The Chairman, Planning & Development Board, Karachi.
2. The Accountant General Sindh, Karachi.
3. The Secretary to Government of Sindh, School Education & Literacy Department, Karachi.
4. The Chairman/ Members of the committee.
5. The Regional Director, DEPD, SE&RC, Karachi.
6. The P.S to Secretary DEPD Govt. of Sindh, Karachi.
7. The P.A Additional Secretary DEPD Govt. of Sindh, Karachi.
8. Office File.

8821

02-05-25

Education
Karachi.

Signature

Pt. Kepon
Secord.

Box 2/05/25

(GHULAM MUJTABA CHANDIO)
SECTION OFFICER (Bud/Dev)
FOR SECRETARY TO GOVT. OF SINDH

NOTIFICATION

SO(B/Dev)/(DEPD)/ADP/908/2024-25: In supersession of the Departmental Notification of even number dated 29.04.2025, the Procurement Committee for All Schemes Old No.908/2024-25 & New No.724/2025-26 namely "**STRENGTHENING AND REVAMPING OF ALL CENTRES AND OFFICES UNDER DEPD**" is hereby reconstituted under:

	Chairman
Regional Director, Department of Empowerment of Persons with Disabilities, Karachi	
Regional Director, DEPD, Govt. of Sindh, Hyderabad	Member
Representative of Industries Department, Govt. of Sindh (Not below the rank of BS-17)	Member
Regional Director, DEPD, Govt. of Sindh, Mirpurkhas	Co-Opt Member
Regional Director, DEPD, Govt. of Sindh, Shaheed Benazirabad	Co-Opt Member
Regional Director, DEPD, Govt. of Sindh, Sukkur	Co-Opt Member
Regional Director, DEPD, Govt. of Sindh, Larkana	Co-Opt Member

The ToRs of the committee shall be remained same.

-TUAHA AHMED FARUQUI-
SECRETARY TO GOVT. OF SINDH

SO(B/Dev)/(DEPD)/ADP/908/2024-25 / 264 Karachi dated 27th January, 2026

Copy for forwarded for information and necessary action to:

- The Chairman, Planning & Development Board, Karachi.
- The Accountant General Sindh, Karachi.
- The Secretary to Government of Sindh, Industries & Commerce Department Karachi.
- The Chairman/ Members of the committee.
- The P.S to Secretary DEPD Govt. of Sindh, Karachi.
- The P.A Additional Secretary DEPD Govt. of Sindh, Karachi.
- OP File.

Ajtaber



No. SO(G)Procurement/2023-24
GOVERNMENT OF SINDH
INDUSTRIES & COMMERCE DEPARTMENT
Karachi, dated the 15th April, 2026

The Section Officer (Bud/Dev)
Department of Empowerment of Persons with Disabilities,
Government of Sindh.
Karachi.

Subject: **REQUEST FOR NOMINATION OF REPRESENTATIVE**

I am directed to refer your letter NO. SO(BUD)/DEPD/ADP-NO.704/2025-26/958 dated: 13th April, 2026 and state that this Department is hereby nominated, Mr. Hashmat, Assistant Director, (BS-17), Directorate of Industries & Commerce Department Govt. of Sindh, as Representative for Procure Committee for purchase of Revenue Components in respect of following ADP schemes of DEPD vide your Department's Notifications dated 27.01.2026 & 26.03.2026:-

- i) Construction/Reconstruction & Rehabilitation of GSE&RC for PHC, Sukkur ADP No.704/2025-26;
- ii) Construction/Reconstruction & Rehabilitation of GSE&RC for Korangi, Karachi, ADP No.708;
- iii) Strengthening & Revamping of Differently Abled education Institutes / Centers Across Sindh New ADP No.724/2025-26.

The detail of officer are as under:-

Sr.#	NAME OF OFFICER	DESIGNATION & BPS	Office & Mobile	Email
1.	Mr. Hashmat	Assistant Director (BS-17)	021-99202188 & 0336-3845532	Hishmatrai55@gmail.com

SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH

A Copy is forwarded for information to:-

1. Mr. Hashmat, Assistant Director, Directorate of Industries & Commerce Department Govt. of Sindh, Karachi.
2. P.S to Secretary, Industries & Commerce Department, Govt. of Sindh, Karachi.

ٽيندر گھراڻن جو نوٽيس

واڪ SPPRA جي EPADS جي ذريعي Single Stage Two Envelope Bidding Procedure تحت 2010 Rules جي مطابق طلب ڪيا وڃن ٿا. اهي واڪ معروف، مستند ۽ اهل ميٽروفيڪيٽورن، مجاز ڊيلرز/ڊسٽري بيوزرن، فرمن/سيلائيڙن ۽ ڪانسٽريڪٽرن کان طلب ڪيا وڃن ٿا جيڪي لاڳاپيل ٽيڪس اٿارٽيز ريجسٽرڊ هجن ۽ (Federal Board of Revenue) FBR ۽ (Sindh Revenue Board) SRB جي (Active Taxpayers List) جي ۾ شامل هجن. ۽ هيٺ ڏنل خريدارين جي لاءِ لاڳاپيل تجزيو رکندا هجن اهليت ۽ ٻين تقاضن جا مڪمل تفصيل ٻڌڻگ دستاويزن ۾ فراهم ڪيا ويا آهن.

تعداد شمار	پروڪيورمينٽ	ٻڌ سيڪيورٽي	ٽيندر قيمت
	اسڪيپر DEPڊ جي تحت سمورن مرڪزن ۽ دفترن جي مضبوطي ۽ نشين سر بحالي جي تحت دفتري فرنيچر ۽ فڪسچر، ڪمپيوٽر آلات، ۽ پلاٽ ۽ مشينري جي فراهمي جي لاءِ		
1	پئڪيج 1: ريجنل ڊائريڪٽوريٽ حيدرآباد جي دائري اختيار و ايندڙ سرڪاري خصوصي تعليم ۽ بحالي مرڪزن ۽ DEPڊ جي دفترن جي لاءِ	واڪ جي رقم جي برابر 5%	5000 رپيا
2	پئڪيج 2: ريجنل ڊائريڪٽوريٽ ميرپورخاص جي دائري اختيار و ايندڙ سرڪاري خصوصي تعليم ۽ بحالي مرڪزن ۽ DEPڊ جي دفترن جي لاءِ	واڪ جي رقم جي برابر 5%	5000 رپيا
3	پئڪيج 3: ريجنل ڊائريڪٽوريٽ شهداد پور جي دائري اختيار و ايندڙ سرڪاري خصوصي تعليم ۽ بحالي مرڪزن ۽ DEPڊ جي دفترن جي لاءِ	واڪ جي رقم جي برابر 5%	5000 رپيا
4	پئڪيج 4: ريجنل ڊائريڪٽوريٽ سکر جي دائري اختيار و ايندڙ سرڪاري خصوصي تعليم ۽ بحالي مرڪزن ۽ DEPڊ جي دفترن جي لاءِ	واڪ جي رقم جي برابر 5%	5000 رپيا
5	پئڪيج 5: ريجنل ڊائريڪٽوريٽ لاڙڪاڻو جي دائري اختيار و ايندڙ سرڪاري خصوصي تعليم ۽ بحالي مرڪزن ۽ DEPڊ جي دفترن جي لاءِ	واڪ جي رقم جي برابر 5%	5000 رپيا

شرط ۽ ضابطو

- واڪ جا دستاويز اشتهار جاري ٿيڻ جي تاريخ کان وٺي سنڌ پبلڪ پروڪيورمينٽ ريگيوليٽري اٿارٽي (SPPRA) جي سرڪاري ويب سائيٽ تان ڏسڻ لاءِ ڪري سگهجن ٿا.
- خريداري جو طريقو سنگل اپني اسٽيج ٿي سگهي ٿو. واڪ ڏيندڙ کي لائزر آهي ته اهي ٻڌڻگ دستاويزن ۾ درج هر پئڪيج لاءِ الڳ الڳ دستاويز جمع ڪرائين. ۽ هر پئڪيج لاءِ الڳ سان هڪ ٽيڪنيڪل تجويز ۽ ٻي مالي تجويز ٽيندر قيمت سان گڏ جمع ڪرائڻ اهي سڀئي دستاويز SPPRA جي EPADS جي ذريعي 21.05.2026 تي منجهند 02:00 وڳي تائين پهچائڻا ڪيا وڃن.
- واڪ ڏيندڙ کي لائزر آهي ته هو واڪ جي لاکٽ جو 5% بطور بد سيڪيورٽي پي آرڊر ڏيکارڻ، يا ڪنهن تبديلي بيهڪ پاران جاري ڪيل بيهڪ ڪارٽي جي صورت ۾ ريجنل ڊائريڪٽر اسپيشل ايجوڪيشن اينڊ ري هيلٿيٽيشن سينٽر، حڪراچي جي حق ۾ جمع ڪرائي اها بد سيڪيورٽي SPPRA رولز (2010 ترميم شدہ تاحال) جي رول (3) 37 جي مطابق 90 ڏينهن جي بد ويليڊيٽي مدي کان علاوه وڌيڪ 28 ڏينهن تائين موثر هجڻ گهرجي. وڌيڪ اهڙو واڪ ڏيندڙ بد سيڪيورٽي ٽيڪنيڪل تجويز سان گڏ جمع ڪرائڻ جو پابند هوندو.
- ٽيڪنيڪل تجويزن کي پروڪيورمينٽ ڪاميٽي پاران 21.05.2026 تي 03:00 وڳي اهڙن واڪ ڏيندڙن جي موجودگي ۾ کوليو ۽ جاچ ڪيو ويندو جيڪي اتي موجود رهن ڇاهين. مالي تجويزن کي پروڪيورمينٽ ڪاميٽي پاران ان تاريخ تي کوليو ويندو جنهن جو اعلان ٽيڪنيڪل واڪ جي کولڻ جي وقت ڪيو ويندو. ٽيڪنيڪل تجويزن جو جائزو ٻڌڻگ دستاويزن ۾ درج لازمي ۽ جاچ جي معيار جي روشني ۾ ورتو ويندو. نا اهل قرار ڏنل واڪ ڏيندڙن جي مالي تجويزن تي وڌيڪ غور نه ڪيو ويندو. اي پروڪيورمينٽ جي ذريعي وصول ٿيڻ کانپوءِ ٽيڪنيڪل ۽ مالي تجويزن ۾ ڪنهن قسم جي ترميم جي اجازت نه هوندي.
- دلچسپي رکندڙ واڪ ڏيندڙن لاءِ لازمي آهي ته اهي سڀئي گهريل دستاويز ۽ معلومات لازمي معيار مطابق جمع ڪرائي سونو تانها مڪمل ڪن جيڪڏهن واڪ ڏيندڙ گهريل دستاويز يا معلومات جمع نه ڪرائيندو ته ان کي نااهل قرار ڏنو ويندو ۽ ان جي واڪ تي وڌيڪ عمل نه ڪيو ويندو. SPPRA جي EPADS جي ذريعي واڪ جمع ڪرائڻ کانپوءِ ڪنهن به قسم جي اضافي دستاويز يا معلومات گهريل يا وصول نه ڪئي ويندي. تنهن ڪري، واڪ ڏيندڙن کي صلاح ڏني وئي آهي ته اهي واڪ دستاويزن ۾ اڳ وڃي ذڪر ڪيل لازمي ۽ تصديق جي معيار جي روشني ۾ پنهنجا واڪ احتياط سان تيار ڪن. بهرحال، واڪ ڏيندڙن کي ٽيڪنيڪل واڪ کولڻ وقت EPADS جي ذريعي جمع ڪرايل واڪ جي هارڊ ڪاپي هيٺ دستخط ڪندڙ جي آفيس ۾ جمع ڪرائڻ گهرجي. EPADS جي ذريعي جمع نه ڪرايل اهڙا اضافي دستاويز قبول نه ڪيا ويندا.
- جيڪڏهن حڪومت پاران ٽيڪنيڪل ۽ مالي تجويزن جي کولڻ جي تاريخ کي عام موڪل قرار ڏنو وڃي ٿو، يا ڪنهن به سبب جي ڪري هيٺ دستخط ڪندڙ دفتر/هيڊ ڪوارٽر ۾ موجود نه آهي، يا ڪم ڪار وارو ڏينهن نه آهي، ته پوءِ ايندڙ ڪم ڪار واري ڏينهن کي دستاويزن جي کولڻ جي تاريخ سمجهيو ويندو وقت ۽ هنڌ ساڳيو رهندو.
- ڪامياب واڪ ڏيندڙ ۽ ٻين ۽ ٽين گهٽ ۾ گهٽ واڪ ڏيندڙ جي بد سيڪيورٽي ڪم جو ايجورڊ مڪمل ٿيڻ ۽ ڪامياب واڪ ڏيندڙ سان معاهدي تي دستخط ٿيڻ تائين برقرار رکي ويندي. جيئن SPPRA رولز (2010 ترميم شدہ تاحال) جي رول 27 جي مطابق آهي. تاہم، جيڪڏهن ڪو به واڪ ڏيندڙ پنهنجي بد سيڪيورٽي واپس وٺڻ چاهي ٿو، ته هو تحريري درخواست جمع ڪرائي ان کي واپس حاصل ڪري سگهي ٿو.
- واڪ جي مدت معياد (بد ويليڊيٽي پيريئڊ) واڪ کولڻ جي تاريخ کان 90 ڏينهن هوندي.
- سڀئي دستاويزن/اورڊر ٽائيننگ واضح طور تي شروعاتي دستخط (initials) سان گڏ هجن ۽ واڪ ڏيندڙ جي مهر سان تصديق شدہ هجن. ڪمپيوٽر لفظن ۽ انگن پنهني ۾ داخل ڪرڻ گهرجن. واڪ احتياط سان ۽ واضح طور تي پراي وڃن ۽ ٻڌڻگ دستاويزن جي هر صفحي تي دستخط ۽ مهر لڳل هجي.
- ٻڌڻگ ڏيڻا ۽ اهليت جي معيار ۾ درج ٿيل سڀئي شقون برابر حيثيت جون آهن. ۽ ڪنهن به شق جي عذر تعميل واڪ رد ٿيڻ جو سبب بڻجندي.
- پروڪيورنگ ايجنسي SPPRA رولز (2020 ترميم شدہ تاحال) جي لاڳاپيل شقن جي مطابق ڪنهن به هڪ ۽ سڀني واڪن کي رد ڪرڻ جو حق محفوظ رکي ٿي ۽ SPPRA رولز (2020 ترميم شدہ تاحال) جي رول (a) 25 جي تحت واڪ جي قبوليت کان پوءِ ڪنهن به وقت ٻڌڻگ جي عمل کي منسوخ ڪري سگهي ٿي.



ٹینڈرز طلب کرنے کا نوٹس

یولیاں SPPRA کے EPADS کے ذریعے Single Stage-Two Envelope Bidding Procedure کے تحت، SPPRA Rules 2010 کے مطابق طلب کی جاتی ہیں۔ یہ یولیاں معروف، مستند اور اہل مہینہ پیکرز، مجاز ڈیلرز، ڈسٹری بیوٹرز، فرموں/سپلائرز اور کنٹریکٹرز سے طلب کی جاتی ہیں جو متعلقہ ٹیکس اتھارٹیز کے ساتھ رجسٹرڈ ہوں اور (Federal Board of Revenue) (FBR) اور (Sindh Revenue Board) (SRB) کی Active Taxpayers List میں شامل ہوں، اور درج ذیل خریداریوں کے لیے متعلقہ تجربہ رکھتے ہوں۔ اہلیت اور دیگر تقاضوں کی مکمل تفصیلات بڈنگ دستاویزات میں فراہم کی گئی ہیں۔

نمبر شمار	پروکوری منٹ	بڈسیکیورٹی	ٹینڈر فیس
	اے ڈی پی ڈی کے تحت تمام مراکز اور دفاتر کی مہینہ بلی اور از سر نو بحالی کے تحت دفتری فرنیچر و فیکس، کمپیوٹر آلات، اور پلانٹ و مشینری کی فراہمی کے لیے:		
1	پیکج - 1: ریجنل ڈائریکٹوریٹ حیدرآباد کے دائرہ اختیار میں آنے والے سرکاری خصوصی تعلیم و بحالی مراکز اور DEPDP کے دفاتر کے لیے۔	بولی کی رقم کے مساوی 5%	5000 روپے
2	پیکج - 2: ریجنل ڈائریکٹوریٹ میرپور خاص کے دائرہ اختیار میں آنے والے سرکاری خصوصی تعلیم و بحالی مراکز اور DEPDP کے دفاتر کے لیے۔	بولی کی رقم کے مساوی 5%	5000 روپے
3	پیکج - 3: ریجنل ڈائریکٹوریٹ شہید منظر آباد کے دائرہ اختیار میں آنے والے سرکاری خصوصی تعلیم و بحالی مراکز اور DEPDP کے دفاتر کے لیے۔	بولی کی رقم کے مساوی 5%	5000 روپے
4	پیکج - 4: ریجنل ڈائریکٹوریٹ سکھر کے دائرہ اختیار میں آنے والے سرکاری خصوصی تعلیم و بحالی مراکز اور DEPDP کے دفاتر کے لیے۔	بولی کی رقم کے مساوی 5%	5000 روپے
5	پیکج - 5: ریجنل ڈائریکٹوریٹ لاڑکانہ کے دائرہ اختیار میں آنے والے سرکاری خصوصی تعلیم و بحالی مراکز اور DEPDP کے دفاتر کے لیے۔	بولی کی رقم کے مساوی 5%	5000 روپے

شرائط و ضوابط:

1	بولی سے متعلق دستاویزات اشتہار جاری ہونے کی تاریخ سے سندھ پبلک پروکوری منٹ ریگولیشنز (SPPRA) کی سرکاری ویب سائٹ سے ڈاؤن لوڈ کیے جاسکتے ہیں۔
2	خریداری کا طریقہ کار منسلک ایچ۔ ٹو انو پبلک طریقہ کار ہوگا۔ بولی دہندہ کے لیے لازم ہے کہ وہ بڈنگ دستاویزات میں درج ہر پیکج کے لیے علیحدہ علیحدہ دستاویزات جمع کروائے، اور ہر پیکج کے لیے الگ سے ایک تکنیکی تجویز اور دوسری مالیاتی تجویز ہر پیکج میں جمع کروائے۔ یہ تمام دستاویزات SPPRA کے EPADS کے ذریعے 21.05.2026 کو دوپہر 2:00 بجے تک اپ لوڈ کی جائیں۔
3	بولی دہندہ کے لیے لازم ہے کہ وہ بولی کی کل لاگت کا 5% بطور بڈسیکیورٹی بے آر ڈر، ڈیپانڈ ڈرافٹ، یا کسی شیڈول بینک کی جانب سے جاری کردہ بینک گارنٹی کی صورت میں ریجنل ڈائریکٹوریٹ، ایچ ایس ایچ ایچ اینڈری میٹیشن سینٹر، کراچی کے حق میں جمع کروائے۔ یہ بڈسیکیورٹی SPPRA رولز (2010) ترمیم شدہ (تاحال) کے رول (2) 37 کے مطابق 90 دن کی بڈ ویلیڈٹی مدت کے علاوہ مزید 28 دن تک مؤثر ہونی چاہیے۔ مزید برآں، بولی دہندہ بڈسیکیورٹی تکنیکی تجویز کے ساتھ جمع کروانے کا پابند ہوگا۔
4	تکنیکی تجاویز کو پروکوری منٹ میں بولی کی جانب سے 21.05.2026 کو دوپہر 3:00 بجے ان بولی دہندگان کی موجودگی میں کھولا اور جانچا جائے گا جو وہاں موجود رہنا چاہیں۔ مالیاتی تجاویز کو پروکوری منٹ میں بولی کی جانب سے اس تاریخ کو کھولا جائے گا جس کا اعلان تکنیکی بولیوں کے کھولنے کے وقت کیا جائے گا۔ تکنیکی تجاویز کا جائزہ بڈنگ دستاویزات میں درج لازمی اور جانچ کے معیار کی روشنی میں لیا جائے گا۔ نااہل قرار دے گئے بولی دہندگان کی مالیاتی تجاویز پر مزید غور نہیں کیا جائے گا۔ اسی - پروکوری منٹ کے ذریعے موصول ہونے کے بعد تکنیکی اور مالیاتی تجاویز میں کسی قسم کی ترمیم کی اجازت نہیں ہوگی۔
5	دیکھی رکھنے والے بولی دہندگان کے لیے لازم ہے کہ وہ لازمی معیاری شرائط کے تحت مطلوب دستاویزات اور معلومات جمع کروا کر تمام تقاضے پورے کریں۔ اگر بولی دہندہ مطلوب دستاویزات یا معلومات جمع نہیں کروا تا تو اسے نااہل قرار دیا جائے گا اور اس کی بولی پر مزید کارروائی نہیں کی جائے گی۔ SPPRA کے EPADS کے ذریعے بولی جمع کروانے کے بعد کسی بھی قسم کی اضافی دستاویزات یا معلومات طلب یا موصول نہیں کی جائیں گی، لہذا بولی دہندگان احتیاط سے بڈنگ دستاویزات میں پہلے سے درج لازمی اور جانچ کے معیار کی روشنی میں اپنی بولیوں جمع کروائیں۔ تاہم، بولی دہندگان کو تکنیکی بولیوں کے کھولنے کے وقت دستخط کنندہ کے دفتر میں اسی بولی کی بارڈر کاپی جمع کروانی ہوگی جو EPADS کے ذریعے جمع کروائی گئی ہوگی۔ اسی اضافی دستاویزات جو EPADS کے ذریعے جمع نہیں کروائی گئیں، قابل قبول نہیں ہوں گی۔
6	اگر تکنیکی اور مالیاتی تجاویز کھولنے کی تاریخ حکومت کی جانب سے عام تعطیل قرار دی جاتی ہے، یا کسی بھی وجہ سے دستخط کنندہ دفتر ایڈوائز میں موجود نہ ہو، یا کام کا دن نہ ہو، تو اگلا کام کا دن بڈنگ دستاویزات کھولنے کی تاریخ تصور کیا جائے گا۔ وقت اور مقام وہی رہیں گے۔
7	کامیاب بولی دہندہ اور دوسرے تیسرے کم ترین بولی دہندگان کی بڈسیکیورٹی کام کے ایوارڈ کے حتمی ہونے اور کامیاب بولی دہندہ کے ساتھ معاہدے پر دستخط ہونے تک برقرار رکھی جائے گی، جیسا کہ SPPRA رولز (2010) ترمیم شدہ (تاحال) کے رول (2) 27 کے مطابق ہے۔ تاہم، اگر کوئی بولی دہندہ اپنی بڈسیکیورٹی واپس لینا چاہے تو وہ تحریری درخواست جمع کروا کر اسے واپس حاصل کر سکتا ہے۔
8	بولی کی مدت (بڈ ویلیڈٹی) بڈسیکیورٹی (بڈسیکیورٹی) کے کھولنے کے تاریخ سے 90 دن ہوگی۔
9	تمام تصدیقات اور اور رائٹنگ واضح طور پر ابتدائی دستخط (initials) کے ساتھ کی جائیں اور بولی دہندہ کی ہر کے ساتھ تصدیق شدہ ہوں۔ نرخ لازمی طور پر الفاظ اور اعداد دونوں میں درج کیے جائیں۔ یولیاں احتیاط اور وضاحت کے ساتھ پری کی جائیں اور بڈنگ دستاویزات کے ہر حصے پر دستخط اور مہر لگانا ضروری ہے۔
10	بڈنگ ڈیٹا اور اہلیت کے معیار میں درج تمام شعبوں برابر بحیثیت رکھتی ہیں، اور کسی بھی قسم کی عدم قبول بولی کے مسترد ہونے کا باعث بنے گی۔
11	پروکوری منٹ (سینئر SPPRA رولز) 2020 ترمیم شدہ (تاحال) کی متعلقہ شعبوں کے مطابق کسی بھی یا تمام بولیوں کو مسترد کرنے کا حق محفوظ رکھتی ہے، اور SPPRA رولز (2010) ترمیم شدہ (تاحال) کے رول (1) 25 کے تحت بولی کی منظوری سے قبل کسی بھی وقت بڈنگ کے عمل کو منسوخ کر سکتی ہے۔



724

KARACHI PID(K)3489-20

REGIONAL DIRECTORATE OF SPECIAL EDUCATION & REHABILITATION CENTRES

Express Tribune
depd
08.05.26

DEPTT: EMPOWERMENT OF PERSONS WITH DISABILITIES GOVERNMENT OF SINDH

ST-31, BLOCK-15, GULISTAN-E-JAUHAR, KARACHI. Email: rdsekarachi@gmail.com, Ph No. 021-99249682, 83 & 88

NOTICE INVITING TENDERS

The bids are invited through EPADS of SPPRA under Single Stage-Two Envelope Bidding Procedure as per SPPRA Rules 2010 (amended up-to-date) from the recognized, reputed & eligible manufacturers, authorized dealers/distributors, firms /suppliers and contractors, registered with the relevant tax authorities and are on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB) having relevant experience for the following procurements. Complete details of eligibility and other requirements are given in the bidding documents.

Sr. No.	Procurement of	Bid Security	Tender Fee
	Providing Office Furniture & Fixture, Computer Equipment, and Plant & Machinery under the scheme "Strengthening & Revamping of all Centers & Offices under DEPD" for;		
1	Package-1 for the Govt. Special Education & Rehabilitation Centers and offices of DEPD within the jurisdiction of Regional Directorate, Hyderabad.	5% equivalent to the bidding amount	Rs. 5000.00
2	Package-2 for Govt. Special Education & Rehabilitation Centers and offices of DEPD within the jurisdiction of Regional Directorate, Mirpurkhas.	5% equivalent to the bidding amount	Rs. 5000.00
3	Package-3 for Govt. Special Education & Rehabilitation Centers and offices of DEPD within the jurisdiction of Regional Directorate, Shaheed Benazirabad.	5% equivalent to the bidding amount	Rs. 5000.00
4	Package-4 for Govt. Special Education & Rehabilitation Centers and offices of DEPD within the jurisdiction of Regional Directorate, Sukkur.	5% equivalent to the bidding amount	Rs. 5000.00
5	Package-5 for Govt. Special Education & Rehabilitation Centers and offices of DEPD within the jurisdiction of Regional Directorate, Larkana.	5% equivalent to the bidding amount	Rs. 5000.00

TERMS & CONDITIONS:

- 1 The bidding documents can be downloaded from the official website of the Sindh Public Procurement Regulatory Authority (SPPRA) from the date of hoisting of advertisement.
- 2 The method for procurement shall be "Single Stage-Two Envelope Procedure". The bidder must submit the bidding documents separately for the packages mentioned in the bidding documents and separately one "Technical Proposal" and second "Financial Proposal" for each package along with the tender fee per package and the same should be uploaded through EPADS of SPPRA upto 2:00 pm on 21.05.2026.
- 3 The bidder must submit 5% bid security of the bidding cost in the shape of pay order or demand draft or a bank guarantee issued by a scheduled bank in favour of the Regional Director, Special Education & Rehabilitation Center, Karachi which should be valid for a period of 28 days beyond the bid validity period of 90 days as per Rule-37(2) of SPPRA Rules 2010 (amended up-to-date). Further, the bidder should submit the security bid along with Technical Proposal.
- 4 The technical proposal(s) will be opened & evaluated by the Procurement Committee on 21.05.2026 at 3:00 pm in the presence of the bidder(s) who wish to remain present there. The financial proposals will be opened by the Procurement Committee on the date to be announced by the Procurement Committee at the time of opening of Technical Bids. The technical proposal(s) will be scrutinized in light of the "Mandatory & Evaluation Criteria" mentioned in the bidding documents. The Financial Proposal(s) of ineligible bidders will not be entertained further. No amendment in the Technical & Financial Proposal(s) will be permitted after receiving through E-Procurement.
- 5 The interested bidders must fulfill the requirement by submitting requisite documents/information required under the terms of mandatory criteria. Even if requisite document(s)/information(s) is/are not submitted by the bidder(s), he/they will be declared as "disqualified" and his/their bid(s) will not be entertained for further process. No any document/information will be called or received after submission of bid through EPADS of SPPRA so the bidder(s) may be careful to submit bid(s) in light of mandatory and evaluation criteria already mentioned in the bidding documents. However, the bidder(s) should submit a hard copy of the bid in the office of undersigned at the time of opening of technical bids, which is submitted through EPADS only. Additional documents which are not submitted through EPADS will not be entertained.
- 6 In case, if the date of opening of Technical and Financial Proposals is declared as a public holiday by the Government, or the undersigned remains out of office/headquarter or non-working day due to any reason, the next working day shall be deemed to be the date for the opening of bidding documents accordingly. The time and venue shall remain the same.
- 7 The bid security of successful bidder and 2nd & 3rd lowest bidders shall be retained till the finalization of award of work and signing of contract with the successful bidder as per Rule-27 of SPPRA Rules 2010 (amended up-to-date). However, if any bidder intends to get back the bid security the same will be returned on submission of written request by the bidder.
- 8 The bid validity period will be 90 days from the date of opening of bids.
- 9 All corrections/overwriting shall be clearly written with initials and duly stamped by the bidder. Rates must be quoted in both words and figures. Bids must be carefully and clearly filled and each page of bidding documents must be signed and stamped.
- 10 All clauses of bidding data and eligibility criteria mentioned in the bidding documents shall have same priority and nonfulfillment of any clause shall lead to bid rejection.
- 11 The procuring agency may reject any or all bids to relevant provisions of SPPRA Rules 2020 (amended up-to-date) and may cancel the bidding process at any time prior to the acceptance of a bid under Rule 25(i) of SPPRA Rules 2010 (amended up-to-date).

(FARMAN ALI TANWARI)
REGIONAL DIRECTOR

**Department of Empowerment of Persons
with Disabilities (DEPD)**

Technical Bidding Documents

For

**Providing Office Furniture, Computer
Equipment, Plant & Machinery at Regional
Office & Special Education & Rehabilitation
Centers under DEPD and within the jurisdiction
of Regional Directorate, Shaheed Benazirabad
(Package-3)**

**ADP Scheme # 724/2025-26
Strengthening & Revamping of all Centers and
Offices under DEPD**

Procurement of Goods

PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Preface

These Bidding Documents have been prepared for use by Procuring agencies and their implementing agencies in the procurement of goods through National Competitive Bidding (NCB).

In order to simplify the preparation of bidding documents for each procurement, the Bidding Documents are grouped in two parts based on provisions which are fixed and that which are specific for each procurement. Provisions which are intended to be used unchanged are in Part one, which includes Section I, Instructions to Bidders, and Section II, General Conditions of Contract. Data and provisions specific to each procurement and contract are included in Part Two which includes Section II, Bid Data Sheet; Section III, Special Conditions of Contract; Section IV, Schedule of Requirements; Section V, Technical Specifications; and the forms to be used in Section I, Invitation for Bids, and Section VI, Sample Forms.

This is Part one which is fixed and contains provisions which are to be used unchanged. Each section is prepared with notes intended only as information for the Procuring agency or the person drafting the bidding documents. They shall not be included in the final documents.

Invitation for Bids

Date: *[date of issuance of IFB]* _____

IFB N^o: _____

1. The **Department of Empowerment of Persons with Disabilities (DEPD)** through its **Regional Directorate of Special Education & Rehabilitation Centers, Karachi** has received an allocation from the Public Fund in Pak rupees towards the cost of **Providing Office Furniture, Computer Equipment, Plant & Machinery at Regional Office and Special Education & Rehabilitation Centers under the jurisdiction of Regional Directorate, Shaheed Benazirabad (Package-3)** under the ADP scheme “**Strengthening & Revamping of all centers and offices under DEPD**” (ADP # 724/2025-26). It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for **Office Furniture, Computer Equipment, Plant & Machinery**.
2. The **Regional Directorate of Special Education & Rehabilitation Centers, Karachi** now invites sealed bids from eligible bidders for the supply of **Office Furniture, Computer Equipment, Plant & Machinery**.
3. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of **Regional Directorate of Special Education & Rehabilitation Centers, Karachi located at ST-31, Block-15, Gulistan-e-Johar, Karachi, Tel # 021-99249682**.
4. A complete set of bidding documents can be obtained/downloaded from the official website of SPPRA and the non-refundable tender fee of Rs. 5,000.00 per package will be submitted along with the Technical Bid. The interested bidder must submit tender fee for each package separately.
5. The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the Sindh Public Procurement Ordinance and its Rules made thereunder which also conform to the requirements of the World Bank *Standard Bidding Documents: Procurement of Goods for National Competitive Bidding, Pakistan, Part One*.
6. Bids must be submitted through official website of SPPRA on or before **the date & time as mentioned on EPADS of SPPRA** and must be accompanied by a security of **5% of the total bid**.
7. Bids will be opened in the presence of bidders’ representatives who choose to attend at **the time and date as mentioned on EPADS of SPPRA** at the offices of Regional Directorate address given above.
8. The bidders are requested to give their best and final prices as no negotiations are expected.

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Part One - Section I.
Instructions to Bidders

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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, 2009 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, 2009 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. 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 Data 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**

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.

**Eligibility and
Qualification**

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 an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. Sealing and Marking of Bids

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid’s misplacement or premature opening.

19. Deadline for Submission of Bids

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 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 may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 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.

21.3 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.

25.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (e) the availability Procuring agency of spare parts and after-sales services for the equipment offered in the bid;
- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and/or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at

the final destination.

(b) *Delivery schedule.*

(i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery “adjustment” will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

or

(ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

(i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

or

(ii) The SCC stipulates the payment schedule offered by

the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) *Cost of spare parts.*

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the Bid Data Sheet, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

or

(ii) The Procuring agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the Bid Data Sheet. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price.

or

(iii) The Procuring agency will estimate the cost of spare parts usage in the initial period of operation specified in the Bid Data Sheet, based on information furnished by each Bidder, as well as on past experience of the Procuring agency or other procuring agencies in similar situations. Such costs shall be added to the bid price for evaluation.

(e) *Spare parts and after sales service facilities in the Procuring agency's country.*

The cost to the Procuring agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

(f) *Operating and maintenance costs.*

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.

(g) *Performance and productivity of the equipment.*

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

or

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(h) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

Alternative

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

[In the Bid Data Sheet, choose from the range of]

Evaluated price of the goods	60 to 90
Cost of common list spare parts	0 to 20
Technical features, and maintenance and operating costs	0 to 20
Availability of service and spare parts	0 to 20
Standardization	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated 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 to Accept any Bid and to Reject any or All Bids**
- 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 and 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 anything 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 non-competitive 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.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

Part One - Section II.
General Conditions of Contract

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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

not 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.

T

- 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 Contract 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 twelve (12) months after 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

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or

Damages

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.

Notes on the Instructions to Bidders

This section of the bidding documents provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring agency. It also provides information on bid submission, opening, and evaluation, and on the award of contract.

Part One Section I contains provisions that are to be used unchanged. Part Two Section II consists of provisions that supplement, amend, or specify in detail information or requirements included in Part One Section I and which are specific to each procurement.

Matters governing the performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are not normally included in this section, but rather under Part one Section II, General Conditions of Contract, and/or Part Two Section III, Special Conditions of Contract. If duplication of a subject is inevitable in the other sections of the document prepared by the Procuring agency, care must be exercised to avoid contradictions between clauses dealing with the same matter.

These Instructions to Bidders will not be part of the contract.

Notes on the General Conditions of Contract

The General Conditions of Contract in Part One Section II, read in conjunction with the Special Conditions of Contract in Part Two Section III and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The General Conditions of Contract herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract in Part Two Section III.

MANDATORY REQUIREMENT

The bidder(s) must have to review the following documents to be enclosed with technical proposal. These are the “MANDATORY DOCUMENTS”, non-submission of any one of the mandatory documents will lead to disqualification of the bidder(s), and no further assessment of tender will be done, hence “TECHNICALLY DISQUALIFIED”

Sr. No.	List of documents / Information	Yes	No
1.	Copy of CNIC of Owner/Director/CEO		
2.	Company Profile on single page must be submitted by the bidder containing name of bidder, year of establishment, NTN, Sales Tax, & SRB Numbers, addresses of offices, email, land line and cell phones		
3.	Registration with FBR, Government of Pakistan (NTN number).		
4.	Registration with General Sales Tax GST, (Government of Pakistan)		
5.	Bidder must be in the Active Tax Payers List (ATL) of FBR		
6.	Bidder must be in the Active General Sale Tax GST Payers List		
7.	Valid Registration with PEC in category C-4, and specialized field EE09, ME01		
8.	Professional Tax Certificate (Sindh) for the last three years.		
9.	Membership with the Chamber of Commerce. Valid Certificate		
10.	Valid ISO 9001-2015 Certificate Quality Management System (Certificate could be got verified online for which website link must be provided for verification)		
11.	Valid ISO 20000-1:2018 IT Equipment & Provision of Solution Services Provider (Certificate could be got verified online for which website link must be provided for verification)		
12.	Certification for CE mark Certificate of Compliance.		
13.	Valid Pakistan Software Export Board (PSEB) registration certificate		
14.	Bidder should attach an affidavit on non-judicial E-Stamp paper of Rs.500/- (Five Hundred only) in original for each package separately in current dates that his Firm / Company is not been black listed and never involved in any Litigation by the Provincial Government, Federal Government or by other Government entity.		
15.	Submission of the required amount of Bid Security equivalent to 5% of total bid amount.		

Notes to Bidders:

- i) In order to comply with all terms & conditions, instructions mentioned in the SBDs, the bidder must submit the entire SBDs duly signed and stamped on each page with technical proposal.
- ii) In case the bidder(s) is/are failed to submit even any one of the required documents/information, the bidder(s) will be declared “disqualified” and he/they will not qualify to participate in further process even he/they will not be assessed technically.
- iii) All the certificates, work awards, completion certificates must be in the name of bidder and firm only. The submission of document(s) pertain(s) to any other person or firm will be understood fraud, cheating with the PA, causing rejection of the bidder(s)/firm(s).

TECHNICAL EVALUATION CRITERIA

- A. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
- B. The qualifying/passing marks in technical evaluation is 75 to participate in the further bidding process.
- C. For transparency, the criteria for the Financial Evaluation are included for reference only.

Sr. #.	Description		MAXIMUM MARKS
1.	Conformity to the technical specifications as per BDs	<ul style="list-style-type: none"> ▶ 20 marks for Fully compliance with the required specification. ▶ 10 marks for Compliance with minor deviation upto 5% of specification. ▶ No marks will be given if deviation is more than 5% in the specifications. 	20
2.	Number of Years of Company Establishment / Establishment of Year (Company Profile)	1 Marks for Each Year	15
3.	Registration with Pakistan Engineering Council in Category C-4, Specialized Code EE09 & ME01		10
4.	Methodology and Workplan		5
5.	Valid Pakistan Software Export Board (PSEB) registration certificate		5
6.	Valid certification for CE mark Certificate of Compliance	For IT equipment and machinery products. It could be online verified for which website link must be provided for verification	5
7.	Valid Authorization of manufacturers of goods	Manufacturer's authorization for all goods	5
8.	Work experience in relevant field with Government/Semi Government Organizations/ authorities	<ul style="list-style-type: none"> ▶ 5 marks will be given for each contract/ supplies of goods completed in last three (03) years having value of each contract of similar size, type, nature, complexity for which the bidder must submit completion certificate. ▶ No marks will be given if completion certificate is not submitted . 	15
9.	Turn over for the last three years i.e. 2022-23, 2023-24 & 2024-25 having minimum turn over of Rs.300.00 million during three years along with bank maintenance certificate in current dates	<ul style="list-style-type: none"> ▶ 5 marks for turn over of Rs.300.00 million during three years. ▶ 2 marks for turn over of Rs.250.00 million during three years. ▶ No mark for turn over less than Rs. 250.00 million during three years. 	5

10.	Certificate from Bank showing current balance of the bidder equivalent to 50% of the bidding cost	<ul style="list-style-type: none"> ▶ In evidence the bidder must submit the bank statement for the current month along with certificate of bank. ▶ No mark if bank statement is not submitted by the bidder along with bank certificate. 	5
11.	Income Tax Return for the last three years i.e. 2022-23, 2023-24, & 2024-25	<ul style="list-style-type: none"> ▶ 5 marks. ▶ No mark for submission of Income Tax Return less than three years. 	5
12.	Audit Report from a reputable Chartered Accountant for the last three years i.e. 2022-23, 2023-24, & 2024-25	<ul style="list-style-type: none"> ▶ 5 marks. ▶ No mark for submission of audit report less than three years. 	5

Note:

Possession of marks in each and every section of the Technical Evaluation Criteria is mandatory, If the bidder has not possessed any mark from any section, the bidder will be disqualified.

Financial Evaluation and Scoring System for Bids (Maximum Allocable Marks Score 30)

The financial bids of technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency, and the financial bids of the bidder(s), who will be found technically non-responsive, shall be returned unopened to the respective Bidders

Total Allocable marks for Technical Proposal = 100

Total Allocable marks in Financial Proposal = 30

Total Combined allocable Score for individual bids • Marks obtained in Technical Evaluation + Marks obtained in Financial Evaluation = 130

Scoring Methodology:

Contract will be awarded to the most advantageous responsive firm whose product ranks highest in the Combined Evaluation scoring calculated through the Marks awarded to Technical Proposal and Financial Proposal as stated in the Bid Data Sheet of these Standard Bidding Documents

The Evaluation Methodology is a combination of non-price factors (in Technical Criteria.) and price factor (in Financial Criteria); and each having points as elaborated in the evaluation Proforma provided in these SBDs.

As evident from allocable score above and because of the importance, this Methodology puts greater emphasis on non-price factors like high quality of the product derived from excellent-grade raw material,

Procedure for the Marks Scoring: Marks will be awarded or otherwise for various technical parameters to each quoted product based on the prescribed Technical and Financial criteria. The total combined marks will determine the highest ranking product in each product category for the contract award.

The formula to calculate the marks for the price by the bidders:

Financial Evaluation Score of individual quoted Product:

= (Lowest quoted Price of the item (÷) Next higher proposed Price of the competing items) x Total Allocable financial score

Solved Example of Financial Scoring :

● If the lowest quoted price of an item is Rs. 86/-, the same lowest bidder will obtain score as below:
= $(86 \div 86) \times 30 = 30.00$ marks, being the lowest bidder for the quoted item.

● If the next higher quoted price of the same item is Rs. 105/-, the marks obtained will be:
= $[86 + 105] \times 30 = 24.5714$ Marks

● If the next higher quoted price of the same item is Rs.
= $[(86 \div 130) \times 30 = 19.8461$ Marks

The marks are possessed by the bidder in technical evaluation will be added in the financial score and the sum results out will be final marks of the bidder.

FORM OF BID

Date: _ IFB N°: _____

To

The Regional Director,
Special Education & Rehabilitation Centers,
Department of Empowerment of Persons with Disabilities,
Government of Sindh,
Regional Directorate,
Karachi

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver ***the goods (Office Furniture, Computer Equipment, Plant and Machinery at the Regional Office, Special Education & Rehabilitation Centers under DEPD within the jurisdiction of Regional Directorate Hyderabad*** in conformity with the said bidding documents for the sum of _____

_____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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 submit in a sum equivalent to **5%** 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 90 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

Department of Empowerment of Persons with Disabilities (DEPD)

Financial Bidding Documents

For

**Providing Office Furniture, Computer
Equipment, Plant & Machinery at Regional
Office & Special Education & Rehabilitation
Centers under DEPDP and within the jurisdiction
of Regional Directorate, Shaheed Benazirabad
(Package-3)**

**ADP Scheme # 724/2025-26
Strengthening & Revamping of all Centers and
Offices under DEPDP**

Procurement of Goods

PART TWO (PROCUREMENT SPECIFIC PROVISIONS)

- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form
- Eligibility

Preface

These Bidding Documents have been prepared for use by procuring agencies in the procurement of goods through National Competitive Bidding (NCB).

In order to simplify the preparation of bidding documents for each procurement, the Bidding Documents are grouped in two parts based on provisions which are fixed and that which are specific for each procurement. Provisions which are intended to be used unchanged are in Part one, which includes Section I, Instructions to Bidders, and Section II, General Conditions of Contract. Data and provisions specific to each procurement and contract are included in Part Two which includes Section II, Bid Data Sheet; Section III, Special Conditions of Contract; Section IV, Schedule of Requirements; Section V, Technical Specifications; and the forms to be used in Section I, Invitation for Bids, and Section VI, Sample Forms.

This is Part Two and contains data and provisions specific to each procurement. Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific goods to be procured. The following general directions should be observed when using the documents. In addition, each section is prepared with notes intended only as information for the Procuring agency or the person drafting the bidding documents. They shall *not* be included in the final documents, except for the notes introducing Section VI, Forms, where the information is useful for the Bidder.

- (a) Specific details, such as the “name of the Procuring agency” and “address for bid submission,” should be furnished in the Invitation for Bids, in the Bid Data Sheet, and in the Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- (b) Amendments, if any, to the Instructions to Bidders and to the General Conditions of Contract should be made through the Bid Data Sheet and the Special Conditions of Contract, respectively.
- (c) Footnotes or notes in italics included in the Invitation for Bids, Bid Data Sheet, Special Conditions of Contract, and in the Schedule of Requirements are not part of the text of the document, although they contain instructions that the Procuring agency should strictly follow. The final document should contain no footnotes.

- (d) The criteria for bid evaluation and the various methods of evaluation in the Instructions to Bidders (Clauses 25.3 and 25.4, respectively) should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required, in the Bid Data Sheet or in the Technical Specifications, as appropriate. The criteria that are not applicable should be deleted from the Bid Data Sheet.
- (e) Clauses included in the Special Conditions of Contract are illustrative of the provisions that should be drafted specifically by the Procuring agency for each procurement.
- (f) The forms provided in Section VI should be completed by the Bidder or the Supplier; the footnotes in these forms should remain, since they contain instructions which the Bidder or the Supplier should follow.

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IN BANK-FINANCED PROCUREMENT** Error! Bookmark not defined.

Part Two

Section II. Bid Data Sheet

Notes on the Bid Data Sheet

Section II is intended to assist the Procuring agency in providing the specific information in relation to corresponding clauses in the Instructions to Bidders included in Part one Section I, and has to be prepared for each specific procurement.

The Procuring agency should specify in the Bid Data Sheet information and requirements specific to the circumstances of the Procuring agency, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section II, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Part One Section I must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Part One Section I as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

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

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

Introduction	
ITB 1.1	Regional Directorate of Special Education & Rehabilitation Centers, Karachi, Department of Empowerment of Persons with Disabilities (DEPD), Government of Sindh
ITB 1.1	Project Allocation Number ADP No. 724 / 2025-26
ITB 1.1	Name of Project. Strengthening and Revamping of all Centers and Offices under DEP
ITB 1.1	Name of Contract. Providing Office Furniture, Computer Equipment, Plant & Machinery at the Regional Office & Special Education & Rehabilitation Centers under DEP within the jurisdiction of Regional Directorate, Shaheed Benazirabad (Package-3) <i>[For a Project requiring similar but separate items of equipment specified in the Schedule of Requirements, bids may be invited under alternative contract options, and the Bidder should be allowed, at its option, to bid for individual contracts or for a group of similar contracts (package). The basis for bid evaluation and contract award, by item or package, shall be specified herein.]</i>
ITB 4.1	Name of Procuring agency. Regional Directorate of Special Education & Rehabilitation Centers, Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers. ST-31, Block-15, Gulistan-e-Johar, Karachi, Tel # 021-99249682
ITB 8.1	Language of the bid. English

Bid Price and Currency	
ITB 11.2	The price quoted shall be _____. <i>[Specify whether price of incidental services, must be quoted in addition to delivered duty paid (DDP) price.]</i> <i>[The related provisions shall be reflected accordingly in SCC and Price Schedules.]</i>
ITB 11.5	The price shall be fixed

Preparation and Submission of Bids	
ITB 13.3 (d)	<p>Qualification requirements.</p> <p><i>[Specify, for example, requirement for a minimum level of experience in manufacturing a similar type of goods for which the Invitation for Bids is issued. The following requirement may also be specified:</i></p> <p style="padding-left: 40px;"><i>“If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and authorization from the respective Manufacturer, all such bids will be rejected as nonresponsive.”]</i></p>
ITB 14.3 (b)	<p>Spare parts required for _____ [number] of years of operation.</p> <p>Not required</p>
ITB 15.1	<p>Amount of bid security. 5% of total bid</p> <p><i>[For small value purchases, bid security is not essential and may be dispensed with. If so, reference to ITB Clause 15.1 should be retained followed by the words “not required.” In all other cases, the amount may be expressed either as a fixed amount or as an amount not less than a specified percentage of the Bidder’s bid price, preferably the former. Bid security shall normally be around two (2) percent and in no case shall exceed five (5) percent of the bid amount.]</i></p>
ITB 16.1	<p>Bid validity period. 90 days as per Rule-37(2) of SPPRA Rules 2010 (amended up-to-date).</p> <p><i>[The period should be sufficient to permit completion of the evaluation, review of the recommended selection by the Procuring agency (if so required), the obtainment of approvals, and notification of award. Normally, the validity should be ninety (90) days, or shorter for simple goods (e.g., materials). A realistic period should be specified in order to avoid the need for extension.]</i></p>
ITB 17.1	<p>Number of copies. Soft copy through EPADS and one set hard copy of the documents which is submitted through EPADS at the time of technical bid opening (The documents which are not submitted through EPADS will not be entertained and rejected).</p>
ITB 18.2 (a)	<p>Address for bid submission. Office of the Regional Director, Regional Directorate of Special Education & Rehabilitation Centers, ST-31, Block-15, Gulistan-e-Johar, Karachi THROUGH EPADS OF SPPRA</p>
ITB 18.2 (b)	<p>IFB title and number.</p>
ITB 19.1	<p>Deadline for bid submission. As shows on EPADS of SPPRA</p>
ITB 22.1	<p>Time, date, and place for bid opening. Time & Date as shows on EPADS of SPPRA. Opening in the Office of the Regional Director, Regional Directorate of Special Education & Rehabilitation Centers, ST-31, Block-15, Gulistan-e-Johar, Karachi</p> <p><i>[The date should be the same as for bid submission specified under ITB 19.1 above, and the time should also be the same as specified under ITB 19.1, or immediately thereafter.]</i></p>

Bid Evaluation	
ITB 25.3	Criteria for bid evaluation. Single Stage – Two Envelope method <i>[Select as appropriate from criteria listed in ITB Clause 25.3 (e.g., 25.3 (b) and (c)), and in the reference under ITB 25.4 below. Retain only the evaluation method to apply and the relevant parameters corresponding to the retained criteria (e.g., 25.4 (b) (i) and (c) (ii)).]</i>
ITB 25.4 (a)	One option only.
ITB 25.4 (b)	Delivery schedule. Relevant parameters in accordance with option selected:

<p>Option (i)</p> <p>Option (ii)</p> <p>Option (iii)</p>	<p>adjustment expressed as a percentage, 0.05%</p> <p>or</p> <p>adjustment expressed in an amount in the currency of bid evaluation,</p> <p>or</p> <p>adjustment expressed as a percentage</p> <p><i>[A rate of one-half (0.5) percent per week is a reasonable figure. The percentage of liquidated damages specified in SCC should be higher.]</i></p>
<p>ITB 25.4 (c) (ii)</p>	<p>Deviation in payment schedule.</p> <p>Annual interest rate.</p>
<p>ITB 25.4 (d)</p>	<p>Cost of spare parts. Not required</p> <p><i>[Specify the applicable method—(i), (ii), or (iii)—and factors (e.g., number of years) and reference to the Appendix to the Technical Specifications, as required.]</i></p>
<p>ITB 25.4 (e)</p>	<p>Spare parts and after sales service facilities in the Procuring agency's country. Not required</p> <p><i>[Minimum service facilities and parts inventories or reference to the Technical Specifications.]</i></p>
<p>ITB 25.4 (f)</p>	<p>Operating and maintenance costs. Not required</p> <p>Factors for calculation of the life cycle cost:</p> <ul style="list-style-type: none"> (i) number of years for life cycle <i>[it is recommended that the life cycle period should not exceed the usual period before a planned major overhaul of the goods];</i> (ii) operating costs <i>[e.g., fuel and/or other input, unit cost, and annual and total operational requirements];</i> (iii) maintenance costs <i>[e.g., spare parts—without duplication of above Clause 25.4(d) requirements—and/or other inputs];</i> and (iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. <p>or</p> <p>Reference to the methodology specified in the Technical Specifications or elsewhere in the bidding documents.</p> <p><i>[The contractual liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i></p>
<p>ITB 25.4 (g)</p>	<p>Performance and productivity of equipment.</p> <p>5% of the bid price</p> <p><i>[Specify the applicable procedure and the adjustment factor (in the currency used for bid evaluation, as applicable), as required. The adjustment factor should</i></p>

	<i>apply to the norm that shall be used and that shall either be specified in the Technical Specifications or shall be the value committed in the responsive bid with the best guaranteed performance or productivity; the contractual liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i>
ITB 25.4 (h)	Details on the evaluation method or reference to the Technical Specifications.
ITB 25.4 Alternative	Specify the evaluation factors. <i>[The method shall be used only when a more elaborate quantification is either impractical or unjustified due to the small value of the procurement.]</i>

Contract Award	
ITB 29.1	Percentage for quantity increase or decrease. Upto 15% <i>[Optional clause to be used only where appropriate. Normally should not exceed fifteen (15) percent.]</i>

Section III. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the Bid Data Sheet in Section II, the clauses in this Section are intended to assist the Procuring agency in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section III complement the General Conditions of Contract included in Part one, Section II, specifying contractual requirements linked to the special circumstances of the Procuring agency, the Procuring agency's country, the sector, and the Goods purchased. In preparing Section III, the following aspects should be checked:

- (a) Information that complements provisions of Part one Section II must be incorporated.
- (b) Amendments and/or supplements to provisions of Part one Section II, as necessitated by the circumstances of the specific purchase, must also be incorporated.

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Special Conditions of Contract

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

[Instructions for completing the Special Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant SCC. Where sample provisions are furnished, they are only illustrative of the provisions that the Procuring agency should draft specifically for each procurement.]

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is: **Regional Directorate of Special Education & Rehabilitation Centers, Department of Empowerment of Persons with Disabilities (DEPD)**

GCC 1.1 (h)—The Procuring agency’s country is: **Pakistan**

GCC 1.1 (i)—The Supplier is:

Sample Provision

GCC 1.1 (j)—The Project Site is: *[if applicable] N/A*

2. Country of Origin (GCC Clause 3)

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

3. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: *[Five (5) to ten (10) percent of the Contract Price would be reasonable; it should not exceed ten (10) percent in any case.]* **5% of the Contract Price**

[The following provision should be used in the case of Goods having warranty obligations.]

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) 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 are as follows: **At the time of delivery**

5. Packing (GCC Clause 9)

Sample provision

GCC 9.3—The following SCC shall supplement GCC Clause 9.2:

6. Delivery and Documents (GCC Clause 10)

Sample provision (DDP terms)

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 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. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]

9. Spare Parts (GCC Clause 14)

GCC 14.1—Additional spare parts requirements are:

Sample provision

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

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

GCC 15.2—In partial modification of the provisions, the warranty period shall be _____ hours of operation or _____ months from date of acceptance of the Goods or (_____) months from the date of shipment, whichever occurs earlier. 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 (_____).

[The rate should be higher than the adjustment rate used in the bid evaluation under ITB 25.4 (f) or (g).]

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

11. Payment (GCC Clause 16)

Sample provision

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 (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Procuring agency.
- (ii) **On Shipment:** Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 10.
- (iii) **On Acceptance:** Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency.

Payment of local currency portion shall be made in _____ [currency] within thirty (30) days of presentation of 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.

(iv) 100% of the Contract Price on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods have been delivered and that all contracted services have been performed.

(v) Part payment on part supply may be allowed

12. Prices (GCC Clause 17)*Sample provision*

GCC 17.1—Prices shall be adjusted in accordance with provisions in the Attachment to SCC.

[To be inserted only if price is subject to adjustment.]

Prices should be as per financial bidding documents, which are not adjustable

13. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction: **0.05% per week till 0.5%**

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum 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:

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

17. Notices (GCC Clause 31)

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

—Supplier's address for notice purposes:

Section IV. Schedule of Requirements

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Procuring agency, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section VI. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 29.

The date or period for delivery should be carefully specified, taking the date prescribed herein from which the Procuring agency's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

Sr. No.	Description	Quantity	Delivery Schedule (shipment) in weeks/months from the date of award of work
PACKAGE-3 Shaheed Benazirabad			
a).	Desktop PCs (Brand New) with Accessories 12 th Gen 15, 8GB RAM, DDR4, 1 TB 7200, mouse, keyboard, cables, small speakers, headphones and LEDs Monitors 19"	63 Nos.	06 months
b)	UPS Output voltage 220/230, Battery 12V/7 Ahx2, Output watts 600 watts with 1 year Battery warranty	12 Nos.	
c)	Printers 3 in one (New) Laserjet Black & White Printing, Pantum M710DWADF MFP	12 Nos.	
d)	Computer Table 3/1/2, 2*30" LEMANATION PATEX	63 Nos.	
e)	Computer Chair Revolving	63 Nos.	
f)	Split AC 18 CF (1.5 ton)	12 Nos.	
g)	Pharmacy Freezer R-134a, Vol 120 Ltrs, Operating Temp 0 to 7.2°C, adjustable shelves 3, cabinet lighting LED, vol 220-240, 50-60Hz, gross weight 55 kg, container loading (20'/40'): 72/152.	9 Nos.	
h)	TCL LED Andriod TV 55" P755 UHD	12 Nos.	

¹ The Procuring agency must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. The Bid Form should include only a cross-reference to this Schedule.

Section V. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Procuring agency without qualifying their bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided for otherwise in the contract.

Samples of specifications from previous similar procurements in the same country are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods, although not necessarily to be used in a particular procurement. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Borrower's country or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.”

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring agency with the bidding documents. Similarly, the Supplier may be requested to provide drawings or samples either with its bid or for prior review by the Procuring agency during contract execution.

Technical Specifications

[Text of Technical Specifications to be inserted in the bidding documents by the Procuring agency, as applicable.]

Section VI. Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16.3 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4 (c), spare parts pursuant to ITB Clause 25.4 (d), or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 13.3 (a).

Sample Forms

1. <i>BID FORM AND PRICE SCHEDULES</i>	23
2. <i>BID SECURITY FORM</i>	26
3. <i>CONTRACT FORM</i>	27
4. <i>PERFORMANCE SECURITY FORM</i>	28
5. <i>BANK GUARANTEE FOR ADVANCE PAYMENT</i>	29
6. <i>MANUFACTURER'S AUTHORIZATION FORM</i>	30

1. Bid Form and Price Schedules

Date: _____
IFB N°: _____

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

Gentlemen and/or Ladies:

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

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

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

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

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

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

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

(if none, state "none")

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

Dated this _____ day of _____ 19____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule in Pak. Rupees

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

All items are Pakistan made

Sr. No.	Procurement of	Quantity	Rate (in Pak Rupees)	Tax / Duty (if any)	Unit	Total amount (in Pak Rupees)
	<u>PACKAGE-3 Shaheed Benazirabad</u>					
a).	Desktop PCs (Brand New) with Accessories 12 th Gen 15, 8GB RAM, DDR4, 1 TB 7200, mouse, keyboard, cables, small speakers, headphones and LEDs Monitors 19"	63 Nos.			Each	
b)	UPS Output voltage 220/230, Battery 12V/7 Ahx2, Output watts 600 watts with 1 year Battery warranty	12 Nos.			Each	
c)	Printers 3 in one (New) Laserjet Black & White Printing, Pantum M710DWADF MFP	12 Nos.			Each	
d)	Computer Table 3/1/2, 2*30" LEMANATION PATEX	63 Nos.			Each	
e)	Computer Chair Revolving	63 Nos.			Each	
f)	Split AC 18 CF (1.5 ton)	12 Nos.			Each	
g)	Pharmacy Freezer R-134a, Vol 120 Ltrs, Operating Temp 0 to 7.2°C, adjustable shelves 3, cabinet lighting LED, vol 220-240, 50-60Hz, gross weight 55 kg, container loading (20'/40'): 72/152.	9 Nos.			Each	
h)	TCL LED Andriod TV 55" P755 UHD	12 Nos.			Each	
					Total:	

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.
Package-wise bid is acceptable and item-wise bid will not be accepted and rejected.

³ Must be included if required under ITB 11.2

2. 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]

3. 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)

4. 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

[name of bank or financial institution]

[address]

[date]

5. 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

[name of bank or financial institution]

[address]

[date]

6. Manufacturer's Authorization Form

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

To: *[name of the Procuring agency]*

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

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

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

[signature for and on behalf of Manufacturer]

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