

REGIONAL DIRECTORATE OF SPECIAL EDUCATION & REHABILITATION CENTERS, KARACHI
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES

Government of Sindh

PROCUREMENT PLAN

PROVIDING SCHOOL UNIFORMS TO ALL THE STUDENTS OF 66 SPECIAL EDUCATION & REHABILITATION CENTER FOR MULTIPLE HANDICAPPED CHILDREN AND REHABILITATION CENTER FOR PHYSICALLY HANDICAPPED.

Name of Scheme:

Estimated Cost: Rs. 82.799 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
a)	Providing School Uniforms to all students of 66 SE&RC, RCMHC and RCPH Package for Regional Office Karachi	82.799	Allocated	2025-26	Single Stage Two Envelop	20.10.2025	03.11.2025	As per work award	SPPRA Rule-46(b)
b)	Package for Regional Office Hyderabad								
c)	Package for Regional Office Mirpurkhas								
d)	Package for Regional Office Shaheed Benazirabad								
e)	Package for Regional Office Sukkur								
f)	Package for Regional Office Larkana								

(Rs. In million)

REGIONAL DIRECTOR, KARACHI

(FARMAN ALI TANWARI)

REGIONAL DIRECTOR

Regional Directorate of Special Education
& Rehabilitation Centers, Karachi

Government of Sindh



GOVERNMENT OF SINDH

depd Department of
Empowerment
of Persons with
Disabilities

Karachi dated August, 2025.

NOTIFICATION

No.SO(BUD)/DEPD/Uniform-A03906/2024-25: A Procurement Committee is hereby constituted under Rule-07 of Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (Amended upto-date) with following compositions and ToRs for purchase of "**Students Uniform- A03906**" for students in 66 Government Institutions of Department of Empowerment of Persons with Disabilities in Sindh:

1.	Regional Director, Department of Empowerment of Persons with Disabilities, Karachi	Chairman
2.	Mr. Raees Ahmed, Principal, Govt. Special Education & Rehabilitation Centre, Korangi	Member/ Secretary
3.	Representative of School Education & Literacy Department, Govt. of Sindh (Not below the rank of BS-17)	Member
4.	Regional Director, DEPD, Hyderabad / Mirpurkhas / S.B.A / Sukkur & Larkana	Co-Opt. <i>Members</i>

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/Uniform-A03906/2024-25

Karachi dated August, 2025.

A copy for forwarded for information & necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Secretary to Government of Sindh, School Education & Literacy Department, Karachi.
3. The Managing Director, SPPRA, Sindh, Karachi.
4. The Regional Director, DEPD, (All).
5. The Chairman / Members of the committee.
6. The District Accounts Officer, concerned.
7. The Section Officer (B&E-XV), Finance Department, Government of Sindh, Karachi.
8. The P.S to Secretary DEPD Govt. of Sindh, Karachi.
9. Office File.



GOVERNMENT OF SINDH

depd Department of Empowerment of Persons with Disabilities

Karachi dated 02nd September, 2025.

NOTIFICATION

No.SO(BUD)/DEPD/Uniform-A03906/2025-26: A Complaint Redersal Committee (CRC) is hereby constituted under Rule-31 of Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (amended from time to time), with following compositions for addressing the complaints of bidders that may occur during the procurement proceedings for purchasing of "**Students Uniform- A03906**" for all students in 66 Government Institutions of Department of Empowerment of Persons with Disabilities in Sindh:

Compositions:

1.	Additional Secretary, DEPD, Govt. of Sindh.	Chairman
2.	Representative of Accountant General Sindh, Karachi	Member
3.	An Independent Professional from the relevant field concerning procurement process in question, to be nominated by the head of procurement agency as Member	Member

-TUAHA AHMED FARUQUI-
SECRETARY TO GOVT. OF SINDH

No.SO(BUD)/DEPD/Uniform-A03906/2025-26 Karachi dated 02nd September, 2025

Copy for forwarded for information and necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Secretary to Government of Sindh, Finance Department, Karachi.
3. The Secretary to Government of Sindh, School Education & Literacy Department, Karachi.
4. The Managing Director, SPPRA, Sindh, Karachi.
- ✓ 5. The Regional Director, DEPD, (All). (Karachi)
6. The Chairman / Members of the committee.
7. The District Accounts Officer, concerned.
8. The Section Officer (B&E-XV), Finance Department, Government of Sindh, Karachi.
9. The P.S to Secretary DEPD Govt. of Sindh, Karachi.
10. Office File.

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

Pl. keep on file.

LIST OF MEMBERS OF PROCUREMENT COMMITTEE

Sr. #	Name of Members	Designation & Dept.	Cell #
1.	Mr. Farman Ali Tanwari	Regional Director, Govt. Special Education & Rehabilitation Centers, Regional Directorate, Karachi / Chairman PC	03008203135
2.	Mr. Raees Ahmed	Principal, Govt. Special Education & Rehabilitation Center, Korangi, Karachi / Member PC	03323102808
3.	Mr. Abdul Rasheed Memon	Assistant Director School Education & Literacy Dept. Govt. of Sindh / Member PC	03322668309
4.	Mr. Muhammad Imtiaz Ahmed Khan	Regional Director Govt. Special Education & Rehabilitation Centers, Regional Directorate, Hyderabad / Co-opt Member PC rdimtiazhmed1968@gmail.com	03345437808
5.	Mr. Abdul Hameed Dahani	Regional Director Govt. Special Education & Rehabilitation Centers, Regional Directorate, Mirpurkhas / Co-opt Member PC dahaniah11@gmail.com	03003421192
6.	Mr. Nisar Ahmed Brohi	Regional Director Govt. Special Education & Rehabilitation Centers, Regional Directorate, Shaheed Benazirabad / Co- opt Member PC	0333291522
7.	Mr. Abdul Qadoos Memon	Regional Director Govt. Special Education & Rehabilitation Centers, Regional Directorate, Sukkur / Co-opt Member PC	03337101737
8.	Ms. Zahida Ghous	Regional Director Govt. Special Education & Rehabilitation Centers, Regional Directorate, Larkana / Co-opt Member PC	03351031132



NO:SO(B&F)SELD/DEPD/Focal-Person/Uniforms/2025-26
GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT

Karachi, dated 30th September, 2025

Email: sobandf@gmail.com

To,

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

SUBJECT: **REQUEST FOR NOMINATION OF REPRESENTATIVE FROM SCHOOL EDUCATION & LITERACY DEPARTMENT, GOVERNMENT OF SINDH.**

I am directed to refer to your letter No.SO(BUD)/DEPD/Uniform-A03906/2025-26/2177 dated 15-09-2025 requested to nominate representative for procurement committee for Providing Uniforms (Summer & Winter) to the Students of all 66 Special Education & Rehabilitation Centres, to facilitate the students, during current financial year 2025-26.

In view of the above, Department of Empowerment of Persons with Disabilities is therefore, informed that, a focal person / Officer of School Education & Literacy Department is nominated to attend the above orientation and assignment are as under:-

Name of Officer	BPS	Designation	Cell #
Mr.Abdul Rasheed Memon	BPS-17	Assistant Director	0332-2668309

DA/As Above.


(ASHFAQUE AHMED PATOLI)
SECTION OFFICER (B&F)

C.c.to:-

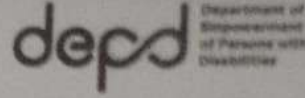
1. The (Nominated Officer), Assistant Director (PD&R), School Education & Literacy Department, Sindh.
2. P.S. to Secretary, School Education & Literacy Department, Sindh.
3. P.S. to Special Secretary (PDF), School Education & Literacy Department, Sindh.



REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTRES

DEPTT: EMPOWERMENT OF PERSONS WITH DISABILITIES
GOVERNMENT OF SINDH

ST-31, BLOCK-15, GULISTAN-E-JAUHAR, KARACHI



rdsekarachi@gmail.com,
021-99249682, 83 & 88

NO. F. 3-230/2021 (UNIFORM) RDSE&RC/KHI/6384 Dated: 28th August, 2025

**MINUTES OF THE MEETING OF PROCUREMENT COMMITTEE
HELD ON 28.08.2025 IN THE OFFICE OF THE REGIONAL
DIRECTOR, REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTERS, KARACHI**

A meeting was conducted in the office of Regional Director, Regional Director of Special Education & Rehabilitation Centers, Karachi/ Chairman of Procurement Committee on 28.08.2026 to discuss and finalize the procurement of School Uniforms (Summer & Winter) to facilitate 5500 students (children) of all 66 Special Education & Rehabilitation Centers / Rehabilitation Centers for Multiple Handicapped Children and Rehabilitation Centers for Physically Handicapped under the Department of Empowerment of Persons with Disabilities, Government of Sindh.

The meeting was attended by the followings:

1.	Regional Director Regional Directorate of Special Education & Rehabilitation Centers, Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Chairman
2.	The Principal Government Special Education Rehabilitation Center, Korangi Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Member
3.	The Representative School Education & Literacy Department Government of Sindh, Karachi	Member
4.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Hyderabad	Co-Opt Member
5.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Mirpurkhas	Co-Opt Member
6.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh Shaheed Benazirabad	Co-Opt Member
7.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Sukkur	Co-Opt Member
8.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Larkana	Co-Opt Member

RA

The meeting started with the recitation from the Holy Quran by the Chairman of the Procurement Committee.

The Chairman of the committee highlighted the scope of the scheme and briefed that the Government of Sindh allocated the funds amounting to Rs. 82,799 million for utilization in respect of the scheme during the current financial year 2025-26 and the objective of this meeting to select and finalize the method of procurement in light of SPPRA Rules 2020 (upto- date) so that the draft bidding documents can be finalized. He further briefed that the Department has to follow the instructions for bidding through E-Procurement as imposed by the SPPRA earlier.

All the members and co-opt members are of the opinion that instructions of SPPRA might be followed to carry out the process of E-Procurement. Further, after a detailed discussion, the members unanimously agreed and approved the method for E-Procurement in light of SPPRA Rules 2020 (upto-date) Rule-46 (b) "Single Stage - Two Envelop"

The Chairman of PC invited the attention of all members towards the minutes of previous meeting held on 17.07.2025 in the office of Regional Director, Shaheed Benazirabad wherein the uniforms of students (Boys & Girls) (Summer & Winter) including colours were finalized. The procurement committee members have been confirmed the last minutes of meeting was held on 17-07-2025 at Shaheed Benazirabad Region.

He briefed that since the previous meeting held he is continuously in touch of dress manufacturers and obtained the specifications of fabric (Unstitched Clothes). He further briefed that different professionals have given their opinion to change the colour of Shalwar for girls as white instead of navy blue whereas the remaining specifications of uniforms including its colour shall remain same as decided/considered in the previous meeting. All Regional Directors of concerned regions and members of procurement committee has been approved the white colour for Trouser (Shalwar for Girls students).

After a detailed discussion all the members and co-opt members unanimously agreed and considered the following specifications of school uniforms for boys and girls (Summer & Winter), which are re-produced below:

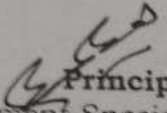
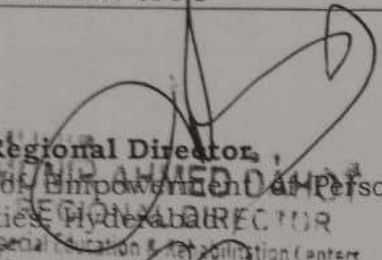

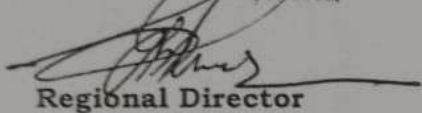
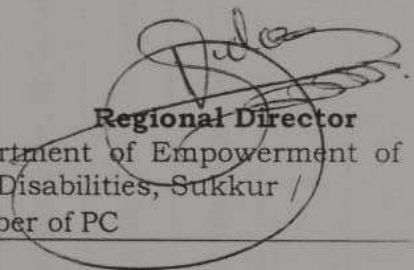
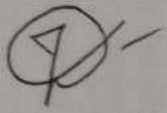
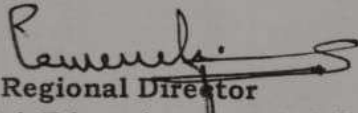
Uniform for Students (Boys)	
1.	Trousers (size 24"x38" upto 42"), blended fabric, ratio of cotton 65% and polyester 35%, colour navy blue
2.	Shirt (size 22" to 28" and 30" to 34"), fabric katti, colour royal blue 80/100
3.	Tie (Sorten fabric)
4.	Cap (in two sizes)
5.	Belt (in two sizes) China material
6.	Shoes for boys, panda foam with rubber soul, colour black & Sports Shoes (White)
7.	Socks illastic cotton, colour white
8.	Sweeter, acrylic fabric, colour navy blue, full sleeves
Uniform for Students (Girls)	
1.	Shirt (Kameez), katti fabric (size 24" to 32" and 34" to 42") ratio 80/100, colour royal blue (with white collar and pipen)
2.	Shalwar, katti fabric, colour white, 80/100
3.	Doopatta, lawn fabric, white with Royal Blue pipen
4.	Vee (Patti), katti fabric, colour white, 80/100
5.	Sweeter, open with button, acrylic fabric, colour Royal Blue
6.	Scarf, katti fabric, colour white, 80/100
7.	Shoes for girls, panda foam with rubber soul, colour black & Sports Shoes (White)
8.	Socks, illastic cotton, colour white

The detail information regarding the uniform of students including size and measurement has been shared by the Regional Directors, All Regions (Soft and Hard copy).

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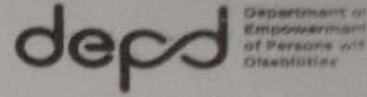
All the members and co-opt members further ensured to remain present on the date for opening of technical and financial bidding documents to be received from the interested parties / bidders through E-Procurement in response of the advertisement to be published and hoisted in the website shortly.

The meeting was ended with a vote of thanks and to the Chair.

 <p>Rais Ahmed Principal Government Special Education & Rehabilitation Center, Kamanga Center (DEPD), Government of Sindh, Karachi Member of PC</p>	<p>Representative School Education & Literacy Department, Government of Sindh / Member of PC</p>
 <p>Regional Director Department of Empowerment of Persons with Disabilities, Hyderabad Member of PC</p>	 <p>Regional Director Department of Empowerment of Persons with Disabilities, Mirpurkhas Member of PC</p>
 <p>Regional Director Department of Empowerment of Persons with Disabilities, Shaheed Benazirabad Member of PC</p>	 <p>Regional Director Department of Empowerment of Persons with Disabilities, Sukkur / Member of PC</p>
 <p>Regional Director Department of Empowerment of Persons with Disabilities, Larkana / Member of PC</p>	<p>Zahida Ghous Kakepoto Regional Director Regional Directorate of Special Education & Rehabilitation Centers, Larkana</p>
 <p>Regional Director Regional Directorate of Special Education & Rehabilitation Centers, DEPD, Government of Sindh, Karachi / Chairman of PC</p>	



REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTRES
DEPTT: EMPOWERMENT OF PERSONS WITH DISABILITIES
GOVERNMENT OF SINDH
ST-31, BLOCK-15, GULISTAN-E-JAUHAR, KARACHI



rdsekarachi@gmail.com,
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NO. F. 3-230/2021 (UNIFORM) RDSE&RC/KHI

14/10
Dated: 2nd October 2025

**MINUTES OF THE MEETING HELD ON 02.10.2025 IN THE OFFICE
OF THE REGIONAL DIRECTOR/CHAIRMAN OF PC, REGIONAL
DIRECTORATE OF SPECIAL EDUCATION & REHABILITATION
CENTERS, KARACHI**

A meeting was conducted in the office of Regional Director, Regional Director of Special Education & Rehabilitation Centers, Karachi/Chairman of Procurement Committee on 02.10.2025 with Mr. Abdul Rasheed Memon, Assistant Director, School Education & Literacy Department because of he has been nominated by the School Education & Literacy Department being Member of Procurement Committee on 30.09.2025 to discuss the matter for finalization the procurement of School Uniforms (Summer & Winter) to facilitate 5500 students (children) of all 66 Special Education & Rehabilitation Centers / Rehabilitation Centers for Multiple Handicapped Children and Rehabilitation Centers for Physically Handicapped under the Department of Empowerment of Persons with Disabilities, Government of Sindh in light of the minutes of Procurement Committee held on 28.08.2025.

The meeting was attended by the followings:

1.	Regional Director Regional Directorate of Special Education & Rehabilitation Centers, Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Chairman
2.	The Principal Government Special Education Rehabilitation Center, Korangi Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Member
3.	Mr. Abdul Rasheed Memon Assistant Director, School Education & Literacy Department, Government of Sindh, Karachi	Member

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REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTRES
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The meeting started with the recitation from the Holy Quran by the Chairman of the Procurement Committee.

The Chairman of the committee highlighted and briefed the scope of the scheme and the minutes of Procurement Committee held on 28.08.2025. He intimated the nominated member that SPPRA imposed the E-Procurement procedure for all the procurements to be carried out by the Government bodies. He also intimated that all the Member & Co-Opt members of the Procurement Committee were of the opinion to follow the instruction of SPPRA for E-Procurement and selection of method in light of SPPRA Rules 2020 (upto-date) Rule-46 (b) "Single Stage - Two Envelop".

The Chairman of PC also highlighted that how did the committee after a detailed discussion, finalized the school uniforms for boys and girls by changing of colour of Shalwar for girls as white instead of navy blue. Mr. Raees Ahmed, Principal, GSE&RC/Member of PC also briefed the specifications of school uniforms for boys and girls, as finalized by the Procurement Committee in its previous meeting held on 28.08.2025, already mentioned in the minutes of said meeting.

The Chairman of PC placed the sample of school uniforms for boys and girls, which he recently obtained from a reputable garment factory after strenuous efforts. He also intimated him about the discussion regarding specifications of school uniforms for boys and girls (Summer & Winter), which was unanimously agreed and approved by all the members in the previous meeting, which is given hereunder:

Uniform for Students (Boys)	
1.	Trousers (size 24"x38" upto 42"), blended fabric, ratio of cotton 65% and polyester 35%, colour navy blue (3 trousers to each student)
2.	Shirt (size 22" to 28" and 30" to 34"), fabric katti, colour royal blue 80/100 (3 shirts to each student)
3.	Tie (Sorten fabric) (01 each student)
4.	Cap (in two sizes) (01 each student)
5.	Belt (in two sizes) China material (01 each student)
6.	Shoes for boys, panda foam with rubber soul, colour black & Sports Shoes (White) (1 set to each student)
7.	Socks illastic cotton, colour white ((2 sets to each student)

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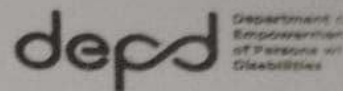
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**REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTRES**

**DEPTT: EMPOWERMENT OF PERSONS WITH DISABILITIES
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8.	Sweeter, acrylic fabric, colour navy blue, full sleeves (01 each student)
Uniform for Students (Girls)	
1.	Shirt (Kameez), katti fabric (size 24" to 32" and 34" to 42") ratio 80/100, colour royal blue (with white collar and pipen) (3 shirts to each student)
2.	Shalwar, katti fabric, colour white, 80/100 (3 shalwar to each student)
3.	Doopatta, lawn fabric, white with Royal Blue pipen (2 doopatta to each student)
4.	Vee (Patti), katti fabric, colour white, 80/100 (2 vee to each student)
5.	Sweeter, open with button, acrylic fabric, colour Royal Blue (01 each student)
6.	Scarf, katti fabric, colour white, 80/100 (01 each student)
7.	Shoes for girls, panda foam with rubber soul, colour black & Sports Shoes (White) (01 set to each student)
8.	Socks, illastic cotton, colour white (2 set to each student)

Further, after a detailed telephonic conversation with all the members and co-opt members with mutual understanding, an item (Tonic, katti/blended fabric, colour navy blue) has been dropped.

The numbers of students differently abled currently studying in all the 66 Special Education & Rehabilitation Centers / Rehabilitation Centers for Multiple Handicapped Children and Rehabilitation Centers for Physically Handicapped was also discussed and the Chairman of PC briefed him regarding the total numbers of students, which is as under:

Sr. #	Name of Region	Boys	Girls	Total
01	Regional Directorate of Special Education & Rehabilitation Centres, Karachi Region	750	400	1,150
02	Regional Directorate of Special Education & Rehabilitation Centres, Hyderabad Region	800	450	1,250

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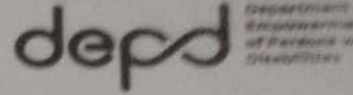
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**REGIONAL DIRECTORATE OF SPECIAL EDUCATION
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03	Regional Directorate of Special Education & Rehabilitation Centres, Mirpurkhas Region	270	110	380
04	Regional Directorate of Special Education & Rehabilitation Centres, Shaheed Benazirabad Region	800	350	1,150
05	Regional Directorate of Special Education & Rehabilitation Centres, Larkana Region	700	300	1,000
06	Regional Directorate of Special Education & Rehabilitation Centres, Sukkur Region	500	220	720
	Total:	3,820	1,830	5,650

Mr. Abdul Rasheed Memon, Assistant Director, School Education & Literacy Department thanked to the Chair for his detailed brief regarding previous proceedings in the matter and viewed that the method of "Single Stage - Two Envelop" is quite sufficient and beneficial for any type of procurement as well as to achieve fruitful results in the best interest of Government Departments and the Government exchequers. As far as the matter of school uniforms for boys and girls is concern, he expressed his liking.

After all, Mr. Abdul Rasheed Memon, Assistant Director, School Education & Literacy Department / Member of PC endorsed the decisions of Procurement Committee taken in its meeting held on 28.08.2025. He emphasized to carry out the procurement process in a transparent manner and to follow the instruction of SPPRA for E-Procurement.

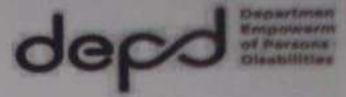
In the end, it has also been agreed and decided that minutes of this meeting shall be communicated amongst all the co-opt members of PC for information.

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NO. F. 3-230/2021 (UNIFORM) RDSE&RC/KHI/6934

Dated: 18th February, 2026

**MINUTES OF THE MEETING OF PROCUREMENT COMMITTEE HELD
ON 06.02.2026 IN THE OFFICE OF THE REGIONAL DIRECTOR,
REGIONAL DIRECTORATE OF SPECIAL EDUCATION &
REHABILITATION CENTERS, KARACHI**

A meeting was conducted in the office of Regional Director, Regional Director of Special Education & Rehabilitation Centers, Karachi/Chairman of Procurement Committee on 06.02.2026 to discuss and finalize the procurement of School Uniforms (Summer & Winter) to facilitate **5981 students** (children) of all **66** Special Education & Rehabilitation Centers / Rehabilitation Centers for Multiple Handicapped Children and Rehabilitation Centers for Physically Handicapped under the Department of Empowerment of Persons with Disabilities, Government of Sindh.

The meeting was attended by the followings:

1.	Regional Director Regional Directorate of Special Education & Rehabilitation Centers, Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Chairman
2.	The Director (Ex-Principal) Government Vocational Training Centre for PWDs, Gulistan-e-Jauhar, Karachi Department of Empowerment of Persons with Disabilities, Government of Sindh, Karachi	Member
3.	The Assistant Director School Education & Literacy Department Government of Sindh, Karachi	Member
4.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Hyderabad	Co-Opt Member

POF *Jam* *NSB* ↓

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REGIONAL DIRECTORATE OF SPECIAL EDUCATION
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5.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Mirpurkhas	Co-Opt Member
6.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh Shaheed Benazirabad	Co-Opt Member
7.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Sukkur	Co-Opt Member
8.	Regional Director Regional Directorate Department of Empowerment of Persons with Disabilities, Government of Sindh, Larkana	Co-Opt Member

The meeting started with the recitation from the Holy Quran by the Principal, GSE&RC, Gulistan-e-Jauhar, Karachi.

The Chairman of the committee highlighted that after cancellation of previous bidding process, DEPD has now to invite fresh bids again during the current financial year 2025-26 to facilitate the students (Girls & Boys) with school uniform. He briefed that the school uniform has already been considered and finalized by the PC during the meeting held on 28.10.2025. He briefed that the provision of funds was allocated at the time of preparing budget for the financial year 2025-26 now a remarkable time has been lapsed resultantly market fluctuation in the prices of school uniform cannot be avoided whereas the quantity of students have been increased from 5500 to 5981.

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REGIONAL DIRECTORATE OF SPECIAL EDUCATION
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The enrollment has increased from 5,500 to 5,981, reflecting an addition of 481 students across Sindh. In view of this increase, the matter was shared with all members to review and reconsider the school uniform requirements and to finalize the bidding documents—particularly the Mandatory and Eligibility Criteria for qualifying bidders, placed at Annexure-I—in order to process the procurement through EPADS of SPPRA.

All members and co-opted members unanimously agreed to facilitate all enrolled students and to approach the Finance Department, Government of Sindh, for the release of the remaining required funds in the Revised Estimates for the Financial Year 2025–26.

After detailed deliberations, the members unanimously approved the continuation of the E-Procurement method in light of Sindh Public Procurement Regulatory Authority Rules, 2020 (as amended up to date), under Rule 46(b) — “Single Stage – Two Envelope” procedure.

Furthermore, after thorough discussion, the Director (Ex-Principal), GVTC for PWDs, Gulistan-e-Jauhar, Karachi, and the Assistant Director, School Education & Literacy Department, finalized the Mandatory and Eligibility Criteria, placed at Annexure-II. The same was carefully examined by all members of the Procurement Committee (PC) and was unanimously agreed upon.

The members also observed that, with the passage of time, there have been fluctuations and increases in market prices. Therefore, it was considered necessary to reassess the quantity of school uniform items. Accordingly, after detailed discussion, the Procurement Committee finalized and approved the revised quantity of school uniform items to be provided to all students (girls and boys), the details of which are given below:

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	Uniform for Students (Boys)	Approved Quantity as per previous meeting	Unanimously approved for fresh bidding process
1.	Trousers (size 24"x38" upto 42"), blended fabric, ratio of cotton 65% and polyester 35%, colour navy blue	3	2
2.	Shirt (size 22" to 28" and 30" to 34"), fabric katti, colour royal blue 80/100	3	2
3.	Tie (Sorten fabric)	1	1
4.	Cap (in two sizes)	1	1
5.	Belt (in two sizes) China material	1	1
6.	Shoes, black, panda foam and rubber soul	1	1
7.	Sports Shoes, panda foam and rubber soul color white	1	1
8.	Socks illastic cotton, colour white	2	1
9.	Sweeter, acrylic fabric, colour navy blue, full sleeves	1	1
	Uniform for Students (Girls)		
1.	Shirt (Kameez) with pipen, katti fabric (size 24" to 32" and 34" to 42") ratio 80/100, colour royal blue	3	2
2.	Shalwar, katti fabric, colour white, 80/100	3	2
3.	Doopatta, lawn fabric, white with navy blue pipen	2	2
4.	Vee (Patti), katti fabric, colour white, 80/100	2	1
5.	Sweeter, open with button, acrylic fabric, colour navy blue	1	1
6.	Scarf, katti fabric, colour white, 80/100	1	1
7.	Shoes for girls, panda foam with rubber soul, colour black	1	1
8.	Sports Shoes, panda foam with rubber soul, colour white	1	1
9.	Socks, illastic cotton, colour white	2	1

All the members of PC requested to the Chair to initiate measures for the procurement of school uniform through EPADS of SPPRA as early as possible to complete and implement the same within the current financial year 2025-26.

R1. [Handwritten signatures]



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The meeting was ended with a vote of thanks and to the Chair.

<p>Director (Ex-Principal) Government Vocational Training Centre for PWDs, Gulistan-e- Jauhar, Karachi (DEPD), Government of Sindh / Member of PC</p> <p><i>[Signature]</i></p>	<p>Representative School Education & Literacy Department, Government of Sindh / Member of PC</p> <p><i>[Signature]</i></p>
<p><i>(Rais Ahmed)</i></p>	
<p>Regional Director Department of Empowerment of Persons with Disabilities, Hyderabad / Co-Opt Member of PC</p> <p><i>[Signature]</i></p>	<p>Regional Director Department of Empowerment of Persons with Disabilities, Mirpurkhas / Co-Opt Member of PC</p> <p><i>[Signature]</i></p>
<p>Regional Director Department of Empowerment of Persons with Disabilities, Shaheed Benazirabad / Co-Opt Member of PC</p> <p><i>[Signature]</i></p>	<p>Regional Director Department of Empowerment of Persons with Disabilities, Sukkur /Co-Opt Member of PC</p> <p><i>[Signature]</i></p>
<p>Regional Director Department of Empowerment of Persons with Disabilities, Larkana / Co-Opt Member of PC</p> <p><i>[Signature]</i></p>	
<p><i>[Signature]</i></p>	
<p>Regional Director Regional Directorate of Special Education & Rehabilitation Centers, DEPD, Government of Sindh, Karachi / Chairman of PC</p>	

MANDATORY REQUIREMENT AND EVALUATION CRITERIA

MANDATORY REQUIREMENT

1.	Copy of CNIC of Owner/Proprietor
2.	Single page profile showing address of shop / office, Cell, Phone & Fax numbers, e-mail address, and Website (if any) of the Firm / Bidder. (PA have authority to visit during the bidding process)
3.	Registration with FBR, Government of Pakistan (NTN number).
4.	Registration with Sales Tax, FBR Government of Pakistan
5.	Registration with Sindh Revenue Board Certificate (SRB, Government of Sindh).
6.	Online verification certificate showing the Bidder must be in the Active Tax Payers List (ATL)
7.	Online verification certificate showing the Bidder must be in the Active Sindh Revenue Board SRB, Payers List
8.	Valid Professional Tax Certificate Government of Sindh
9.	Bidder should attach an affidavit on judicial E-Stamp paper of Rs. 500/- (Five Hundred only) that his Firm / Company has not been black listed and has never been involved in any Litigation by the Provincial Government, Federal Government or by other Government entity.
10.	Submission of the required amount of Earnest Money / Bid Security through EPADS whereas original pay order will be submitted at the time of opening of bid. In case any bidder is failed to submit original pay order his bid will stand rejected and will not be entertained for further process.

RA Jm.

NSR B.

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Dmd.

EVALUATION / QUALIFICATION

Note: Bidders achieving minimum 70 marks will be considered only for further processing. Documentary evidence must be attached in support of each parameter.

Sr. #.	Description	Evaluation / Marking criteria	MAXIMUM MARKS
01	Number of Years of Company Establishment / Establishment of Year	1 Marks for Each Year	10
02	Membership with Chamber of Commerce & Industry	Valid certificate	05
03	Valid ISO 9001-2015 Certificate Quality Management System	Valid certificate	05
04	Methodology and Work plan	Bidder must prepare the methodology plan to commence and complete the supply of goods within stipulated period	05
05	Work/Contract Awards which have been completed only for the last three years i.e. 2022-23, 2023-24 & 2024-25	03 Marks of Each Completion work / award / Certificate during in the mentioned years	15
06	Bank Statement showing Annual Financial turnover for the last three years i.e. 2022-23, 2023-24 & 2024-25, not less than 50 million for each year	05 Marks for each years	15
07	Income Tax returns for the last three years i.e. 2022-23, 2023-24 & 2024-25	05 Marks for each years	15
08	Annual Audited Report for the last three year i.e. 2022-23, 2023-24 & 2024-25	05 Marks for each years	15
09	Bank Maintenance Certificate duly issued by the Bank concerned in current dates.	At the closing date / month	05
10	Bank Statement showing the balance amount in the bank account of the Bidder at the time of submission of bidding documents for which the bidder must submit the bank statement for the current month to ascertain the worth of the bidder	a) 10.000 million & more than	10
		b) 5.000 million and less than 10.000 million	05



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**MINUTES OF PROCUREMENT COMMITTEE REGARDING OPENING OF TECHNICAL BIDS FOR
THE PROCUREMENT OF SCHOOL UNIFORMS FOR ALL STUDENTS OF ALL CENTERS UNDER
THE JURISDICTION OF REGIONAL DIRECTORATE, KARACHI, HYDERABAD, MIRPURKHAS,
SHAHEED BENAZIRABAD, SUKKUR & LARKANA, OPENED ON 25.03.2026/**

In light of SPPRA Rules 2010 (Amended up to date) Rule 41, the Technical bids, submitted by the bidders through EPADS of SPPRA, were opened by the Procurement Committee, constituted under Notification No. SO(BUD)/DEPD/Uniform-A03906/2025-26/1808 dated 01.08.2025, in the office of Regional Director/Chairman of PC, Special Education & Rehabilitation Centers, Karachi on 25.03.2026 at 3:00pm. The following were present.

1.	Mr. Farman Ali Tanwari Regional Director, Special Education & Rehabilitation Centers, Karachi	In Chair
2.	Mr. Raees Ahmed Principal, Govt. Special Education & Rehabilitation Center, Korangi, Karachi	Member
3.	Mr. Abdul Rasheed Memon Assistant Director, School Education & Literacy Department, Karachi	Member
4.	Mr. Muhammad Imtiaz Ahmed Khan Regional Director, Govt. Special Education & Rehabilitation Center, Regional Directorate, Hyderabad	Co-Opt Member
5.	Mr. Abdul Hameed Dahani Regional Director, Govt. Special Education & Rehabilitation Center, Regional Directorate, Mirpurkhas	Co-Opt Member
6.	Mr. Nisar Ahmed Brohi Regional Director, Govt. Special Education & Rehabilitation Center, Regional Directorate, Shaheed Benazirabad	Co-Opt Member
7.	Mr. Abdul Qudoos Memon Regional Director, Govt. Special Education & Rehabilitation Center, Regional Directorate, Sukkur	Co-Opt Member
8.	Ms. Zahida Ghous Regional Director, Govt. Special Education & Rehabilitation Center, Regional Directorate, Larkana	Co-Opt Member

RF *for* *NSBIA* *Ad*

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As per decision of the Procurement Committee of the meeting held on 28.08.2025 and as per NIT hoisted on the EPADS of SPPRA, the method for the bids was set as "Single Stage - Two envelope procedure" in light of SPPRA Rules 2010 (Amended Up to date) Rule 46 (2).

Package-wise detail of opening of Technical Bids is given hereunder:

Package-1 Providing School Uniforms for Boys (750) and Girls (400) Students under the jurisdiction of Regional Directorate, Karachi

Technical Bids were opened by the Procurement Committee through EPADS of SPPRA. The following two (02) bidders have submitted their bids through EPADS of SPPRA:

1.	M/s. Excel Tex Industries (Pvt.) Ltd., Karachi
2.	M/s. Interpak, Karachi

The statement in light of the mandatory requirement and eligibility/qualification criteria, already mentioned in the bidding documents, have been prepared placed at **annexure-A & B**. While gone through the mandatory criteria, it reveals that both the bidders have fulfilled the mandatory requirement as well as obtained more than 70 marks in the statement of eligibility criteria, and they are found eligible for participating further in the procurement process.

Package-2 Providing School Uniforms for Boys (800) and Girls (450) Students under the jurisdiction of Regional Directorate, Hyderabad

Technical Bids were opened by the Procurement Committee through EPADS of SPPRA. The following four (04) bidders have submitted their bids through EPADS of SPPRA:

1.	M/s. Excel Tex Industries (Pvt.) Ltd., Karachi
2.	M/s. Interpak, Karachi
3.	M/s. Hassan Enterprises, Hyderabad
4.	Rohaila Enterprises, Hyderabad

RFI for NSR (BIA) ↓

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As per statements of mandatory & eligibility/qualification criteria, placed at **annexures-A & B**, it reveals that M/s. Hassan Enterprises Hyderabad and Rohaila Enterprises, Hyderabad have not fulfilled the mandatory requirement, obtained less than 70 marks as per the eligibility/qualification criteria, and they are not found eligible for participating further in the procurement process.

M/s. Excel Tex Industries (Pvt.) Ltd., Karachi, and Interpak Karachi have fulfilled the mandatory requirement, obtained more than 70 marks, and are found eligible for participating further in the procurement process.

Package-3 Providing School Uniforms for Boys (270) and Girls (110) Students under the jurisdiction of Regional Directorate, Mirpurkhas

Reportedly, there was a technical fault occurred on EPADS of SPPRA due to which it appeared that the bidders were not able to submit their bids through EPADS, which was also reported to the SPPRA Authority, hence, bids will be obtained again through EPADS of SPPRA at a later stage.

Package-4 Providing School Uniforms for Boys (800) and Girls (350) Students under the jurisdiction of Regional Directorate, Shaheed Benazirabad

Package-5 Providing School Uniforms for Boys (500) and Girls (220) Students under the jurisdiction of Regional Directorate, Sukkur

Package-6 Providing School Uniforms for Boys (700) and Girls (300) Students under the jurisdiction of Regional Directorate, Larkana

Technical Bids in respect of the packages 4, 5 & 6 were opened by the Procurement Committee through EPADS of SPPRA one by one. The following two (02) bidders have submitted their bids through EPADS of SPPRA:

1.	M/s. Interpak, Karachi
2.	M/s. Excel Tex Industries (Pvt.) Ltd., Karachi

As per statement of mandatory requirement and eligibility/qualification criteria, prepared and placed at **annexure-A & B**, both the bidders have fulfilled the mandatory requirement as well as obtained more than 70 marks therefore they are found eligible for participating further in the procurement process.

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The Procurement Committee unanimously agreed and requested to the Chairman of PC for issuance of necessary letters to the bidders who have been declared as ineligible for further process and to upload the statement of mandatory requirement and eligibility/qualification criteria on EPADS of SPPRA. The Procurement Committee also agreed to open the financial bid of eligible bidder i.e. M/s.Excel Tex Industries (Pvt.) Ltd., and Interpak, Karachi through EPADS of SPPRA.

Furthermore, the Assistant Director, School Education & Literacy Department/Member of PC and the Director, Special Education & Rehabilitation Center, Gulistan-e-Johar, Karachi have suggested that after announcement of financial bid, full specifications and quantities of the uniforms as approved by the PC during its previous meetings may be incorporated in the award of contract, which was unanimously agreed by all the Co-Opt Members of PC and the Chairman as well.

(ZAHIDA GHOUS)
Regional Director
GSE&RC, Regional Directorate Larkana/
Co-Opt Member of PC

(ABDUL QUDUS MEMON)
Regional Director
GSE&RC, Regional Directorate Sukkur/
Co-Opt Member of PC

(NISAR AHMED BROHI)
Regional Director
GSE&RC, Regional Directorate Shaheed
Benazirabad/Co-Opt Member of PC

(ABDUL HAMEED DAHANI)
Regional Director
GSE&RC, Regional Directorate Mirpurkhas/
Co-Opt Member of PC

(MUHAMMAD IMTIAZ AHMED KHAN)
Regional Director
GSE&RC, Regional Directorate Hyderabad/
Co-Opt Member of PC

(ABDUL RASHEED MEMON)
Assistant Director
School Education & Literacy Department/
Member of PC

(RAEES AHMED)
Director, GSE&RC Gulistan-e-Johar, Karachi/
Member of PC

(FARMAN AL TANWARI)
Regional Director, GSE&RCs, Karachi/
Chairman of PC



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NOTICE INVITING TENDERS

The bids are re-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
1.	Package-3 for providing school uniforms for Boys (270) and Girls (110) Students (Detail provided in the bidding documents) under the jurisdiction of Regional Directorate Mirpurkhas	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 the official website of SPPRA upto 2:00 pm on 21.05.2026. The bid(s) will not be received in the office of the undersigned.
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.

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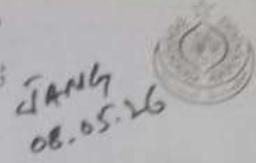


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5.	The interested bidders must fulfill the requirement by submitting requisite documents/information required under the terms of mandatory criteria. Even if anyone requisite document/information pertain to mandatory requirement is/are not submitted 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 2 nd & 3 rd 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).

Regional Director



14/16
08.05.20

ٹینڈر طلبی نوٹس

تسلیم شدہ مشہور و معروف اور اہل مینوفیکچررز، مجاز ڈیلرز/ڈسٹری بیوٹرز/سپلائرز اور کنٹریکٹرز سے جو متعلقہ ٹیکس حکام کے پاس رجسٹرڈ اور لیڈرل بورڈ آف ریونیو (FBR) اور سندھ ریونیو بورڈ (SRB) کے فعال ٹیکس ادا کنندگان کی فہرست (ATL) پر موجود ہوں اور مندرجہ ذیل پروکیورمنٹس کے لئے متعلقہ تجربہ کے حامل ہوں SPPRA رولز 2010 (تاحال ترمیم شدہ) کے مطابق ایک مرحلہ۔ دولائف بڈنگ طریقہ کے تحت بذریعہ ای پروکیورمنٹ پیشکش مطلوب ہیں۔ اہلیت اور دیگر شرائط کی مکمل تفصیلات بڈنگ دستاویزات میں دی گئی ہیں۔

نمبر رجسٹر	حصول ہا بہت	بڈسیورٹی	ٹینڈر فیس
01	مکھنچ 3۔ برائے ریجنل ڈائریکٹریٹ میر پور خاص کی حدود کے تحت لڑکوں (270) اور لڑکیوں (110) طلباء	بڈنگ رقم کی	5000/-
عالمات کے لئے اسکول یونیفارمز کی فراہمی (تفصیلات بڈنگ دستاویزات میں فراہم کی گئی ہیں)		5% مسادی	

شرائط و ضوابط

- بڈنگ دستاویزات اشتہار آویزگی کی تاریخ سے سندھ پبلک پروکیورمنٹ ریگولیشنز (SPPRA) کے ای۔ پاک ایکویزیشن اینڈ ڈسپوزل سسٹم (ای۔ پیڈ) سے ڈاؤن لوڈ کی جاسکتی ہیں۔
- پروکیورمنٹ کا طریقہ "سنگل اسٹیج ٹو اینولپ پروسیجر" ہوگا۔ پیشکش دہندہ کو متذکرہ بالا پروکیورمنٹ کے لیے بڈنگ دستاویزات میں مذکور ٹیکسوں کے لیے ملحدہ ملحدہ بڈنگ کی دستاویزات اور ایک "ٹیکنیکل پروپوزل" اور دوسری "مالی تجویز" مع ٹینڈر فیس کے ساتھ جمع کرانا چاہیے اور اسی کو SPPRA کی آفیشل ویب سائٹ کے ذریعے 21-05-2026 کو 2:00 بجے تک اپ لوڈ کرنا چاہیے۔
- پیشکش دہندہ لازماً بڈنگ لاگت کی 5% بڈسیورٹی بشکل پے آرڈر یا ڈیمانڈ ڈرافٹ یا ایک بینک گارنٹی جوشیڈ ولڈ بینک کی جانب سے بحق ریجنل ڈائریکٹریٹ آف اسپیشل ایجوکیشن اینڈ ریونیو بورڈ (SRB) کے فعال ٹیکس ادا کنندگان کی فہرست (ATL) پر موجود ہوں اور مندرجہ ذیل پروکیورمنٹس کے لیے متعلقہ تجربہ کے حامل ہوں SPPRA رولز 2010 (تاحال ترمیم شدہ) کے رول (2) 37 کے مطابق 90 یوم کی پیشکش کا آرڈر دہنے کی مدت کے بعد 28 یوم کی مدت کے لئے کارآمد ہو جمع کرائے مزید برآں پیشکش دہندہ سیکورٹی بڈنگ ٹیکنیکل پروپوزل کے ساتھ جمع کرائے۔
- پروکیورمنٹ کھلی 21-05-2026 کو 3:00 بجے حاضر رہنے کے خواہشمند پیشکش دہندہ/دہندگان کی موجودگی میں ٹیکنیکل پروپوزل/پروپوزل کو لے گی اور تفتیش کرے گی۔ پروکیورمنٹ کمیٹی کی جانب سے فنانشل پروپوزل اس تاریخ پر کھولے جائیں گے جس کا اعلان پروکیورمنٹ کمیٹی ٹیکنیکل پیشکشوں کے کھلنے کے وقت کرے گی۔ بڈنگ دستاویزات میں مذکور لازمی تفتیش معیار کی روشنی میں ٹیکنیکل پروپوزل/پروپوزل کی جانچ پڑتال کی جائے گی۔ نااہل بولی دہندگان کی مالیاتی تجاویز پر مزید غور نہیں کیا جائے گا۔ ای پروکیورمنٹ کے ذریعے موصول ہونے کے بعد ٹیکنیکل اور مالیاتی تجاویز میں کسی ترمیم کی اجازت نہیں ہوگی۔
- ڈپٹی کے حامل پیشکش دہندگان لازمی معیار کی شرائط کے تحت درکار لازمی دستاویزات/معلومات جمع کرانے کے ذریعے شرائط لازمی پوری کریں، پیشکش دہندگان کی جانب سے لازمی شرط سے متعلق اگر کوئی ایک لازمی درکار دستاویز/معلومات جمع نہیں کرائی گئی تو وہ انہیں نااہل قرار دے دیا جائے گا اور ان کی پیشکشیں مزید کارروائی کے لیے زیر غور نہیں لائی جائیں گی۔ SPPRA کے ای۔ پیڈ کے ذریعے پیشکش کے جمع کرانے کے بعد کوئی دستاویز/معلومات نہ تو طلب کی جائیں گی اور وصول کی جائے گی۔ لہذا پیشکش دہندگان بڈنگ دستاویزات میں پہلے ہی مذکورہ لازمی اور معیار جانچ پڑتال کی روشنی میں پیشکشیں جمع کرائیں تاہم پیشکش دہندگان پیشکش کی ایک بار ڈکاپی ٹیکنیکل پیشکشوں کے کھلنے کے وقت زیر تفتیش کے دفتر میں جمع کرائیں جو صرف ای۔ پیڈ کے ذریعے جمع کرائی گئی ہوں، اضافی دستاویزات جو ای۔ پیڈ کے ذریعے جمع نہیں کرائی گئی ہیں زیر غور نہیں لائی جائیں گی۔
- ایسی صورت میں، اگر ٹیکنیکل اور مالیاتی تجاویز کے کھلنے کی تاریخ کو حکومت کی طرف سے عام تعطیل قرار دیا گیا ہے، یا زیر تفتیش دفتر/ہیڈ کوارٹر سے باہر یا کسی وجہ سے کام کادن نہ ہو تو اگلا کام کادن اسی کے مطابق پیشکشیں دستاویزات کھولنے کی تاریخ سمجھا جائے گا۔ وقت اور مقام وہی رہے گا۔
- کامیاب پیشکش دہندگان اور دوسرے اور تیسرے سب سے کم رقم کے پیشکش دہندگان کی بڈسیورٹی SPPRA رولز 2010 (تاحال ترمیم شدہ) کے رول 27 کے مطابق کام کی تفویض کی فائنل ٹریڈیشن اور کامیاب پیشکش دہندہ کے ساتھ کنٹریکٹ پر دستخط کرنے تک روک لی جائے گی۔ تاہم اگر کوئی پیشکش دہندہ بڈسیورٹی واپس لینا چاہتا ہو تو اس کی واپسی کے لئے پیشکش دہندہ کو تحریری درخواست جمع کرانی ہوگی
- پیشکش کے کارآمد نہ ہونے کی مدت کھلنے کی تاریخ سے 90 دن ہوگی۔
- تمام دستیاں/اور رٹنگ کو پیشکش دہندہ منقرہ دستخطوں اور باقاعدہ مہر کے ساتھ واضح طور پر تحریری کریں۔ ریش الفاظ اور ہندسوں دونوں میں تحریر کئے جائیں۔ پیشکشیں لازماً حقیقی اور واضح طور پر لکھی جائیں اور بڈنگ دستاویزات کا ہر ایک صفحہ لازماً دستخط شدہ اور مہر شدہ ہو۔
- بڈنگ ڈکاپی تمام شقیں اور بڈنگ دستاویزات میں درج اہلیت کا معیار یکساں ترجیح کا حامل ہے اور کسی بھی شق کو پورا نہ کرنا پیشکش کے اسٹراڈا کا باعث ہوگا۔
- پروکیورمنٹ ایجنسی SPPRA رولز 2020 (تاحال ترمیم شدہ) کے متعلقہ مندرجات کے مطابق کوئی یا تمام پیشکشیں مسترد کر سکتی ہے اور SPPRA رولز 2010 (تاحال ترمیم شدہ) کے رول (1) 25 کے تحت پیشکش کی قبولیت سے قبل کسی بھی وقت بڈنگ عمل کو منسوخ کر سکتا ہے۔

دعوت (مسرمان عملی تواری)

ریجنل ڈائریکٹر

ریجنل ڈائریکٹریٹ آف اسپیشل ایجوکیشن کراچی

حکومت سندھ



**REGIONAL DIRECTORATE OF SPECIAL EDUCATION
& REHABILITATION CENTRES**

DEPTT: EMPOWERMENT OF PERSONS WITH DISABILITIES
GOVERNMENT OF SINDH
ST-31, BLOCK-15, GULISTAN-E-JAUHAR, KARACHI

depd
News
Intranational
08.05.26

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NOTICE INVITING TENDERS

The bids are re-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
1.	Package-3 for providing school uniforms for Boys (270) and Girls (110) Students (Detail provided in the bidding documents) under the jurisdiction of Regional Directorate Mirpurkhas	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 the official website of SPPRA upto 2:00 pm on 21.05.2026. The bid(s) will not be received in the office of the undersigned.
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 requisited documents/information required under the terms of mandatory criteria. Even if anyone requisite document/information pertain to mandatory requirement 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
Regional Directorate of Social Education
Government of Sindh

NE/KRY/1769/26



ريجنل ڊائريڪٽوريٽ آف

اسپيشل ايجوڪيشن اينڊ ريهيبلٽيشن سيڪٽرز

ڊپارٽمينٽ: امپاورمينٽ آف پرسنز وٽ ڊس ايلٽيٽيز - گورنمينٽ آف سنڌ

ST-31 بلاڪ-15 گلستان جوهر ڪراچي.

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ٽينڊرن گھراڻن لاءِ نوٽيس

ايس پي پي آر اي EPAADS ذريعي ايس پي پي آر اي رولز 2010 (ترميم ٿيل هيسٽائين) جي مطابق سنگل اسٽيج-ٽو اينويلڊ واک طريقڪار تحت تسليم ٿيل، ساڪ وارن ۽ اهل ميڊيڪل چيئر، جهاز ڊيلرز/ڊسٽريبيوٽرز، فرمن/ سيلائرز ۽ ٽيڪڊارن کان جيڪي لاڳاپيل ٽيڪس اختيارين سان رجسٽرڊ آهن ۽ فيڊرل بورڊ آف روٽيشن (ايف پي آر) ۽ سنڌ روٽيشن بورڊ (ايس آر پي) جي فعال ٽيڪس ادا ڪندڙن جي فهرست (اي ٽي ايل) تي آهن، جن کي هيٺين خريداري لاءِ لاڳاپيل تجربو آهي، واک گھراڻن تان، قابليت ۽ ٻين گھرجن جي مڪمل تفصيل واک دستاويزن ۾ ڏنل آهن.

سرويل نمبر	پروڪيورمينٽ	واڪ سيڪيوني	ٽينڊر في
1	ٽيڪس-03 اسڪول يونيفارم بوائز (270) ۽ گرلس (110) شاگردن جي لاءِ فراهمي (تفصيل واک دستاويزن ۾ ڏنل واک رقم جي 5% جي برابر) 5000 روپيا		

شرط ۽ ضابطا:

- واڪ دستاويز سنڊ بيلڪ پروڪيورمينٽ ريگيوليٽري اٿارٽي (SPPRA) جي اي-پاڪ ايڪوزيشن اينڊ ڊسپوزل سسٽم (EPADS) تان اشتهار جي اشاعت جي تاريخ کان ڏاڏون لوڊ ڪري سگھجن ٿا.
- خريداري جو طريقو "سنگل اسٽيج-ٽو لڦاقي جو طريقو" هوندو. واک ڏيندڙ کي مٿي ڏنل خريداري لاءِ الڳ الڳ هڪ "ٽيڪنيڪل تجويز" ۽ ٻيو "مالي تجويز" ٽينڊر فيس سان گڏ واک دستاويز جمع ڪرائڻا پوندا ۽ اهو SPPRA جي سرڪاري ويب سائيٽ ذريعي 21.05.2026 تي منجهند 2.00 وڳي تائين ايلڊ ڪرڻ گھرجي. هيٺ صحيح ڪندڙ جي آفيس ۾ واک وصول نه ڪيا ويندا.
- واڪ ڏيندڙ کي واک جي قيمت جو 5% پي آرڊر يا ڊيمانڊ ڊرائٽ جي صورت ۾ هڪ شيڊيول بينڪ پارن جاري ڪيل ريجنل ڊائريڪٽر، اسپيشل ايجوڪيشن اينڊ ريهيبلٽيشن سيڪٽر، ڪراچي جي حق ۾ جاري ڪيل بينڪ گارنٽي جي صورت ۾ جمع ڪرائڻي پوندي جيڪا SPPRA رولز 2010 (ترميم ٿيل هيسٽائين) جي قاعدي (2)-37 جي مطابق 90 ڏينهن جي واک جي ڪارگو مڌي کان 28 ڏينهن جي عرصي تائين ڪارگو هجڻ گھرجي، وڌيڪ واک ڏيندڙ کي سيڪيورٽي واک کي ٽيڪنيڪل پروپوزل سان گڏ جمع ڪرائڻ گھرجي.
- ٽيڪنيڪل تجويزون 21.05.2026 تي منجهند 3:00 وڳي خريداري ڪميٽي پارن ڪولون وينديون ۽ جائزو ورتو ويندو، هيٺ صحيح ڪندڙ جي آفيس ۾ واک ڏيندڙن جي موجودگي ۾ جيڪي اتي موجود رهڻ چاهين ٿا. مالي تجويزون خريداري ڪميٽي پارن ان تاريخ تي ڪولون وينديون جنهن جو اعلان خريداري ڪميٽي پارن ان وقت ڪيو ويندو جڏهن ٽيڪنيڪل واکن جي کليل جاچ، ٽيڪنيڪل تجويزن جي جانچ واک دستاويزن ۾ ذڪر ڪيل "لازمي ۽ تشخيصي معيار" جي روشني ۾ ڪئي ويندي. ٺاهل واک ڏيندڙن جي مالي تجويزن تي وڌيڪ غور نه ڪيو ويندو. EPAADS ذريعي وصول ٿيڻ کانپوءِ ٽيڪنيڪل ۽ مالي تجويزن ۾ ڪا به ترميم جي اجازت نه هوندي.
- دلچسپي رکندڙ واک ڏيندڙن کي لازمي معيار جي شرطن جي تحت گھربل دستاويز / معلومات جمع ڪرائڻ سان گھرج پوري ڪرڻ گھرجي. جيڪو ٽيڪ واک ڏيندڙ طرفان ڪو به هجي ان کي "ٺاهل" قرار ڏنو ويندو ۽ سندس / انهن جي واک (ن) لازمي ضرورت سان لاڳاپيل گھربل دستاويز / معلومات نه هوندي / وڌيڪ عمل لاءِ جمع نه ڪرائي ويندي. SPPRA جي EPADS ذريعي واک جمع ڪرائڻ کانپوءِ ڪو به دستاويز / معلومات گھربل يا وصول نه ڪئي ويندي، تنهنڪري واک ڏيندڙ واک دستاويزن ۾ اڳ ۾ ئي ذڪر ڪيل لازمي ۽ تشخيصي معيار جي روشني ۾ واک جمع ڪرائڻ ۾ محتاط رهي سگھن ٿا. بهرحال، واک ڏيندڙ کي ٽيڪنيڪل واک کولڻ وقت هيٺ صحيح ڪندڙ جي آفيس ۾ واک جي هارڊ ڪاپي جمع ڪرائڻ گھرجي، جيڪا صرف EPADS ذريعي جمع ڪرائي ويندي آهي. اضافي دستاويز جيڪي EPAADS ذريعي جمع نه ڪرايا ويندا انهن تي غور نه ڪيو ويندو.
- جيڪڏهن، حڪومت پارن ٽيڪنيڪل ۽ مالي تجويزن جي کولڻ جي تاريخ کي عام موڪل قرار ڏنو وڃي ٿو يا هيٺ صحيح ڪندڙ ڪنهن به سبب جي ڪري آفيس/هيٺ ڪوارٽر يا غير ڪم ڪار واري ڏينهن کان ٻاهر رهي ٿو ته ايندڙ ڪم ڪار واري ڏينهن کي واک دستاويزن جي کولڻ جي تاريخ سمجهيو ويندو. وقت ۽ جڳهه ساڳي رهندي.
- ڪامياب واک ڏيندڙ ۽ ٻئي ۽ ٽئين گھٽ ۾ گھٽ واک ڏيندڙن جي واک سيڪيورٽي ايس پي پي آر اي رولز 2010 جي قاعدي-27 (ترميم ٿيل هيسٽائين) جي مطابق ڪم جي ايوارڊ کي حتمي شڪل ڏيڻ ۽ ڪامياب واک ڏيندڙ سان معاهدي تي صحيح ڪرڻ تائين برقرار رکي ويندي. بهرحال جيڪڏهن ڪو به واک ڏيندڙ واک جي سيڪيورٽي واپس وٺڻ جو ارادو رکي ٿو ته اها واک ڏيندڙ پارن تحريري درخواست جمع ڪرائڻ تي واپس ڪئي ويندي.
- واڪ جو ڪارگو مڌو واک کولڻ جي تاريخ کان 90 ڏينهن هوندو.
- سڀني تصحيحون/اڏوڙ/رائٽنگ واضح طور تي شروعاتي اکرن سان لکيل هونديون ۽ واک ڏيندڙ طرفان صحيح طور تي مهر لڳل هوندي، قيمتون لفظن ۽ انگن ٻنهي ۾ درج ڪرڻ گھرجن. واک احتياط سان ۽ واضح طور تي ڀريو وڃي ۽ واک دستاويزن جي هر صفحي تي صحيح ۽ مهر لڳل هجڻ گھرجي.
- واڪ جي دستاويزن ۾ ذڪر ڪيل واک جي ڊيٽا ۽ قابليت جي معيار جي سڀني شقن کي ساڳي ترجيح هوندي ۽ ڪنهن به شق جي عدم تعميل واک رد ڪرڻ جو سبب بڻجندي.
- پروڪيورنگ ايجنسي ايس پي پي آر اي رولز 2020 (ترميم ٿيل هيسٽائين) جي لاڳاپيل شقن جي مطابق ڪنهن به ڊيٽا سڀني واک کي رد ڪري سگھي ٿو ۽ ايس پي پي آر اي رولز 2010 (ترميم ٿيل هيسٽائين) جي قاعدي 25 (ا) جي تحت واک جي قبوليت کان اڳ ڪنهن به وقت واک جي عمل کي منسوخ ڪري سگھي ٿو.

(فرمان علي تانوري)

ريجنل ڊائريڪٽر

ريجنل ڊائريڪٽوريٽ آف اسپيشل ايجوڪيشن - گورنمينٽ آف سنڌ



Department of Empowerment of Persons with Disabilities (DEPD)

Technical Bidding Documents

For

PROVIDING SCHOOL UNIFORMS (SUMMER & WINTER) TO ALL THE STUDENTS OF SE&RC, RCMHC AND RCPH OF DEPD UNDER REGIONAL DIRECTORATE MIRPURKHAS (PACKAGE-3)

Procurement of Goods

PART ONE (FIXED)

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

May, 2026

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 uniforms (Summer & Winter) to all the students of SE&RC, RCMHC and RCPH of DEPD under Regional Directorate Mirpurkhas (Package-3)**. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for **Uniforms**.
2. The **Regional Directorate of Special Education & Rehabilitation Centers, Karachi** now invites sealed bids from eligible bidders for the supply of **Uniforms**.
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 as mentioned on EPADS** 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 on **the date as mentioned on EPADS** 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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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 AND EVALUATION CRITERIA

MANDATORY REQUIREMENT

1.	Copy of CNIC of Owner/Proprietor
2.	Single page profile showing address of shop / office, Cell, Phone & Fax numbers, e-mail address, and Website (if any) of the Firm / Bidder. (PA have authority to visit during the bidding process)
3.	Registration with FBR, Government of Pakistan (NTN number).
4.	Registration with Sales Tax, FBR Government of Pakistan
5.	Registration with Sindh Revenue Board Certificate (SRB, Government of Sindh).
6.	Online verification certificate showing the Bidder must be in the Active Tax Payers List (ATL)
7.	Online verification certificate showing the Bidder must be in the Active Sindh Revenue Board SRB, Payers List
8.	Valid Professional Tax Certificate Government of Sindh
9.	Bidder should attach an affidavit on judicial E-Stamp paper of Rs. 500/- (Five Hundred only) that his Firm / Company has not been black listed and has never been involved in any Litigation by the Provincial Government, Federal Government or by other Government entity.
10.	Submission of the required amount of Earnest Money / Bid Security through EPADS whereas original pay order will be submitted at the time of opening of bid. In case any bidder is failed to submit original pay order his bid will stand rejected and will not be entertained for further process.

Note: In case any bidder is failed to submit even anyone of the mandatory requirement, the bid will be declared as "Disqualified" and will not be entertained for further process.

EVALUATION CRITERIA

1.	Numbers of the years the firm/company/bidder working in the relevant field, which will be confirmed from the NTN Registration
2.	Membership with the Chamber of Commerce & Industry . Valid Certificate
3.	Valid ISO 9001-2015 Certificate Quality Management System
4.	Work Plan Methodology The bidder must prepare this plan to commence and complete the supply of goods within stipulated period, in case if the bidder will be succeeded and announced being 1 st lowest bidder or their bid declared as most advantages bid
5.	Work/Contract Awards which have been completed only for the last three years i.e. 2022-23, 2023-24 & 2024-25
6.	Bank Statement showing Annual Financial turnover for the last three years i.e. 2022-23, 2023-24 & 2024-25 , not less than 50 million for each year
7.	Income Tax returns for the last three years i.e. 2022-23, 2023-24 & 2024-25
8.	Annual Audited Report for the last three year i.e. 2022-23, 2023-24 & 2024-25
9.	Bank Maintenance Certificate duly issued by the Bank concerned in current dates.
10.	Bank Certificate showing the balance amount in the bank account of the Bidder at the time of submission of bidding documents for which the bidder must submit the bank statement for the current month to ascertain the worth of the bidder (Minimum balance Rs. 5.00 million is required).

EVALUATION / QUALIFICATION

Note: Bidders achieving minimum 70 marks will be considered only for further processing. Documentary evidence must be attached in support of each parameter.

Sr. #.	Description		MAXIMUM MARKS
1.	Number of Years of Company Establishment / Year of Establishment	1 Marks for Each Year	10
2.	Membership with Chamber of Commerce & Industry	Valid certificate	5
3.	Valid ISO 9001-2015 Certificate Quality Management System	Valid certificate	5
4.	Methodology and Workplan	Bidder must prepare the methodology plan to commence and complete the supply of goods within stipulated period	5
5.	Work/Contract Awards which have been completed only for the last three years i.e. 2022-23, 2023-24 & 2024-25	03 marks for each completion work award/certificate during the mentioned years (maximum 5 works)	15
6.	Bank Statement showing Annual Financial turnover for the last three years i.e. 2022-23, 2023-24 & 2024-25 , not less than 50 million for each year	05 marks for each year	15
7.	Income Tax returns for the last three years i.e. 2022-23, 2023-24 & 2024-25	05 marks for each year	15

8.	Annual Audited Report for the last three year i.e. 2022-23, 2023-24 & 2024-25	05 marks for each year	15
9.	Bank Maintenance Certificate duly issued by the Bank concerned in current dates.	At the closing date/month.	5
10.	Bank Certificate showing the balance amount of Rs.5.00 million in the bank account of the Bidder at the time of submission of bidding documents for which the bidder must submit the bank statement for the current month to ascertain the worth of the bidder.	a) Rs. 10.00 million or more b) Rs. 5.00 million but less than Rs. 10.00 million	10 5

Department of Empowerment of Persons with Disabilities (DEPD)

Financial Bidding Documents

For

PROVIDING SCHOOL UNIFORMS (SUMMER & WINTER) TO ALL THE STUDENTS OF SE&RC, RCMHC AND RCPH OF DEPD UNDER REGIONAL DIRECTORATE MIRPURKHAS (PACKAGE-3)

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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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 Non-ADP Scheme / 2025-26
ITB 1.1	Name of Project. Providing School Uniforms to all the students of 66 SE&RC, RCMHC and RCPH of DEP
ITB 1.1	Name of Contract. Packages-3 Providing School Uniforms to all the students of SE&RC, RCMHC and RCPH of DEP under Regional Directorate, Mirpurkhas. <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. Department of Empowerment of Persons with Disabilities (DEPD) 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. Through EPADS however a set of hard copy of the documents uploaded on EPADS only will be submitted on the date of opening of technical bid. Additional documents will not be accepted 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 E-Procurement</p>
ITB 18.2 (b)	<p>IFB title and number.</p>
ITB 19.1	<p>Deadline for bid submission. As mentioned on EPADS</p>
ITB 22.1	<p>Time, date, and place for bid opening. On the date & time as mentioned on EPADS, 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	<p>Criteria for bid evaluation. Single Stage – Two Envelope method</p> <p><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></p>

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, 0.5%</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><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% (in shape of pay order or bank guarantee) <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: **Department of Empowerment of Persons with Disabilities (DEPD), Regional Directorate of Special Education & Rehabilitation Centers, Karachi**

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.]* **10% 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 refunded to the Supplier on written request.

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: **0.5%**

[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
	<u>Regional Directorate Mirpurkhas – PACKAGE</u>		
	<u>FOR BOYS STUDENTS</u>		
i)	Trousers (size 24"x38" upto 42"), blended fabric, ratio of cotton 65% and polyester 35%, colour navy blue	540	30 months
ii)	Shirt (size 22" to 28" and 30" to 34"), fabric Kati, colour royal blue 80/100	540	
iii)	Tie (Sorten fabric) matching	270	
iv)	Cap (in two sizes)	270	
v)	Belt (in two sizes) China material	270	
vi)	Shoes, black, panda foam and rubber soul	270	
vii)	Sports Shoes, panda foam and rubber soul, colour white	270	
viii)	Socks illastic cotton, colour white	270	
ix)	Sweeter, acrylic fabric, colour navy blue, full sleeves	270	
	<u>FOR GIRLS STUDENTS</u>		
i)	Shirt (Kameez), kati fabric (size 24" to 32" and 34" to 42") ratio 80/100, colour royal blue (with white collar and pipen)	220	
ii)	Shalwar, kati fabric, colour white, 80/100	220	
iii)	Doopatta, lawn fabric, white with navy blue pipen	220	
iv)	Vee (Patti), kati fabric, colour white, 80/100	110	
v)	Sweeter, open with button, acrylic fabric, colour royal blue	110	
vi)	Scarf, kati fabric, colour white, 80/100	110	
vii)	Shoes for girls, panda foam with rubber soul, colour black	110	
viii)	Sports Shoes, panda foam and rubber soul, colour white	110	
ix)	Socks, illastic cotton, colour white	110	

Note:

- a) After the award of work with the approval of the competent authority, the Supplier shall take all the sizes of the students through professional(s) for stitching of uniforms.
- b) All the uniforms will be supplied by the Supplier to the Regional Directorate concerned.
- c) In case, after the supply of uniforms to the Regional Directorate concerned, difference(s) is/are found in size(s) of uniforms, the Supplier shall change the same as per requirement.

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>Regional Directorate Mirpurkhas – PACKAGE</u>					
	<u>FOR BOYS STUDENTS</u>					
i)	Trousers (size 24"x38" upto 42"), blended fabric, ratio of cotton 65% and polyester 35%, colour navy blue	540			Each	
ii)	Shirt (size 22" to 28" and 30" to 34"), fabric katti, colour royal blue 80/100	540			Each	
iii)	Tie (Sorten fabric)	270			Each	
iv)	Cap (in two sizes)	270			Each	
v)	Belt (in two sizes) China material	270			Each	
vi)	Shoes, black, panda foam and rubber soul	270			Pair	
vii)	Sports Shoes, panda foam and rubber soul colour white	270			Pair	
viii)	Socks illastic cotton, colour white	270			Pair	
ix)	Sweeter, acrylic fabric, colour navy blue, full sleeves	270			Each	
					Sub-Total:	
	<u>FOR GIRLS STUDENTS</u>					
i)	Shirt (Kameez), kati fabric (size 24" to 32" and 34" to 42") ratio 80/100, colour royal blue (with white collar and pipen)	220			Each	
ii)	Shalwar, kati fabric, colour white, 80/100	220			Each	
iii)	Doopatta, lawn fabric, white with navy blue pipen	220			Each	
iv)	Vee (Patti), kati fabric, colour white, 80/100	110			Each	
v)	Sweeter, open with button, acrylic fabric, colour royal blue	110			Each	
vi)	Scarf, kati fabric, colour white, 80/100	110			Each	

Sr. No.	Procurement of	Quantity	Rate (in Pak Rupees)	Tax / Duty (if any)	Unit	Total amount (in Pak Rupees)
vii)	Shoes, panda foam with rubber soul, colour black	110			Pair	
viii)	Sports Shoes, panda foam with rubber soul, colour white	110			Pair	
ix)	Socks, illastic cotton, colour white	110			Pair	
					Sub-Total:	
					Grand Total:	

Signature of Bidder _____

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

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.