

Sindh Public Procurement Regulatory Authority

Bidding Documents

For

National Competitive Bidding

Pakistan

DEMONSTRATION ON SITE

FOR THE YEAR 2026-27

PART ONE (FIXED)

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

Preface

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

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

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

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Part One - Section I.

Instructions to Bidders

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Instructions to Bidders

A. Introduction

1. Source of Funds

- 1.1 The Procuring agency has received /applied for loan/grant/federal/provincial/local government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the project /schemes specified in the bidding data and it is intended that part of the proceeds of this loan/grant/funds/ will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Federal Government/ Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2009 and its Bidding Documents except as provided hereinafter.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
Bidders shall not be eligible to bid if they are under a declaration
- 2.4 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.

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| 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

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| 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: <ul style="list-style-type: none"> (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 there under:

- (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 ~~may~~ **Page # 25**

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.

4. Standards

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

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

- 5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.

- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.
- 7. Performance Security**
- 7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
 - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests**
- 8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or

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 (a)

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. Page # 31

made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. Contract Amendments

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

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated Damages

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

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 anything 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.

Sindh Public Procurement Regulatory Authority

Bidding Documents

For

National Competitive Bidding

DEMONSTRATION ON SITE

FOR THE YEAR 2026-27

PART TWO (PROCUREMENT SPECIFIC PROVISIONS)

- Invitation for Bids (IFB)
- 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 I. Invitation for Bids

Notes on the Invitation for Bids

The Invitation for Bids (IFB) shall be issued as an advertisement in at least three newspaper of general circulation in the Province of Sindh or Authorities web site as the case may be, allowing at least fifteen days for NCB and forty five days(45) ICB for bid preparation and submission ;

The Invitation for Bids provides information that enables interested bidders to decide whether to participate. Apart from the essential items listed in the Standard Bidding Documents (SBD), the Invitation for Bids should also indicate any important bid evaluation criteria or qualification requirement (for example, a requirement for a minimum level of experience in manufacturing a similar type of goods for which the Invitation for Bids is issued) and that the bidders should give their best and final prices as no negotiations are allowed.

The Invitation for Bids should be incorporated into the bidding documents. The information contained in the Invitation for Bids must conform to the bidding documents and in particular to the relevant information in the Bid Data Sheet.



GOVERNMENT OF SINDH
PROGRAM COORDINATOR

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AGRICULTURE SECTOR
FOR REDUCTION OF STUNTING AND MALNUTRITION IN SINDH
Plot No.D-101/2, Block No. 2, Scheme 5, Kehkashan, Clifton, Karachi,
Phone: 021-35873500, em@ii.aapagriculture.gos@gmail.com



TENDER NOTICE / NIT

Program Coordinator, Accelerated Action Plan (AAP) Agriculture Sector, invites e-bids through the E-Pak Acquisition and Disposable System (EPADS) from eligible Bidders / General Order Suppliers, listed on the 'Active Taxpayers List' of the FBR/GST/SRB (whichever is applicable) for the Following work under the Non-ADP Scheme for the Financial Year 2026-27, in accordance with SPPRA Rule 46(1) Single Stage-One Envelope Procedure. Bidding Documents containing detailed Terms and Conditions can be viewed or downloaded from <https://portalsindh.eprocure.gov.pk/>

S#	ITEMS	QUANTITY	TENDER FEE
1.	Training and Capacity Building	Various	Rs.5000/-
2.	Hire of Vehicles	Various	Rs.5000/-
3.	Advertising & Publicity	Various	Rs.5000/-
4.	Demonstration on Site	Various	Rs.5000/-
5.	Kitchen Gardening with Kits	Various	Rs.5000/-

Electronic Bids should be submitted through EPADS only. Manual bids shall not be received / entertained. Interested bidders are required to register themselves on the EPAD System online, at the link <https://sindh.eprocure.gov.pk/#/supplier/registration> for submission of electronic bids. The bids, prepared in accordance with the instructions given in the bidding documents, must be uploaded on EPADS by **20th July, 2026** at 10:00 AM. The original instrument of the tender fee and the Bid Security 5% must reach the procuring agency before the deadline for submission of e-bids, which will be opened on the same day at 10:30 AM at the Office of the Program Coordinator, Accelerated Action Plan (Agriculture Sector), Plot No.D-101/2, Block No.2, Scheme 5, Kehkashan, Clifton, Karachi.

Note:

- For any queries concerning e-bidding, please contact the Procurement Section, Program Coordinator, Accelerated Action Plan (Agriculture Sector) at contact no. 021-35873500.
- The representative of the Firm while attending the office of Procuring Agency for any means should have the authority letter issued by the firm / bidder.
- The bidder shall carefully read every page of the Tender Documents and shall sign and affix its official stamp on each page as a token of acceptance of all the clause and requirements of tender documents.
- In case the government announces a public holiday or any unfavourable circumstances, the tender or bid will be submitted and opened on the very next working day at the same venue and time.
- The procuring agency reserves the right to reject any/all bids under the relevant provisions of SPPRA Rules 2010.
- In case of any difficulty, prospective bidders may contact the EPADS Helpline at 051-111-137-237 during working days/hours.

PROGRAM COORDINATOR (AAP)
AGRICULTURE SECTOR
FOR REDUCTION OF
STUNTING AND MALNUTRITION
IN SINDH

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	Name of Procuring Agency of Government of Sindh. Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh
ITB 1.1	Loan or credit or Project allocation number. The Allocation of funds has been received through Non Development Budget of Government of Sindh
ITB 1.1	Name of Project. “Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh”
ITB 1.1	Name of Contract. DEMONSTRATION ON SITE
ITB 4.1	Name of Procuring agency: Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh
ITB 6.1	Procuring agency’s address, telephone, telex, and facsimile Numbers: Plot No.D-101/2, Block No. 2, Scheme 5, Kehkashan, Clifton, Karachi, Phone: 35873500
ITB 8.1	Language of the bid. ENGLISH <i>[Insert appropriate language]</i>

Bid Price and Currency	
ITB 11.2	The price quoted shall be in PAK Rupees <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, and Inclusive with all taxes. or the price shall be adjustable. <i>[Delete the non applicable option.]</i>

Preparation and Submission of Bids

ITB 13.3 (d)

QUALIFICATION OF REQUIREMENT (MANDATORY)

1. NTN Certificate shall be provided (FBR, Govt. of Pakistan).
2. GST Certificate shall be provided (FBR, Govt. of Pakistan).
3. Bidder must be in Active Tax Payers List of FBR & SRB.
4. The Bidder shall submit an affidavit on a non-judicial stamp paper of Rs. 100/- or above, duly attested/notarized, affirming that:
The firm / company has never been blacklisted, debarred, or suspended, by any Federal Government, Provincial Government, Semi-Government Organization, Autonomous Body, Public Sector Organization, or SPPRA. The firm / company / bidder and its Owner/ Directors / Proprietors or Partners are not involved in any type of litigation, inquiry, investigation, proceedings or under investigation with any Procuring Agency, Government Department, or Federal / Provincial Investigation Agency neither has been convicted or blamed by any court of law for any criminal offence, fraud, corruption, collusion, money laundering, or any other unlawful activity that may materially affect the firm's / bidder ability to fulfill its contractual obligations.
5. The firm should have consequent experience in establishment of Demonstration on Site during last five years to the subject scheme / Agriculture Department Govt. of Sindh in relevant nature of work (submit minimum five work orders / contract agreements for each year)
6. Submission of required amount of Bid Security (5%) corresponding to offered bid/ government allocation for tender.

FINANCIAL POSITION:

- i. Turn-Over not less than equivalent cost of tender during last Five (05) years.
- ii. Income Tax return of last three years.
- iii. Audit Reports of the firm / bidder of last three years.

Note:

- The above-mentioned criteria are mandatory for bidder's qualification; those who do not qualify or not fulfill any of the above mentioned technical criteria of the bids will be rejected.
- The prospective firm(s) must provide valid evidence against each above criteria, the Procuring agency reserves the right to cross verify or call any information / document if deemed necessary in original. In order to ensure reliability / authenticity of information provided by the bidder
- The representative of the Firm while attending the office of Procuring Agency for any means should have the valid authority letter issued by the firm / bidder on its letter head.

ITB 15.1	Amount of bid security. Amount of Bid Security shall not be less than Five Percent (5%) of the total bid price of the bidder in the form of a Call Deposit or Pay Order issued by a schedule bank of Pakistan in favor of the Program Coordinator, Accelerated Action Plan (Agriculture Sector)
ITB 16.1	Bid validity period. 90 days
ITB 17.1	Number of copies. One Original
ITB 18.2 (a)	Address for bid submission: a) Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh , Plot No.D-101/2, Block No. 2, Scheme 5, Kehkashan, Clifton, Karachi b) Electronic Bid should be submitted through E-Pak Acquisition and Disposable System (EPADS)
ITB 18.2 (b)	IFB title and number: DEMONSTRATION ON SITE NIT Letter No.PC/AAP(Agri.)/2026/05 dated: 02-07-2026
ITB 19.1	Deadline for bid submission. Dated: 20-07-2026 Time: upto 10:00am
ITB 22.1	Time, date, and place for bid opening. Dated: 20-07-2026 Time: 10:30am Place: Office of the Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh, Plot No.D-101/2, Block No. 2, Scheme 5, Kehkashan, Clifton, Karachi
Bid Evaluation	
ITB 25.3	Criteria for bid evaluation. Bid Evaluation : Preliminary Screening (Check List) After Preliminary screening <i>(please refer to the Instruction of Bidders (ITB))</i>
ITB 25.4 (a)	One option only: (N/A)
ITB 25.4 (b)	Delivery schedule: As per Work Order issued by Program Coordinator Accelerated Action Plan (Agriculture Sector) Relevant parameters in accordance with option selected:

Option (i)	adjustment expressed as a percentage,
Option (ii)	Adjustment expressed in an amount in the currency of bid evaluation,
Option (iii)	adjustment expressed as a percentage <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>
ITB 25.4 (h)	Details on the evaluation method or reference to the Technical Specifications. 46. (1). Single Stage - One Envelope Procedure: b) Each bid shall comprise one Single envelope containing the financial proposal and required information mentioned at clause (a) above c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.
Contract Award	
ITB 29.1	Percentage for quantity increase or decrease. As per SPPRA Rules-2010 amendment upto date

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.]

01. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is: **Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh**

GCC 1.1 (h)—The Procuring agency's country is: **Sindh, Pakistan**

GCC 1.1 (i)—The Supplier is: **Services**

Sample Provision

GCC 1.1 (j)—The Project Site is: **Dadu, Badin, Sukkur & S. Benazirabad Districts**

02. 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".

03. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: **Ten (10%) percent of the Contract Price**

04. Inspections and Tests (GCC Clause 8)

GCC 8.6— **The Inspection will be conducted at the venue of delivery, a Satisfactory Certificate / Completion Certificate and acceptance will be issued by the Program Coordinator Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition Sindh .**

05. 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 ~~agency's~~ features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]

06. Payment (GCC Clause 16)

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

Payment for Services Provider:

- a. **Payment shall be made in Pak. Rupees in the following manner:**
- b. **100% of the Contract Price on by the end of each financial years, depending on the progress on submission of claim supported by Satisfactory / Completion Certificate from procuring agency will be issued by Program Coordinator Accelerated Action Plan (Agriculture Sector).**
- c. **Part payment on part supply may be allowed.**

07. Prices (GCC Clause 17)

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

The Process shall not vary from the prices quoted by the Service Provider in its bid.

8. 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 Service Provider, the dispute shall be referred to the existing Law of Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: **ENGLISH**

10. 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**

11. Notices (GCC Clause 31)

GCC 31.1—Procuring agency’s address for notice purposes: **Program Coordinator, Accelerated Action Plan (Agriculture Sector) for Reduction of Stunting and Malnutrition in Sindh, Plot No.D-101/2, Block No. 2, Scheme 5, Kehkashan, Clifton, Karachi.**

—Service Provider 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).

SECTION IV- SCHEDULE OF REQUIREMENTS

DEMONSTRATION ON SITE

S#	Particular	QUANTITY	COMPLETION PERIOD	Delivery period
01	Demonstration on Site	280 Nos.	90 Days	As per work order

Note:

- TOR attached at Page No. **57**
- Working in District: Dadu, Badin, Sukkur & Shaheed Benazirabad
- The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.
- Bidder is requested to quote District wise price / rate including all incidental charges & Taxes.

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 OF DEMONSTRATION ON SITE

S#	SPECIFICATION	QUANTITY	DISTRICT																																
1	<u>DEMONSTRATION ON SITE</u> • Training Session (12 Sessions) with Training Material i. Transportation of Trainer ii. Trainer Fee • Preparation of Land for 01 Acre i. Disk Plow ii. Disk Harrow iii. Leveler iv. Bed Preparation • Seasonal Seeds • Fertilizers & Pesticides with Spray Pump • Irrigation with Modern Techniques • Farmer Agricultural Tool kit and its usage • Labor Farmer Charges for 90 days	<u>280 Nos.</u> (70 Nos. Demonstration per District in a year)	Dadu, Badin, Sukkur & S. Benazirabad for the Current Financial year 2026-27																																
	<u>SEED (SEASONAL) DESCRIPTION</u>																																		
	<table> <tr> <th colspan="3">Rabbi Season</th> </tr> <tr> <td>Spinach</td> <td>2Kg</td> <td rowspan="6">Seed should be of good quality, high yielding with highest germination and pre treated.</td> </tr> <tr> <td>Cabbage</td> <td>30gm</td> </tr> <tr> <td>Cauliflower</td> <td>30gm</td> </tr> <tr> <td>Onion</td> <td>1Kg</td> </tr> <tr> <td>Mustard</td> <td>1Kg</td> </tr> <tr> <td>Turnip</td> <td>500 Gm</td> </tr> <tr> <th colspan="3">Kharif Season</th> </tr> <tr> <td>Tomato</td> <td>20gm</td> <td rowspan="6">Seed should be of good quality, high yielding with highest germination and pre treated.</td> </tr> <tr> <td>Chilies</td> <td>20Gm</td> </tr> <tr> <td>Lady’s Fingers</td> <td>2Kg</td> </tr> <tr> <td>Egg Plant</td> <td>20gm</td> </tr> <tr> <td>Sponge Guard</td> <td>300gm</td> </tr> <tr> <td>Bitter Guard</td> <td>300gm</td> </tr> </table>			Rabbi Season			Spinach	2Kg	Seed should be of good quality, high yielding with highest germination and pre treated.	Cabbage	30gm	Cauliflower	30gm	Onion	1Kg	Mustard	1Kg	Turnip	500 Gm	Kharif Season			Tomato	20gm	Seed should be of good quality, high yielding with highest germination and pre treated.	Chilies	20Gm	Lady’s Fingers	2Kg	Egg Plant	20gm	Sponge Guard	300gm	Bitter Guard	300gm
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	Egg Plant			20gm																															
	Sponge Guard			300gm																															
	Bitter Guard			300gm																															

Note:

- TOR attached at Page No. 57
- The Procuring Agency reserves the right to require for submits a detailed bifurcation or itemized breakup of the Financial Proposal submitted by the bidder, if deemed necessary.
- The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.
- Bidder is requested to quote District wise price / rate including all incidental charges & Taxes.

TERMS OF REFERENCE (TORs)

For Establishment of Demonstration on Site

for Small Growers

1. Background and Context

The Agriculture Sector under the Accelerated Action Plan (AAP) for Reduction of Stunting and Malnutrition in Sindh is implementing Nutrition Sensitive Agriculture interventions to improve the availability, production and consumption of diverse and nutritious food at household and village level. The program focuses on small-scale vegetable farming, kitchen gardening, Farmer Field Schools, training, awareness and support to small growers and vulnerable rural households.

For Financial Year 2026-27, the Sectoral Plan proposes the establishment of Demonstration on Site Plots for Small Growers as a key intervention. These plots are intended to demonstrate diversified vegetable cultivation, improved production practices, seasonal planning, soil and water management, safe crop protection and practical field learning. The demonstration sites shall also support local availability of fresh vegetables, reduce dependence on distant markets and help small growers earn additional income through local sale of surplus produce.

These TORs define the minimum requirements for bidders/contractors responsible for establishment, operation, training, monitoring, documentation and completion of the Demonstration on Site intervention. The TORs are intended to be included as part of tender documents and shall be binding on the successful bidder.

2. Purpose of the TORs

The purpose of these TORs is to define the complete scope of services, bidder responsibilities, quality standards, deliverables, reporting obligations, monitoring requirements and acceptance criteria for Demonstration on Site Plots for Small Growers under the AAP Agriculture Sector for FY 2026-27.

The successful bidder shall provide all human resources, technical services, inputs, equipment, logistics, training material, field supervision, reporting and coordination required to establish and successfully operate the demonstration plots in the selected districts, as approved by the Procuring Agency.

3. Objectives of the Assignment

- To establish functional one-acre demonstration plots in the fields of selected small growers for diversified seasonal vegetable production.
- To promote Nutrition Sensitive Agriculture by demonstrating practical production of diverse vegetables for household consumption and local market availability.
- To build the capacity of small growers and community members through 12 structured field-based training sessions at each demonstration site or cluster, as approved by the Procuring Agency.
- To demonstrate improved crop practices including land preparation, seeds, bed preparation, high-yielding seeds, irrigation, nutrient management, safe pesticide use, harvesting and post-harvest handling.
- To support small growers with the minimum input and tool package required for proper establishment and management of demonstration plots.
- To create visible learning sites that may encourage replication by other farmers and communities within the village and Union Council.
- To document results, lessons, challenges and beneficiary feedback for future scale-up of nutrition-sensitive agriculture interventions.

4. Geographical Coverage and Targets

The assignment shall be implemented in the following four districts, subject to final approval and written directions of the Procuring Agency. The target is 280 Demonstration on Site Plots, with 70 plots in each district.

S. No.	District	Target Demonstration Plots	Indicative Plot Size	Main Beneficiary Group
1	Badin	70	01 acre per demonstration plot	Small growers and farming households
2	Shaheed Benazirabad	70	01 acre per demonstration plot	Small growers and farming households
3	Dadu	70	01 acre per demonstration plot	Small growers and farming households
4	Sukkur	70	01 acre per demonstration plot	Small growers and farming households
Total		280		

The Procuring Agency may adjust the number of sites among villages, talukas or Union Councils within the approved districts due to field conditions, access, water availability, security, seasonality or administrative requirements. Such adjustment shall not change the overall contractual obligation unless formally revised in writing.

5. Definitions and Key Terms

Term	Meaning
Procuring Agency	Program Coordinator, AAP Agriculture Sector, Accelerated Action Plan for reduction of Stunting & malnutrition in Sindh Karachi.
Bidder/Contractor	The firm, organization, company, service provider participating in the tender or awarded the contract.
Demonstration on Site	A field-based one-acre demonstration plot established at the land of a selected small grower to demonstrate diversified vegetable cultivation and improved agricultural practices.
Small Grower	A farmer or farming household selected with the approval of the Procuring Agency for participation in the intervention.
Training Sessions	Twelve practical field learning sessions to be conducted during the demonstration cycle covering crop production, nutrition-sensitive agriculture, water use, pest management, harvesting, post harvesting and marketing.
Completion	The stage at which the site has been established, managed, trained, documented, verified and handed over as per the contract and accepted by the Procuring Agency.

6. Scope of Work

The successful bidder shall undertake all activities required for planning, establishment, operation, training, supervision, monitoring, reporting and completion of Demonstration on Site Plots. The scope shall include, but shall not be limited to, the following components.

6.1 Inception, Planning and Mobilization

- Attend the contract kick-off meeting with the Procuring Agency and district-level officials.
- Submit an Inception Report within the period specified in the contract. The report shall include staffing plan, district-wise work plan, site selection methodology, input procurement plan, training plan, monitoring plan, risk plan and reporting formats.
- Establish field teams in all target districts and nominate focal persons for day-to-day coordination with the Procuring Agency.
- Prepare a season-wise crop calendar for Rabi and/or Kharif demonstrations based on local agro-climatic conditions and approval of the technical committee.
- Develop a logistics plan covering transport, movement of trainers, inputs, tools, training material, field supervision and documentation.

6.2 Site and Beneficiary Selection

- Identify proposed villages, Union Councils and growers in consultation with Procuring Agency and relevant community structures.
- Select small growers who have access to suitable land of approximately one acre, basic willingness to participate, availability of irrigation source or feasible water access, and commitment to maintain the demonstration for the full crop cycle.
- Ensure that selected sites are visible and accessible to nearby farmers so that the demonstration can work as a practical learning site.
- Give preference to poor and vulnerable farming households, households linked with pregnant and lactating women, women of reproductive age, and households where diversified food production can support improved nutrition.
- Avoid duplication with the same beneficiary already receiving similar support under another government or donor intervention, unless approved in writing by the Procuring Agency.
- Prepare and submit a Site Selection Report with beneficiary details, CNIC where applicable, contact number, village, Union Council, land details, water source, GPS coordinates, photographs and verification signatures.

6.3 Establishment of One-Acre Demonstration Plots

- Establish each approved demonstration plot on approximately one acre of land, unless a written technical adjustment is approved by the Procuring Agency.
- Prepare a plot layout showing vegetable beds, access paths, water channels, input placement area, and crop-wise area allocation.
- Promote diversified vegetable cultivation alongside major or commercial crops where suitable, with emphasis on fresh, locally available and nutrient-rich vegetables.
- Ensure that the demonstration plot is maintained for a minimum crop management period of 90 days or the relevant crop cycle, whichever is approved in the work plan.
- Install a visible site panaflex at each site or cluster as approved, indicating the project name, district, village, crop season, implementing partner/bidder and Procuring Agency.

6.4 Land Preparation and Bed Preparation

- Arrange machinery, labour, fuel and all associated costs for land preparation.
- Carry out disk ploughing for four hours, disk harrowing for two hours, leveling for two hours and proper bed preparation for each one-acre demonstration plot, or an equivalent agronomically accepted operation approved by the Procuring Agency.

- Ensure that land is leveled, beds are properly formed, water flow is functional and the plot is ready for sowing/transplanting before seed distribution or crop establishment.
- Maintain dated, geo-tagged photographic evidence before, during and after land preparation.

6.5 Procurement and Supply of Inputs

- Procure and supply all approved inputs for each demonstration site in accordance with the minimum package and technical specifications stated in these TORs.
- Provide high-yielding seasonal vegetable seeds in sealed and labeled packing. Seeds shall be appropriate for the local season and district conditions.
- Provide one high-quality 20-litre spray pump with both battery and manual handle option, plastic body and shoulder mounting arrangement, per site.
- Provide multi-nutrient fertilizer, pesticide, farmer agricultural tool kit, irrigation diesel and maintenance support for the water lifting pump as specified.
- Do not substitute any seed variety, input, pesticide, fertilizer, tool or equipment without prior written approval of the Procuring Agency.
- Submit delivery challans, stock records, signed beneficiary receipts and photographic proof of delivery.

6.6 Crop Establishment and Field Management

- Support sowing, nursery raising, transplanting, thinning, gap filling, weeding, irrigation scheduling, fertilizer application, pest scouting, harvesting and post-harvest handling.
- Apply integrated pest management and safe pesticide practices. Pesticides shall be used only when needed and only according to label instructions and applicable laws.
- Guide the grower on composting, soil health, crop rotation, water-saving practices, safe storage of inputs and safe handling of tools and spray pumps.
- Maintain the demonstration site in a clean, safe and presentable condition so that it can be used for community learning visits.
- Provide regular technical visits by trained agronomists/field trainers and record each visit in a site logbook.

6.7 Irrigation Support

- Assess the irrigation source of each proposed site before approval and record the source in the site selection form.
- Provide diesel and maintenance support for the water lifting pump as per the approved package.
- Guide growers on efficient irrigation scheduling, avoidance of water wastage, basic pump safety and minor maintenance practices.
- Immediately inform the Procuring Agency of any site where irrigation becomes non-functional and propose a corrective action plan.

6.8 Training and Demonstration Sessions

- Conduct twelve practical training sessions linked with the crop cycle. Sessions shall be participatory and field-based, not only classroom-style.
- Arrange trainer remuneration, trainer travel, vehicle charges, banners, training learning material, attendance sheets, stationery, clip charts, play cards and other approved training aids.
- Prepare training material in Sindhi language and simple local language, with illustrations where possible, so that farmers can easily understand and use the guidance.

- Ensure participation of the selected grower and nearby farmers/community members. Women participants shall be encouraged where culturally feasible and safe.
- Maintain attendance sheets with participant name, CNIC/contact where applicable, gender, village, date, topic, trainer name and signatures/thumb impressions.
- Conduct pre- and post-session feedback or simple knowledge checks for key trainings, where possible.

6.9 Field Days and Community Learning

- Organize at least one field day/learning visit per demonstration cluster or as approved by the Procuring Agency.
- Use the field day to demonstrate crop performance, input use, irrigation practice, pest management, harvesting, household nutrition and local market linkages.
- Invite nearby growers, women community members, field staff and relevant local representatives with prior coordination of the Procuring Agency.
- Document field day attendance, photographs, feedback and key lessons.

6.10 Completion and Handover

- Complete the demonstration cycle with proper documentation of inputs supplied, trainings held, crop status, beneficiary feedback, yield/production observations and lessons learned.
- Hand over tools, spray pump and remaining training material to the approved beneficiary as directed in writing by the Procuring Agency.
- Submit a Completion Report and site-wise verification file for approval and final acceptance.

7. Minimum Demonstration Package per Site

The bidder shall include the following minimum package in its technical and financial proposal. The package is per demonstration site unless otherwise stated or written instructions of the Procuring Agency.

S. No.	Component	Minimum Requirement
1	Training Sessions	12 sessions including trainer remuneration, vehicle charges, learning aids and documentation.
2	Land Preparation for 01 Acre	Disk plough: 4 hours; Disk harrow: 2 hours; Leveler: 2 hours; Bed preparation: as required for crop establishment.
3	Seasonal Seeds	High-yielding seasonal vegetable seeds as per approved Rabi/Kharif package.
4	Spray Pump	One 20-litre spray pump with battery and manual handle option, plastic body, shoulder mounted arrangement and good quality accessories.
5	Fertilizer and Pesticide	Multi-nutrient fertilizer 25 kg and approved pesticide, with safe-use guidance.
6	Irrigation Support	Diesel and maintenance support for water lifting pump as per approved TOR.
7	Farmer Agricultural Tool Kit	Hand shovel/Belcha: 1No.; Hoe: 1No.; Hand hoe/Khurpi: 1No.; Sickle/Dantri: 1No..
8	Farmer Labour Support	Farmer charges for 90 days for one farmer, subject to signed receipt and verification.
9	Training and IEC Material	Panaflex, training learning material in Sindhi language, brochures/booklets, clip charts, play cards and other approved material.
10	Documentation	Photographs, attendance, delivery receipts, site logbook, reports and verification files.

8. Seasonal Seed Package

The bidder shall supply seasonal (Rabi / Kharif) seeds as per the approved crop season. The quantities below are the minimum reference package from the demonstration detail sheet and shall be aligned with the TORs and technical approval. All seeds shall be high-yielding, suitable for the local area, properly packed and within validity period.

Season	Crop	Quantity Package	per	Remarks
Rabi	Spinach	2 kg		High-yielding seed
Rabi	Cabbage	30 gram		High-yielding seed
Rabi	Cauliflower	30 gram		High-yielding seed
Rabi	Onion	1 kg		High-yielding seed
Rabi	Mustard	1 kg		High-yielding seed
Rabi	Turnip	500 gram		High-yielding seed
Kharif	Tomato	20 gram		High-yielding seed
Kharif	Chilies	20 gram		High-yielding seed
Kharif	Lady's Fingers / Okra	2 kg		High-yielding seed
Kharif	Egg Plant / Brinjal	20 gram		High-yielding seed
Kharif	Sponge Gourd	300 gram		High-yielding seed
Kharif	Bitter Gourd	300 gram		High-yielding seed

9. Detailed Bidder Responsibilities

The bidder shall be fully responsible for delivering the assignment on a turnkey basis. The responsibilities below are minimum requirements and shall not limit any other obligation stated in the tender documents, contract agreement or instructions of the Procuring Agency.

9.1 Administrative and Legal Responsibilities

- Comply with all applicable laws, procurement rules, labour laws, tax requirements, agricultural input regulations and contract conditions.
- Maintain valid registration, tax status and authorizations required to perform the services.
- Deploy only qualified staff and ensure that no staff member misrepresents the project, the Procuring Agency or the Government of Sindh.
- Bear all costs related to office operation, staff salaries, transport, communication, insurance, field logistics, input handling, storage, security and documentation unless specifically stated otherwise in the contract.

9.2 Coordination Responsibilities

- Coordinate with the Program Coordinator AAP Agriculture Sector and nominated focal persons before starting field activities.
- Share weekly movement plans of field teams and trainers with district focal persons.
- Obtain written approval for site lists, training schedules, material designs, procurement samples and any field-level change.
- Participate in review meetings and respond to observations within the time allowed by the Procuring Agency.

9.3 Technical Agriculture Responsibilities

- Prepare district-wise crop calendars and technical packages suited to local soils, water availability and season.
- Ensure correct land preparation, sowing, transplanting, irrigation, nutrient management, pest control, harvesting and post-harvest handling.
- Provide on-site guidance to each grower at critical crop stages and maintain evidence of visits.
- Promote diversified production and the 5-colour nutrition-sensitive agriculture approach where relevant.
- Ensure that demonstration practices are practical, affordable and replicable for small growers.

9.4 Procurement, Storage and Distribution Responsibilities

- Purchase inputs from reliable suppliers and maintain invoices, batch details, delivery challans and quality documents.
- Store seeds, fertilizers, pesticides and tools in safe, dry and secure conditions before distribution.
- Distribute inputs only to approved beneficiaries and obtain signed/thumb-marked receipts.
- Replace damaged, expired, low-quality or non-functional inputs at the bidder's own cost within the time directed by the Procuring Agency.
- Ensure that spray pumps are functional at the time of delivery and demonstrate their use to the beneficiary.

9.5 Training and Community Mobilization Responsibilities

- Mobilize growers and community participants for all 12 training sessions and field days.
- Use practical demonstrations, crop observation, simple messages and local examples rather than lecture-only methods.
- Provide training material in Sindhi/local language and keep content simple, visual and relevant to farmers.
- Ensure respectful participation of men and women and avoid any discrimination on the basis of gender, caste, ethnicity, disability or poverty status.
- Coordinate with local community representatives to ensure safe and inclusive training arrangements.

9.6 Financial and Labour Support Responsibilities

- Pay approved farmer labour charges for 90 days as per contract and maintains transparent signed receipts.
- Ensure that no deduction, commission or informal payment is taken from beneficiaries.
- Maintain auditable records of all payments, receipts and field expenditures related to the assignment.

9.7 Monitoring, Reporting and Evidence Responsibilities

- Maintain a site-wise file for every demonstration plot with photographs, beneficiary list, input receipts, training attendance, visit logs and progress notes.
- Submit monthly progress reports showing district-wise progress against targets, issues, corrective actions and next month plan.
- Provide photographs at key stages: site before intervention, land preparation, sowing/transplanting, input distribution, training sessions, crop growth, harvest and completion.
- Support third-party verification, departmental monitoring, field visits and audit reviews.

9.8 Ethical and Safeguarding Responsibilities

- Ensure that beneficiaries are selected fairly and transparently and are not charged for any project support.
- Do not use child labour or forced labour in any project activity.
- Ensure safe pesticide handling and prohibit unsafe storage or use around children, animals and water sources.
- Maintain confidentiality of beneficiary personal data and use it only for project purposes.

10. Training and Capacity Building Requirements

The bidder shall conduct 12 structured training sessions linked with the actual crop cycle. The detailed content may be adjusted by the Procuring Agency, but the bidder shall cover at least the following topics.

Session	Topic	Minimum Content
1	Orientation	Purpose of demonstration, nutrition-sensitive agriculture, household food diversity, farmer responsibilities and site plan.
2	Land and Soil	Soil condition, land preparation, leveling, bed formation, water channels and plot layout.
3	Seasonal Crop Planning	Selection of Rabi/Kharif vegetables, crop calendar, seed requirement, nursery planning and 5-colour food approach.
4	Seed and Nursery Management	Seed quality, seed treatment where applicable, nursery raising, transplanting age and plant spacing.
5	Sowing and Transplanting	Direct sowing, transplanting, thinning, gap filling, bed use and early crop care.
6	Irrigation and Water Management	Irrigation scheduling, water saving, water lifting pump use, diesel use, minor maintenance and drainage.
7	Soil Fertility and Nutrition	Fertilizer use, multi-nutrient fertilizer, composting, organic matter and safe storage of inputs.
8	Integrated Pest Management	Pest identification, field scouting, cultural practices, safe pesticide use, spray pump operation and PPE.
9	Weed and Crop Management	Weeding, hoeing, staking where required, disease prevention and crop hygiene.
10	Harvesting and Post-Harvest Handling	Harvest timing, sorting, cleaning, grading, home use, storage and reduction of losses.
11	Local Marketing and Household Nutrition	Use of vegetables in household meals, local sale, simple record keeping, link with nearby village/UC markets.
12	Review, Field Day and Replication	Learning review, beneficiary feedback, seed saving, continuation plan, field day and replication by nearby farmers.

Each session shall be supported by attendance sheets, photographs, trainer report and a short summary of learning points. Training shall be scheduled according to crop stage so that farmers learn at the time when the practice is needed in the field.

11. Staffing Requirements

The bidder shall deploy qualified and experienced staff sufficient to achieve the targets in all districts within the approved timeline. The proposed team shall be included in the technical proposal and may not be replaced without written approval.

Position	Main Role	Minimum Requirement
Project Manager / Team Leader	Overall planning, coordination, contract compliance, progress review and reporting.	At least one for the assignment.
Agronomist / Crop Specialist	Technical guidance on crop planning, land preparation, sowing, irrigation, nutrient management and pest management.	At least one senior specialist, with district-level technical support.
District Coordinator / Field Supervisor	District work planning, site verification, coordination with District Agriculture Extension Office and supervision of field teams.	At least one per target district.
Field Trainers / Agriculture Facilitators	Conduct 12 training sessions, field visits, farmer guidance and site logbook maintenance.	Adequate number as per workload and geography.
Social Mobilizers	Community mobilization, beneficiary coordination, attendance and follow-up.	Preferably local staff with knowledge of Sindhi/local language.
M&E / Documentation Officer	Data management, geo-tagged photos, reports, verification files and dashboard/summary tracking.	At least one for the assignment.
Procurement and Logistics Officer	Input procurement, quality documentation, storage, transport and delivery records.	As required.

All field trainers must be able to communicate effectively in Sindhi/local language and must understand basic vegetable production practices. The Procuring Agency may require replacement of any staff member who is non-performing or not suitable for field work.

12. Work Plan and Implementation Schedule

The bidder shall propose a realistic work plan aligned with the crop season, local conditions and contract duration. The following indicative schedule may be used, subject to approval by the Procuring Agency.

Stage	Activity	Expected Output
Stage 1	Mobilization and Inception	Kick-off, staff mobilization, district coordination, formats and work plan.
Stage 2	Site Selection and Verification	Village selection and approval of site list.
Stage 3	Procurement and Distribution	Purchase, inspection, storage and distribution of approved inputs and tools.
Stage 4	Land Preparation	Disk ploughing, harrowing, leveling, bed preparation and plot layout.
Stage 5	Crop Establishment	Sowing/nursery/transplanting, irrigation start-up and initial crop care.
Stage 6	Training and Crop Management	12 sessions, regular visits, pest/nutrient/water management and progress reports.
Stage 7	Harvest, Field Day and Completion	Harvest guidance, local use/sale, learning event, completion report and handover.

Each demonstration shall be actively supported for a minimum of 90 days or the approved crop cycle. Where a crop cycle is longer than 90 days, the bidder shall continue technical follow-up until the stage specified in the approved work plan.

13. Deliverables and Reporting Requirements

The bidder shall submit all deliverables in hard copy and soft copy, as directed by the Procuring Agency. Reports shall be clear, evidence-based and district-wise. Each deliverable shall be subject to review, correction and approval.

S. No.	Deliverable	Minimum Contents	Submission Time
1	Inception Report	Work plan, staffing, methodology, district mobilization, procurement plan, training plan, M&E plan and reporting templates.	Within contractually specified period after signing.
2	Site Selection and Baseline Report	Approved site list, beneficiary details and photos.	Before procurement distribution and land preparation.
3	Procurement and Input Quality Report	sample approvals, quality documents, stock register, delivery plan and compliance statement.	Before field distribution and as updated.
4	Input Distribution Report	Signed beneficiary receipts, photographs, district-wise summary and issue/shortage report.	After each distribution cycle.
5	Land Preparation and Sowing Report	Site-wise evidence of ploughing, harrowing, leveling, bed preparation, sowing/transplanting and crop layout.	After establishment of sites.
6	Training Session Reports	Topic, date, trainer, attendance, photographs, key learning points and feedback.	After each batch/session or monthly consolidated.
7	Monthly Progress Reports	Physical progress, financial/activity progress, photographs, risks, corrective actions and next month plan.	Every month during implementation.
8	Field Day / Learning Visit Report	Participants, agenda, photographs, learning points, feedback and replication interest.	After field day.
9	Final Completion Report	Targets achieved, site-wise status, outputs, beneficiary feedback, challenges, lessons learned, recommendations and handover record.	At completion of assignment.
10	Site-wise Verification Files	Complete file for each site with receipts, attendance, photos, visits and completion certificate.	With final report and during verification.

14. Monitoring, Verification and Acceptance Criteria

The Procuring Agency, nominated monitoring team or third-party verifier may inspect sites, records, inputs, trainings and reports at any stage. The bidder shall facilitate all monitoring visits and provide access to records without delay.

- Approved site list is available for each district and site selection is verified.
- Each demonstration plot is established on approximately one acre or as approved in writing.
- Land preparation has been completed according to the package and verified through field visit/photos.
- Approved seasonal seeds, spray pump, fertilizer, pesticide, tool kit, irrigation support and training material have been delivered with beneficiary receipts.
- Crop has been established and maintained with regular technical visits.

- Twelve training sessions have been conducted and documented as per approved schedule.
- Farmer labour support for 90 days has been paid / documented as per contract.
- Site-wise documentation, photographs and reports are complete and acceptable.
- Any deficiencies identified by the Procuring Agency have been rectified within the allowed time.
- Final completion report and handover record are approved.

15. Quality Assurance and Technical Standards

- All inputs shall be new, unused, fit for purpose and compliant with applicable quality standards and laws.
- Seeds shall be high-yielding, labeled and seasonally appropriate.
- Fertilizers and pesticides shall be registered/approved and shall not include banned, expired or damaged products.
- Tools and spray pumps shall be durable, functional and suitable for farmer use. The bidder shall replace defective items at its own cost.
- Training material shall be technically accurate, simple, locally understandable and approved before printing or use.
- Field work shall be supervised by technically qualified staff and must follow good agricultural practices.
- All reports must be factually correct and supported by verifiable evidence. False reporting shall be treated as serious non-performance.

16. Environmental, Social, Health and Safety Requirements

- Promote safe and efficient use of water and avoid wastage of irrigation water.
- Use integrated pest management as the first approach and apply pesticides only when technically justified.
- Provide farmers with safety instructions for pesticide handling, spray pump use, storage and disposal of empty containers.
- Do not dispose of pesticide containers, fertilizer bags or plastic waste in water channels, fields or open community spaces.
- Ensure that all training and field events are conducted in a safe, respectful and culturally appropriate manner.
- Do not use child labour, forced labour or unsafe working practices.
- Ensure that women participants, if involved, have safe access to training spaces and are treated respectfully.
- Report any accident, serious complaint, conflict or safeguarding issue immediately to the Procuring Agency.

17. Data, Record Keeping and Documentation

The bidder shall maintain complete and auditable records for all activities. Minimum records shall include:

- Approved village and site selection list.
- Beneficiary with CNIC.

- Training attendance sheets and session reports.
- Photographs.
- Monthly progress reports and final completion files.
- Complaint, grievance and resolution records.

All beneficiary data shall remain confidential and shall not be used for any purpose outside the contract. The Procuring Agency shall have ownership of all project data, photographs, reports and material prepared under the contract.

18. Coordination and Role of the Procuring Agency

The Procuring Agency shall provide overall direction, approve work plans, approve site lists, nominate focal persons, review reports, monitor field progress and accept or reject deliverables. The Procuring Agency may also facilitate coordination with district offices and other relevant government stakeholders.

The Procuring Agency shall not be responsible for the bidder's staff salaries, transport, input procurement, field logistics, storage, taxes, insurance, replacement of defective items or any cost required to complete the scope unless explicitly provided in the contract.

19. Non-Performance, Rectification and Replacement

- If any input, tool, spray pump, seed, fertilizer or pesticide or any others input is found defective, expired, damaged, unsuitable or not according to specification, the bidder shall replace it at its own cost within the time directed by the Procuring Agency.
- If any demonstration site fails due to poor implementation, lack of follow-up, substandard input, negligence or avoidable technical error, the bidder shall take corrective action or establish a replacement site at its own cost, as directed by the Procuring Agency.
- Natural disasters, severe floods, droughts, security restrictions or other force majeure events shall be reported immediately with evidence and a revised plan for approval.
- Repeated delays, false reporting, charging beneficiaries, unsafe practices or refusal to cooperate with monitoring may lead to contract action as per procurement rules and contract conditions.

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. BID FORM AND PRICE SCHEDULES..... 62

2. BID SECURITY FORM 64

3. CONTRACT FORM 65

4. PERFORMANCE SECURITY FORM..... 66

5. BANK GUARANTEE FOR ADVANCE PAYMENT..... 67

6. MANUFACTURER’S AUTHORIZATION FORM..... 68

7. MANUFACTURER’S AUTHORIZATION FORM..... 69

1. Bid Form and Price Schedules

Date: _____

IFB No.: _____

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

Gentlemen and/or Ladies:

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

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

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

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

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

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

Name and address of agent	Amount and Currency	Purpose of commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "none")		

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

Dated this _____ day of _____ 2026

[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 _____

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required ³

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 _____ 2026.

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 _____ 2026 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 _____ 2026 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 _____ 2026.

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 there under 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.

FORM OF INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE .ETC.
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORKS**

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

_____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Sindh) through any corrupt business practice.

Without limiting the generality of the foregoing, _____, represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest; privilege or other obligation or benefit in whatsoever form from Government of Sindh; except that which has been expressly declared pursuant hereto.

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to tile transaction with Government of Sindh and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____, accepts full responsibility and strict liability for making any false declaration; not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Sindh under any law, contract or other instrument, be voidable at the option of Government of Sindh.

Notwithstanding any rights and remedies exercised by Government of Sindh in this regard, _____, to indemnify Government of Sindh for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Sindh in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by _____, as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Sindh.

ANNUAL PROCUREMENT PLAN
ACCELERATED ACTION PLAN (AGRICULTURE SECTOR) FOR REDUCTION OF STUNTING & MALNUTRITION IN SINDH
FOR THE YEAR 2026-27

S #	Description of Procurement	Type of Procurement	Quantity	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated (million)	Source of ADP / Non-ADP	Proposed Procurement Method	Timing of Procurement				Remarks
									1 st Qty	2 nd Qty	3 rd Qty	4 th Qty	
1.	Training and Capacity Building	Services	Various as per tender	As per tender	-	12.400	Non ADP	Single Stage One Envelope Procedure	✓	✓	✓	✓	Subject to the availability of funds.
2.	Hire of Vehicle	Services	Various as per tender	As per tender	-	6.000	Non ADP	Single Stage One Envelope Procedure	✓	✓	✓	✓	Subject to the availability of funds.
3.	Advertisement & Publicity	Services	Various as per tender	As per tender	-	6.000	Non ADP	Single Stage One Envelope Procedure	✓	✓	✓	✓	Subject to the availability of funds.
4.	Demonstration on Site	Services / Goods	Various as per tender	As per tender	-	165.000	Non ADP	Single Stage One Envelope Procedure	✓	✓	✓	✓	Subject to the availability of funds.
5.	Kitchen Gardening with Kits	Services / Goods	Various as per tender	As per tender	-	232.975	Non ADP	Single Stage One Envelope Procedure	✓	✓	✓	✓	Subject to the availability of funds.


PROGRAM COORDINATOR (AAP)
 AGRICULTURE SECTOR
 FOR REDUCTION OF
 STUNTING AND MALNUTRITION
 IN SINDH