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Phone: 0723-661655

OFFICE OF THE  
MEDICAL SUPERINTENDENT DISTRICT HEAD QUARTERS  
HOSPITAL GHOTKI @ MIRPUR MATHELO

**GOVERNMENT OF SINDH**  
**HEALTH DEPARTMENT**



**FINANCIAL YEAR 2026-27.**

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TENDER FORM FOR STATIONARY ITEMS



Email Address: [dhqmpm@gmail.com](mailto:dhqmpm@gmail.com)

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OFFICE OF THE

MEDICAL SUPERINTENDENT DISTRICT HEAD QUARTERS  
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## CONTENTS

1. Procurement Plan
2. NIT
3. Bidding Data
4. Terms and Conditions
5. Items / Description of store / Detail of work
6. Contract Agreement
7. Evaluation Criteria
8. Compliance Certificate
9. Integrity Pact
10. Bid Letter Form
11. Affidavit
12. Undertaking

# DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)

## ANNUAL PROCUREMENT PLAN FOR THE YEAR 2026-2027

### MEDICAL SUPERINTENDENT DHQ HOSPITAL MIRPUR MATHELO

#### COST CENTRE: GO0068

| 1            | 2                                | 3               | 4           | 5                  | 6                           | 7                                  | 8                               | 9                           | 10                            |
|--------------|----------------------------------|-----------------|-------------|--------------------|-----------------------------|------------------------------------|---------------------------------|-----------------------------|-------------------------------|
| S.NO         | Name of Procurement              | Head of Account | Allocation  | Estimated Cost     | Procurement Procedure       | Proposed Procurement Method        | Source of Funds (ADPs/Non ADPs) | Quantity (Where applicable) | Procurement Plan for Quarters |
| 1            | Stationery                       | A03901          | 498000      | 498000             | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 2            | Others (Petty Articles)          | A03970          | 1731000.00  | 1731000.00         | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 3            | Expenditure on Diet of Patients  | A03972          | 3911000.00  | 3911000.00         | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 4            | Uniform & Protective Clothing    | A03906          | 1314000.00  | 1314000.00         | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 5            | Life Saving Medical Supplies     | A09410          | 1799000.00  | 1799000.00         | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 6            | Specific Consumables             | A09407          | 962000.00   | 962000.00          | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 7            | Repair of Furniture & Fixture    | A13201          | 593000.00   | 593000.00          | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 8            | Repair of Machinery & Equipments | A13101          | 801000.00   | 801000.00          | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 9            | Repair of Transport              | A13001          | 781000.00   | 781000.00          | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| 10           | Purchase of Drug & Medicines     | A03927          | 12882600.00 | 12882600.00        | Single Stage - Two Envelope | Open Competitive Bidding Procedure | Non-ADPs                        | As per Need                 | 1st, 2nd, 3rd and 4th         |
| <b>TOTAL</b> |                                  |                 |             | <b>25272600.00</b> |                             |                                    |                                 |                             |                               |



**DR.SARFARAZ AHMED SHAH**  
**MEDICAL SUPERINTENDENT**  
**DHQ HOSPITAL MIRPUR MATHELO**



# OFFICE OF THE MEDICAL SUPERINTENDENT DHQ HOSPITAL MIRPUR MATHELO

Email: dhqmpm@gmail.com  
Phone: 0723-661655

No. MSDHQHMPM / (ADMN)/627  
Dated: 23-07-2026

## NOTICE INVITING TENDER (2026-27)

- The Medical Superintendent, District Head Quarter Hospital Mirpur Mathelo, hereby invites e-bids through the E-Pak Acquisition and Disposal System (EPADS) from eligible Suppliers / Firms / Manufacturers / Importers / Authorized Distributors enlisted on the Active Taxpayers List (ATL) of FBR/SRB (as applicable) for the Financial Year 2026-27, under Rule-46(1) – Single Stage One Envelope Procedure of the Sindh Public Procurement Rules.
- The bidding documents containing detailed terms and conditions can be viewed and downloaded from the official EPADS portal at: <http://portalsindh.eprocure.gov.pk/>
- Bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted **electronically via EPADS on 29th August, 2026, before 10:00 A.M.** The original instrument of the tender fee (as mentioned in the table below), along with the required bid security, must reach the office of the undersigned prior to the bid submission deadline.
- The e-bids will be opened on the same day at 11:00 A.M. in the office of the Medical Superintendent Taluka Head Quarter Hospital Ghotki, in the presence of bidders or their authorized representatives who wish to attend.

| S.N | DESCRIPTION                                    | TENDER FEE                | BID SECURITY       |
|-----|------------------------------------------------|---------------------------|--------------------|
| 1   | Stationary items                               | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 2   | Other Misc/Petty articles items, & Other Items | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 3   | Diet for Patients                              | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 4   | Uniform./Liveries                              | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 5   | Life Saving medical Supplies (Gas)             | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 6   | Lab: Chemicals/Re-agents                       | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 7   | Repair of Furniture/Fixture                    | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 8   | Repair of Machinery equipment's                | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 9   | Repair of transport (vehicles)                 | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 10  | L.P Medicines/Drugs 15%                        | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 11  | Specific Consumable                            | Rs. 3000 (Non-refundable) | 5% of Total Budget |
| 12  | Purchase of Machinery/Plants                   | Rs. 3000 (Non-refundable) | 5% of Total Budget |

### Tender Document Acquisition and General Instructions:

- The Tender Forms can be downloaded from the date of publication and uploaded until 29th August, 2026, upon non-refundable cash payment as specified against each item.

### Note:

- The Procuring Agency reserves the right to increase or decrease the quantity of any listed item, as and when deemed necessary, in accordance with the relevant provisions of the Sindh Public Procurement Rules (SPPRA).
- The Procuring Agency also reserves the right to reject any or all bids subject to the relevant provisions of SPPRA Rules 2010 (amended to date) and may annul the bidding process at any stage prior to the acceptance of a bid or proposal under Rule-25 of the aforementioned rules.
- In the event of an unscheduled public holiday or any unforeseen circumstance on the bid opening date, the submission and opening of bids shall be postponed to the next working day. However, the terms and conditions of the tender shall remain unchanged.

**DR SARFARAZ AHMED SHAH**  
MEDICAL SUPERINTENDENT  
DHQ HOSPITAL MIRPUR MATHELO

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



## **DISTRICT HEADQUARTERS HOSPITAL GHOTKI @ MIRPUR MATHELO**

Ph: 0723-661655 Email: [dhqmpm@gmail.com](mailto:dhqmpm@gmail.com)

**BID DOCUMENTS FOR STATIONARY ITEMS ITEMS FINANCIAL YEAR 2026-27.**

**AT DHQ HOSPITAL GHOTKI @ MIRPUR MATHELO**

### **BIDDING DATA**

|                                |                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procuring Agency:              | MEDICAL SUPERINTENDENT DHQ HOSPITAL MPM.                                                                                                                                                                                              |
| Address:                       | DHQ Hospital Mirpur Mathelo.                                                                                                                                                                                                          |
| Name of Item:                  | STATIONERY ITEMS.                                                                                                                                                                                                                     |
| Bid Validity.                  | 90-Days.                                                                                                                                                                                                                              |
| Amount of Submission.          | 3.5 % of Bid Security.                                                                                                                                                                                                                |
| Date of Submission:            | As per NIT.                                                                                                                                                                                                                           |
| Date of Opening:               | As per NIT.                                                                                                                                                                                                                           |
| Performance Security           | 5% of the Contract Value.                                                                                                                                                                                                             |
| Language of Bid.               | English.                                                                                                                                                                                                                              |
| Bidding Procedure:             | Single Stage-Two Envelope Procedure.                                                                                                                                                                                                  |
| Eligibility Criteria:          | As per Annex: A.                                                                                                                                                                                                                      |
| Technical Evaluation Criteria: | As per Annexure A                                                                                                                                                                                                                     |
| Advance Payment.               | No advance Payment.                                                                                                                                                                                                                   |
| Period of Completion.          | Bid must remain valid for 90 days after the opening date and may be extended as per SPPRA Rules.                                                                                                                                      |
| Liquidity Damages.             | 0.03% for contract price for each day of delay until actual delivery or performance, up to the maximum deduction of 10% of the contract price.<br>Once the maximum is reached the purchaser may consider the termination of contract. |
| Inspection Authority.          | District Headquarters Hospital Mirpur Mathelo.                                                                                                                                                                                        |
| Place of Inspection.           | District Headquarters Hospital Mirpur Mathelo.                                                                                                                                                                                        |
| Place of Delivery.             | Main Store District Headquarters Hospital Mirpur Mathelo.                                                                                                                                                                             |
| Currency of BID                | PKR                                                                                                                                                                                                                                   |



## TERMS & CONDITIONS / CRITERIA

1. **TENDER OPENING PROTOCOL:** The sealed bids shall be publicly opened at the designated office of the DHQ Hospital Mirpur Mathelo in the presence of such bidders or their authorized representatives who may choose to attend, as per the stipulated schedule.
2. **MANDATORY COMPLIANCE:** Bidders are obligated to demonstrate strict and unequivocal adherence to all clauses, stipulations, and conditions enumerated within this tender document. The submission must be comprehensive and fully compliant; any deviation, omission, or non-conformance, including the failure to furnish any of the requisite mandatory documents, shall render the bid liable to summary disqualification without any further recourse.
3. **REJECTION OF NON-CONFORMING BIDS:** Tenders that do not fulfill the prescribed conditions, covenants, and prerequisites, or are otherwise incomplete, shall be summarily rejected by the procuring agency.
4. **PROCUREMENT METHODOLOGY:** The procurement process shall be conducted in accordance with the **Single Stage - One Envelope Procedure** as prescribed and amended in the Sindh Public Procurement Rules, 2010.
5. **PROOF OF TENDER COST:** Bidders must submit the original receipt evidencing payment of the non-refundable tender cost/fee prior to the bid opening. A certified copy thereof shall be incorporated within the technical bid documents.
6. **BID SECURITY/SECURITY DEPOSIT:** The submission of a valid Bid Security / Call Deposit in the prescribed format and quantum is a mandatory condition precedent to the eligibility of any bid. Bids accompanied by conditional, defective, or insufficient bid security shall be summarily rejected.
7. **TENDER PROFORMA:** The prescribed preformat for both the Technical and Financial bids shall be downloaded from the official website and must be utilized in their entirety.
8. **ATTACHMENT OF BID SECURITY:** The original instrument (Bank Draft / Pay Order) constituting the Bid Security must be physically attached to, and submitted with, the Financial Proposal/Bid.
9. **EVALUATION AND AWARD CRITERIA:** The Technical and Financial Bids shall be evaluated by the duly constituted Technical Evaluation Committee. The award of contract shall be made to the bidder whose proposal is determined to be the **Most Advantageous Bid**, balancing technical quality, compliance, and cost-effectiveness, as per SPPRA guidelines.
10. **FINANCIAL STANDING AND PAST PERFORMANCE:** Bidders are required to provide comprehensive and verifiable details of their financial standing, including audited financial statements, and a complete list of similar contracts performed for government and semi-government institutions over the preceding three (3) years.
11. **DOCUMENT INTEGRITY:** Any overwriting, cutting, erasure, or illegibility in the submitted tender documents shall render the bid liable for cancellation/rejection. All submitted copies must be clear and legible.
12. **PRICE VALIDITY AND ESCALATION:** The rates quoted by the bidder shall remain firm, fixed, and valid for the entire period of the financial year 2026-2027. No escalation in prices shall be entertained or allowed. Furthermore, the contract may be extended at the same rates for the first quarter of the subsequent financial year (2027-2028), subject to mutual agreement between the bidder and the Medical Superintendent, to ensure continuity of supply pending finalization of the next tender process.
13. **DEFAULT AND PENALTIES:** Failure to supply items in accordance with the purchase order, delivery schedule, or any other terms and conditions shall result in the immediate blacklisting/debarment of the bidder and the forfeiture of the security deposit/earnest money, without prejudice to any other rights or remedies available to the purchaser.
14. **COMPETENT AUTHORITY'S FINALITY:** The decision of the Competent Authority shall be final, conclusive, and binding on all parties, and shall not be subject to challenge in any forum.
15. **TAX DEDUCTION AND LEVIES:** Income Tax and other applicable government taxes and levies shall be deducted from the bills of the successful bidder at source, in accordance with the prevailing laws and government rules.
16. **TAX FLUCTUATIONS:** Any fluctuation in existing government taxes and levies during the contract period shall be borne exclusively by the successful bidder.

## DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)

17. **NEW TAXES:** Any new taxes or levies announced by the government during the contract period shall likewise be the sole liability and responsibility of the successful bidder.
  18. **RIGHT TO VARY QUANTITIES:** The Purchaser expressly reserves the right to unilaterally increase, decrease, or delete any quantity of items specified in the Schedule of Requirements without any change in the unit price or other terms and conditions during the contract period.
  19. **RIGHT TO ACCEPT OR REJECT BIDS:** The Purchaser reserves the right to accept the whole or any part of the bid, or to cancel/scrap the tender process entirely, at any time prior to the award of the contract, in accordance with the relevant SPPRA Rules 2010 (as amended), without incurring any liability to the affected bidder(s) or providing any reasons for such action.
  20. **CONDITIONAL TENDERS:** Conditional tenders, or tenders with qualifications or reservations, shall not be accepted and will be deemed non-responsive.
  21. **DISCLOSURE OF LITIGATION AND BLACKLISTING:** Bidders must provide a comprehensive list of all pending or concluded litigations, court cases, or arbitration proceedings involving their firm. Furthermore, a sworn affidavit must be submitted, explicitly stating that the firm, its proprietors, partners, or directors have not been blacklisted, debarred, or suspended by any Government (Federal or Provincial), Autonomous, or Semi-Autonomous body in Pakistan.
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## ADDITIONAL CONDITIONS

### 1. 1. PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

1. The Purchaser reserves the right to increase, decrease, or delete the quantities of goods specified at the time of contract award.
2. The Purchaser also reserves the right to enhance the quantity by up to 15% of the goods originally specified in the Schedule of Requirements without any change in the unit price or other terms and conditions during the contract period.
3. The Purchaser 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(s) or providing reasons for such action.

### 2. 2. UNDERTAKING

1. I/We hereby agree that whether our bid is accepted for the total quantity, enhanced quantity, or for any single item, I/we shall supply and accept the said item(s) at the rates offered, and supply the contracted quantity within the stipulated period as specified in the contract.
2. I/We understand and confirm that, in case the same goods have been or are supplied at lower rates to any other Government or Semi-Government institution within the province during the same fiscal year, the cost difference will be refunded by us.
3. I/We undertake that if any information provided in connection with this tender enquiry is found to be incorrect or false at any stage, our contract may be cancelled at our cost and risk, without any claim against the purchaser.

### 3. CERTIFICATE

DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)

We hereby certify and guarantee that we will supply the stores exactly in accordance with the requirements specified in the invitation to this tender.

We further confirm that:

- **Income tax and other applicable taxes** will be deducted as per Government rules.
- Any **fluctuation in Government taxes** will be borne by us, the successful bidder.
- Any **revised schedule of taxes or new taxes** announced by the Government during the current financial year will be paid by us, the successful bidder.

Signature of Vendor/Supplier:

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Designation:

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Address:

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**DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)**

| Sr. | Name of Items                                    | Specification                                                                                                      | Trade Price | Qty | Discount% | Company / Manufacturer |
|-----|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------|-----|-----------|------------------------|
| 1   | A4 size Papers                                   | 80g                                                                                                                |             |     |           |                        |
| 2   | Legal Size Paper                                 |                                                                                                                    |             |     |           |                        |
| 3   | Ball Point Pens                                  | pkt                                                                                                                |             |     |           |                        |
| 4   | Pencil                                           | Pkts                                                                                                               |             |     |           |                        |
| 5   | Eraser                                           | Per No                                                                                                             |             |     |           |                        |
| 6   | Shopner                                          | Per No                                                                                                             |             |     |           |                        |
| 7   | Printed Registers                                | Inward/Outward/ Indoor Patients/ Stock Register / Bill Diary /OPD/CRP/Lab/X-ray/Dialysis/Attendance/Blank Register |             |     |           |                        |
| 8   | Plain Registers                                  |                                                                                                                    |             |     |           |                        |
| 9   | Markers                                          | Diff: Colors                                                                                                       |             |     |           |                        |
| 10  | Whito                                            |                                                                                                                    |             |     |           |                        |
| 11  | Staplers                                         | Small /Large                                                                                                       |             |     |           |                        |
| 12  | Stapler Pins                                     | Small /Large boxes                                                                                                 |             |     |           |                        |
| 13  | Hole Punch Machine                               | Small /Large                                                                                                       |             |     |           |                        |
| 14  | Foot Scale                                       | Steel                                                                                                              |             |     |           |                        |
| 15  | Calculator                                       |                                                                                                                    |             |     |           |                        |
| 16  | Stapler Medium                                   |                                                                                                                    |             |     |           |                        |
| 17  | Stapler Small                                    |                                                                                                                    |             |     |           |                        |
| 18  | Stapler Pins                                     |                                                                                                                    |             |     |           |                        |
| 19  | Hard File                                        |                                                                                                                    |             |     |           |                        |
| 20  | Kacha File Printed                               |                                                                                                                    |             |     |           |                        |
| 21  | Ultrasound Printed Papers                        |                                                                                                                    |             |     |           |                        |
| 22  | Indoor Patient Case File Papers                  |                                                                                                                    |             |     |           |                        |
| 23  | Stamp Paid                                       |                                                                                                                    |             |     |           |                        |
| 24  | Stamp Paid Ink                                   |                                                                                                                    |             |     |           |                        |
| 25  | Plastic File                                     |                                                                                                                    |             |     |           |                        |
| 26  | Binding Tap                                      |                                                                                                                    |             |     |           |                        |
| 27  | Table Set                                        |                                                                                                                    |             |     |           |                        |
| 28  | ID Cards                                         |                                                                                                                    |             |     |           |                        |
| 29  | ID Cards Ribbon                                  |                                                                                                                    |             |     |           |                        |
| 30  | Printing A4 Size Paper for Ultrasound            |                                                                                                                    |             |     |           |                        |
| 31  | Printing of Legal Paper for Ultrasound Reporting |                                                                                                                    |             |     |           |                        |
| 32  | Printing of Indoor Sheets on A4 Size Paper       |                                                                                                                    |             |     |           |                        |

**DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)**

|    |                                              |  |  |  |  |  |
|----|----------------------------------------------|--|--|--|--|--|
| 33 | Printing of Dialysis Sheets on A4 size paper |  |  |  |  |  |
| 34 | Printing of O.T Papers/ sheets for O.T       |  |  |  |  |  |
| 35 | DHIS Report Printing                         |  |  |  |  |  |
| 36 | Indoor/ OPD Registers                        |  |  |  |  |  |
| 37 | DHIS Tools / Registers Printing              |  |  |  |  |  |
| 38 | Register Legal Size 300 Pages                |  |  |  |  |  |
| 39 | Notice Boards                                |  |  |  |  |  |

# DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)

## CONTRACT AGREEMENT

This Agreement ("Agreement") is entered into on \_\_\_\_ (the "Effective Date"), by and between:

Address: \_\_\_\_\_ (the "Seller") and  
Address: \_\_\_\_\_ (the "Buyer") also individually referred to as a "Party", and collectively as the "Parties".

### • BACKGROUND

The Seller is the manufacturer / distributor of the following product(s): \_\_\_\_\_

The Buyer wishes to purchase the aforementioned product(s).

### TERMS & CONDITIONS

- **Sale of Goods** The Seller shall make available for sale and the Buyer shall purchase:..... (the "Goods"). **Delivery.** The Seller shall deliver the Goods to the Buyer at: \_\_\_\_\_. The Goods shall be deemed delivered when the Buyer accepts delivery at this location. The shipping method shall be determined by the Seller. The Buyer will only be responsible for shipping costs up to \_\_\_\_\_.
- **Purchase Price & Payments:** The Seller agrees to sell the Goods to the Buyer for \_\_\_\_\_. An invoice will be provided at the time of delivery. All invoices must be paid in full within thirty (30) days. Any overdue balance will be subject to a 5% late payment penalty.
- **Inspection of Goods & Rejection:** The Buyer may inspect the Goods upon delivery. If unacceptable, the Buyer must reject the Goods at delivery or within five (5) business days. Failure to reject within this period waives the right to do so for that delivery. The Seller will be given a reasonable period to cure deficiencies.
- **Risk of Loss:** Risk of loss remains with the Seller until the Buyer accepts delivery. The Seller shall maintain insurance at its expense to cover potential loss.
- **Title:** Title to the Goods transfers upon Buyer's acceptance of delivery.
- **Excuse for Delay or Failure to Perform:** The Seller will not be liable for delays or defaults caused by factors beyond its control (e.g., labor disputes, shortages and Acts of God). Notice will be provided, and either Party may terminate upon such notice.
- **Termination:** Either Party may terminate this Agreement by written notice. The Buyer will pay for all accepted Goods up to the termination date.
- **Disclaimer of Warranties:** The Goods are sold "as is". The Seller disclaims all warranties, including implied warranties of merchantability or fitness for a particular purpose.
- **Limitation of Liability:** Neither Party shall be liable for indirect damages such as loss of profit or business due to this Agreement, except for direct negligence or breach.
- **Severability:** If any part of this Agreement is invalid or unenforceable, the rest shall remain valid.
- **Waiver:** Failure to enforce any term will not be deemed a waiver of any rights.
- **Remedies & Legal Fees:** In case of dispute, the Buyer's remedy will be limited to recovery of the purchase price and shipping costs. The prevailing Party in any legal action will be entitled to recover legal fees, including attorney's fees.
- **Legal & Binding Agreement:** This Agreement is legal and binding between the Parties. Both Parties represent they have authority to enter this Agreement.
- **Governing Law & Jurisdiction:** This Agreement shall be governed by the law of: \_\_\_\_\_
- **Entire Agreement:** This Agreement represents the entire understanding. Any modification must be in writing and signed by both Parties.
- **Taxes :** Income tax and other taxes will be deducted as per Government rules.

Any revised schedule of taxes or new taxes during the current financial year will be paid by the successful bidder.

Fluctuations in Government taxes will be paid by the successful bidder.

### SIGNATURES

| For:    | Medical                                                                             | Superintendent | DHQ | Hospital | MPM |
|---------|-------------------------------------------------------------------------------------|----------------|-----|----------|-----|
| Signed: |  |                |     |          |     |
| Name:   |                                                                                     |                |     |          |     |
| Date:   |                                                                                     |                |     |          |     |
| For:    |                                                                                     |                |     |          |     |
| Signed: |  |                |     |          |     |
| Name:   |                                                                                     |                |     |          |     |
| Date:   |                                                                                     |                |     |          |     |

/ Seller



## DISTRICT HEADQUARTERS HOSPITAL GHOTKI @ MIRPUR MATHELO

Ph: 0723-661655 Email: [dhqmpm@gmail.com](mailto:dhqmpm@gmail.com)

**BID DOCUMENTS FOR THE STATIONARY ITEMS FINANCIAL YEAR 2026-27.**

**AT DHQ HOSPITAL GHOTKI @ MIRPUR MATHELO**

### **EVALUATION CRITERIA**

The following mandatory documents are to be submitted along with tender in the same sequence as mentioned below with page number.

| Sr. No | Documents required                                                                                                                                                                                                                 | Yes | No |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.     | Original Tender Purchase Receipt prior to opening of bid submission or Pay order tender cost fee.                                                                                                                                  |     |    |
| 2.     | Draft of Earnest Money / Pay Order                                                                                                                                                                                                 |     |    |
| 3.     | CNIC Photocopy                                                                                                                                                                                                                     |     |    |
| 4.     | NTN Certificate from FBR                                                                                                                                                                                                           |     |    |
| 5.     | Professional Tax Certificate issued                                                                                                                                                                                                |     |    |
| 6.     | Bank Solvency                                                                                                                                                                                                                      |     |    |
| 7.     | Bank Solvency Certificate with statement of transaction 5 million during last year from 1 <sup>st</sup> July 2025 to 30 <sup>th</sup> June 2026                                                                                    |     |    |
| 8.     | Three years' experience certificate or Past performance certificate in relevant field issued by the respective department.                                                                                                         |     |    |
| 9.     | Proof of FBR Returns 1 million of 2025-26 last year                                                                                                                                                                                |     |    |
| 10.    | GST Certificate from FBR must be 3 years' experience                                                                                                                                                                               |     |    |
| 11.    | Chamber of commerce certificate                                                                                                                                                                                                    |     |    |
| 12.    | Audit reports of last 3 years by C.A or ICMA firm                                                                                                                                                                                  |     |    |
| 13.    | Affidavit on Non-Judicial stamp paper of Rs 100/- that the tendered or his/her partner representative / agent or any of his relative in this concern has not been blacklisted from health department or other Government of Sindh. |     |    |
| 14.    | Bidder already providing same services should obtain & attach a satisfactory performance certificate from the competent authority. New bidders will attach an acknowledged Institution's satisfactory certificate.                 |     |    |
| 15.    | Submission of undertaking regarding supply of required items within stipulated time as defined in with quality certificate from the authorized Laboratory                                                                          |     |    |
| 16.    | Submission of undertaking regarding all quoted item rates being less than existing trade price                                                                                                                                     |     |    |
| 17.    | Pay order of Bid security should be attached along with bidding documents.                                                                                                                                                         |     |    |
| 18.    | Bids should be submitted in the form given in (Sample Performa for Financial Bid).                                                                                                                                                 |     |    |
| 19.    | Bid Letter Form on bidder's letterhead as per sample of this bidding documents duly signed and stamped                                                                                                                             |     |    |

**COMPLIANCE CERTIFICATE**

**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

*(On PKR Rs.100/- Stamp Paper)*

[Name of Procuring Agency]

Tender No.: [Tender Number]

Project Title: [Project Title]

Dear Sir,

I/We, the undersigned, having carefully read and fully understood the Terms and Conditions as outlined in the Tender documents for the aforementioned tender, hereby declare and confirm the following:

1. Acceptance of Tender Terms: I/We confirm that my/our company is in full agreement with all of the terms and conditions specified in the tender document. I/We undertake to abide by these terms and conditions throughout the tender process and, if awarded the contract, during the execution of the contract.
2. Authorized Signatory: I/We further confirm that I am a duly authorized signatory of [Name of Company/Firm] and possess the necessary authority to make this declaration and enter into the contract on behalf of the company.

This declaration is made in good faith and as a pre-requisite for the submission of the bid for the tender reference mentioned above.

Yours faithfully,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_

DHQ Hospital Mirpur Mathelo (STATIONARY ITEMS)  
**BID LETTER FORM**

From:

(Registered name and address of the bidder)

To:

Medical Superintendent

DHQ Hospital Mirpur Mathelo

Dear Sir / Madam,

Having examined the bidding document and amendment thereon, we the undersigned, offer to provide services to the works in conformity with the terms and conditions of the bidding document and amendments thereon, for the following project in response to your tender call dated \_\_\_\_\_.

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

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (total bid amount in words and figures), which may vary in accordance with the schedule of prices attached herewith and coverage options made by the Procuring Agency or its user organization.

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

1. Provide services/execute the work according to the time schedule specified in the bid document.
2. Obtain the performance guarantee of the bank in accordance with the bid requirements for the due performance of the contract.
3. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period, and the bid may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

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

Bidder's signature

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

and seal.



**INTEGRITY PACT****Declaration of Fees, Commission, and Brokerage, etc. Payable by the Suppliers / Contractors / Consultants**

|                        |                |       |
|------------------------|----------------|-------|
| <b>Contract</b>        | <b>Number:</b> | _____ |
| <b>Dated:</b>          |                | _____ |
| <b>Contract</b>        | <b>Value:</b>  | _____ |
| <b>Contract Title:</b> |                | _____ |

I/We, [Name of Supplier / Contractor / Consultant], hereby declare that I/we have not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the **Government of Sindh (GoS)** or any of its administrative subdivisions, agencies, or any other entity owned or controlled by it through any **corrupt business practice**.

Without limiting the generality of the foregoing, I/we represent and warrant that:

I/we have fully declared any **brokerage, commission, fees, etc.** paid or payable to anyone.

I/we have not given, 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 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 from the Procuring Agency (PA), except as expressly declared pursuant hereto.

**I/We certify that:**

I/we have made and will make **full disclosure** of all agreements and arrangements with all persons related to the transaction with the PA.

I/we have not taken, and will not take, any action to **circumvent** this declaration, representation, or warranty.

I/We accept **full responsibility and strict liability** for any false declaration, failure to make full disclosure, misrepresentation of facts, or action taken to defeat the purpose of this declaration. I/we agree that any contract, right, interest, privilege, or other obligation or benefit obtained as stated above shall be **voidable at the option of the PA**, without prejudice to any other rights or remedies available to the PA under any law, contract, or instrument.

Notwithstanding the exercise of any rights and remedies by the PA, I/we agree to **indemnify the PA** for any loss or damage incurred on account of such corrupt practices, and further agree to pay compensation to the PA equivalent to **ten times the sum** of any commission, gratification, bribe, finder's fee, or kickback given as aforesaid.

\_\_\_\_\_  
[Procuring Agency]

\_\_\_\_\_  
[Supplier]

Note

**ADDITIONAL INSTRUCTIONS**

- All the above-mentioned instructions, terms, and conditions in this bidding document **must be read carefully and complied with**. Failure to do so will result in the offer being **ignored or disqualified**.
- In case of **any discrepancy between the unit price and the total price**, the **unit price shall prevail**.
- The Institute reserves the right to **request and verify any documents** from bidders related to the **manufacturer or importer of the item**, in order to assess the quality of the goods offered.
- All bid documents must be **submitted page-wise in order**. The **procurement authority will not be responsible** for any missing papers or incomplete submissions.

**Shortfall of any document** required under the evaluation criteria shall render the bidding firm **ineligible for competition**.

  
MEDICAL SUPERINTENDENT  
DHQ HOSPITAL MIRPUR MATHELO

DHQ/ CIVIL HOSPITAL  
MIRPUR MATHELO

**AFFIDAVIT**

*(On PKR Rs.100/- Stamp Paper)*

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

1. We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. The undersigned have not paid nor have agreed to pay any Commissions or Gratuities to any official or agent related to this bid or award or contract.
7. The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
8. That the undersigned has not employed any child labor in the organization/unit.
9. We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

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

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

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

For Messrs. [Name of Supplier]

**UNDERTAKING (Stipulated Time)**

*(On PKR Rs.100/- Stamp Paper)*

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that: Supply of Quoted items will be delivered in stipulated time as mentioned in bidding data and with quality certificate from the authorized Laboratory (Where applicable).

Signatures with stamp

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

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

CNIC No. \_\_\_\_\_ (Copy must be attached)

For Messrs. [Name of Supplier]

**UNDERTAKING**

**(QUOTED PRICE) – BIDDING DOCUMENT**

*(On PKR Rs.200/- Stamp Paper)*

[Name of Procuring Agency]

Tender No.: [Tender Number]

Project Title: [Project Title]

1. Undertaking by the Bidder: As part of the submission for the above-referenced tender, the bidder shall submit an undertaking, in the form of a signed declaration, affirming the following.
2. Compliance with Market Price Standards: The bidder hereby confirms and declares that the prices quoted in their bid are, to the best of their knowledge, lower than or equal to the prevailing market rates and/or the existing trade prices for the respective items. The quoted prices include any applicable discounts, rebates, or adjustments.
3. Price Verification and Procurement Agency's Rights: In the event that the procuring agency determines that any item price quoted by the bidder is higher than the market price or the price quoted by other bidders, the procuring agency shall have the right, without limitation, to: (i) Reject the Bid; (ii) Recover Excess Payment; (iii) take Other Corrective Actions as it deems necessary.
4. Waiver of Legal Challenge: The bidder agrees and undertakes that, in the event of rejection of the bid, recovery of excess amounts, or any corrective action taken by the procuring agency, they will not challenge the decision in any court of law or other legal forum.
5. Binding Nature of the Undertaking: This undertaking, once signed by the bidder, is legally binding.
6. Submission of the Undertaking: The bidder shall submit this undertaking duly signed and stamped as part of the bid submission. Failure to submit this undertaking will result in disqualification of the bidder's bid.

For [Name of Supplier]

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

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

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



**Note**

1. All the above instructions, terms, and conditions in this bidding document must be read carefully for strict compliance; otherwise, the offer will be ignored.
2. In case of any discrepancy between the unit price and the total price, the unit price shall prevail.
3. The Institute reserves the right to request and verify any document from the participants related to the Manufacturer / Importer of the item(s), to assess the quality of the goods offered.
4. All bid documents must be submitted in proper pages order. The procurement authority will not be responsible for any missing pages or incomplete submissions.
5. *Shortfall of any document required under the evaluation criteria shall render the bidding firm ineligible for competition.*



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DHQ HOSPITAL MIRPUR MATHELO**  
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DHQ CIVIL HOSPITAL  
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