Special Economic Zones Authority
Investment Department
Government of Sindh

NOTIFICATION

No.CEO/SEZA/Proc-Comm(Int)/2024/54/1267/A In pursuance of Rule-7 of the Sindh Public Procurement Rules, 2010 (Amended Up to date), a Procurement Committee comprising of following Officers for procurement of Goods & Services of Investment Department is constituted as under:

S#	Name of Officer	Designation
1	Manager (Admin & HR), SEZ Authority, Sindh	Chairman
2	Representative of Excise, Taxation and Narcotics Control Department, Government of Sindh	Member
3	Assistant Manager (Procurement & Coordination), SEZ Authority, Sindh	Member/Secretary

Terms of Reference:

(1) Preparing bidding documents;
(2) Carrying out technical as well as financial evaluation of the bids;
(3) Preparing evaluation report as provided in Rule 45;
(4) Making recommendations for the award of contract to the competent authority; and
(5) Perform any other function ancillary and incidental to the above.

Faisal Mujeeb
Chief Executive Officer

No.CEO/SEZA/ Proc-Comm(Int)/2024/54/1267/A Karachi dated, 14th September, 2026

A copy is forwarded for information and necessary action to:-

1. The Secretary, Excise, Taxation and Narcotics Control Department, Govt. of Sindh, with a request to nominate concerned officer for above committee.
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi
3. All Members of the Committee
4. Office Order file.

Special Economic Zone Authority
Sindh
GoS

14/9/2026

(Adil Ahmed Siddiqui)
Manager (Admin & HR)

Special Economic Zones Authority
Investment Department
Government of Sindh

NOTIFICATION

No.CEO/SEZA/ Proc-Comm(Int)/2024/54/1267/A Complaint Redressal Committee comprising of following Officers is hereby constituted in consonance with Rule-31 of the Sindh Public Procurement Rules, 2010 (amended Up to date) to redress the complaints/grievances of bidders that may arise in procurement of Investment Department during the current financial years 2023-24:

S#	Name of Officer	Designation
1	Chief Executive Officer, SEZ Authority, Sindh	Chairman
2	Representative of Accountant General Sindh	Member
3	Independent Professional (Nominated by Secretary Investment Department, Government of Sindh	Member

Terms of Reference:

- ToRs of the Complaint Redressal Committee are as provided under Rule-13 of SPPRA Rules, 2010 (Amended Up to date)

Faisal Mujeeb
Chief Executive Officer

No.CEO/SEZA/ Proc-Comm(Int)/2024/54/ 1267/B Karachi dated, 14th September, 2026

A copy is forwarded for information and necessary action to:-

1. The Account General Sindh, Karachi
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi
3. The CEO, SEZA, Karachi
4. The Chairman/Members of Procurement Committee
5. The PS to Secretary Investment Department, Govt. of Sindh, Karachi
6. Office Order file.

14/9/2026

(Adil Ahmed Siddiqui)
Manager (Admin & HR)

Special Economic Zone Authority Sindh GoS

INTERNATIONAL
THE NEWS
Saturday
September 12, 2026
Rabi-ul-Awwal 29, 1448 A.H.
22 pages
Price Rs. 45.00
Karachi Edition
Also published from Islamabad / Rawalpindi, Lahore and globally on the World Wide Web at www.thenews.pk
JANG GROUP OF NEWSPAPERS
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NOTICE FOR INVITING TENDER

SEZA
SPECIAL ECONOMIC ZONE AUTHORITY

HIRING OF OF SUB ORDINATE & OTHER STAFF ON OUTSOURCE BASIS

Special Economic Zone Authority, Sindh invites online bids from well reputed Companies/Firms dealing in providing Sub-Ordinate & Other Staff on Outsource Basis" to SEZA, Sindh.

2. Tender documents containing detailed evaluation criteria, scope of work and other details can be download through **SPPRA website https://portalsindh.eprocure.gov.pk/#/ EPAD's (e-Procurement) system and Special Economic Zone Authority (SEZA) website www.sezasindh.gos.pk from 18th September 2026 (Friday) till 5th October, 2026 (Monday).**

3. **Procurement Method** will be **Single Stage - Single Envelope Procedure** method for open competitive bidding. Bidders must upload their proposals through the **SPPRA EPADs Portal** (https://portalsindh.eprocure.gov.pk).

4. **Financial Proposals** must be accompanied by 5% bid security of the total bid amount (refundable), in the form of a **Pay Order, Bank Draft, or Bank Guarantee** issued by a scheduled bank in Pakistan. The bid security should be valid for at least 90 days beyond the bid validity date and must be in Favor of "Special Economic Zone Authority".

5. **Opening of Financial Proposals** only firms that qualify the Technical Evaluation will have their **Financial Proposals** opened and considered for further evaluation.

6. **Submission of Proposals in Hard Copy:** An original hard copy of the complete proposal (Technical and Financial), exactly matching the version uploaded on the EPADs portal, must also be submitted at the SPECIAL ECONOMIC ZONE AUTHORITY office.

7. **Deadline for Submission:** Proposals must be submitted Digitally (online) through the **SPPRA EPADS system** on or before **5th October, 2026 (Monday) at 2:30 p.m.**

8. **Opening of Bids:** Bids will be opened on **5th October, 2026 (Monday) at 3:30 p.m.** All designated committee members will attend the session online via the **SPPRA EPADs portal.**

9. Bidders are strongly encouraged to attend physically. Any bidder does not present during the opening session will be marked absent, and their bid will not be considered.

10. **Misrepresentation** any firm providing false or misleading information will be disqualified at any stage of the evaluation or contracting process.

11. **Procuring Agency (P.A.)** SPECIAL ECONOMIC ZONE AUTHORITY (SEZA) reserves the right to reject any or all bids at any time before the award of the contract in accordance with Rule 25(1) of the **SPPRA Rules, 2010 (amended till now).**

12. **Additional Conditions**

(a) Bids will be automatically rejected under the following conditions:

- Conditional or telegraphic submissions
- Missing or incorrectly submitted bid security
- Original Bid Security not submitted at the office of SEZA, Sindh
- Submissions received after the specified deadline
- Participation by blacklisted firms

(b) All bidders must provide an affidavit confirming that their firm/agency has never been blacklisted by any public or private organization.

ASSISTANT MANAGER PROCUREMENT
Special Economic Zone Authority, Sindh
1st Floor, Block A, FTC Building, Shahrah-e-Faisal, Karachi
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INF-KRY/4046/26

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جلد 29 شمارہ 8 | اتوار 30 ربیع الاول 1448ھ 13 ستمبر 2026 صفحات 14 قیمت 40 روپے

SPECIAL ECONOMIC ZONE AUTHORITY

ٹینڈر طلبی نوٹس

آؤٹ سورس کی بنیاد پر سب آرڈینیٹ اور دیگر عملے کی ہائرنگ

اسپیشل اکنامک زون اتھارٹی، سندھ SEZA کو "آؤٹ سورس کی بنیاد پر سب آرڈینیٹ اور دیگر عملہ" فراہم کرنے والے معتبر اداروں/فرموں سے آن لائن بولیاں مطلوب ہیں۔

2. ٹینڈر کی دستاویزات جس میں تفصیلی تشخیصی معیار، کام کا دائرہ کار اور دیگر تفصیلات شامل ہیں، SPPRA کی ویب سائٹ /https://portalsindh.eprocure.gov.pk/## ای پیڈس (e-Procurement) سسٹم اور اسپیشل اکنامک زون اتھارٹی (SEZA) کی ویب سائٹ www.sezasindh.gos.pk سے 18 ستمبر 2026 (جمعہ) سے 5 اکتوبر 2026 (پیر) تک ڈاؤن لوڈ کی جاسکتی ہیں۔

3. پروکیورمنٹ کا طریقہ کار کھلی مسابقتی بولی کے لیے ایک مرحلے پر ایک لفافی طریقہ کار ہوگا۔ بولی دہندگان کو اپنی تجاویز SPPRA ای پیڈس پورٹل (https://portalsindh.eprocure.gov.pk) کے ذریعے اپلوڈ کرنا ہوں گی۔

4. فنانشل پروپوزل کے ساتھ کل بولی کی رقم کا 5% بڈ سیکیورٹی (قابل واپسی) شامل ہونا ضروری ہے، جو پاکستان کے کسی بھی شیڈول بینک سے پے آرڈر، بینک ڈرافٹ، یا بینک گارنٹی کی شکل میں ہو۔ بڈ سیکیورٹی بولی کی کارآمدی میعاد کے بعد کم از کم 90 دنوں کے لیے قابل عمل ہونی چاہیے اور "اسپیشل اکنامک زون اتھارٹی" کے نام پر ہونی چاہیے۔

5. مالیاتی تجاویز کا کھولنا: صرف وہی فرمیں جو تکنیکی تشخیص پر پورا اتریں گی، ان کی مالیاتی تجاویز کھولی جائیں گی اور مزید تشخیصی جائزہ کے لیے زیرِ غور لائی جائیں گی۔

6. ہارڈ کاپی میں تجاویز کی جمع آوری: مکمل تجویز (تکنیکی اور مالیاتی) کی ایک اصل ہارڈ کاپی، جو EPADs پورٹل پر اپلوڈ کردہ ورژن سے بالکل مماثلت رکھتی ہو، اسپیشل اکنامک زون اتھارٹی کے دفتر میں بھی جمع کرانا لازمی ہے۔

7. جمع کرانے کی آخری تاریخ: تجاویز 5 اکتوبر 2026 (پیر) دوپہر 2:30 بجے تک یا اس سے قبل SPPRA ای پیڈس سسٹم کے ذریعے ڈیجیٹل (آن لائن) جمع کرانی ہوں گی۔

8. بولیوں کا کھولنا: بولیاں 5 اکتوبر 2026 (پیر) دوپہر 3:30 بجے کھولی جائیں گی۔ کمیٹی کے تمام نامزد اراکین SPPRA ای پیڈس پورٹل کے ذریعے آن لائن اجلاس میں شرکت کریں گے۔

9. بولی دہندگان کو فزیکلی حاضر ہونے کی پُرزور ترغیب دی جاتی ہے۔ جو بولی دہندہ تجاویز کھلنے کے اجلاس کے دوران موجود نہیں ہوگا اسے غیر حاضر شمار کیا جائے گا، اور اس کی بولی پر غور نہیں کیا جائے گا۔

10. غلط بیانی: جھوٹی یا گمراہ کن معلومات فراہم کرنے والی کسی بھی فرم کو تشخیصی معیار یا کنٹریکٹ کے عمل کے کسی بھی مرحلے پر نااہل قرار دے دیا جائے گا۔

11. پروکیورنگ ایجنسی: اسپیشل اکنامک زون اتھارٹی (SEZA) ایس پی پی آر اے قواعد 2010 (ترمیم شدہ) کے قاعدہ 25(1) کے مطابق کنٹریکٹ کی تفویض سے قبل کسی بھی وقت تمام یا کسی بھی بولی کو مسترد کرنے کا حق محفوظ رکھتی ہے۔

12. **اضافی شرائط**

a. درج ذیل شرائط کے تحت بولیاں خود بخود مسترد ہو جائیں گی:

- مشروط یا ٹیلی گرافک جمع آوری
- بڈ سیکیورٹی کا نہ ہونا یا غلط جمع ہونا
- اصل بڈ سیکیورٹی اسپیشل اکنامک زون اتھارٹی (SEZA)، سندھ کے دفتر میں جمع نہ کرائی گئی ہو
- مقررہ آخری تاریخ کے بعد موصول ہونے والی درخواستیں
- بلیک لسٹ شدہ فرموں کی شرکت

b. تمام بولی دہندگان کی جانب سے ایک حلف نامہ فراہم کرنا لازمی ہے جس میں اس بات کی تصدیق کی گئی ہو کہ ان کی فرم/ایجنسی کو کبھی کسی بھی سرکاری یا نجی ادارے نے بلیک لسٹ نہیں کیا ہے۔

اسسٹنٹ مینیجر پروکیورمنٹ

اسپیشل اکنامک زون اتھارٹی، سندھ

پہلی منزل، بلاک A، ایف ٹی سی بلڈنگ، شاہراہ فیصل، کراچی

ٹیلیفون: 021-99207557 www.sezasindh.gos.pk

ای میل: procurement@sezasindh.gos.pk

INF-KRY/4046/2026

سال (18) آچر 13 سيپٽمبر 2026ع بمطابق 30 ربيع الاول 1448ھ صفحا 6 - ملھ 30 روپيا شمارو (351)

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SEZA SPECIAL ECONOMIC ZONE AUTHORITY

ٽينڊر گھرائڻ لاءِ نوٽيس

آئوٽ سورس بنياد تي سب آرڊينيٽ ۽ ٻئي عملي جي هائرنگ

اسپيشل اڪنامڪ زون اٿارٽي، سنڌ SEZA کي "آئوٽ سورس بنياد تي سب آرڊينيٽ ۽ ٻيو عملو" فراهم ڪندڙ معتبر ادارن/فرمن کان آن لائن آڇون گهربل آهن.

2. واڌ دستاويز جنهن ۾ تفصيلي تشخيصي معيار، ڪم جو اسڪوپ ۽ ٻيون تفصيلون شامل آهن، SPPRA جي ويب سائيٽ https://portalsindh.eprocure.gov.pk/#/ اي پيڊس (e-Procurement) سسٽم ۽ اسپيشل اڪنامڪ زون اٿارٽي (SEZA) جي ويب سائيٽ www.sezasindh.gos.pk دان 18 سيپٽمبر 2026 (جمعو) کان 5 آڪٽوبر 2026 (سومر) تائين ڊائون لوڊ ڪري سگهجن ٿيون.

3. پروڪيورمينٽ جو طريقو کليل مسابقتي واري آڇ لاءِ هڪ مرحلي تي هڪ لفافي طريقيڪار هوندو. واڌ ڏيندڙن کي پنهنجون تجويزون SPPRA اي پيڊس پورٽل (https://portalsindh.eprocure.gov.pk) ذريعي اپلوڊ ڪرڻيون پونديون.

4. مالي تجويزن سان گڏ ڪل آڇ جي رقم جي 5% بڊ سيڪيورٽي (قابل واپسي) شامل هجڻ ضروري آهي، جيڪا پاڪستان جي ڪنهن به شيڊيولڊ بئنڪ مان پي آرڊر، بئنڪ ڊرافٽ، يا بئنڪ گارنٽي جي صورت ۾ هجي. بڊ سيڪيورٽي آڇ جي ڪارآمدي مدي کانپوءِ سڪهاري حد گهٽ ۾ گهٽ 90 ڏينهن لاءِ ڪارآمد هجڻ گهرجي ۽ "اسپيشل اڪنامڪ زون اٿارٽي" جي نالي تي هجڻ گهرجي.

5. مالي تجويزون کولڻ: فقط انهي فرمن جيڪي ٽيڪنيڪل تشخيص تي پوريون لهنديون، انهن جون مالي تجويزون کوليون وينديون ۽ وڌيڪ تشخيصي جاچ لاءِ غور هيٺ آنديون وينديون.

6. هارڊ ڪاپي ۾ تجويزون جمع ڪرائڻ: مڪمل تجويز (ٽيڪنيڪل ۽ فنانشل) جي هڪ اصل هارڊ ڪاپي، جيڪا EPADs پورٽل تي اپلوڊ ڪيل ورزن سان بلڪل ملندڙ جلندڙ هجي، اسپيشل اڪنامڪ زون اٿارٽي جي آفيس ۾ به جمع ڪرائڻ لازمي آهي.

7. جمع ڪرائڻ جي آخري تاريخ: تجويزون 5 آڪٽوبر 2026 (سومر) منجهند 2:30 وڳي تائين يا ان کان اڳ SPPRA اي پيڊس سسٽم ذريعي ڊجيٽل (آن لائن) جمع ڪرائڻيون پونديون.

8. آڇون کولڻ: آڇون 5 آڪٽوبر 2026 (سومر) منجهند 3:30 وڳي کوليون وينديون. ڪميٽيءَ جا سمورا نامزد ٿيل ميمبر SPPRA اي پيڊس پورٽل ذريعي آن لائن اجلاس ۾ شرڪت ڪندا.

9. واڌ ڏيندڙن کي روبرو حاضر ٿيڻ جي زوردار ترغيب ڏني وڃي ٿي. جيڪو واڌ ڏيندڙ تجويزون کلڻ جي اجلاس دوران موجود نه هوندو ان کي غير حاضر شمار ڪيو ويندو، ۽ ان جي آڇ تي غور نه ڪيو ويندو.

10. غلط بياني: ڪوڙي يا گمراھ ڪندڙ معلومات فراهم ڪندڙ ڪنهن به فرم کي تشخيصي معيار يا ڪانٽريڪٽ جي عمل جي ڪنهن به مرحلي تي نااهل قرار ڏنو ويندو.

11. پروڪيورنگ ايجنسي: اسپيشل اڪنامڪ زون اٿارٽي (SEZA) ايس پي پي آر اي قانون 2010 (ترميم ٿيل) جي قانون 25(1) تحت ڪانٽريڪٽ ڏيڻ کان اڳ ڪنهن به وقت سڀني يا ڪنهن به آڇ کي رد ڪرڻ جو حق محفوظ رکي ٿي.

12. اضافي شرط

a. هيٺين شرطن تحت آڇون پاڻمرادو رد ٿي وينديون:

- مشروط يا ٽيليگرافڪ جمع ٿيل تجويزون
- بڊ سيڪيورٽي جو نه هجڻ يا غلط جمع ٿيل هجڻ
- اصل بڊ سيڪيورٽي اسپيشل اڪنامڪ زون اٿارٽي (SEZA)، سنڌ جي آفيس ۾ جمع نه ڪرائي وئي هجي
- مقرر ٿيل آخري تاريخ کانپوءِ وصول ٿيل درخواستون
- بليڪ لسٽ ٿيل فرمن جي شرڪت

b. سمورن واڌ ڏيندڙن پاران هڪ حلفنامو فراهم ڪرڻ لازمي آهي جنهن ۾ ان ڳالھ جي تصديق ٿيل هجي ته سندن فرم/ايجنسيءَ کي ڪڏهن به ڪنهن سرڪاري يا خانگي اداري بليڪ لسٽ ناهي ڪيو.

INF-KRY/4046/2026

I WORK FOR SINDH

اسسٽنٽ منيجر پروڪيورمينٽ

اسپيشل اڪنامڪ زون اٿارٽي، سنڌ

پهرين ماڙ، بلاڪ A، ايف ٽي سي بلڊنگ، شاهراھ فيصل، ڪراچي

ٽيليفون: 021-99207557 www.sezasindh.gos.pk

اي ميل: procurement@sezasindh.gos.pk

TENDER REFERENCE NO. CEO/SEZA/PROC-COMM(INT)2024/54/011/2026

Special Economic Zone Authority
Government of Sindh

Bidding Document
HIRING OF SUB ORDINATE & OTHER STAFF ON OUTSOURCE BASIS

Special Economic Zone Authority,
Block –A, 1st Floor, FTC Building, Shahrah-e-Faisal,
Karachi, Pakistan
Office: 021-99207557
Email: procurement@sezasindh.gos.pk
www.sezasindh.gos.pk

TABLE OF CONTENT

1. SECTION-I: INVITATION TO BIDS

1. E-Bids are invited from Bidders i.e., firms/companies etc., registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Sindh Sales Tax etc.). The bidders should submit E-bids, as contracts will be awarded. The E-bids shall be received as per Single Stage One Envelope procedure.

2. All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the ITB 2.3.7., in the name of "Special Economic Zone Authority", and in the form of CDR/Bank Guarantee / Demand Draft / Pay Order.

3. Late E-bids shall be rejected.

4. The complete E-bids must be submitted online on e-Procurement System (EPADS) website i.e. https://portalsindh.eprocure.gov.pk, as per the following schedule:

E-bid Submission Date & Time	**5th October, 2026 (Monday) at 2:30 p.m**
E-bid Opening Date & Time	**5th October, 2026 (Monday) at 3:30 p.m**
Place	**Special Economic Zone Authority, Block –A, 1st Floor, FTC Building, Shahrah-e-Faisal, Karachi**

5. Original Bid Security Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at: Special Economic Zone Authority, Block –B, 1st Floor, FTC Building, Shahrah-e-Faisal, Karachi. Bidders are advised to ensure uploading the Bid on E- PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. Special Economic Zone Authority shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system phone number are provided hereunder:

   EPADS Helpline 051-111-137-237 during working days/hours.

6. **<u>ADDRESS FOR SUBMISSION OF BID SECURITY</u>**

   Special Economic Zone Authority, Block – A, 1st Floor, FTC Building, Shahrah-e-Faisal, Karachi

7. Bidding Documents are immediately available after date of publication. Special Economic Zone Authority, will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of E- bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from Special Economic Zone Authority website www.sezasindh.gos.pk & SPPRA website & https://portalsindh.eprocure.gov.pk.

2. SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

Note: - All the procurement procedures shall be conducted in accordance with Sindh Procurement Authority Act-2010 and Sindh Procurement Rules- (Amended up to date). In case of any conflict between the provision of this document and SPPRA Act-2010/ SPPRA Rules (Amended up to date), the later shall prevail.

2.1. Introduction		
2.1.1. Scope of Bid	i	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of services as specified in the Section-IV Bid Data Sheet (BDS). The successful Bidders will be expected to provide the service within the specified period and timeline(s) as stated in the BDS.
2.1.2. Source of Funds	i	The Procuring Agency named in the Bid Data Sheet has got the requisite funds. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
2.1.3. Eligible Bidders	i	The Invitation to Bids is open to all suppliers i.e., association of firms/companies/sole proprietor/ general order suppliers'/insurance companies registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Sindh Sales Tax etc.), and registered on eProcurement System (EPADS), except as provided hereinafter. [SPPRA Rule 29]
	ii	Bidders shall not be under a declaration of blacklisting by the Procuring Agency. **Form 8.5**
	iii	All the bidders duly incorporated and based in Pakistan governed by Rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]
	iv	A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: a. are 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 services to be purchased under this Invitation for Bids. b. have controlling shareholders in common; or c. receive or have received any direct or indirect subsidy from any of them; or d. have the same legal representative for purposes of this Bid; or e. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or f. submit more than one Bid in this Bidding process
	v	Bidder may be ineligible if – a) a. The Bidder is declared bankrupt or, in the case of company or firm, insolvent; b. Payments in favour of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; c. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d. The Bidder is convicted, by a final judgment, of any offence involving professional conduct; e. The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 38 of SPPRA Act, 2010 f. The Bidder is debarred and blacklisted in general (i.e., to the extent of all public procurement) due to consistent performance failure in accordance of SPPRA Act, 2010
	vi	Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
2.1.5. Cost of Bidding	i	The Bidder shall bear all costs associated with the preparation and submission of its E-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

2.2.1. The Bidding Documents	i	a. The services required, Bidding procedures, and contract terms Bidding Documents are prescribed in the Bidding documents. The Bidding documents, inter alia, include: b. Invitation to Bids c. Instructions to Bidders (ITB) d. Technical Specifications/ Schedule of Requirements e. Bid Data Sheet f. General Conditions of Contract (GCC) g. Special Conditions of Contract (SCC) h. Schedule of Requirements i. Bid Form j. Bidder Profile Form k. General Information Form l. Affidavit m. Bid Security Form n. Technical Bid Form o. Contract Form p. Financial Bid Form / Price Schedule q. Performance Guarantee Form r. Check List
	ii	The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
	iii	The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website of SPPRA. Re- confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.
2.2.2. Clarification of Bidding Documents	i	An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SEZA shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)] It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained biding documents. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the e-Procurement System (EPADS) for clarity of bidders.
	ii	A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through eProcurement System (EPADS).
	iii	The Procuring Agency will within three (03) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (07) days prior to the deadline for the submission of Bids. As prescribed in ITB 2.2.2 (i), above.
	iv	Copies of the Procuring Agency's response will be uploaded on e- Procurement System (EPADS), including a description of the inquiry, but without identifying its source
	v	Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3
	vi	If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
	vii	At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, through eProcurement System (EPADS), not later than three (3) days, and on equal opportunity basis as per Rule-25.
	viii	Before 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 prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	ix	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g., email that secures record of the content of subject communication.
	x	In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per Rule 22 of SPPRA, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.
2.3. Preparation of Bids		

2.3.1. Language of Bid	i	The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SEZA must be written in English. SPPRA Rule 6.
2.3.2. Bid Form	i	The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods/service to be supplied, a brief description of the goods/service, their country of origin, quantity, and prices.
	ii	Prices indicated on the Price Schedule.
	iii	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 E-bid submitted with an adjustable price quotation will be treated as nonresponsive and may be rejected
2.3.3. Bid Prices	i	The Bidder shall indicate on form 8.6 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
	ii	Prices indicated on the Price Schedule shall be lot wise.
	iii	The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) 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.
	iv	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 E-bid submitted with an adjustable price quotation will be treated as nonresponsive and may be rejected.
2.3.4. Bid Currencies	i	Prices shall be quoted in Pak Rupees. For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]
2.3.5. Documents Establishing Bidder's Eligibility and Qualification	i	Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its E-bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its E-bid is accepted.
	ii	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 E-bid, is eligible as defined under ITB Clause 2.1.3
	iii	All bids shall be evaluated in accordance with the eligibility criteria. [SPPRA Rule 42 (1)] SEZA will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not confirm to the specified requirements.
2.3.6. Documents Establishing Bidder's Eligibility and Qualification	i	Where a sample(s) is required by a procuring agency, the sample shall be: (a) submitted as part of the E-bid, in the quantities, dimensions and other details requested in the BDS; (b) carriage paid; (c) received on, or before, the closing time and date for the submission of E-bids; and (d) Evaluated to determine compliance with all characteristics listed in the BDS. {However, the procuring agency may also opt to ask for samples after submission of technical bids (where required)}
	ii	The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the E-bid if the sample(s)- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet
	iii	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only
	iv	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	v	All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
	vi	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
2.3.7. Bid Security		
	i	The Bidder shall furnish, as part of its E-bid, a Bid security in the amount specified in the Bid Data Sheet
	ii	The Bid security shall be in Pakistan Rupees and shall be in one of the following forms: (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for …… Thirty (30) Days, beyond the validity of Bid, or until furnishing of the Performance Security, whichever is later. iv) Any E-bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as nonresponsive.
	iii	Any E-Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.

	iv	Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)] The bid security shall be forfeited: If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or In the case of a successful Bidder, if the Bidder fails to; - Sign the contract in accordance with ITB Section [2.7.4]; or - Furnish performance security in accordance with ITB Section [2.7.5].
2.3.8. Period of Bid Validity	i	Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SEZA; [SPPRA Rule 38 (1)]
	ii	Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)] Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]
2.3.9. Format and Signing of Bid	i	The Bidder shall prepare E-bid of the scanned documents in the form of PDF file and as per requirements in Bidding Document
	ii	The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of E-bid. However, in case of any issue bidder shall be responsible for all consequences.
	iii	All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
	iv	Any interlineation, erasures, or overwriting shall be valid only if they are initiated by the authorized person for signing the E-Bid
	v	The name and position held by each person signing the authorization must be typed or printed below the signature. All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
	vi	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
	vii	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.
2.4. Submission of E-bids		
2.4.1. Sealing and Marking of Bids	i	N/A The complete Bids must be submitted online on eProcurement System (EPADS) website i.e., https://sindh.eprocure.gov.pk
2.4.2. Deadline for Submission of E-bids	i	E-Bids must be submitted on the e-Procurement System (EPADS) no later than the time and date specified in the Bid Data Sheet. Physical Bids received through courier services or delivered by the bidder, shall not be accepted.
	ii	SEZA may extend the deadline for submission of bids only, if one or all of the following conditions exist; - Fewer than three bids have been submitted and SEZA is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)] - If the SEZA is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]
	iii	E-Bids must be submitted on the e-Procurement System (EPADS) no later than the date and time specified in the BDS.
	iv	E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.
	v	The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids
	vi	Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
2.4.3. Late E-Bids	i	E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.
	Ii	The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids
	iii	Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of E-bid	i	The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of E-bids
	ii	No E-bid may be modified after the deadline for submission of E-bids.
	iii	No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under SPPRA)
	iv	A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
	v	Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids
2.5. Opening and Evaluation of E-Bids		
2.5.1. Opening of E-bids by the Procuring Agency	i	The Procuring Agency will open all e-Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
	ii	E-Bids shall be opened on the e-Procurement System (EPADS) one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each E-Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
	iii	In case of Single Stage One Envelope Procedure, the Procuring Agency will open on the e-Procurement System (EPADS) the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened on the e- Procurement System (EPADS) until the specified time of their opening. **Not APPLICABLE**
	iv	Technical e-bids shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
	v	Procuring agency shall verify the information read out from the submitted documents. If deemed necessary
	vi	No e-Bid will be rejected at the time of Bid opening except for late Bids (if any, submitted on system due to technical glitch)
	vii	The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a late bid, the Bid price if applicable.
	viii	Bidder will electronically view the proceeding
	ix	Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through on the eProcurement System (EPADS)
2.5.2. Confidentiality	i	Except with the prior written consent of the SEZA, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
	ii	Any effort by a Bidder to influence the Procuring Agency processing of E-bids or award decisions may result in the rejection of its E-bid.
	iii	Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing on e-Procurement System (EPADS).

2.5.3. Clarification of E- bids	i	As per rule 43 of SPPRA, to assist in the examination, evaluation and comparison of e-Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its e-Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
	ii	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
	iii	The alteration or modification in The e-Bid which in any way affect the following parameters will be considered as a change in the substance of a bid: a) Evaluation & qualification criteria; b) Required scope of work or specifications; c) All securities requirements; d) Tax requirements; e) Terms and conditions of bidding documents. f) Change in the ranking of the Bidder
2.5.4. Preliminary Examination	i	The Procuring Agency will examine the E-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
	ii	Arithmetical errors will be rectified on the following basis: - a. 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 may be rejected, and its Bid security may be forfeited. b. If there is a discrepancy between words and figures, the amount in words will prevail.
	iii	Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations.
	iv	If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
	v	Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4; b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) Has been properly signed; d) Is accompanied by the required securities; and e) Is responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
2.5.5. Examination of Terms and Conditions; Technical Evaluation	i	The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
	ii	The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Section III- Technical Specifications, Section III – Schedule of Requirements, and Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.
	iii	If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.
2.5.6. Correction of Errors	i	Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) If there is a discrepancy between unit prices 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, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

	ii	The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.8
2.5.7. Conversion to Single Currency	i	For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]
2.5.8. Post Qualification & Evaluation of Bids	i	In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3
	ii	The determination will take into account the Bidder's financial, technical, and production/ supplying 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 2.3.6, as well as such other information required for ligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
	iii	The Procuring Agency will technically evaluate and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
	iv	The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 5.5 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or lot wise evaluation inclusive of prevailing taxes, duties, fees etc.
2.5.9. Contacting the Procuring Agency	i	Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its e-Bid, from the time of the Bid opening to the time the evaluation report is made public i.e., 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so on the eProcurement System (EPADS).
	ii	Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.
2.5.10. Complaint Redressal	i	SEZA has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)] Any bidder being aggrieved by any act or decision of the SEZA during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)] The complaint Redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)] prohibit the procurement committee from acting or deciding in a manner, inconsistent with these Rules and regulations; [SPPRA Rule 31(4-a)] annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and reverse any decision of the procurement committee or substitute its own decision for such a decision; Provided that the complaint Redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)] SEZA shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SEZA. [SPPRA Rule 31(5)] SEZA shall award the contract only after the decision of the complaint Redressal committee [SPPRA Rule 31 (6)] Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)] It shall be mandatory for both, the complainant and the SEZA to appear before the Review Committee as and when called and produce documents, when so required. The Review Committee shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SEZA along with relevant record. In case of failure of Head of SEZA to appear before Review Committee despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Committee shall hear the parties and give its recommendations to the Authority within 10 days of submission of appeal The decision of the Review Committee shall be final and the SEZA shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website. **IMPORTANT** In addition to above it may be added that no complaint will be entertained unless it is:- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant. b) Incriminating evidence of the complaints.

	ii	Review Committee A bidder not satisfied with decision of the procuring agency's complaints Redressal committee may lodge an appeal to the Review Committee; provided that he has not withdrawn the bid security, if any, deposited by him. [SPPRA Rule 32 (1)]. The bidder shall submit the following documents to the Review Committee: [SPPRA Rule 32 (5)]. (a) A letter stating his wish to appeal to the Review Committee and nature of complaint; [SPPRA Rule 32 (5-a)]. (b) A copy of the complaint earlier submitted to the complaint Redressal committee of the department; [SPPRA Rule 32 (5-b)]. (c) Copy of the decision of Procuring Agency / Complaint Redressal Committee. [SPPRA Rule 32 (5-c)]. On receipt of appeal, the Chairperson shall convene a meeting of the Review Committee within seven working days; [SPPRA Rule 32 (6)]. It shall be mandatory for the appellant and the Head of procuring agency or his nominee not below the rank of BS-19 to appear before the Review Committee as and when called and produce documents, if required; [SPPRA Rule 32 (8)]. In case the appellant fails to appear twice despite the service of notice of appearance, the appeal may be decided ex-parte; [SPPRA Rule 32 (9)]. The Review Committee shall hear the parties and announce its decision within ten working days of submission of appeal; [SPPRA Rule 32 (10)]. The decision of Review Committee shall be final and binding upon the procuring agency. After the decision has been announced, the appeal and decision thereof shall be hoisted by the Authority on its website; [SPPRA Rule 32 (11)].
2.6. Award of Contract		
2.6.1. Notification of Award	i	SEZA will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the most advantageous bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or through e-Procurement System (EPADS) that its e-Bid has been accepted
	ii	The notification of award will constitute the formation of the Contract.
	iii	Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v). Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SEZA will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].
2.6.2. Performance Security	i	Within 7 DAYS of receipt of the Letter of Acceptance from SEZA, the successful Bidder shall furnish to SEZA the Performance Security equals to 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SEZA, located in Pakistan. [SPPRA Rule 39 (1)] Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SEZA may make the award to the next most advantageous Bidder or call for new bids. The Performance Security forms at Annexure "C" shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security. The Performance Security will be discharged by SEZA and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.
	ii	Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under SPPRA. After that, the Procuring Agency may decide to retain the amount equivalent to the percentage of Performance Security from the Contractor's payment, may terminate the Contract and award the contract to the next most advantageous Bidder, keeping in view the Bid validity time, or call for new E-bids keeping in view the concept of value for money Rule2(ae) read with Principles of Procurement as enunciated in Rule-4 of SPPRA
2.6.3. Signing of Contract/ Issuance of Purchase Order	i	At the same time as the Procuring Agency notifies the successful Bidder that its E-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 or will issue the purchase order [as the case may be].

	ii	Under Rule-49 of SPPRA, where the Procuring Agency requires formal signing of contract, within fifteen (15) days of issuance of the notification of Contract award/Letter of Intent (LOI), the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per Rule 55 of SPPRA
2.6.4. Award Criteria	i	Subject to ITB Clause 2.6.2, under Rule-49 of SPPRA, the Procuring Agency will award the contract to the successful Bidder whose E-bid has been determined to be responsive and has been determined to be the most advantageous E-bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	i	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of Rule-16 of SPPRA (not more than 15%).
2.6.6. Procuring Agency's Right to Accept or Reject All E-bids	i	As per Rule 25 of SPPRA, the Procuring Agency reserves the right to accept or reject all E-bids or proposals (and to annul the E-bidding process) at any time prior to the acceptance of any E-bid or proposal, without thereby incurring any liability towards the Bidders.
	ii	The Bidders shall be promptly informed about the rejection of the E- bids, if any
	iii	The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all E-bids or proposals, but shall not be required to justify those grounds.
2.6.7. Re-Bidding	i	If the Procuring Agency rejects all the E-bids under Rule 25, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.
2.6.8. Corrupt or Fraudulent Practices	i	The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. "Corrupt practices" in respect of procurement process, shall be as given in 2 (q) of SPPRA, Act, 2010, which is as follows: "(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after E-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 and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following: i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party; ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain; offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process."
	ii	ii) Blacklisting & Debarment:

		Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding. Substantial Requirements & Procedure for Blacklisting & Debarment: As per Rule 35 of SPPRA Rule, Blacklisting. – 1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice. 2) The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period. 3) Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director. 4) A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]
2.7. Blacklisting	iii	A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has: a) acted in a manner detrimental to the public interest or good practices; b) consistently failed to perform his obligation under the Contract; c) not performed the Contract up to the mark; or (d) indulged in any corrupt practice. 2) If a procuring agency debars a bidder or Contractor under sub-Rule (1), the procuring agency: a) shall forward the decision to the Authority for publication on the website of the Authority; and b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies. 3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine. 4) Any person aggrieved by a declaration made under Rule 35 or a decision under sub- Rule (1) of this Rule may, within thirty (30) days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit. 5) Any person or procuring agency aggrieved by an order under sub- Rule (3) or (4) may, within thirty (30) days of the order, file a representation before the Authority

3. SECTION –III ELIGIBILITY CRITERIA TECHNICAL SPECIFICATIONS / SCOPE OF WORK

ELIGIBILITY CRITERIA

SEZA shall evaluate proposals using the following eligibility criteria

S. No.	Descriptions	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Attach evidence as
1	Firm's Status	**25**		8 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		15		5 years and above		
		10		3 years and above		
2	Cliental List for providing the same service	**25**		10 and above	List of clients with documentary evidence to be enclosed	Annexure "B"
		15		7 and above		
		10		5 and above		
3	Number of outsourced staff on the payroll of the Company	**25**		500 and above	Attach detailed list of the employees	Annexure "C"
		15		300 and above		
		10		200 and above		
4	Average Yearly Turn Over in Last 3 Years	**25**		50 Million and above	Attach Audit Report	Annexure "D"
		15		30 Million and above		
		10		20 Million and above		
	TOTAL MARKS	**100**		**QUALIFIED / DISQUALIFIED**		

ELIGIBILTY CRITERIA NOTE

1. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Special Economic Zone Authority & SPPRA websites regularly.
2. Acquiring of 70% marks of the total score will make the Bidder qualify for awarding the tender.
3. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.

MANDATORY

1. Income Tax Registration/Registration with Sindh Revenue Board
2. Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.

3. The bidders are required to submit bids only in prescribed financial proforma given in Bidding Document.

DISQUALIFICATION
The bidder will be considered disqualified prior/during technical/financial evaluation process or after award contract if:
1. Blacklisted on SPPRA
2. Not Income Tax Registered/Registration with Sindh Revenue Board
3. Alternate bid is offered.
4. The qualified bidder sublets the contract in any form/stage to any other agency.

TECHNICAL SPECIFICATIONS / SCOPE OF WORK

Special Economic Zone Authority (SEZA), Investment Department, Government of Sindh, Karachi, invites sealed tenders under SPPRA RULES 2010 (amended till to date) from well reputed firms/companies for providing the services of sub-ordinate staff to the **SEZA** on outsource basis initially in the following categories to be posted at the office of SEZA, situated at 1st Floor, Block-A, Finance & Trade Center, Shahrah-e-Faisal, Karachi.

1. Dispatch Rider
2. Naib Qasid
3. Chwokidar
4. Photocopier Operator/Naib Qasid
5. Driver
6. Sanitary Worker
7. Data Processing Officer
8. Assistant Manager
9. Any other official or sub-ordinate staff, as and when required on need basis.

Presently there are eight (08) sub-ordinate staff performing duties on outsource basis with SEZA, whose services were hired last year from a Recruiting Firm (consequent upon their being coming out as a successful and lowest bidder) through a transparent tender process as per SPPRA RULES 2010 (amended till to date) due to SEZA being an entity of Government of Sindh. Detail of these eight (08) outsource staff is as under:

S. NO.	STAFF CATEGORY	MONTHLY SALARY OF EACH STAFF	NO. OF STAFFS	CATEGORY-WISE TOTAL SALARY
1.	Dispatch Rider	Rs. 40,000/=	1	Rs. 40,000/=
2.	Naib Qasid	Rs. 40,000/=	1	Rs. 40,000/=
3.	Chowkidar	Rs. 40,000/=	1	Rs. 40,000/=
4.	Photocopier Operator/Naib Qasid	Rs. 40,000/=	1	Rs. 40,000/=
5.	Driver	Rs. 40,000/=	1	Rs. 40,000/=
6.	Sanitary Worker	Rs. 40,000/=	1	Rs. 40,000/=
7.	Data Processing Officer	Rs. 80,000/=	1	Rs. 80,000/=
8.	Assistant Manager	Rs. 99,900/=	1	Rs. 99,900/=
		Total	**8**	**Rs. 419,900/-**

It may be noted that after completion of this tender process, initially the services of above mentioned existing outsource staff will be discontinued from their existing recruiting firm and subsequently re-hired by the SEZA on outsource basis through the successful lowest bidder.

Beside above, in order to meet future staff requirement, the SEZA may hire the services new staff in any other categories including officer's grades in future, keeping in view the selected candidate's educational / professional qualifications, experience in the relevant field (in addition to above mentioned existing sub-ordinate staff categories on outsource basis through the successful lowest bidder on need basis keeping in view the nature of future staff requirement of SEZA.

The monthly emoluments of above existing staff to be re-hired and / or new additional staff to be hired in future from time to time on need basis from the successful bidder would be paid market based competitive salary. However, minimum monthly salary of any staff will not be less than the wages recently announced by Government of Sindh and / or to be announced in future.

Similarly, SEZA may terminate any staff, if found guilty of misconduct or for any other reason(s) without any prior notice and without assigning any reason. In this regard, the successful outsource firm shall be solely responsible, at its own cost and expense, for pleading / managing all Labor Court or any other court cases as well as other legal matters initiated by any outsourced staff as a defendant.

In addition to the salary etc., the staffs to be re-hired on outsource basis will be entitled for the following benefits / facilities:

S. No.	Description	Life Insurance Limit
1.	Group Life Insurance: (Staffs to be covered up to 65 years of age).	Rs.500,000/= per staff
2	Group Health Insurance: Staffs and their eligible dependents to be covered. (Staffs & their spouses up to 65 years of age, Sons up to 25 years of age and Daughters till marriage).	Maximum Hospitalization Limit: Rs.400,000/= per family of each Staff in a policy year without any sub-limit for hospitalization.
2.1	Room & Board Limit:	A reasonable amount of limit may be mentioned in tender documents to cover the Room / Board charges (General Ward) payable from the concerned Staff's Annual Family Hospitalization Limit of Rs. 400,000/=
2.2	Pre-Hospitalization Expenses to be covered:	For 30 days
2.3	Post-Hospitalization Expenses to be covered:	For 30 Days
MATERNITY LIMITS		
2.4	Maternity Conditions (A): Normal Delivery / DNC / Missed Abortion/Miscarriage / Conservative / Observations and complications.	A reasonable amount may be mentioned in the tender documents as Maternity Limit Minimum Rs. 30,000/- (Once in a policy year) to cover the expenses to be incurred under Maternity Conditions (A) as mentioned at S.No.2.4, payable from the the concerned Staff's Annual Family Hospitalization

		Limit of Rs. 400,000/= (including Room / Bed Charges).
2.5	Maternity Conditions (B): Cesarean Section / Multiple Births / Ectopic Pregnancy / Forceps Cases / Assisted / Complicated Delivery.	A substantial amount may be mentioned in the tender documents as Maternity Limit Minimum Rs. 60,000/- (Once in a policy year) to cover the expenses to be incurred under Maternity Conditions (B) as mentioned at S. No. 2.5, payable from the concerned Staff's Annual Family Hospitalization Limit of Rs. 400,000/= (including Room/Bed Charges).

DETAILS OF PROPOSED BENEFITS / FACILTIES TO BE COVERED:

- **In-Hospital Benefits / Facilities:**
  Daily Room and Board Charges, Intensive Care Unit (ICU) Charges, Operation Theatre Charges, Surgeon's Fee, Anesthetist's Fee, Physician's / Consultant's Fee, Diagnostic Tests & Medicine expenses, od & Oxygen Supplies and Ventilator's & Allied Services.
- **Day Care Benefits / Facilities:**
  Daycare Surgeries / Procedures such as; Cataract, Angiography, / Angioplasty, Dialysis, Lithotripsy (Kidney Stone), Dilation & Curettage (D&C), Tonsillectomy, Adenoidectomy, Varicose Veins, Treatment of all types of Cancer including Chemotherapy & Radiography, Consultations, Investigations, Medicines etc.
- **Specialized Investigations:**
  Specialized Investigations such as; MRI, Thallium Scan, CT Scan, PET Scan, EEG, EMG, ETT, Echocardiography/ Stress Echo, Mammography, OCT, FFA, Boan, Renal Scan, Thyroid Scan, all type of Biopsies, Endoscopy, Gastroscopy, Barium Studies, Barium Meal, Barium Enema etc., Carotid Doppler, Fibro Scan, (including Vibration-Controlled Transient Elastrography (VCTE), Dexa Scan / Bone Densitometry, Nerve Conduction Studies (NCS / NCV), 24 hours Ambulatory Haulter's and BP Monitoring, Intravenous Pyelography (IVP), Ambulatory Polysomnography, 24 Hours Esophageal PH Motoring. Colonoscopy or colposcopy, PET scan, FNA, NCS.
- **Other Benefits / Facilities:**
  - Medical Emergencies to be covered under Hospital Care benefit.
  - Treatment of Hepatitis B&C including Interferon Therapy, Consultations, investigations, Medicines etc.
  - Full treatment of all types of cancer disease to be covered, including Oral Chemo / Radiation Therapy, medicines etc.
  - Treatment of Coivid-19.
  - Treatment of Fractures and Lacerated wounds.
  - Ambulance services for emergency cases.
  - Dental Treatment due to accidental Injuries.
  - Accidental emergency treatment.

OTHER TERMS & CONDITIONS:

1. Staffs and their Spouses to be covered up to 65 years of age, Sons up to 25 years of age and Daughters till Marriage.
4. Maximum age limit for Maternity up to 45 years of age.
5. Pre-existing conditions to be fully covered under Hospitalization and Maternity benefits without any requirement of Health Questionnaire Form.

6. New born babies to be covered effective from the very first day of their birth.
7. Congenital Illnesses / Defects to be fully covered.
8. A reasonable amount for Circumcision expenses of the new born babies to be covered.
8. Addition of new staffs and deletion of outgoing staffs will be applicable.
9. Whatever the financial will be quoted, payment will be made according to the actual number of staffs and their dependents present at the time of signing of Agreement of Contract
10. Agreement of Contract may be further extended / renewed up to further for next three years on annual basis with mutual understanding and on same terms & conditions and rates.

NOTE:
Detail of deviation, if any, regarding prescribed Hospitalization Limits, Eligibility Criteria and other benefits including exclusion may be enclosed.

Following are the particulars of existing eight (08) outsources staffs and their dependents to meet the requirement of Insurance Companies for Group Life Insurance of Staffs only and Group Health Insurance of the Staffs and their eligible dependents:

S. No.	Category of Staff	Staff / Dependents	CNIC No.	Date of Birth
1	Photocopier Operator/Naib Qasid	Self	42301-8474037-9	13-08-1969
		Wife	42301-6208699-4	11-04-1974
		Daughter	42301-7061454-8	21-10-2006
2	Driver	Self	15504-5571542-7	01-01-2000
		Wife	--	01-01-2002
3	Sanitary Worker	Self	15504-4699307-7	01-01-2002
		Wife	--	01-01-2004
4	Naib Qasid	Self	42101-8794375-9	23-07-2004
5	Chowkidar	Self	42201-5806798-7	20-03-1976
6	Naib Qasid	Self	45403-9293988-3	01-01-2005
7	Data Processing Officer	Self	42101-9323252-3	24-10-1990
		Wife	42101-2627186-0	21-04-1990
		Daughter	42101-0682125-4	29-08-2016
		Son	42101-4702456-7	09-06-2021
8	Assistant Manager	Self	42301-8400520-1	01-06-1960
		Wife	42301-5944920-6	25-07-1966

PRE-BID MEETING:
In case of any clarification required regarding Bidding Document, a pre-bid meeting can be held at the office of Special Economic Zone Authority, 1st Floor, Block-A, Finance & Trade Center, Shahrah-e-Faisal, Karachi, with prior notice for appointment.

4. SECTION-IV: 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) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	**2.1.1**	**SPECIAL ECONOMIC ZONE AUTHORITY** **HIRING OF SUB ORDINATE & OTHER STAFF ON OUTSOURCE BASIS**
2.	**2.1.2**	Financial year for the operations of the Procuring Agency: 2026-27 Name of financing institution: Special Economic Zone Authority Name and identification number of the Contract: **CEO/SEZA/PROC-COMM(INT)2024/54/011/2026**
3.	**2.1.3 (iv)**	Maximum number of members in the joint venture, consortium or association shall be: Not Allowed
4.		Country of origin: All eligible countries to do business in Pakistan by the law of Government of Pakistan.
B. Bidding Documents		
6.	**2.2.2**	The address for clarification of Bidding Documents is: Assistant Manager Procurement. Special Economic Zone Authority, Block-A, 1st Floor, FTC Building, Main Shahrah-e-Faisal, Karachi, Pakistan Office: 021-99207557 Email: procurement@sezasindh.gos.pk, www.sezasindh.gos.pk EPADS: https://portalsindh.eprocure.gov.pk/#/
7.	**2.2.2**	Pre-bid meeting will be/will not be held- If needed Clarifications may be requested not later than five days before the submission date.
8.	**2.3.8**	The number of E-Bid to be uploaded on EPADS is in one original.
C. Bid Price, Currency, Language and Country of Origin		
9	**2.3.1**	*Language of the Bid:* **English**
10	**2.3.4**	The price quoted shall be fixed in **PAK RUPEES** The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement. ***[The related provisions shall be reflected accordingly in SCC and Price Schedules.]***

D. Preparation and Submission of Bids	
2.2.2	**The complete Bids must be submitted online on eProcurement System (EPADS) website i.e. https://portalsindh.eprocure.gov.pk/#/**
2.4.2	The deadline for E-bid submission is: **05-10-2026 at 2:30 p.m.**
2.5.1	Time, date/ Month/ Year, and place for E-bid opening is: **05-10-2026 at 3:30 p.m.** Special Economic Zone Authority, Block-A, 1st Floor, FTC Building, Main Shahrah-e-Faisal, Karachi, Pakistan Office: (92-21) 99207557 Email: procurement@sezasindh.gos.pk, www.sezasindh.gos.pk & https://portalsindh.eprocure.gov.pk
2.3.8	Bid validity period after opening of the E-Bid is: **NINETY (90) DAYS.**
E. Opening and Evaluation of Bids	
2.5.1	The E-Bid opening shall take place at: Special Economic Zone Authority Office Market approach is: National Competitive Bidding – Open to all eligible bidders Bidding Procedure: Single Stage One Envelope
2.5.7	The currency that shall be used for E-Bid evaluation is: PAK RUPEES
2.6.2	Amount of Performance Security/Guarantee is: 05% of THE CONTRACT AMOUNT
8.12	Successful Bidder undertake to sign Integrity Pact for the procurement
F. Bid Evaluation Criteria	
2.5.8	Criteria to Bid evaluation is presented below:

5. GENERAL CONDITIONS OF CONTRACT

5.1 Definitions

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

Applicable Law" means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010
(Amended up to date).

"Procuring Agency" or "PA" means SEZA Contractor.

"Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

"Contract Price" means the price to be paid for the performance of the Services. "Effective Date" means the date on which this Contract comes into force.

"GC" mean these General Conditions of Contract. "Government" means the Government of Sindh. "Currency" means Pak Rupees.

"Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.

"Party" means the PA or the Contractor, as the case may be, and "Parties" means both of them.

"Personnel" means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

"SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.

"Services" means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

"In writing" means communicated in written form with proof of receipt.

5.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.3 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

5.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SEZA or the Supplier may be taken or executed by the officials.

5.5 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

5.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.7 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

5.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.10 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.11 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.12 Termination

5.12.1 Termination by SEZA

The SEZA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SEZA shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SEZA may have subsequently approved in writing;

If the Supplier becomes insolvent or bankrupt;

If the Supplier, in the judgment of the SEZA has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;

If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and

If the SEZA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.12.2 Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SEZA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

If the SEZA fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.

If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.12.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SEZA shall make the following payments to the Supplier:

Payment for Services satisfactorily performed prior to the effective date of termination;

except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

5.13 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.14 Settlement of Disputes

5.14.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.14.2 Arbitration

If the SEZA and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.14.3 Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of SEZA. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SEZA upon successful commissioning of the Computer System and should not be available to any other party including the staffs of the supplier.

5.14.4 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SEZA, and shall at all times support and safeguard the SEZA legitimate interests in any dealings with Sub-Suppliers or third Parties.

5.14.5 Conflict of Interest

The Supplier shall hold the SEZA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.14.6 Confidentiality

Except with the prior written consent of the SEZA, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

6. 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.

6.1 Performance Security

The amount of performance security shall be five (5 %) percent of the Contract Price

6.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SEZA and the Supplier.

6.3 Price

Schedule of prices shall be as fixed in the Contract.

6.4 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SEZA. [Specimen is attached in Annexure "M"] [SPPRA Rule 89]

6.5 Discussions Prior to Evaluation

If required, prior to technical evaluation, the Bidder may seek any clarification in writing on the eligibility criteria.

ANNEXURE “A”

7.1 Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Date:
To: **SPECIAL ECONOMIC ZONE AUTHORITY**

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, in conformity with the said Bidding.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.
If our Bid is accepted, we will obtain the guarantee of a bank/Pay order in a sum equivalent to 05 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *90* days from the date fixed to Bid opening under Clause 2.3.7 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 *(if required)*, 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 service provider	Amount and Currency
____________________	____________________
____________________	____________________
____________________	____________________

(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 ________________ 20______.

____________________________________ ____________________________________

[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of ____

ANNEXURE "B"

7.2 Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	**Particulars**
1.	Name of the company:
2.	**Registered Office:**
Address:	
Office Telephone Number:	
Fax Number:	
3.	**Contact Person:**
Name:	
Personal Telephone Number:	
Email Address:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

a) Audited Financial Statement Attachment (Last 3 years)

Yes
No

b) Details of Experience (Last Five Years)

Similar Project (Agency/Department)

ANNEXURE "C"

7.3 General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			**Sales Tax Registration No**	
SRB Tax No.				
No. of Staffs			**Company's Date of**	
			Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		**State/Province**	
City/Town		**Postal Code**	
Phone		**Fax**	
Email Address		**Website Address**	

ANNEXURE "D"

7.4 UNDERTAKING/AFFIDAVIT

This Affidavit format shall be on the Stamp Paper duly notarized and shall be signed by an authorized person of the company/firm. It shall be included by the Bidder(s) in its Technical Bid(s)

I/We, M/s.__________(Insert Company Name)__________________, located at __________ ____________(Insert Company Address)_________, through its authorized representatives namely Mr.______________________(Insert Name)______ S/o.____(Insert Name)_______, bearing CNIC No. ___(Insert I.D Card Number)____, resident of ________(Insert Home Address)_____is hereby confirmed that we have carefully read all Terms and Conditions of the Tender and also agreed to abide SPPRA Rules-2010 (Amended up to date) for the Hiring of Consultancy Firm for Preparing Business Plan Including Optimization of Institutional Framework of Special Economic Zone Authority, Sindh during the validity of Contract.

1. ***I/We also do hereby state and declare on oath as under: -***
   a.) I/We understand that, if any of the information submitted in accordance to this Tender inquiry found incorrect or false, my/our contract may be cancelled at any stage on my/our cost and risk.
   b.) I/We also undertake that my/our firm has neither been Black Listed, nor having any dispute with any Government or Semi-Government Organization(s) and also there is no litigation against the firm, moreover my/our Firm has not been bankrupted.
   c.) That I /We are true deponent of this affidavit and will conversant with the facts deposed herein.

2. Whatever stated above is true and correct to the best of my/our knowledge and belief.

In the capacity of

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

ANNEXURE “E”

7.5 FINANCIAL BID FORM/PRICE SCHEDULE

[To be signed & stamped by the Bidder and reproduced on the letter head]

PRICE SCHEDULE

(Applicable for the year 2026-2027)

Name of Bidder ____

S. No.	Salary	Tentative Total Staff	Projected Total Amount in PKR Per month	Projected Total Amount in PKR Per Year
01	Rs. 419,900/-	08	Rs. 419,900/-	Rs. 5,038,800/-
02	Premium Amount of Group Life Insurance			
03	Premium Amount of Group Health Insurance			
04	Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the SEZA on per person basis as per Government policy.		(Service Charges)	
GRAND TOTAL IN PKR				

Besides above required information, the Price Schedule should also contain the following information:

1. Annual Premium to be charged for Group Life Insurance Policy of existing staffs.
2. Annual Premium to be charged for Group Health Insurance Policy of existing staffs and their eligible dependents.
3. The names of concerned Insurance Companies may also be mentioned in the tender documents, from which the Group Life Insurance and Group Health Insurance Policies are to be acquired.
4. The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

- The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- **Calculation of Bid Security**. 5% of the *(Grand Total Amount) will be submitted with the Bidding Document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Special Economic Zone Authority.
- The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the Bidding Document.
- While quoting salary/wages, bidder has to ensure that government notifications have been complied with.

- Minimum salary will stand revised as & when notified by the Government of Sindh.
- Agreement of Contract may be further extended / renewed up to further for next three years on annual basis with mutual understanding and on same terms & conditions and rates.

We, hereby accept all the terms and conditions as given above

____

(Signature of bidder with name, Designation and Company Seal)

Dated: ________________________

ANNEXURE “F”

7.6 BID SECURITY FORM

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid if Bank guarantee is being submitted]

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 services]* (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 Guarantee, 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 thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

_______________*[Signature]*_______________

ANNEXURE “G”

7.7 ACCEPTANCE LETTER

To be signed by the procuring agency after announcement of Bid Evaluation Report

Name & Address of the Contractor: ___________________________________

Subject: ____

Notification of Award of Contract No: _________________________________

This is to notify you that your Bid dated __________________ for execution of the ______________________________________ (name of contract & identification number, as given in the contract data for the accepted contract amount of the equivalent of Rs. ____ ____(amount in numbers & words) as corrected and modified in accordance with instructions to bidders is hereby accepted by our agency.

You are requested to furnish the Performance Security within 28 days in accordance with the conditions of Contract, using for that purpose the Performance Security Form included in the bidding document and sign the contact agreement attached herewith within stipulated time mentioned above.

ANNEXURE "H"

7.9 UNDERTAKING FOR FALSE INFORMATION/DOCUMENTS

UNDERTAKING:

{This undertaking format shall be on the Letter Head of the Bidder(s)/Firm(s) and shall be signed by a person competent. It shall be included by the Bidder in its Technical Bid(s)}

It is certified that the information furnished herein and as per the documents submitted is true and correct and nothing has been concealed and tampered with. We have gone through all the conditions of tender document and are liable to any punitive action for furnishing false information/documents.

Dated this_________day of ________________2026.

Signature

______________________ (Company Seal)
In the capacity of

Duly authorized to sign Bids for and on behalf of:

ANNEXURE "I"

7.9 PERFORMANCE SECURITY FORM

To be signed by the awardee if Bank Guarantee is being submitted as Performance Security.

To,

Assistant Manager Procurement,
SPECIAL ECONOMIC ZONE AUTHORITY
1st Floor, FTC Building,
Shahrah-e-Faisal,
Karachi

WHEREAS [name of Supplier] (hereinafter called "Supplier" or "Contractor") has undertaken, in pursuance of Contract No. ______ [reference number of the contract] dated _____ 2025 to [details of task to be inserted here] (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, 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 / Contractor 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 20______.

Signature and Seal of the Guarantors

Name of

Bank Address

Date

ANNEXURE "J"

To be signed by the awardee

7.10 INTEGRITY PACT

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC.PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract/Tender No. ______________________________________ Dated: ________________
Contract Value:____________________ Contract Title: ________________________________

The **(Name of Consultant) ____.** hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing**, (Name of Firm/Company) ____.** 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS, except that which has been expressly declared pursuant hereto.

(Name of Firm/Company) ____. certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction With GOS and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

(Name of Firm/Company) ____. 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 previously mentioned shall, without prejudice to any other right and remedies available to GOS under any law, contract, or other instrument, be voidable at the option of GOS.

Notwithstanding any rights and remedies exercised by GOS in this regard, **(Name of Firm/Company) ____.** agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Service Provider/Contractor 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 GOS.

Name of Buyer: _Special Economic Zone Authority Signature: ______________________
(Seal)

ANNEXURE "K"

7.11 FORM OF CONTRACT

This Mutual Non-Disclosure Agreement ("Agreement") is made and entered into between Special Economic Zone Authority, and [Supplier Name], individually referred to as a 'Party' and collectively referred to as the 'Parties'. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party's confidentiality obligations to the extent the terms set forth below are incorporated therein (the "Purpose").

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is______________________ 2026.

2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary ("Confidential Information") to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:

- Trade secrets;
- Financial information, including pricing;
- Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
- Business information, including operations, planning, marketing interests, and products;
- The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
- Information acquired during any facilities tours.

3. The Party receiving Confidential Information (a "Recipient") will only have a duty to protect Confidential Information disclosed to it by the other Party ("Discloser"):

- If it is clearly and conspicuously marked as "confidential" or with a similar designation;
- If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
- If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.

4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:

- Any use of Confidential Information in violation of this agreement; and/or
- Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to staffs, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.

5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:

   - Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or

   - Make copies of documents containing Confidential Information.

6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:

   - Was known to the Recipient before receipt from the Discloser;

   - Is or becomes publicly available through no fault of the Recipient;

   - Is independently developed by the Recipient without a breach of this Agreement;

   - Is disclosed by the Recipient with the Discloser's prior written approval; or

   - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.

7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".

8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.

9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.

10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.

11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.

12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.

13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

8. SECTION VI- CHECK LIST

[To be signed and stamped and presented on Bidder's letter head]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal/eligibility criteria).

S. No.	Detail	Responsive	Non-responsive
1	A complete set of the documents containing Technical Proposal/Scope of Work and Evaluation Criteria with all evidence which have been uploaded at SPPRA E-PAD must submitted at the office of the Special Economic Zone Authority without Financial Proposal in Hard Copy.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN)		
3	Copy of active Registration with Sales Tax Authorities (STRN)		
4	Copy of active Registration (Professional Tax Certificate)		
5	Technical Bid Form (as per **form 2.5.8** of Bidding documents) on letter head of the firm duly signed and stamped.		
6	Bid Form (as per **form 7.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.		
7	Bid Security Form (as per **form 7.6** of Bidding documents) on letter head of the firm, duly signed and stamped.		
8	Performance Guarantee Form (as per **form 7.9** of Bidding documents) on letter head of the firm, duly signed and		
9	General Information Form (as per **form 7.3** of Bidding documents) on letter head of the firm duly signed and stamped.		
10	Affidavit (as per **form 7.4**) on non-judicial Stamp Paper of Rs. 100		
11	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address *[where applicable]*. iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per **form 7.2** of Bidding documents) on letter head of the firm, duly signed and stamped.		
12	Copy of Bid Security Instrument to be submitted with Financial Proposal. Original Bid Security to be submitted in sealed envelope with clear reference no. at the office of the Special Economic Zone Authority Sindh		
13	All evidences required in the Scoring Criteria		

Stamp & Signature of Bidder ____

NOTICE FOR INVITING TENDER

HIRING OF SUB ORDINATE & OTHER STAFF ON OUTSOURCE BASIS

Special Economic Zone Authority, Sindh invites online bids from well reputed Companies/Firms dealing in providing Sub-Ordinate & Other Staff on Outsource Basis" to SEZA, Sindh.

2. Tender documents containing detailed evaluation criteria, scope of work and other details can be download through **SPPRA website https://portalsindh.eprocure.gov.pk/#/ EPAD's (e-Procurement) system and Special Economic Zone Authority (SEZA) website www.sezasindh.gos.pk from 18th September 2026 (Friday) till 5th October, 2026 (Monday).**

3. **Procurement Method** will be **Single Stage – Single Envelope Procedure** method for open competitive bidding. Bidders must upload their proposals through the **SPPRA EPADs Portal** (https://portalsindh.eprocure.gov.pk).

4. **Financial Proposals** must be accompanied by **5% bid security** of the total bid amount (refundable), in the form of a **Pay Order, Bank Draft, or Bank Guarantee** issued by a scheduled bank in Pakistan. The bid security should be valid for at least **90 days beyond the bid validity date** and must be in Favor of **"Special Economic Zone Authority".**

5. **Opening of Financial Proposals** only firms that qualify the **Technical Evaluation** will have their **Financial Proposals** opened and considered for further evaluation.

6. **Submission of Proposals in Hard Copy:** An **original hard copy** of the complete proposal (Technical and Financial), exactly matching the version uploaded on the EPADs portal, must also be submitted at the SPECIAL ECONOMIC ZONE AUTHORITY office.

7. **Deadline for Submission:** Proposals must be submitted Digitally (online) through the **SPPRA EPADs system** on or before **5th October, 2026 (Monday) at 2:30 p.m.**

8. **Opening of Bids:** Bids will be opened on **5th October, 2026 (Monday) at 3:30 p.m.** All designated committee members will attend the session online via the **SPPRA EPADs portal**.

9. Bidders are strongly encouraged to attend physically. Any bidder does not present during the opening session will be marked absent, and their bid will not be considered.

10. **Misrepresentation** any firm providing false or misleading information will be disqualified at any stage of the evaluation or contracting process.

11. **Procuring Agency (P.A.)** SPECIAL ECONOMIC ZONE AUTHORITY (SEZA) reserves the right to reject any or all bids at any time before the award of the contract in accordance with Rule 25(1) of the **SPPRA Rules, 2010 (amended till now)**.

12. **Additional Conditions**

(a) Bids will be **automatically rejected** under the following conditions:

- Conditional or telegraphic submissions
- Missing or incorrectly submitted bid security
- Original Bid Security not submitted at the office of SEZA, Sindh
- Submissions received after the specified deadline
- Participation by blacklisted firms

(b) All bidders must provide an **affidavit** confirming that their firm/agency has **never been blacklisted** by any public or private organization.

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