



JINNAH SINDH MEDICAL UNIVERSITY

HIRING OF SERVICES FOR DEVELOPING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS

BIDDING DOCUMENTS

2026 – 2027

(Through E-Procurement SPPRA)

PROCUREMENT DEPARTMENT

6th Floor, Dental OPD BUILDING, JSMU, Rafiqui H.J. Shaheed Road, KARACHI.
021-99205185 Ext # 3009 or 3012

9. Supply Order shall be issued in Pakistani Rupees/Currency.
10. The fish seed will be issued as per release of funds by the Finance Department.
11. The supply shall be stocked in public water areas of Sindh and demo fish ponds/community ponds across the Sindh except Manchar Lake, Jamshoro.
12. The supply shall be completed within time as mentioned in the schedule of requirement/supply order.
13. In case government announces any public holiday than the tenders will be opened on the next working day.
13. A complete set of bidding document can be purchased and submitted as per following schedule.

Tender Issuance Date:	From the Date of Publication:
Last date of issuance of tender:	07-10-2026 during the office hours.
Last date of tender submission:	08-10-2026 before 12:00 noon.
Opening of Technical & Financial Proposals:	08-10-2026 on 12:30 pm.
Place of issuance of Bidding Documents:	Program Management Unit (PMU), C-6, Block-F, Gulshan-e-Jamal, Rashid Minhas Road Karachi, Phone: 021-99333596 (Camp office Hyderabad).
Place of submission and opening of tender:	Program Management Unit (PMU), C-6, Block-F, Gulshan-e-Jamal, Rashid Minhas Road Karachi,

DR. GHULAM QADIR JAMALI
PROGRAM COORDINATOR

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A JOB PORTAL BY
INFORMATION DEPARTMENT



JINNAH SINDH MEDICAL UNIVERSITY, KARACHI PROCUREMENT DEPARTMENT

6th Floor Dental Building JSMU, 021-99205185 Ext (3012 & 3009)

Ref No. JSMU/PROC/NIT/2026/1163

NOTICE INVITING TENDER

Date: 17-09-2026

Sealed Bids are invited on **FOLLOWING PROCEDURE** through E-procurement online submission from **reputable Firms** who must be registered and active tax payer with applicable Tax authorities (GST, NTN, FBR list & SRB where applicable) and having relevant experience and capabilities as per relevant bidding document.

S/N	Procurement/Work Description	Earnest Money/ Bid Security (Fixed)	Tender Fee	Completion Period	Tender Procedure
01.	PROCUREMENT OF MISCELLANEOUS TYPE OF SPLIT AIRCONDITIONS FOR VARIOUS DEPARTMENT OF JSMU	Rs. 250,000/- (for Each Package)	Rs. 5,000/-	02-Months	SINGLE STAGE ONE ENVELOPE
02.	HIRING OF SERVICES FOR DEVELOPING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS	Rs. 100,000/- (for Each Package)	Rs. 5,000/-	06-Months	SINGLE STAGE TWO ENVELOPE

SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF TENDER

S/N	Name of Procurement/Work	Receiving application & Issuance of Tender documents	Submission of Tender Documents (on EPADs)	Opening of Tender (on EPADs)
01.	PROCUREMENT OF MISCELLANEOUS TYPE OF SPLIT AIRCONDITIONS FOR VARIOUS DEPARTMENT OF JSMU	From 21/09/2026 to 05/10/2026	Till 06/10/2026 up to 10:00 AM	Till 06/10/2026 up to 10:30 AM
02.	HIRING OF SERVICES FOR DEVELOPING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS	From 21/09/2026 to 05/10/2026	Till 06/10/2026 up to 10:30 AM	Till 06/10/2026 up to 11:00 AM

VENUE: OFFICE OF THE PROCUREMENT OFFICER DEPARTMENT, 6th FLOOR, JSMU

Tender Documents can be obtained during office hours on payment of Tender Documents fees of Rs. 5,000/- (Each) (Non Refundable & Non Transferable) in shape of pay order/ Bank Guarantee/ Bank Draft in favor of JINNAH SINDH MEDICAL UNIVERSITY from the office of the Procurement Officer, 6th Floor, JSMU or can be downloaded from Jinnah Sindh Medical University official website www.jsmu.edu.pk or Sindh Public Procurement Regulatory Authority (SPPRA) official EPADS www.epads.gov.pk

- The Tender shall be opened by Procurement Committee in presence of the bidders or their authorized representative who wish to attend as per rules of E-procurement.
- In case of holiday or any incident, tenders will be obtained / submitted / opened on the next working day as per given schedule.
- All bidder must submit latest Certificates of GST/SST, NTN & SRB Certificate (GST/SRB whatever applicable), along with required documents duly attached with Technical proposal.
- All prescribed taxes applicable under Federal / Provincial / local Government shall be borne by Bidder / Supplier.
- Above mentioned specified tender procedure shall be adopted for the procurement as per SPPRA Rules 2010 (Amended 2025).
- Technical Proposal & Financial proposal shall be uploaded online on EPADS website as specified in the bidding documents. Bid security shall be submitted in hardcopy at above mentioned address in sealed envelope for each tender separately on the same day of opening of tender. Bid security shall be furnished in favor of Jinnah Sindh Medical University. The bid Security shall be only acceptable in shape of pay order/ Bank Guarantee/ Bank Draft. **Detail catalog of proposed brand of Air-condition must be attached with the technical bid else bid shall be reject (For Serial 01)**
- The firm / bidder must enclose in online bid an affidavit on stamp paper of Rs. 500/- that the firm / bidder has never been blacklisted from any Government Department. If at any stage firm / bidder found blacklisted the bid shall be rejected & not be considered further. In case of any litigation, the firm must mentioned the litigation details in the undertaking
- Procurement agency may reject all or any Bid subject to the relevant provision of SPPRA Rules 2010 (amended 2025). All Terms & Conditions of SPPRA/EPADS shall be applicable.
- The participating firm must submit the original pay order of Bid Security and tender fee on/before tender opening else bid shall be rejected..

Procurement Officer
Jinnah Sindh Medical University

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JOB PORTAL BY
INFORMATION DEPARTMENT

INF-KRY: 4118/26

Daily Dawn 18-09-2026

INSTRUCTIONS TO THE BIDDERS

1. **GENERAL**

1.1 **Introduction**

Jinnah Sindh Medical University, Karachi, hereafter referred to as “JSMU”, desires to hire professional services for developing and maintaining the Fixed Asset Register along with Fixed Asset Tagging and integration with ERP.

JSMU’s Fixed Assets consist of land, buildings, plant and machinery, electrical network, vehicles, furniture & fixtures, hospital & medical equipment, laboratory & radiology equipment, library books, computer & IT infrastructure, and office equipment distributed across the operational areas of JSMU within Karachi.

It is advised to the bidders to familiarize themselves with the spread of the operations of JSMU and assess the quantum of work accordingly. Under no circumstances shall any additional payment be made by JSMU over and above the contractual fee as per Letter of Intent or Work Order. No extra / additional payment will be made except the contract price.

DISQUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

- a) The procuring agency shall disqualify a supplier, consultant, or contractor, whether already pre-qualified or not, if at any time it is found that the information submitted regarding qualification, professional, technical, financial, legal, or managerial competence was false, materially inaccurate, or incomplete; or
- b) If at any stage the bidder has indulged in corrupt and fraudulent practices, as defined in applicable rules;
- c) A supplier, contractor, or consultant aggrieved by the decision of the procuring agency regarding disqualification may seek relief through the grievance redressal mechanism as provided under Rule 31 of SPPRA Rules.

1.2 **Scope of Work**

- 1.2.1 The bidder shall develop the Fixed Asset Register reconciled with the Books of Accounts and General Ledger, along with physical verification and proper tagging of all assets.
- 1.2.2 The bidder shall ensure that all assets owned by the University and those in operation for its activities across all campuses are properly recorded and documented in the Books of Accounts as of the given date.
- 1.2.3 The bidder shall ensure that asset values are determined in accordance with IAS/IFRS and other applicable statutory requirements. Upto 10 years’ vouchers record of assets are to be referred for cost of assets. Depreciation shall be calculated as per relevant standards. The firm shall physically verify all assets, assign a unique identification number (preferably QR Code/Barcode) and prepare a location-wise asset register.
- 1.2.4 The bidder shall be selected based on the evaluation criteria defined in this document to provide the required services.

- 1.2.5 Bidding shall be conducted under the **Single Stage – Two Envelope Procedure** as per SPP Rules 2010 (amended to date). The contract shall be awarded based on the evaluation criteria specified in this document.
- 1.2.6 Bidder shall submit their proposals with proper indexing, page numbering, and all required documents duly attached in an organized manner (Annexures/Tagging format)
- 1.2.7 Upon completion of the assignment, the bidder shall ensure **one-time entry/migration of asset data into the SAP system**, in coordination with the University.

1.3 **Source of Funds**

- 1.3.1 Jinnah Sindh Medical University (JSMU), Karachi has allocated funds and approved budget for the implementation of Fixed Asset Register project.

1.4 **Obtaining of Bidding Document:**

- 1.4.1 The bidding document containing detailed terms & conditions may be obtained at the date, time, and address specified in the Bid Data Sheet. No bidding document shall be issued on the date of bid opening.
- 1.4.2 The bidding document may also be downloaded from the official website of JSMU (www.jsmu.edu.pk) or the Sindh Public Procurement Authority (SPPRA) e-procurement portal. In such cases, the bidder shall submit a non-refundable fee of Rs. 5,000/- in the form of a Pay Order in favor of Jinnah Sindh Medical University.

1.5 **Bidding Procedure:**

- 1.5.1 Bids shall be invited under the **Single Stage – Two Envelope Procedure** in accordance with Rule 46(1) of the Sindh Public Procurement Rules, 2010 (amended to date).

2. **ELIGIBLE BIDDERS**

Bids meeting the following mandatory criteria shall be considered responsive for further evaluation as per the evaluation criteria specified in this document. Relevant documentary evidence must be provided:

- 2.1 The firm should be based in Karachi or have a functional branch office in Karachi.
- 2.2 The firm should be registered with the Institute of Chartered Accountants of Pakistan (ICAP).
- 2.3 The firm must possess a valid National Tax Number (NTN) and Sales Tax / Sindh Sales Tax (SST) registration.
- 2.4 The firm must appear on the Active Taxpayers List (ATL) of FBR (Income Tax) and SRB (Sales Tax).
- 2.5 The firm should have been in operation for at least **10 years** after registration.
- 2.6 The bidder must have completed at least **five (05) similar projects** relating to fixed asset verification /tagging within the last **Ten (10) years**, in public or private sector organizations (supported by contracts/work orders/performance certificates).
- 2.7 The average annual turnover during the last three financial years must not be less than **Rs. 10 Million**, supported by financial statements or tax returns.

- 2.8 The bidder shall accept all terms and conditions of the tender document.
- 2.9 Company profile and organizational details must be provided.
- 2.10 The bidder must have filed Income Tax and Sales Tax returns for the last three financial years (FY 2022-23, FY 2023-24, FY 2024-25).
- 2.11 Affidavit on Rs. 100/- stamp paper confirming that the firm has not been blacklisted by any government/semi-government organization.
- 2.12 Joint Venture Participation or Joint Venture/Sublet past experience shall not be acceptable.

3. COST OF TENDERING

- 3.1 The bidder shall bear the costs associated with the preparation and submission of its bid. JSMU shall, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of the tendering process.

4. CLARIFICATIONS OF BIDS

- 4.1 A prospective bidder requiring any clarification(s) may notify JSMU or an officer authorized on its behalf in writing. JSMU shall respond to any request for clarification received at least five (05) calendar days prior to the deadline for submission of bids. Copies of such responses may be shared with other prospective bidders where, deemed necessary.

5. AMENDMENT OF TENDER DOCUMENT

- 5.1 At any time prior to the deadline for submission of bids, JSMU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing a corrigendum/addendum.
- 5.2 Any corrigendum/addendum so issued shall form an integral part of the tender document. To provide bidders reasonable time to incorporate such changes, JSMU may, at its discretion, extend the deadline for submission of bids.

6. LANGUAGE OF DOCUMENTS

- 6.1 All bid documents and related correspondence shall be in the English language.
- 6.2 The bid shall include a covering letter on the firm's official letterhead. All pages of the bid shall be signed and stamped by the authorized signatory.
- 6.3 All the relevant technical literature in English Language should be attached with the bid.

7. PRICE

- 7.1 The bid price shall be quoted in Pakistani Rupees (PKR) as per the prescribed format.
- 7.2 The quoted price shall be firm, final, and free from any ambiguity.
- 7.3 The bid price shall include all applicable taxes as per prevailing laws (e.g., GST/SST, Income Tax, etc.).
- 7.4 If taxes are not explicitly mentioned, the quoted price shall be deemed inclusive of all applicable taxes. Any benefit arising from tax exemptions or reductions shall be passed on to JSMU.

- 7.5 The bidder shall be deemed to have obtained all necessary information required for preparing the bid.

8. BID SECURITY

- 8.1 The bidder shall furnish a bid security equivalent to **Rs.100,000/-** in the form of Pay Order, Call Deposit, or Bank Guarantee in favor of Jinnah Sindh Medical University.
- 8.2 Any bid not accompanied by an acceptable bid security shall be considered non-responsive.
- 8.3 The bid security of unsuccessful bidders shall be returned upon award of contract or expiry of bid validity, whichever is earlier.
- 8.4 The bid security of the successful bidder shall be returned after receiving performance security 5% of the total contract price.
- 8.5 **The security deposit may be forfeited if:**
- 8.5.1 The bidder withdraws the bid during the validity period;
 - 8.5.2 The bidder does not accept correction of the bid price;
 - 8.5.3 The successful bidder fails to sign the contract agreement;
 - 8.5.4 The bidder fails to provide the required services;
 - 8.5.5 The bidder fails to fulfill the conditions upon which Certificates/affidavits were submitted.

9. VALIDITY OF BIDS

- 9.1 All bids shall remain valid for **90 days** from the date of opening of bids.

10. CLARIFICATIONS / CORRECTIONS OF BID

- 10.1 To assist in examination, evaluation, and comparison of bids, the committee may request clarification from bidders. Such requests and responses shall be in writing, and no change in price or substance of the bid shall be permitted.
- 10.2 Arithmetical errors shall be rectified as follows:
- 10.2.1 In case of discrepancy between unit price and total price, the unit price shall prevail and total shall be corrected. In case of discrepancy between words and figures, the amount in words shall prevail. Errors in addition shall be corrected.
 - 10.2.2 If the bidder does not accept the corrected bid amount, the bid shall be rejected and bid security forfeited.

11. RESPONSIVENESS OF BIDS

- 11.1 A bid shall be considered responsive if:
- 11.1.1 Valid bid security is submitted
 - 11.1.2 Bid validity period is complied with
 - 11.1.3 Prices are firm and inclusive of all taxes

- 11.1.4 All terms and conditions are complied with
- 11.1.5 Bidder meets eligibility criteria and experience requirements
- 11.1.6 No material deviation exists from requirements
- 11.1.7 All mandatory documents are submitted
- 11.1.8 Bid is generally complete and in order.

12. SUBMISSION OF BIDS

- 12.1** Bids shall be submitted in accordance with **Single Stage – Two Envelope Procedure** as per Rule 46(2) of SPPRA Rules, 2010 (amended to date).
- 12.2** **The bidder shall submit** Technical Proposal and Financial Proposal in separate sealed envelopes, **clearly marked accordingly and uploaded on SPPRA EPADS Portal.**
- 12.3** The bidder shall upload the technical & financial Bids separately on SPPRA EPADS Portal as specified in the Bid Data Sheet
- 12.4** The bid shall be typed or written in indelible ink and signed by the authorized person. All pages shall be initialed.
- 12.5** Any correction/overwriting shall be valid only if initialed by the authorized signatory.
- 12.6** In case of a public holiday or unforeseen circumstances, bids shall be opened on the next working day. All other terms shall remain unchanged.
- 12.7** In case of any discrepancy between the Notice Inviting Tender (NIT) and the Bidding Document, the Bidding Document shall prevail.

13. DEADLINE FOR SUBMISSION OF BID DOCUMENTS

- 13.1** The bids shall be uploaded on SPPRA EPADS Portal only. However, Original Bid security & tender fees must be submitted on or before the prescribed date and time as per NIT at the Procurement Department of JSMU

14. LATE BIDS

- 14.1** Any bid received after the prescribed deadline shall be rejected and returned unopened to the bidder.

15. OPENING OF BID

- 15.1** JSMU shall open all bids in the presence of bidders' representatives who choose to attend, at the time, date, and place specified in the Bid Data Sheet.
- 15.2** The representatives present shall sign an attendance sheet as evidence of their presence.

- 15.3** The bidders' names, bid prices, modifications / withdrawals, bid security status, and other relevant details shall be announced at the time of opening.
- 15.4** JSMU reserves the right to reject any or all bids or cancel the tender in accordance with SPPRA Rules 2010 (amended to date).

16. EVALUATION OF BIDS

- 16.1** A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non- conformity.
- 16.2** The relevant Committee will evaluate and compare only the bids previously determined to be substantially responsive. The bids can be evaluated as a whole or separately.
- 16.3** It will be examined in detail whether the services offered by the bidder complies with the provisions of this Bidding / tender document. For this purpose, the bidder's data will be compared with the tender document eligibility and mandatory criteria along with visit to bidder facilities / offices for physical inspection.
- 16.4** It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation / stipulation shall be taken by the bidder.
- 16.5** Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by JSMU, provided such waiver does not prejudice or affect the relative ranking of any other bidder.

17. TECHNICAL EVALUATION CRITERIA

The bids shall be evaluated under **Single Stage – Two Envelope Procedure**, on the basis of Eligibility Criteria as per Clause 2 of the tender document. Based on the record / documentary evidence submitted by the bidders, each firm shall be ranked as per the under mentioned Evaluation Criteria:

Note: The participating firm(s) must score 80% aggregated marks in all section and Min 70% in each of the individual section else consider as technically non-responsive.

Sr No.	Evaluation Criteria	Distribution of Marks	Total Marks
1	Head office and Regional offices: (Please attach list of all offices with complete contact information & evidence in the form of rental agreements or property document)		Max. 20
1.1	Head Office in Karachi	20	
1.2	Two regional offices in Karachi	15	
1.3	One regional office in Karachi	05	
1.4	Zero Regional office in Karachi	00	
2	Number of Partners (provide evidence e.g. deed or agreements)		Max. 10
2.1	04 partners or more	10	
2.2	03 partners	07	
2.3	Less than 03	0	
3	Year of Experience in for preparing Fixed Asset Register and Asset Tagging Services: (Credible documentary evidence must be provided in the form work order, contract agreement, satisfactory letter from client)		Max. 20
3.1	More than 15-years	20	
3.2	Between 10 to 15 years	15	
3.3	Between 3 to 10 years	05	
3.4	Below 3 years	00	
4	Past Experience & Clientele – During Last 10 Years by Public and Private Sector Universities /Govt. / Semi Govt. organizations and/ National / Multi- National organizations. (Satisfactory Performance Certificates with Job Orders / Work Orders/Agreements to be attached)		Max. 20
4.1	Experience for preparing Fixed Asset Register and Asset Tagging Services for relating to Medical Equipment's, Laboratory Equipment's / Plant & Machinery / Radioactive Equipment's. 05 marks for each projects. Multiple Jobs in an organization shall be consider as one.	20	
5	Number of projects having accumulated yearly contract value of 1.0 million or above for preparing Fixed Asset Register and Fixed Asset Tagging during the last 10 years (Work order & completion must be attached)		Max. 10
5.1	More than 05 Projects	10	
5.2	Below 05 Projects	7	
6	Average Annual Turnover during last three (03) financial years (Audited Statements of Accounts and Income Tax Return Forms must be attached as supporting documents)		Max. 20
6.1	Above 20 Million	20	
6.2	Above 15 Million	15	
6.3	Above 10 Million	10	
Total Technical Marks			100

18. CLARIFICATION OF BIDS

- 18.1** During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

19. PRELIMINARY EXAMINATION

- 19.1** The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 19.2** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 19.3** Prior to the detailed evaluation, the Procuring agency will determine the substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 19.4** If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

20. PROCESS TO BE CONFIDENTIAL

- 20.1.** No bidder shall contact JSMU on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 20.2** Any effort by a bidder to influence JSMU in the evaluation, comparison or selection decision may result in the rejection of its bid.

21. COMPLIANCE CERTIFICATE

- a. The bidder shall agree to all terms and conditions of the tender document.

22. AWARD CRITERIA

- 22.1** Contract shall be awarded to the most advantageous bidder (combined score basis).
- 22.2** Selected bidder shall furnish **Performance Security @ 5%** of bid value.
- 22.3** JSMU reserves the right to accept/reject bids as per SPPRA Rules.

23. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- a. JSMU reserves the right to accept or reject any or all bids without assigning reasons, as per SPPRA Rules.

24. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES

- 24.1** The Procuring agency reserves the right to increase or decrease the quantity of goods and services originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions.

25 REQUIREMENT / FORMAT OF BID

- a. All bidders shall quote their firm and final rates inclusive of all applicable taxes, duties, and levies. The bidder shall also furnish the requisite Bid Security in the form of a Pay Order, Demand Draft, or Bank Guarantee, in accordance with the requirements of this Tender Document.

26 NOTIFICATION OF AWARD OF CONTRACT

- a. Prior to expiration of the bid validity period, the purchaser will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter or by Courier or by email. The notification of award will constitute the formation of the contract.

27 CONTRACT AGREEMENT

- a. Subject to the fulfillment of all codal formalities, the purchaser will award the contract to successful bidder whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. Purchaser and Bidder will sign the Contract Agreement on the stamp paper with stamp duties as per prevailing Govt. Rules. The expenditure involved on the said contract agreement will be borne by the bidder.
- b. JSMU reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/ Performance Bond and any amount due to the service provider. The bidder shall reproduce draft contract agreement provided by JSMU on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
- c. The bidder shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the consent of the JSMU for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the JSMU.
- d. Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

28 PERFORMANCE SECURITY

- a. The successful bidder shall submit **Performance Security equivalent to 5%** of total bid value within **07 days** in favor of **Jinnah Sindh Medical University (JSMU)**.
- b. Forfeiture of Performance Security**

- a) In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, supply of the said services may be taken from the next most advantageous bidder vide the same Work Order at contractors' risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
- c) If any equipment / instrument or property of JSMU is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

28.1 Refund of Performance Security: After successful completion of services in contractual period, performance security will be refunded within the six months if not extended for further period.

29 **REDRESSAL**

- a. Redressal of Grievances & settlement of dispute will be as per SPPRA Rule- 2010 (Up to date)

30 **ARBITRATION**

- a. In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the JSMU and CEO of the company / firm / agency for arbitration / settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.

31 **APPLICABLE LAWS**

- a. The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi – Pakistan shall have exclusive jurisdiction.

32 **FORCE MAJEURE**

- a. The Bidder shall not be liable for forfeiture of its Performance Guaranty/ Bid Security, or termination / blacklisting for default if and to the extent that this delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this Clause Force Majeure means an act of God or an event beyond the control of the Bidder and not involving the Bidder's fault or negligence directly or indirectly purporting to mal-planning, mismanagement and /or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee, constituted for redressing grievances, will examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable' alternative means for performance not prevented by the Force Majeure event.
- b. The Bidder shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

GENERAL COMPLIANCE CERTIFICATE

The bid is accompanying with all the requisite documents mentioned in bidding document and bid evaluation criteria.

The following be signed and attached with the bid as a general compliance to tender document requirements, if agreed upon:

Authorized Signature [In full and initials]: Name and Title of Authorized

Signatory: Name of Bidder:

Stamp / Seal:

DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS
(On PKR 500/- Stamp Paper)

[Location, Date]

To: [Name and address of Employer]

**NIT: No. "Hiring of Services for Developing the Fixed Asset
Register & Tagging of Fixed Assets".**

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred JSMU Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signature [In full and
initials]: Name and Title of Authorized
Signatory: Name of Bidder:

Stamp / Seal:

SCOPE OF WORK

1. The scope of work is broadly classified into four categories, the details scope of work included in each Category are as follows:

1.1 DEVELOPMENT & PHYSICAL VERIFICATION OF ASSETS

Development of FAR from scratch, including identification and incorporation of assets acquired in prior years based on available records and verification.

1.2 PREPARATION OF FIXED ASSET REGISTER (FAR)

- The firm shall develop and compile the **Fixed Asset Register (FAR)** in accordance with:
 - **TR-6 of ICAP**
 - **International Accounting Standards (IAS)**
 - **IASB guidelines**
 - Applicable statutory and regulatory requirements
 - FAR shall be developed in a **computerized format**, with both **soft and hard copies** provided to JSMU.
 - Depreciation shall be calculated based on **rates approved by JSMU Management**.
 - Assets shall be properly classified into categories and assigned **unique identification numbers (Asset IDs)**.

Asset Register Template:

- Serial Number;
- City;
- Building;
- Institute;
- Department;
- Campus;
- Status: Owned / Leased & Active / Retired;
- Description of the asset;
- Registration Number (in case of vehicle);
- Make & Model (where applicable);
- Tag Number;
- Asset Category (As mentioned below);
- Date of acquisition;
- Original cost;
- Depreciation / Amortization charged on an annual basis;
- Accumulated depreciation / Amortization charge;

- Net book value;
- Impairment Loss (if applicable);
- Ready for Disposal;
- Sale price;
- Gain / Loss;
- Grant Funded (Agency name); and
- Project Funded (Project name).

Asset Categories - Tangible:

- Land (Lease Hold);
- Land (Free Hold);
- Building (Lease Hold);
- Building (Free Hold);
- Plant & Machinery;
- Furniture & Fixtures;
- Hospital & Medical Equipment;
- Laboratory / Radiology Equipment;
- Office Equipment;
- Vehicles;
- Library Books;
- Computer & Communication Equipment; and
- Sport Goods
- **Intangible:** Software Application (FAMS).

1.3 LOCATION WISE SCOPE

The selected firm has to cover all locations includes:

- 1.3.1 Jinnah Sindh Medical University – Main Campus and allied locations;
- 1.3.2 Jinnah Sindh Medical University, Campus 2.
- 1.3.3 Jinnah Sindh Medical University, Campus 2 allied locations
- 1.3.4 Jinnah Sindh Medical University Diagnostic Lab & blood bank and allied locations.
- 1.3.5 Sindh Institute of Oral Health Sciences, Main Campus.
- 1.3.6 Institute of Medical Technology JSMU, Landhi.
- 1.3.7 College of Nursing and Midwifery, Valika and allied locations
- 1.3.8 Boys & Girls Hostel and Staff Town
- 1.3.9 JSMU collection points in Karachi

The assets are mostly located in the Main campus, Campus 2 and Landhi Campus. In addition to that the Institute has small collection centers in Karachi.

1.4 ASSETS TAGGING

- 1.4.1 The successful bidder has to develop a meaning code series with consent of JSMU Finance department to generate fixed asset tag number containing essential assets attributes of the fixed assets so physically verified.
- 1.4.2 Fix QR code / Barcode enabled code on each item of the asset as arranged by the JSMU management.

2 DELIVERABLE:

The successful bidder shall provide:

- **Methodology** for identification and recording of newly discovered Assets and reconciliation with financial records (where applicable).
- Fully developed and **tagged Fixed Asset Register**, category-wise and location-wise.
- **Standard formats and procedures** for future updating and maintenance of FAR.
- **Detailed Reports**, including:
 - Institute-wise Fixed Asset Register
 - Discrepancies identified during physical verification
 - Recommendations for rectification entries
 - Identification of unrecorded Assets
 - Impairment assessment (if any)
 - Asset details including:
 - Asset ID
 - Description
 - Cost
 - Accumulated Depreciation
 - Book Value / Written Down Value (WDV)

3 COMPLETION TIME:

Work has to be completed within **Six (06) months** from the date of issue of the work order.

4 CONFIDENTIALITY:

The bidder shall ensure strict confidentiality of all information related to **JSMU**, including its operations, assets, and personnel.

- a) No information shall be disclosed during or after the contract period.
- b) Any breach shall result in **immediate removal of concerned personnel** and appropriate action in consultation with JSMU Management and in accordance with applicable rules.

5 RESPONSIBILITIES OF THE BIDDER

- a. In addition to the services to be performed by the bidder specified above, the bidder shall provide at additional cost to the JSMU such supervision of its employees as in necessary to adequately fulfill its obligation.
- b. The personnel of the bidder shall not in any manner indulge in any unionism nor have any linked activity with JSMU employees.
- c. The bidder is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the JSMU management regarding their service matters that is the sole responsibility of the bidder.
- d. The JSMU may refuse to accept services from any of the employees of the bidder, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.

6 RESTRICTION OF ASSIGNMENT /TAKE OVER

The bidder shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the bidder shall entitle the JSMU to terminate its services forthwith.

- a) If the bidder makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the JSMU shall be entitled to terminate its services forthwith.

7 PAYMENT METHOD

Payment shall be made against the following milestones, subject to satisfactory completion and certification by the University's authorized officer:

- a) **25%** upon completion of physical verification, including Sheet-to-Floor and Floor-to-Sheet verification;
- b) **25%** upon completion and submission of reconciliation of physical verification results with the existing Fixed Asset record;
- c) **25%** upon completion of fixed asset tagging and submission of the corresponding tagging record; and
- d) **25%** upon submission and acceptance of the Final Report, including the updated/reconciled Fixed Asset Register and all agreed deliverables.

The bidder shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the bidder

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

BIDDER PROFILE / DETAILS

1.	Registered Company Name	
2.	Company Registration Number with Institute of chartered Accountants	
3.	Date of Registration	
4.	National Tax Number	
5.	General Sales Tax Number	
6.	Sindh Sales Tax Number	
7.	Number of Partners	
8.	Years of Operation of Company after its Registration	
9.	Details of Technical Staff to be assigned for the project	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Physical address	
14.	Postal address	
15.	Telephone Number	
16.	Fax Number	
17.	E-mail address	
18.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
19.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint Venture.	
20.	Any other relevant detail	

Authorized Signature [In full and initials]: Name and Title of Authorized Signatory: Name of Bidder:
Stamp / Seal:

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

NIT: No. _____ “Hiring of Services for Developing the Fixed Asset Register & Tagging of Fixed Assets”.

Dear Sir,

1) I/we hereby declare that, our firm's Annual Turnover is as follow (Audit Reports attached):

F.Y ONE	F. TWO	F. Y. THREE
PKR_____ (Million)	PKR_____ (Million)	PKR_____ (Million)

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last 3 years i.e. _____. Supported by copy ITR/STR of 03 (three) years.

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Authorized

Signatory: Name of Bidder:

Stamp /

Seal: Encl:

As above

**VALID LIST OF CLIENT'S
DETAILS
(On Bidder / Company / firm's Letterhead)**

[Location, Date]

To: [Name and address of Employer]

NIT: No. _____ **“Hiring of Services for Developing
and
the Fixed Asset Register & Tagging of Fixed Assets”.**

Dear Sir,

I/we hereby mention following list of valid Clients details where our firm had provided services, supported by copy of agreements / orders / work orders for your reference:

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt. / Private Sector)	Scope of Work / Specifications	Name & Location of Project	Year	Total Order Value (PKR)

Yours faithfully,

Authorized Signature [In full and
initials]: Name and Title of Authorized

Signatory: Name of Bidder:

Stamp / Seal:

Encls: As above.

**DECLARATION FOR COMPLETION OF SIMILAR CONTRACTS WITH
GOVERNMENT/ SEMI GOVERNMENT ORGANIZATION DURING LAST 10 YEARS**

(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

NIT: No. _____ **“Developing the Fixed Asset Register
& Tagging of Fixed Assets”.**

Dear Sir,

I/we hereby declare that, our firm M/s _____ was completed similar contract with following Government / Semi Government organizations during the last (10) ten years:

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt.)	Scope of Work / Specifications	Name & Location of Project	Year	Total Order Value (PKR)

I/We also enclosed herewith the attested copy of certificates which bear the name, address and telephone nos. of the authorized signatory.

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Authorized Signatory: Name of Bidder:

Stamp / Seal:

Date:

Encls: As above.

FORMAT OF BANK GUARANTEE FOR BID SECURITY

Bank Guarantee No.: _____

Dated of issue: _____

Valid upto: _____

Value (Rs.): _____

To: [Name & Address of the Procuring

Agency] Dear Sir,

WHEREAS M/s. _____ (hereinafter called the Bidder) have requested us through _____ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of [Amount of the Guarantee in Words and Figures] against your tender Notice No. _____ dated _____ **for Hiring of services for Tagging of Fixed Assets.**

WE HEREBY AGREE AND UNDERTAKE:

i To make unconditional payment to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non- execution of the Contract or refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.

ii To keep this guarantee in full force from (date) _____ up to (date) _____ he dates until which the Bidder offer is valid.

iii To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: _____

Authorized officer's Signature & Seal: _____

Witness 1: _____

Witness 2: _____

Sworn & Sign before me

This day of

FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND

Bank Guarantee No.: _____

Dated of issue: _____

Valid upto: _____

Value (Rs.): _____

To: [Name & Address of the Procuring Agency]

Whereas **[Name of Bidder]** (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. **[number]** dated **[date]** to supply **[description of services]** (hereinafter called "the Contract").

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Jinnah Sindh Medical University, Karachi with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, 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 Bidder to be in default under the Contract and without requiring the Jinnah Sindh Medical University, Karachi to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of **[Amount of Guarantee]** as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the Jinnah Sindh Medical University, Karachi for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: _____

Authorized officer's Signature & Seal: _____

Witness 1: _____

Witness 2: _____

Sworn & Sign before me

This day of

FORMAT FOR QUOTING OF RATES

[Location, Date]

To: **[Name and address of Employer]**

Dear Sir,

We, the undersigned, offer to provide the services for **[Insert title of assignment]** in accordance with your Notice Inviting Tender (NIT) and Bidding documents No. **[Insert number]** dated **[Insert Date]** and our Technical Proposal. Our Financial Bid / Proposal is for the sum of **[Insert amount(s) in words and figures]**. This amount is inclusive of all the applicable taxes.

Our Financial Bid / Proposal shall be binding upon us up to expiration of the validity period of the Bid / Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Authorized Signatory: Name of Bidder:

Stamp / Seal:

UNDERTAKING / CERTIFICATE

(Must be Printed on Rs. 500/- Stamp Paper)

If provided information with the bid document found false, or any criminal proceedings found in any court of law, the services of the hired bidder will be immediately terminated without assigning any reason and making any refund / payment. Further, the performance security given by the firm will also be confiscated and the firm will be declared black listed.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ATTESTED BY NOTARY PUBLIC

NON-BLACK-LISTING CERTIFICATE

(Must be Printed on Rs. 500/- Stamp Paper)

CERTIFIED THAT M/S. ,, HAS
NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR
ORGANIZATION IN PAKISTAN.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ATTESTED BY NOTARY PUBLIC

AFFIDAVIT INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

M/s. _____, the service provider
hereby declared that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the JSMU or any administrative or financial offices thereof or any other department under the control of the JSMU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the bidder / company / firm / agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the JSMU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the JSMU, except that which has been expressly declared pursuant hereto.
- (c) The bidder / company / firm / agency / accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract / order obtained aforesaid shall without prejudice to any other right & remedies available to the JSMU under any law, contract, or other instrument, be stand void at the discretion of the JSMU.
- (d) Notwithstanding any right and remedies exercised by the JSMU in this regard, bidder / company / firm / agency agrees to indemnify the JSMU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the JSMU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the bidder / company / firm / supplier / agency / service provider as aforesaid for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the JSMU.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Note: This integrity pact is mandatory requirement other than auxiliary services / works.

FORM OF CONTRACT

Specimen Purpose only)

THIS AGREEMENT made on this _____ day of _____ 2023 between M/s. _____
_____(Name and Address of the Contractor)
(hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the JINNAH SINDH MEDICAL UNIVERSITY, KARACHI (hereinafter referred to as the JSMU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider. AND

WHEREAS the JSMU is procuring agency. The JSMU intends to Hire services for Tagging of Fixed Asset, therefore, invited bids through N.I.T No. _____ dated _____.

WHEREAS the Contractor (successful bidder) submitted his bid vide _____ in accordance with the bid document and was selected as “successful bidder” pursuant to the bidding process and negotiation on contract prices, awarded the “Letter of Acceptance” (LoA) No. _____ to the Contractor on _____.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

(Conditions of Contract) of Tender Document.

(Signature of Contractor / Authorized Representative)

Name: _____

Designation: _____

Address: _____

Seal: _____

(Signature of Authorized Officer of the JSMU)

Name: _____

Designation: _____

Address: _____

Seal: _____

WITNESS – 1

Name: _____

WITNESS – 2

CNIC #: _____

Address: _____

Name:

CNIC #:

Address:
