



## TENDER/BIDDING DOCUMENT

Procurement of Office Equipment, Electronics, Furniture & Fixtures for the Project Coordination Unit, Jinnah Medical Complex & Research Center, Islamabad

<b>Submission of Bids:</b>	16 February 2026 – before 03:00 pm
<b>Opening of Bids:</b>	16 February 2026 – 03:30 am
<b>Place for Bid Opening:</b>	MoNHSR&C, Committee Room, 3rd Floor, Kohsar Complex, Pak Secretariat, Islamabad

Procuring Agency

**Project Coordination Unit – JMC&RC, Islamabad**  
Ministry of National Health Services, Regulations and Coordination, Islamabad  
3<sup>rd</sup> Floor, Kohsar Complex, Pak-Secretariat, Islamabad

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## **Section 1 - Instructions to Bidders**

### **1. General Instructions**

Bidders are advised to read these Instructions to Bidders carefully.

- 1.1. All terms and conditions in the Bidding Document shall be read point by point and understood before quoting. Each tender condition must be clearly responded to. Bids may be rejected due to non-acceptance of any condition(s).
- 1.2. The Bidding Documents containing terms and conditions, method of procurement, technical specifications, etc., are available on [eprocure.gov.pk](http://eprocure.gov.pk) and the PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)).
- 1.3. The Single Stage – Two Envelopes procedure shall be used for procurement.
- 1.4. Bids shall be submitted in two separate files: one Technical Bid and one Financial Bid. The Financial Bid shall include item-wise rates; the Technical Bid shall not indicate prices. Both bids shall be submitted electronically through EPADS, as applicable. Technically qualified, the lowest financial bid will be eligible for the award of the contract.
- 1.5. The firm/supplier must appear on the Active Taxpayers List. A copy of the certificate of registration shall be submitted with the bids.
- 1.6. Prices shall be quoted in Pak Rupees (PKR).
- 1.7. Rates shall be item-wise, inclusive of all applicable government taxes, final, and valid for 180 days.
- 1.8. Bidders are required to submit a pay order or demand draft not less than the amount mentioned in Clause 5.1 of the bid price as bid/performance security. The bid security shall be submitted with the Financial Bid; confirmation of submission shall be provided with the Technical Bid.
- 1.9. Items/equipment shall be supplied and installed within the time specified in Clause 11 (Schedule of Requirements) from the date of issuance of the supply/work order.
- 1.10. The firm shall be responsible for maintenance during the warranty period without additional charges.
- 1.11. If the office remains closed on the scheduled date of opening of bids, the tender shall be opened on the next working day.
- 1.12. Quantities may be increased or decreased in accordance with requirements and budgetary provisions.
- 1.13. The competent authority reserves the right to accept or reject any or all bids in accordance with PPRA Rules. Such decision shall not be challengeable.
- 1.14. Hardware shall be accepted only after successful completion of trials/demos, as applicable.
- 1.15. Financial Bids must be submitted strictly on the prescribed format.
- 1.16. Requests for clarification shall be received by the Procuring Agency no Later than 07 days prior to the deadline for submission of the bids.
- 1.17. Inclusive of all applicable taxes & transportation charges in Pak Rupees. Fixed and must include all applicable taxes as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all the taxes/ duties prevailing/ levied hereafter.

### **2. Eligibility of Bidders**

- 2.1. This Invitation for Bids is open to all original manufacturers, their authorized agents and suppliers, and, in the case of imported goods, their authorized agents, importers, or suppliers in Pakistan. All such entities must be duly registered (NTN, GST) and appear on the Active Taxpayers List of FBR.

- 2.2. Bidders declared ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial, or Local) or any public sector organization are not eligible to participate.
- 2.3. Bidders blacklisted by any Government (Federal, Provincial, or Local) or any public sector organization are also not eligible to participate.
- 2.4. Firms are required to submit an affidavit confirming that the firm/company is not blacklisted by any government entity.
- 2.5. Any indulgence in corrupt or fraudulent practices shall result in rejection of bids, cancellation of contracts, debarment, and blacklisting of the bidder for a stated or indefinite period.

### **3. Bidding Procedure**

- 3.1. The bidding procedure shall be governed by the Public Procurement Rules (PPR), 2004, as issued and amended by the Public Procurement Regulatory Authority (PPRA).
- 3.2. The Single Stage – Two Envelopes procedure shall apply, as explained below.
- 3.3. The bid shall comprise a single package containing two separate bids: a Technical Bid and a Financial Bid.
- 3.4. Initially, only “TECHNICAL BID” shall be opened at the Ministry of National Health Services Regulation and Coordination, Islamabad, on the specified date and time, in the presence of bidders or their authorized representatives who choose to attend.
- 3.5. The Committee shall evaluate the Technical Bids in accordance with the required technical specifications and other terms and conditions; any bid not conforming to the specified requirements shall be rejected.
- 3.6. The “FINANCIAL BIDS” of eligible and technically qualified bidders shall be opened publicly at a date, time, and venue to be announced separately.
- 3.7. The Financial Bids of ineligible and/or technically non-responsive bidders shall be returned unopened.
- 3.8. Arithmetical errors shall be rectified as follows: (a) If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected; (b) If the bidder does not accept the correction of errors, the bid shall be rejected and the bid security may be forfeited; (c) If there is a discrepancy between amounts in words and figures, the amount in words shall prevail.
- 3.9. The bid found to be the most advantageous shall be accepted. In case two bidders submit equal financial bids, the bidder with greater relevant experience shall be selected.

### **4. Bidding Documents and Submission of Bids**

- 4.1. The items required, bidding procedures, Bidding Documents, terms and conditions, and other related details as prescribed in this Bidding Document. In addition to the Invitation for Bids, the Bidding Document includes:
  - A. Instructions to Bidders
  - B. Requirements
  - C. Technical Specifications
  - D. Evaluation Criteria
  - E. Bid Forms (including Technical and Financial forms)
  - F. Draft Standard Contract, including Special Conditions of Contract (with annexures), General Conditions of Contract, and Integrity Pact
- 4.2. The bidder is expected to examine all instructions, forms, terms, and specifications contained in the Bidding Documents. Failure to furnish all required information or

submission of a bid that is not substantially responsive in all respects shall be at the bidder's risk and may result in rejection of the bid.

- 4.3. The prescribed form for quoting prices shall be typed and printed on the bidder's letterhead. Any alteration or correction must be initialed. Each page of the bid shall be duly signed and stamped at the bottom.
- 4.4. Prices shall be quoted strictly in accordance with the technical specifications provided. Any item offered with specifications different from the required specifications shall be rejected outright.
- 4.5. The bidder shall quote competitive prices. All prices shall include all applicable taxes and duties. If taxes are not explicitly mentioned, the quoted price shall be deemed inclusive of all prevailing taxes and duties. The bidder shall remain responsible for any new taxes levied by the Government until completion of the contract.
- 4.6. No request for increase in prices due to market fluctuations shall be entertained.
- 4.7. An affidavit confirming non-blacklisting shall be submitted with the bid.
- 4.8. Prices shall be quoted in Pak Rupees.

## **5. Bid Security**

- 5.1. The Bidder shall furnish a refundable bid security (Earnest Money) in PKR at 5% of the total bid price for all items in the form of a Pay Order or Demand Draft in favor of the Project Coordinator, Jinnah Medical Complex & Research Center, Ministry of National Health Services, Regulations & Coordination.
- 5.2. The bid security must be submitted in hard copy to the office before the Technical Bid opening, in a sealed envelope.
- 5.3. The bid security of unsuccessful bidders shall be returned after the successful bidder(s) are announced.
- 5.4. The bid security of the successful bidder shall be returned after the expiry of the warranty period of the goods.
- 5.5. The bid security shall be forfeited if a bidder withdraws its bid during the bid validity period or, in the case of a successful bidder, if the bidder fails to sign the contract or supply the goods.

## **6. Bid Validity**

- 6.1. Bids shall remain valid for 180 days from the date of opening of the Technical Proposal.
- 6.2. The Procuring Agency shall, as a general rule, process and evaluate the bids within the stipulated bid validity period.
- 6.3. However, under exceptional circumstances, and for reasons to be recorded in writing, if an extension is considered necessary, all bidders shall be requested to extend their respective bid validity periods. Such extension shall not exceed the original bid validity period.

## **7. Evaluation of Bids**

- 7.1. The Technical Bids shall be opened publicly by the Purchase Committee in the presence of the bidders or their authorized representatives who choose to attend, on the specified date and time.
- 7.2. Prior to detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each Technical Bid in accordance with the Bidding Documents.
- 7.3. Technical Bids shall then be evaluated against the required technical specifications.
- 7.4. The Financial Bids of technically qualified bidders (i.e., those compliant with technical specifications and other terms and conditions) shall be opened publicly on a specified date, time, and venue, which shall be communicated at the time of opening the Technical Bids.

## **8. Rejection of Bids**

- 8.1. The Procuring Agency may reject any or all bids at any time prior to acceptance of a bid in accordance with the Public Procurement Rules, 2004.
- 8.2. Upon request, the Procuring Agency may communicate to any bidder the grounds for rejection of any or all bids but is not required to justify those grounds.
- 8.3. Bidders must not indicate, directly or indirectly, their Financial Bid anywhere in the Technical Bid. Any such disclosure shall result in rejection of the entire bid of the concerned bidder.
- 8.4. Conditional or incomplete bids shall be rejected.
- 8.5. Bids that do not conform to the prescribed criteria shall be rejected.
- 8.6. Technical Bids submitted without confirmation of bid security shall be rejected.

## **9. Special Conditions of Contract**

The following Special Conditions supplement the General Conditions of Contract/Work Order/Purchase Order (PO). In case of any conflict, these provisions shall prevail.

### **9.1. Inspection and Tests**

- After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, and specifications of the goods.
- The Committee will conduct a detailed physical examination of the items and may reject any that do not meet the approved technical specifications. The supplier shall replace such items at no additional charge.

### **9.2. Packing**

- All items shall be provided in proper company packing, including brochures and CDs/manuals, especially for IT and electrical equipment.

### **9.3. Transportation, Delivery, and Installation Requirements**

- The bidder shall deliver the supplies at the destination in scratch-free condition with all manufacturer-supplied accessories.
- The Supplier shall arrange transportation to prevent damage or deterioration during transit, in accordance with the Schedule of Requirements.
- All appliances shall be professionally installed at the designated office locations, following the manufacturer's recommended procedures.

### **9.4. Warranty**

- The warranty period for the supplied goods shall be the standard manufacturer's warranty or one year from the date of delivery and installation at the Purchaser's premises, whichever is longer.
- On-site support shall be provided, and any defects shall be rectified within 24 hours.

### **9.5. Payments**

- A pre-receipted bill along with a GST invoice shall be forwarded in triplicate to this office for payment.
- Items found to be of inferior quality shall not be accepted.
- Payment to the successful bidder/supplier shall be subject to: (a) satisfactory delivery, inspection, testing, and configuration/installation of items; (b) submission of all required documents; and (c) submission of a valid invoice.

- One hundred percent (100%) payment shall be made after successful testing and commissioning, through cross cheque.

## Section II – Schedule of Requirements

### 10. Timelines

The equipment shall be delivered and installed in accordance with the following schedule:

No.	Milestone	Timelines
1	Furniture and IT Equipment and Allied Items	Within four weeks from issuance of work order/purchase order/signing of contract.
2	Fixtures	Within six weeks from issuance of work order/purchase order/signing of contract.

### 11. Penalties for Late Deliveries

- 11.1. Supplies shall be delivered in accordance with the purchase orders/work orders/terms and conditions. In case of late delivery, a penalty @ 1% per day, up to a maximum of 20% of the total contract value, will be applied.

### 12. Withdrawal of Bid

- 12.1. The firm shall not withdraw the bid before issuance of work/purchase order or signing of contract, and within the validity period of bids.
- 12.2. If the firm withdraws its bid within the validity period, the competent authority may place the firm under embargo for a period extendable up to one year.
- 12.3. The bid security shall be confiscated in such a case. Any change in the original bidding/tender conditions shall also be construed as a withdrawal of the bid, in addition to forfeiture of bid security.

### 13. Technical Specifications and Quantity

#### 13.1. Equipment, Electronics, Furniture and Fixture

S.No	Item Name	Specification Details	Quantity
1	Apple MacBook M5 Pro (Laptop)	CPU: 10-core Apple M5 chip; GPU: 10-core integrated graphics; RAM: 24 GB unified memory; Storage: 1 TB M.2 PCIe NVMe SSD; Display: 14.2" Liquid Retina XDR, 120 Hz ProMotion, 1000 nits sustained; Ports: 3x Thunderbolt 4 (USB-C), HDMI 2.1, SDXC card slot; Connectivity: Wi-Fi 6E, Bluetooth 5.3.	1
2	HP Laptop	HP OmniBook 5 Laptop Next Gen AI 14-he0037nr 14", Touch screen, Windows 11 Home, Snapdragon® X Plus, 32GB RAM, 1TB SSD, 2K, Glacier silver Copilot+ PC	6
3	HP Office Jet Pro 9122e	Functions: print, copy, scan, fax, duplex printing/scanning; Print speed: up to 22 ppm (black/color ISO); Resolution: up to 1200×1200 (black), up to 4800×1200 optimized (color); Connectivity: Ethernet, Hi-Speed USB 2.0, dual-band Wi-Fi (802.11 a/b/g/n/ac); Paper capacity: 250-sheet input, 35-sheet ADF.	1
4	HP Color LaserJet Pro MFP 3301sdw Printer	Two-sided color printing plus scanning and copying, mobile/wireless/ethernet (26 pages per minute)	1
6	Software	MS Office, MS Teams, Adobe Creative Cloud (licensed)	10
7	Wi-Fi Router	Dual-band, Gigabit, enterprise-grade.	2

8	Audio-Video Conferencing System	HD camera (4K sensor) with 24× zoom & auto-framing; mic array (360° pickup); speakerphone; Zoom/Teams compatible.	1
9	Digital Projector	Full HD/4K (3840×2160 native), 5000 lumens, DLP or 3LCD, HDMI/LAN connectivity.	1
10	Projector Screen	Motorized/wall-mounted.	1
11	Wireless Microphones	Table/conference microphones.	6
12	Audio System	Amplifier and speakers.	1 set
13	LED TV	65-inch, 4K UHD.	2
14	CCTV System	IP cameras (4K/8 MP) with NVR, 2 TB+ local storage, person/vehicle detection, remote viewing app.	1 complete system for 8 cameras
15	UPS	Online UPS, 05 kVA	1
16	Generator	Silent diesel generator, 05 kVA.	1
17	Microwave Oven	Large capacity (40 L+), stainless steel interior/exterior	1
18	Electric Kettle	Large capacity (1.7 L+), stainless steel body	1
19	Coffee Maker	Large capacity.	1
20	Refrigerator (Large)	Double door, 500 L+ capacity, inverter compressor, no-frost cooling.	1
21	Refrigerator (Small)	Single door, ~250 L capacity.	1
22	Water Dispenser	Hot & cold function.	1
23	Fire Extinguishers	CO <sub>2</sub> /dry powder, 9 kg capacity options, steel or aluminum body	4
24	Side Cabinets	Lobby & sitting area.	4
25	Executive Desk	Specs: 1800–2100 mm (L) with integrated side return and wire management. Material: premium MDF/HDF with wood veneer finish or high-grade anti-scratch laminate; 25–50 mm thick tabletop.	4
26	Executive Chair	Specs: high-back ergonomic design, synchronized tilting, adjustable lumbar support, pneumatic height adjustment. Material: genuine leather or premium breathable bonded leather with polished aluminum base.	4
27	Executive Sofa Set	Specs: 7-seater modern design	1
28	Adjustable Electric Ergonomic Sit-Stand Desk	Electric height-adjustable office desk; single motor; metal frame; size 1180×600 mm or 1200×600 mm; height range 720–1170 mm; load capacity 600 N; speed 20 mm/s; colors black/white/grey; warranty 5 years (mechanical) and 1 year (electrical)	1
29	Managerial Desk	Specs: 1500–1600 mm (L), L-shaped or straight profile with 3-drawer lockable pedestal. Material: high-pressure laminate (HPL) with PVC edge banding and powder-coated steel legs.	6
30	Ergonomic Officer Chairs	Specs: high-back or mid-back, pneumatic height adjustment, 360° swivel. Material: high-density foam with commercial-grade mesh back and fabric seat.	8
31	Visitor Chairs	Specs: sled base or 4-leg stationary design. Material: padded fabric or PU leather seats with chrome or powder-coated black metal frames.	24
32	Sofa Sets	Specs: 5-seater modern design	3

<b>33</b>	Center Tables	Material: glass or wooden top.	4
<b>34</b>	Conference Table	14-seater, integrated cable management.	1
<b>35</b>	Office Table Lamps	LED reading lamps, multiple brightness levels, flexible gooseneck.	3

## Section III – Evaluation Criteria

### 13.2. Mandatory Criteria

A mandatory evaluation of Technical Bids will be conducted in accordance with the “**Mandatory Requirement**”. Those qualities with mandatory criteria will be technically evaluated.

S. No	Mandatory Requirement	Yes/No
1.	NTN Certificate	
2.	GST Certificate	
3.	On Active Taxpayers List of F.B.R.	
4.	Organization Incorporation/Registration Certificate	
5.	Complete Organization Profile	
6	Authorized Partner/Distributor/Seller from the Original Equipment Manufacturer	
7.	Affidavit on Legal Paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Public Sector Organization/Division/Ministry	
8.	Submission of required amount of Bid Security with Financial Bid	
9.	Manufacturer’s Standard Warranty with One (01) year onsite warranty including parts and labour and three (03) years for hardware products as per (Annex – A)	
10	Compliance with Technical Specifications & Scope of Work	
11	Technical Brochures/Data Sheets for the Hardware and Licensed Software	
12	Original Bidding Documents Duly Signed/Stamped	
13	All documents are properly Tagged/labelled	

### 14. Technical Evaluation Criteria

#### 14.1. Technical Criteria:

i. Financial Strength = **40 Marks**

Financial document/statement describing the annual business turnover of the last three (3) years. Submit Income Tax Return along with Bank Certificate.

Criteria	Marks
> 25 million	0
25 – 49.99 million	8
50 – 74.99 million	15
75 – 99.99 million	25
100 – 124.99 million	30
125 – 149.99 million	35
More than 150 million	40

ii. Years of Experience of the Company/Firm = **20 Marks**

Criteria	Marks
Less than 3 years	0
3 – 5 years	05
5 – 8 years	10
8 – 10 years	15
More than 10 years	20

iii. Confirmation that the quoted items are as per the required Specifications = **20 Marks**

iv. Satisfactory Performance Certificates = **20 Marks**

The company/firm that has completed similar projects for the required items or with specifications above. The company must submit Satisfactory Performance Certificates issued by the customer

Criteria	Marks
Less than 3	0
1-3 Certificates	08
3-5 Certificates	15
More than 5 Certificates	20

**NOTE:**

- Bidders are required to quote a single rate for each item, in accordance with the tender specifications. Alternate models, proposals, or separate accessories will not be accepted.
- Bidders must provide verifiable documentary proof for all the above requirements. A checklist for these requirements should be included in their bid.
- From a technical standpoint, a score of 70 or above is considered as “Qualify”, while a score below 70 is deemed as “Not Qualify”.

**14.2. Financial Evaluation**

- A. Financial Bids of only those bidders who score at least 70% in the Technical Evaluation will be opened in the presence of the representatives who wish to attend. The lowest financial bid among technically compliant bids will be selected for award of the purchase/supply order, subject to fulfillment of contractual obligations.
- B. Technically qualified/successful bidder(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by PCU-JMC&RC accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- C. The evaluation of the Financial Proposal will be carried out in accordance with the Public Procurement Rules, 2004 (as amended) under the Public Procurement Regulatory Authority (PPRA). Subject to the prescribed evaluation criteria and other conditions set forth in the bidding documents, the bid found to be the lowest evaluated bid shall be accepted. The Price evaluation will encompass all duties, taxes, and additional expenses in accordance with the Rules. If the Government grants any exemptions on duties and taxes, the contractor shall be required to make corresponding adjustments in the Financial Proposal so that the benefit of such exemptions is passed on to the Procuring Agency. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
  - a. In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
  - b. In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- D. PCU-JMC&RC will not be responsible for any erroneous calculation of taxes and all differences arising out of the above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the signed contract in this regard.

**15. Price Schedule:**

<b>Sr.</b>	<b>Item/Description</b>	<b>Specificatio ns</b>	<b>Qt y</b>	<b>Unit Price (Rs.) (without Tax)</b>	<b>Unit Price (Rs.) (with Tax)</b>	<b>Total Amount (Rs.) (with Tax)</b>
1.						
2.						
3.						
4.						
<b>TOTAL AMOUNT (Rs.)</b>						

**Note:**

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. Prices must be quoted for all items.
- iii. PCU-JMC&RC reserves exclusive rights to increase/decrease the quantities of the equipment mentioned vide this tender document.
- iv. Warranty period after purchase of equipment.

Total Cost (In Words) PKR \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Authorized Person

Name:

(Company Seal)

In the Capacity of:

Duly Authorized by:



### **Liquidated Damages / Penalty**

- 15.1. If the Supplier entirely fails to complete deliveries as per the purchase order and within the stipulated timeframe specified in the Schedule of Requirements, the contract, to the extent of the non-delivered portion of supplies, shall stand cancelled.
- 15.2. After cancellation, no supplies shall be accepted. The amount of Performance Guarantee/Security corresponding to the non-delivered portion shall be forfeited.
- 15.3. If the Supplier fails to supply the whole consignment and is not able to deliver to the destination, the entire amount of Performance Guarantee/Security shall be forfeited to the Purchaser's account, and the firm shall be blacklisted for a minimum of two years for future participation.
- 15.4. The exact timeframe for making supplies, with and without penalty, shall be indicated in subsequent purchase orders.
- 15.5. In case of late delivery of goods beyond the period specified, a penalty @ 1.0% per day, subject to a maximum of 5% of the cost of the late-delivered item, shall be imposed upon the Supplier.
- 15.6. Any extension in the delivery period (if considered) will be decided by the Purchaser on a case-by-case basis and strictly in accordance with PPRA Rules.

### **Incidental Services**

- 15.7. Defect Liability Certificate (DLC): The Supplier will provide a DLC (on judicial paper) for replacement or repair of any item found faulty/below specifications for up to three (03) months from installation on site.

## TECH FORM 1 – Technical Proposal Submission Form

[Location \_\_\_\_\_], [Date \_\_\_\_\_]

To

The Project Coordinator  
PCU-JMC&RC, Islamabad

We, the undersigned, offer to provide the items in accordance with your Bidding Document dated [insert date] and our Proposal. We hereby submit our Proposal comprising the Technical Proposal and the Financial Proposal, sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to supply the items related to the assignment.

We also confirm that the Government of Pakistan/Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We pledge not to indulge in such practices in competing for or in executing the Contract and acknowledge the relevant provisions of the Bidding Document.

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

Yours sincerely,

Authorized Signature (in full and initials)

Name and Designation of Signatory

Name of Firm

Address

### TECH FORM 3 – Affidavit

I/We, the undersigned, solemnly state that:

- We have read and fully understood the contents of the Bidding Document.
- The bid being submitted by the undersigned complies with the requirements enunciated in the Bidding Document.
- The goods that we propose to supply under this contract are eligible goods within the meaning of all clauses of the ITB.
- The undersigned are eligible Bidders within the meaning of the ITB of the Bidding Document.
- The undersigned are solvent and competent to undertake the subject contract under the laws of Pakistan.
- The undersigned have not paid nor agreed to pay any commissions or gratuities to any official or agent related to this bid, award, or contract.
- The undersigned are not blacklisted or facing debarment from any Government, its organizations, or projects.
- The undersigned have no dispute anywhere in the province regarding supplies.

Signed \_\_\_\_\_

Note: The affidavit must be on judicial stamp paper, signed by the executive of the firm, and attested by an Oath Commissioner.

**FIN FORM 1 – Financial Proposal Submission Form**  
**(Part of Financial Bid Envelope)**

[Location, Date]

To

The Project Coordinator  
PCU-JMC&RC, Islamabad

Dear Sir,

We, the undersigned, offer to provide the [insert items/services] in accordance with your Bidding Document dated [insert date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount in words and figures]. This amount is inclusive of all taxes and charges.

Our Financial Proposal shall be binding upon us, subject to modifications resulting from contract negotiations, up to the expiration of the validity period of the bid/proposal.

We also declare that the Government of Pakistan or Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We pledge not to indulge in such practices in competing for or in executing the Contract and acknowledge the relevant provisions of the Bidding Document.

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

Signed \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign the proposal on behalf of the Applicant.

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

Authorized Signature (in full and initials)

Name and Designation of Signatory

Name of Firm

Address

## Contract Forms

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2024 between [name of Procuring Agency] (hereinafter called "the Procuring Agency") of the one part and [name of Supplier] of (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) the Bid Form and the Price Schedule submitted by the Bidder.
  - b) the Schedule of Requirements.
  - c) the Technical Specifications.
  - d) the General Conditions of Contract.
  - e) the Special Conditions of Contract; and
  - f) the Procuring Agency' s Notification of Award.
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

(for the Procuring Agency)

(for the Supplier)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Contract Award Letter**

Bid Ref No.: \_\_\_\_\_ Date: \_\_\_\_\_ Name of the Tender: \_\_\_\_\_

Dear Sir/Madam, AWARD OF CONTRACT Having examined your technical bid for the above-mentioned tender through technical evaluation dated: \_\_\_\_\_ and evaluation of financial bid opened on \_\_\_\_\_ PCU-JMC&RC Ministry of National Health Services, Regulation and Coordination has decided to award the contract to your company. Draft agreement including all the terms and conditions enclosed below, in this regard are being shared with you, you are advised to review it and if agreed, come to Ministry of National Health Services, Regulation and Coordination for signing of the agreement.

(Signature and Stamp) Dated \_\_\_\_\_

**End of Document**