

**PAKISTAN COUNCIL OF RESEARCH IN WATER RESOURCES
MINISTRY OF WATER RESOURCES
GOVERNMENT OF PAKISTAN**



TENDER DOCUMENT

FOR

**“Supply of Laboratory Chemicals, Reagents, and Glassware
(Consumable Items)”**

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**INVITATION
FOR
BIDS**

INVITATION FOR BIDS
(E-Bidding through EPADS)
National Competitive Bidding (Single Stage Two Envelope)

Pakistan Council of Research in Water Resources (PCRWR) working under Ministry of Water Resources (MoWR), Government of Pakistan invites sealed bids from the firms/contractors registered with Federal Board of Revenue (FBR) (as per GST & Income Tax laws) for particulars given below through EPADS:

PROCUREMENT OF CHEMICALS, REAGENTS, AND GLASSWARES		Estimated budget (million Rs).
S.N	Description of Procurement	
1.	Supply of analytical grade chemicals, reagents, microbiological media, laboratory consumables, glassware, plastic ware, and other related materials required for conducting physical, chemical, and microbiological testing and analysis in the laboratory.	25.0

1. Regional Director, PCRWR Regional Office Karachi, invites E-bids through EProcurement (EPADS) under PPRA Rules, for the above mentioned scope of work from eligible bidders.
2. Bidding shall be conducted through E-Procurement (Open Competitive Bidding Single Stage Two Envelop) procedure and is open to all eligible bidders as defined in the bidding document.
3. Interested and registered eligible bidders on E-PADS may obtain bidding documents from EPADS, PPRA and Departmental Website respectively.
4. Interested and registered eligible bidder can participate through E-Procurement (EPADS) (<https://eprocure.gov.pk/#/auth/login>).
5. E-bids must be submitted through E-Procurement (EPADS) on or before **28th April, 2026 till 11:00 am**. Proposals must be accompanied by a Bid Security as mentioned above in the form of Demand Draft, Pay Order or Call Deposit duly issued from a Scheduled Bank of Pakistan.
6. E-bids will be opened on **28th April 2026 at 11:30 am** in the presence of bidders or their representatives at PCRWR Regional Office Karachi. If bid closing/opening date falls on local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.
7. All bidders must submit their bids through EPADS within the prescribed deadline. Bidders are also requested to remain physically present on the day of bid opening to participate in the bid opening proceedings.

8. Bidders are required to submit two separate sealed envelopes containing (i) Technical Proposal and (ii) Financial Proposal, along with the Bid Security in the form of Demand Draft/Pay Order submitted separately in another sealed envelope, clearly marked accordingly, before the bid opening time at the address specified in the bidding documents.
9. Bidders must clearly mention the **make, model, and country of origin** of the material for which they are quoting prices in their Technical Proposal for the purpose of technical evaluation
10. The bidders are required to give their best and final prices (inclusive of all applicable Taxes) as no negotiations are expected.
11. Bids not complying with the requirements shall be rejected being nonresponsive. Alternate proposals and / or conditional bids shall be considered non-responsive.
12. Taxes will be deducted as per applicable government rules. Bidders must have Valid NTN and Sales Tax Certificate/Registration.
13. Bids which are incomplete, not E-bids through EPADS, not signed and / or not stamped, late or submitted by other than specified mode will be rejected.
14. The contract shall be awarded to the lowest responsive bidder who meets all technical and financial evaluation criteria.
15. This advertisement and bidding documents are also available on E-PADS, PPRA website and PCRWR website www.pcrwr.gov.pk]

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Regional Director/Project Director
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**INSTRUCTIONS
TO
BIDDERS**

INSTRUCTIONS TO BIDDERS

(Note: These Instructions along with Bidding Data will not be part of Contract and will cease to have effect once the Contract is signed).

A. GENERAL

IB.1 Scope of Tender

1.1 Scope of Tender

The Regional Director / Project Director, PCRWR (hereinafter referred to as “**the Employer**”), as defined in the Tendering Data, invites sealed bids for the “**Supply of Laboratory, Chemicals, Reagents, and Glassware (Consumable Items)**” as outlined in the Tendering Data. The firms or individuals submitting bids shall hereinafter be referred to as “**the Tenderers.**”

Tenderers should quote for the work specified with its unit rate and its total rate with all Applicable Taxes.

The bids must be quoted in Pak Rupees and submitted to the undersigned by **28th April 2026**

The tenders will be opened on the same date at 1130 hrs.

IB.2 Source of Funds

2.1 The PCRWR have arranged funds from PHED funded project “ADP Scheme # 3478/2024-25 "Survey of Groundwater Quality & Quantity and Mapping All over Sindh”.

IB.3 Eligible Tenderers

3.1 Tendering is open to all eligible firms and individuals possessing NTN license and active registration with the Federal Board of Revenue (FBR). Applicants must demonstrate adequate financial and technical capacity, along with relevant experience to complete the procurement on time as per stipulated in tender.

IB.4 One Bid per Bidder

4.1 Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant to Clause IB.16) will be disqualified.

IB.5 Cost of Bidding/Tendering

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of its tender and PCRWR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process

B. TENDER DOCUMENTS

IB.7 Contents of Tender Documents

- 7.1 The Bidding Documents, in addition to invitation for bids, are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.9.

1. Instructions to Tenderers & Tendering Data
2. Forms of Tender
3. Standard Forms:
 - (i) Form of Performance Security
 - (ii) Form of Contract Agreement
4. Integrity Pact
5. Specification

- 7.2 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Pursuant to Clause IB.26, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.

IT.8 Clarification of Tender Documents

- 8.1 A prospective tenderer requiring any clarification(s) in respect of the Tender Documents may notify the Regional Director, PCRWR against subject “**Supply of Laboratory, Chemicals, Reagents, and Glassware (Consumable Items)**” at the address indicated in the Tendering Data.
- 8.2 The Regional Director, PCRWR will respond to any request for clarification which it receives earlier than 10 days prior to the deadline for the submission of tenders. Copies of the response will be forwarded to all prospective tenderers, at least 5 days prior to dead line for submission of Tenders, who have received the Tender Documents including a description of the enquiry but without identifying its source.

IB.9 Amendment of Tender Documents

- 9.1 At any time prior to the deadline for submission of tenders, the Regional Director/ Project Director, PCRWR, Karachi may for any reason, whether at his own initiative or in response to a clarification requested by a respective tenderer, modify the Tender Documents by issuing addendum.
- 9.2 Any addendum thus issued shall be part of the Tender Documents pursuant to Sub-Clause 7.1 hereof, and shall be communicated in writing to all purchasers of the Tender Documents. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Regional Director /Project Director, PCRWR, Karachi
- 9.3 To afford prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Regional Director /Project Director, PCRWR may extend the deadline for submission of tenders. Clause IB.20

C. PREPARATION OF TENDERS

IB.10 Language of Tender

- 10.1 The tender prepared by the tenderer and all correspondence and documents relating to the Tender, exchanged by the tenderer and the Regional Director /Project Director, PCRWR, shall be written in the English language, provided that any printed literature furnished by the tenderer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Tender, the English translation shall govern.

IB.11 Documents Comprising the Tender

- 11.1 The tender prepared by the tenderer shall comprise the following components:
 - (a) Covering Letter
 - (b) Form of Tender duly filled, signed and sealed, in accordance with Clause IB.18.3.
 - (c) Tender Security furnished in accordance with Clause IB.15.
 - (d) Power of Attorney in accordance with Clause IB 18.5.
 - (e) Documentary evidence in accordance with Clause IB.11
 - (f) Documentary evidence in accordance with Clause IB.I2.
- 11.2 Pursuant to Clause IB.11, the tenderer shall furnish, as part of its tender, documents establishing the tender's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.
- 11.3 Tenderer must possess and provide evidence of the experience as stipulated in Tendering Data.

11.4 The documentary evidence of the Works' conformity to the Tender Documents may be in the form of literature, drawings and data and shall furnish documentation as set out in Tendering Data.

IB.12 Tender Prices

12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole of the Works as described in Sub-Clause 1.1 hereof, based on the unit rates and / or prices submitted by the bidder.

12.2 The bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by a bidder will not be paid for by the PCRWR when executed and shall be deemed covered by rates and prices for other items in the Bill of Quantities.

12.3 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the tenderer shall remain fixed during the tenderer's performance of the Contract and not subject to variation on any account.

12.4 The tenderer shall note that standards for material and equipment, and references to brand names or catalogue numbers, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

IB.13 Currencies of Bid and Payment

13.1 The unit rates and prices in the Schedule of Prices shall be quoted by the tenderer in the currency as stipulated in Tendering Data.

13.2 **The tenderer will provide the total cost indicating all applicable taxes.**

IB.14 Tender Validity

14.1 Tenders shall remain valid for the period of **150 days** as stipulated in the Tendering Data after the date of tender opening.

IB.15 Tender Security

15.1 Each tenderer shall furnish, as part of his tender, a Tender Security of **5%** of the bid estimated cost i.e. 1250000 in Pak. Rupees in the form of a Bank Guarantee issued by a Scheduled Bank in Pakistan in favor of the Employer valid for a period **28 days** beyond the tender validity date.

15.2 Any tender not accompanied by an acceptable Tender Security shall be rejected by the Employer as non-responsive.

15.3 The tender securities of unsuccessful tenderers will be returned upon award of contract to the successful tenderer or on the expiry of validity of Tender Security

whichever is earlier.

- 15.4 The Tender Security of the successful tenderer will be returned when the tenderer has furnished the required Performance Security, pursuant to Clause IB.32 and signed the Contract Agreement, pursuant to Clause IB.33.1.
- 15.5 The Tender Security may be forfeited:
- (a) if a tenderer withdraws his tender during the period of tender validity;
 - (b) if a tenderer does not accept the correction of his Tender Price, pursuant to Clause IB 27.1 hereof; or
 - (c) in the case of a successful tenderer, if he fail to:
 - (i) Furnish the required Performance Security in accordance with Clause IB.32, or
 - (ii) Sign the Contract Agreement, in accordance with Clause IB.33.1

IB.18 Format and Signing of Bid

- 18.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 18.2 All appendices to Bid are to be properly completed and signed.
- 18.3 No alteration is to be made in the Form of Bid nor in the Appendices thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 18.4 Each bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid as described in Clause IB.7 and clearly mark them “**ORIGINAL**” and “**COPY**” as appropriate. In the event of discrepancy between them, the original shall prevail.
- 18.5 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder pursuant to Sub- Clause 11.1(a) hereof. **All pages of the bid shall be initialed and stamped by the person or persons signing the bid.**
- 18.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Regional Director/Project Director, PCRWR or as are necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 18.8 Bidders should retain a copy of the Bidding Documents as their file copy.

D-SUBMISSION OF TENDER

IB.19 Sealing and Marking of Bids

- 19.1 Each bidder shall submit his bid as through EPADS as under:
- (a) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
 - (b) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 19.2 hereof.
- 19.2 The inner and outer envelopes shall:
- (a) Be addressed to the Employer at the address provided in the Bidding Data
 - (b) Bear the name and identification number of the contract as defined in the Bidding Data; and
 - (c) Provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data.
- 19.3 In addition to the identification required in Sub- Clause 19.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to Clause IB.21
- 19.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

IB.20 Deadline for Submission of Bids

- 20.1 Bids must be received by the Employer no later than the time and date stipulated in the Bidding Data.
- 20.2 The Employer may, at his discretion, extend the deadline for submission of bids by issuing an amendment in accordance with Clause IB.9, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

IB.21 Late Bids

- 21.1 (a) Any bid received by the Employer after the deadline for submission of bids prescribed in Clause IB.20 will be returned unopened to such bidder or will be rejected.

IB.22 Modification, Substitution and Withdrawal of Bids

- 22.1 Any bidder may modify, substitute or with draw his bid after bid submission provided that the modification, substitution or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.
- 22.2 The modification, substitution, or notice for withdrawal of any bid shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause IB.19 with the outer and inner envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL” as appropriate.
- 22.3 No bid may be modified by a bidder after the deadline for submission of bids except in accordance with Sub-Clauses 22.1 and 27.2.
- 22.4 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security in pursuance to Clause IB.15.

E. TENDER OPENING AND EVALUATION

IB.23 Tender Opening

- 23.1 The Regional Director/Project Director, PCRWR will open the tenders, in the presence of tenderers' representatives who choose to attend, at the time, date and location stipulated in the Tendering Data.
- 23.2 (a) The tenderer's name, Tender Prices, any discount, the presence or absence of Tender Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Regional Director /Project Director, PCRWR at the tender opening.

(b) Any Tender Price or discount which is not read out and recorded at tender opening will not be taken into account in the evaluation of tender.

IB.24 Process to be Confidential

- 24.1 Subject to Clause IB 25.1 heretofore, no tenderer shall contact the PCRWR on any matter relating to its Tender from the time of the Tender opening to the time the Contract is awarded.
- 24.2 Any effort by a tenderer to influence Regional Director/Project Director PCRWR in the Tender evaluation, Tender comparison or Contract Award decisions may result in the rejection of his Tender.

IB.25 Clarification of Bids

- 25.1 To assist in the examination, evaluation and comparison of Tenders the Regional Director/Project Director, PCRWR may in its discretion ask the tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing and no change in the price or substance of the Tender shall be sought, offered or permitted.

IB.26 Examination of Bids and Determination of Responsiveness

- 26.1 (a) Prior to the detailed evaluation, the Regional Director/Project Director, PCRWR will determine the substantial responsiveness of each tender to the Tender Documents. For purpose of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the Tender Documents without material deviations. It will include determining the requirements listed in Tendering data.

IB.27 Correction of Errors

- 27.1 Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and 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 there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Tender price entered in Form of Tender and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Tender will be corrected by the PCRWR in accordance with the Corrected Schedule of Prices.

If the tenderer does not accept the corrected amount of Tender, his Tender will be rejected and his Tender Security forfeited.

- 27.2. A Tender determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the tenderer by correction of the non-conformity.
- 27.3 Any minor informality or non-conformity or irregularity in a Tender which does not constitute a material deviation may be waived by the Regional Director /Project Director, PCRWR provided such waiver does not prejudice or affect the relative ranking of any other tenderers.

IB.28 Evaluation and Comparison of Bids

- 28.1 The Tender Evaluation Committee PCRWR will evaluate and compare only the tenders previously determined to be substantially responsive pursuant to Sub-clauses IB 26.1 and 27.2 to 27.3 as per requirements given hereunder. Tenders will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Tender Price pursuant to Sub-Clause 28.2 herein below.

(a) Technical Evaluation

It will be examined in detail whether the items offered by the tenderer complies with the Technical Provisions of the Tender Documents. For this purpose, the tenderer's data submitted will be compared with technical features/criteria of the Tendering Data detailed in the Technical Provisions. Other technical information submitted with the tender regarding the Tendering Data will also be reviewed.

(b) Commercial Evaluation

It will be examined in detail whether the tenders comply with the commercial/contractual conditions of the Tender Documents. It is expected that no major deviation/stipulation shall be taken by the tenderers.

28.2 Evaluated Tender Price

In evaluating the tenders, the Regional Director/ Project Director, PCRWR will determine for each tender in addition to the Tender Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Tender Price:

- (i) Making any correction for errors pursuant to Sub-Clause 26.1 & 27.1 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) Making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to Tender Evaluation Committee PCRWR).

28.3 Evaluation Methods

Pursuant to Sub-Clause 28.2, Para (ii), and (iii) following evaluation methods will be followed:

- **Technical soundness (60%)**
 - a) **Relevant Experience – 40 Marks**

Proven experience in supply of laboratory equipment, analytical instruments, chemicals, reagents, and laboratory consumables over the last 5 years.
 - b) **Qualified Technical Personnel / Manpower – 20 Marks**

Availability of qualified technical staff capable of handling installation, commissioning, training, and after-sales support for laboratory instruments and equipment.

c) Supplier Capacity and Resources – 10 Marks

Availability of adequate infrastructure and resources for the procurement, storage, handling, and timely delivery of laboratory equipment, chemicals, reagents, and consumables.

d) Compliance with Technical Specifications & Certifications – 30 Marks

Compliance of the offered products with the technical specifications provided in the BOQ.

• **Financial (40%)**

- a. Lowest price submitted: 100 marks
- b. 2nd lowest price submitted: 90 marks
- c. 3rd lowest price submitted: 80 marks
- d. Further lowest bidder will be ranked with 10 less marks in descending order

The tenderer/ bidder will provide past performance of the last **5 years** along with supporting documents (work orders and performance/completion certificates) and current commitments for technical scrutiny.

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical noncompliance will be added to the Corrected Total Tender Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other tenderers being evaluated in detail in their original Tenders for corresponding item. In case of non-availability of price from other tenderers, the price will be estimated by Project Director.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Tender Schedules and Conditions of Contract, as determined by Project Director will be added to the Corrected Total Tender Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Tender Prices.

(iii) Price Adjustment for Deviation in Terms: If Payments Refer to Tendering Data

F. AWARD OF CONTRACT

IB.29 Award Criteria

- 29.1 Subject to Sub-clause IB 30 and IB.34, the Regional Director/Project Director, PCRWR will award the Contract to the tenderer whose tender has been determined to be substantially responsive to the Tender Documents fulfilling all technical specification and who has offered the lowest evaluated Tender Price, provided that such tenderer has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of Clause IB.3 and qualify pursuant to Sub-Clause IB 29.2.
- 29.2 In the absence of pre-qualification, the Regional Director/Project Director, PCRWR will determine to its satisfaction whether the substantially responsive, fulfilling technical requirements and is the lowest evaluated tenderer is qualified to satisfactorily perform the Contract.
- 29.3 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted under Clause IB.11, as well as such other information as the Regional Director/ Project Director PCRWR deems necessary and appropriate

IB.30 Employer's Right to accept any Bid and to reject any or all Bids

- 30.1 Notwithstanding Sub-clause IB.29 the Regional Director/ Project Director PCRWR reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the grounds for the PCRWR action.

IB.31 Notification of Award

- 31.1 Prior to expiration of the period of tender validity prescribed by the PCRWR, the PCRWR will notify the successful tenderer in writing ("Letter of Acceptance") that *his/her* tender has been accepted.

IB.32 Performance Security

- 32.1 The successful tenderer shall furnish to the PCRWR a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of 14 days after the receipt of Acceptance.
- 32.2 Failure of the successful tenderer to comply with the requirements of Sub-clauses IB 32.1 & IB 33 or clause IB.35 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security.

IB.33 Signing of Contract Agreement

- 33.1 Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the PCRWR will send the successful tenderer the Form of Contract Agreement provided in the Tender Documents, incorporating all agreements between the parties.

IB.34 General Performance of the Bidders

The Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts/works. The Employer may in case of consistent poor performance of any Bidder as reported by the employers of the previously awarded contracts, interalia, reject his/her bid and/or refer the case to the Pakistan Engineering Council (PEC). Upon such reference, PEC in accordance with its rules, procedures and relevant laws of the land take such action as may be deemed appropriate under the circumstances of the case including black listing of such Bidder and debarring him from participation in future bidding for similar works.

IB.35 Integrity Pact

The Bidder shall sign and stamp the Integrity Pact provided to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bidder non-responsive.

IB.36 Instructions not Part of Contract

Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents.

TENDERING DATA

Tendering Data

SCOPE OF WORK

1. Objective

The objective of this tender is the procurement, supply, delivery, and commissioning of, chemicals, reagents, and laboratory glassware required for the operational requirements at the PCRWR Water Quality Laboratory.

2. Scope of Supply

The successful bidder shall be responsible for the complete supply of all items specified in the Bill of Quantities (BOQ) in accordance with the technical specifications, quantities, and quality standards provided in the tender document.

The scope includes the supply of laboratory chemicals, reagents, consumables, glassware, and plasticware as per given specifications

All supplied items must be new, unused, of specified quality as mentioned, and compliant with the specifications mentioned in the BOQ. Chemicals and reagents must be as per specification, properly labeled, sealed, and supplied with valid manufacturing and expiry dates.

3. Delivery and Installation

The supplier shall be responsible for proper packing, safe transportation, and delivery of all items to the designated laboratory location in Sindh Province.

4. Documentation

The supplier shall provide the necessary documentation along with the supplied items, including but not limited to:

- Manufacturer's certificates
- User manuals and operating instructions
- Calibration certificates (where applicable)
- Warranty certificates
- Material Safety Data Sheets (MSDS) for chemicals and reagents

5. Warranty and After-Sales Support

All equipment and instruments shall be supplied with warranty period as mentioned from the date of installation or acceptance. During this period, the supplier shall provide necessary technical support and rectify any defects.

6. Compliance with Specifications

All items supplied must strictly comply with the technical specifications, standards, and quantities stated in the BOQ.

7. Inspection and Acceptance

The procuring entity reserves the right to inspect the supplied items upon delivery to ensure compliance with the required specifications and quality standards. Any items found to be non-compliant may be rejected.

Please Note:

Bidders must clearly specify the **make, model, and country of origin** of all materials quoted in their Technical Proposal for the purpose of technical evaluation. Submission of this information is mandatory.

All chemicals, reagents, media, and filtration materials supplied must have a minimum **shelf life of five (5) years** from the date of delivery.

CHEMICALS /REAGENTS & GLASSWARE (CONSUMABLE ITEMS)

S.No.	Description	Unit/ packing	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
1	Ammonium Chloride, Analytical Grade/Extra Pure (>99%)	Kg	06		
2	Arsenic Test Kit, Method: Colorimetric with test strips and reagents, Measuring range: 0.005-0.5mg/L Arsenic (100 test each)	Kit	80		
3	Boric Acid (H ₃ BO ₃), Analytical Grade, ≥99% purity	Kg	10		
4	COD vials, range 0-75 (25 vial pack)	Pack	4		
5	COD vials, range 0-150 (25 vial pack)	Pack	10		
6	COD vials, range 0-1500 (25 vial pack)	Pack	10		
7	Ethylenediamine tetra-acetic acid disodium salt dehydrate, Analytical Grade (99.9%)	Kg	06		
8	Ethyl Alcohol (Ethanol), Analytical grade (>99%) (2.5L each bottle)	Liter	20		
9	Murexide Reagent, ACS grade reagent	25 g	06		
10	Potassium std. solution 1000mg/L K, Analytical grade (99.99%)	500 ml	06		
11	Sodium std. solution 1000mg/L Na, Analytical grade (99.99%)	500 ml	12		
12	Silver nitrate, Analytical Grade (99.9%)	100 g	20		
13	SPADNS reagent for Fluoride	Liter	12		
14	TCBS Agar (isolation of pathogenic vibrios) Analytical Grade	500 g	4		
15	Coliform Agar, Analytical Grade	500 g	10		
16	Microdisc Membrane Filter (grid lined), 0.22µm (47mm), sterilized, (each filter separately packed/sealed) pack of 100 pcs.	Pkt	20		
17	Microdisc Membrane Filter (grid	Pkt	100		

S.No.	Description	Unit/ packing	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
	lined), 0.45µm (47mm), sterilized, (each filter separately packed/sealed) pack of 100 pcs.				
18	Petri dishes, dia 60mm, PS material clear, sterilized, disposable, 10pcs/Pkt	Pkt	1000		
19	NitraVer, Nitrate Reagent, for 10ml sample, 100pcs pkt. P.P	Pkt	100		
20	NitriVer, Nitrite Reagent, for 10ml sample, 100pcs pkt. P.P	Pkt	20		
21	FerroVer, Iron Reagent, for 10ml sample, 100pcs pkt. P.P	Pkt	100		
22	SulfaVer, Sulfate Reagent, for 10ml sample, 100pcs pkt. P.P	Pkt	100		
23	PhosVer, Phosphate Reagent, for 10ml sample, 100pcs pkt. P.P	Pkt	10		
24	Potassium Chromate, Analytical grade (>99%)	500 g	4		
25	Sodium Chloride, Analytical grade	500 g	2		
26	Sodium carbonate, Analytical grade (≥99.9%)	500 g	2		
27	Magnesium Chloride Hexahydrate, Analytical Grade, Extra pure	500g	2		
28	Ammonium Hydroxide (Ammonia) 32% (2.5lit bottle each)	Liter	20		
29	Sodium Hydroxide (palettes), Analytical Grade (>99%)	Kg	2		
30	Potassium Hydroxide (palettes), Analytical Grade (>99%)	Kg	2		
31	Silca Reagent (pp) set (Molybdate Reagent, Acid Reagent, Citric Acid), 10ml sample,	set/Pkt	2		
32	Sulfide Reagent for 10mL sample (Sulfide 1 Regent 100ml, Sulfide 2 Reagent 100ml) set	No	2		
33	Total Nitrogen, Test 'N Tube Reagent, 2 to 150 mg/L N (HR), Set (50 Vial)	Set	1		

S.No.	Description	Unit/ packing	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
34	TKN (s-TKN), 0-16 mg/L TKN, TNT plus reagent set (25/Pkg)	Pkg	2		
35	Erichochrome Black-T reagent, Analytical grade, Extra pure , $\geq 99\%$ purity	25g	4		
36	Phenolphthalein Reagent, Analytical Grade $\geq 99\%$ purity	25g	2		
37	Automatic Glass Burette 25mL, with 0.1 differences, along with 1 Liter solution bottle with base.	No	10		
38	Automatic Glass Burette 50 mL, with 0.1 difference lines, along with 1 Liter solution bottle with base.	No	10		
39	Automatic Amber Glass Burette 50 mL, with 0.1 difference lines, along with 1 Liter solution bottle with base.	No	06		
40	Glass pipettes 25mL	No	20		
41	Glass pipettes 10mL	No	60		
42	Glass pipettes 5mL	No	40		
43	Glass pipettes 2mL	No	20		
44	Pipette Stand for holding multiple pipettes, adjustable, ABS plastic material, Base Diameter approximately 20-25cm, Height 25-35cm.	No	12		
45	Beaker Plastic 1000mL	No	12		
46	Beaker Glass, 500 mL	No	24		
47	Beaker Glass, 250 mL	No	44		
48	Beaker Glass, 100 mL	No	144		
49	Vol. Flask Glass 1000mL	No	24		
50	Vol. Flask Glass 500mL	No	24		
51	Vol. Flask Glass 250mL	No	48		

S.No.	Description	Unit/ packing	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
52	Vol. Flask Glass 100mL	No	120		
53	Vol. Flask Glass 50mL	No	60		
54	Conical Flask, Glass 100mL	No	144		
55	Funnel glass, 90 mm	No	12		
56	Measuring Cylinder Glass, 500mL	No	12		
57	Measuring Cylinder Glass, 250mL	No	12		
58	Measuring Cylinder Glass, 100mL	No	24		
59	Wash bottles 500 mL, plastic	No	20		
60	Distilled Water Storage Container: Material: High-Density Polyethylene (HDPE), Color: Transparent or opaque Screw cap, sturdy handle, and a dispensing tap Capacity: 20 Liter	No	8		
61	Distilled Water Storage Container: Material: High-Density Polyethylene (HDPE), Color: Transparent or opaque Screw cap, sturdy handle, and a dispensing tap Capacity: 10 Liter	No	8		
62	Magnetic Bars (Neodymium/Ferrite magnet), diameter 10mm-100mm, outer material SS ,SS304/SS316	No	24		
	TOTAL				

1. PERFORMANCE GUARANTEE

- The performance period will be **120 days**, which will start from the date of signing of contract.
- The successful bidder(s) is/are required to furnish a performance guarantee, equivalent to 10% of the contract amount within fourteen days of issue of supply order/award of contract. Otherwise, equivalent amount will be retained from payment for performance period. This amount will be treated as compensation for any loss resulting from the contractor's failure to complete its obligation.
- Performance guarantee/security will be forfeited in case of failure to successfully complete the performance period.

2. COMPLETION PERIOD

The allotted work should be completed within specified period of **30 days** after the receipt of work order. If work is not completed within the allocated time period then the contractor has to pay delay charges @ 0.01% of the total cost of the work for each delayed day.

The bidder will be responsible for complete execution of the work and for its free repair services during **120 days** performance period.

3. MODE OF PAYMENT

No advance payment will be made to any firm against any supply /work order in any case. No such demand will be entertained and failure to execute work against supply order will lead to forfeiture of the earnest money. Payment shall be made in the form of cross-cheque, which shall be issued, after receipt of inspection report as per following:

- 10% payment (retention money) will be deducted at bill and will be returned after defect liability period or completion of performance period.

4. PRICES

Prices charged by the bidder for goods delivered and services performed under the contract shall not exceed from the prices quoted by the supplier/contractor in its bid(s).

5. EVALUATION CRITERIA

The bids would be evaluated based upon their technical soundness with the Terms and Conditions set forth in this document. The lowest quoted bid as a whole meeting technical requirement will be selected.

6. DEFECT LIABILITY PERIOD

The defect liability period is **(03) three months**, In case of failure; the same will be arranged from the retention money

The procuring agency may cancel the tender as per PPRA rules. PPRA rules and other prevailing government rules shall be applicable.

The representative of PCRWR, may examine any item, equipment, material, supplies and/or services to be provided under this contract, at any time prior to expiry of this contract. He may reject or require alteration thereto or replacements thereof as a condition of acceptance. The findings shall be conclusive except with respect to defects or fraud, which may appear later. Accomplishment and/or execution of each item of work (total or a part thereof) shall be considered subject to the verification by the PCRWR for work accomplishment.

GENERAL INFORMATION ABOUT THE CONTRACTOR/FIRM

- 1- Name of the Firm: _____

- 2- Main Line or Business: _____

- 3- Type of Organization: _____

- 4- Phone No(s) _____

- 5- Mailing Address: _____

- 6- Fax No. _____

- 7- E-mail _____

- 8- Contact Person: _____

- 9- Income tax and sales tax numbers-----

SIGNATURE & SEAL OF CONTRACTOR/FIRM

**INSTRUCTIONS TO TENDERERS
(CLAUSE REFERENCE)**

INSTRUCTIONS TO TENDERERS (CLAUSE REFERENCE)

1.1 Name and Address of Employer

Regional Director,
Pakistan Council of Research in Water Resources
Main University road, Behind Naseer Tower, Near KW&SB
Reservoir, Gulistan-e- Johar, Block-1, Karachi
Phones: (92-21)34028062, 99333717-8
E-mail: pcrwr.karachi@gmail.com

1.2 Tender shall quote entirely in Pak. Rupees. The payment shall be made to the supplier in Pak. Rupees.

The tenderer will provide the total cost indicating all applicable taxes.

- a. The tenderer / contractor / manufacturer / distributor / authorized dealer / agents have the financial, technical capability necessary to carry out mentioned works as per mentioned specification as per Bidding Documents.
- b. Tender validity is 150 days after date of Tender Opening. Payment will be made after full satisfaction (demonstration will be mandatory). Delivery/completion of work will be in accordance to No. of days specified in the work /supply order.
- c. If supplied items are found sub-standard or in-genuine, the contract will be cancelled and Security Deposits / Performance Security will be forfeited and the Firm will also be blacklisted.
- d. The Firms must have Sales Tax Registration Certificate, National Tax Number, and Vender Number and have proper offices, shops/stores as well as facilities of telephone/fax and email. The Firm must be active filer and active in Income Tax and Sales Tax.
- e. Submission of any false statement/documents including concealing of information is likely to disqualify the bidder.
- f. This Institute reserves the right to accept or reject any or all tenders without assigning any reason in accordance with rule 33(1) of PPRA-2004.

1.3 (a) A detailed description of the Works, essential technical and performance characteristic.

(b) Complete set of technical information, description data, literature and drawings as required in accordance with Tendering Data, Specific Works Data. This will include but not be limited to a sufficient number of drawings, photographs, catalogues,

illustrations and such other information as is necessary to illustrate clearly the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.

1.4 Amount of Tender Security

5% (Rs.1250000)

1.5 Period of Tender Validity

150 days from the date of tender opening.

1.6 Number of Copies of the Tender to be submitted

One original plus 1 copy

(Two separate sealed envelopes marked Technical Proposal and Financial Proposal)

1.7 Deadline for Submission of Tenders

11:00 AM, 28th April, 2026

1.8 Venue, Time, and Date of Tender Opening

PCRWR Regional Office,
Main University Road, Behind Naseer Tower,
Near KW&SB Reservoir, Gulistan-e-Johar, Block-1, Karachi.

Tender Opening Time: 11:30 AM

Tender Opening Date: 28th April, 2026

1.9 Responsiveness of Tenders

- (i) The Tender is valid till required period,
- (ii) The Tender prices are firm during currency of contract.
- (iii) Completion period offered is within specified limits,
- (iv) The Tenderer/Manufacturer is eligible to Tender and possesses the requisite experience,
- (v) The Tender does not deviate from basic technical requirements and
- (vi) The Tenders are generally in order, etc.

**FORMS OF TENDER
AND
SCHEDULES TO TENDER**

SCHEDULE - TO TENDER

FORM OF TENDER

(LETTER OF OFFER)

To: _____

Gentlemen,

1. Having examined the Tender Documents including Instructions to Tenderers, Tendering Data, Conditions of Contract, Contract Data, Specification, and Addenda Nos. _____ for the “Procurement of Laboratory Chemicals, Reagents, and Glasswares (Consummable Items) ” We, the undersigned, being a company doing business under the name of and address _____

_____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Tender Price of Rupees (_____) or such other sum as may be ascertained in accordance with the said Documents.

- 2. We understand that all the Schedules attached hereto form part of this Tender.
- 3. As security for due performance of the undertakings and obligations of this Tender, we submit herewith a Tender Security in the amount of (Rs.) _____ drawn in your favor or made payable to you and valid for a period of 28 days beyond the period of validity of Tender.
- 4. We undertake, if our Tender is accepted, to commence the Works and to complete the whole of the Works comprised in the Contract. Comprised in the Contract within the time(s) stated in Contract Date.
- 5. We agree to abide by this Tender for the period of **150 days** from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

6. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Tender is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.

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

9. We do hereby declare that the Tender is made without any collusion comparison of figures or arrangement with any other person or persons making a Tender for the Works.

Dated this _____ day _____

Signature: _____

in the capacity of _____ duly authorized to sign tenders
for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address:

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ____ day of _____ between REGIONAL DIRECTOR, PCRWR, KARACHI (hereinafter called the “Employer”) of the one part and _____ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witness 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 hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid along with Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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 Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

(Seal)

Signature of the Employer

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)

TO BE PRINTED ON Rs. 1000 STAMP PAPER

(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**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

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

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

I certify 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 GoP.

Name of Employer.....

Name of Seller/Supplier:/Contractor

Signature:

Signature:

[Seal]

[Seal]

Template for

AFFIDAVIT FOR UNDERTAKING FOR NON- BLACKLISTING & ELIGIBILITY

(To be printed on PKR 100 or more Stamp Paper) Template for Affidavit

It is hereby solemnly confirmed and declared that M/S _____, is declaring on oath that the Applicant:

- i. Is not in bankruptcy or liquidation proceedings;*
- ii. Has never been declared ineligible/blacklisted by Government / Semi-Government/ or Private Authority or any employer till date due to the any reasons;*
- iii. Is not making any misrepresentations or concealing any material fact and detail.*
- iv. Has not been convicted of fraud, corruption, collusion or money laundering as required;*
- v. Does not have any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and*
- vi. does not fall within any of the circumstances for ineligibility or disqualifications*

(Signatures)
(Stamp of Company)