

**National Institute of Cardiovascular Diseases,**  
**Karachi.**

**Bidding Documents**

**Total Pages: 30 Pages**

**Single Stage – Two Envelope Procedure**

**As per Rule 46 (2) of SPPR, 2010 (Amended 2019)**

**Electronic bid will be submitted.**

**NIT No: NICVD/TN/Khi/SC/No.09/24-25 Opening Date & time: 11-02-2025 at 11:00 a.m.**

**TENDER PURCHASE DATE/TIME: 28-01-2025 to 11-02-2025 10:30 A.M.**

**Annual Tender for Supply of Printing Items (As per**  
**List)**

**RE-TENDER NO. 10-2024**

**Note: In all Procurements of NICVD through electronic bid submission. It is mandatory for all bidders to get**  
**registered at EPADS SPPRA.**

# Instructions to Bidders

## A. Introduction

### 1. Source of Funds

1.1 The NICVD has allocated funds / received / applied for loan / grant / federal / provincial / local government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the project / schemes specified in the bidding data and it is intended that part of the proceeds of this loan / grant / funds / will be applied to eligible payments under the contract for which these bidding documents are issued.

### 2. Eligible Bidders

2.1 Tenders are to be submitted by the Manufacturers/Importers or their duly authorized distributor. An undertaking has to be given by the importers and authorized agents that the supply would be made available within 10 days.

2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the NICVD to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

### 3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2010 (Amended 2019) and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.

3.2 The origin of goods and services is distinct from the nationality of the Bidder.

3.3 Samples should be provided for all quoted items three days before tender opening (except those items which are already used in NICVD) .Without samples, tender will not be accepted.

3.4 The supplier should submit a guarantee certificate that the items they will supply are new and the suppliers is fully responsible for any wrong shipment or supply etc and also replace near expiry and already expired items.

3.5 The prices once offered by the firms will not be changed during the same fiscal year. Documentary proof by the competent authority should be submitted along with the tender for price quoted. All documents should be produced for any imported items.

3.6 Last year paid Income Tax Certificate should be submitted along with technical bid.

3.7 Proof for the payment of custom duties and paid taxes must be attached at the time of delivery of all items otherwise payment will not be released and tender will be rejected out right.

3.8 One SAMPLE TENDER PROFORMA is being supplied with the list. Any items have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those items may be typed on the proforma for which the rates are to be quoted. **(All items should be quote as per Serial Number of Tender list**

**otherwise tender will not be considered).**

- 3.9 Specification with detail of items with catalogue Name of manufacturer, Country of Origin, Registration number must be mentioned in technical bid against each item, for which quotation is given, otherwise tender will not be considered.
- 3.10 Printed price list of the Manufacturers/Importer indicating Trade Price and Retail Price should be attached.
- 3.11 The Bidder must provide Undertaking for Return and Replace of Expired / Near Expiry Stock as Per NICVD policy.
- 3.12 As far as possible, all supply will be made by the actual manufacturers directly or nominate their authorized distributors. If the manufacturers has nominated the authorized agent, any penalty in case of breach of terms and conditions will be levied on the agent but the distributors may not be nominated/changed after finalization of the tender throughout the tender period. In exemption case changes may be approved by the tendering authority.
- 3.13 The supplies will have to be delivered at the premises of NICVD on the suppliers risk and cost. Any breakages or shortage of stock will be recovered from the suppliers. Undertaking must be submitted for recover of any breakage or shortage.
- 3.14 In case, the tenderer fails to execute the purchase order strictly in accordance with terms and conditions laid down in the tender the purchase order will stand cancelled after 02 contiguous reminders and the procuring agency can ask the second bidder in tender for supply of the concerned items without the “NO-PROVISION LETTER” by the first bidder as items are of utmost important for the care & management of Cardiac Patients and also the earnest money shall be forfeited and the store will be purchased on supplier’s expense.
- 3.15 The Manufacturers/Retailers/tenderer’s must be registered with the Sales Tax Department under sales tax act 1990 and sales invoice issued must shown element of sales tax if applicable separately copy of Sales Tax Registration Certificate must be attached with technical bid.
- 3.16 As per instructions of Ministry of Health vide Letter No. F.10-6/2002-I&E dated April 6, 2002: -
- The following words shall be printed prominently on product in red color, in English and Urdu: -  
“Government Supply” “Not for Sale”
- 3.17 The successful bidder will be required to submit **Security Money** in shape of pay order/deposit at call @ **2%** of the total value of order in name of NICVD, Karachi within Seven (07) days which will be kept with NICVD till the end of the tender period.
- 3.18 The competent authority will blacklist the firm/importer and distributor for supply of sub-standard items, incomplete supply, late supply, inferior quality supply, short supply or wrong supply etc., and hence their earnest money will not be released and amount will be forfeited in the NICVD Account, which will be considered as final.
- 3.19 After finalization of the tender, this Institute will intimate the tenderer regarding approval of their items and they will acknowledge receipt letter for acceptance the supply of one year from date of award.
- 3.20 The tenderer will also give their permanent and business address with telephone numbers which can be inspected by tender committee or their number as and when deemed necessary. No tender will be accepted if no proper address will found.
- 3.21 Tender is valid for one year, supply order what so ever convenient to the Institute will be given after awarding contract. Once tender accepted by the competent authority can not be withdrawn within the period of one year after decision of the tenderer.
- 3.22 The tenderer will assure us for the policy of replacing the items, if required.
- 3.23 Bidders must provide USB with scan copy in PDF format of required documents i: e Sale tax certificate, NTN Certificate, Latest income tax certificate, Original agency certificate/Agreement valid for till next financial year.
- 3.24 Executive Director, NICVD, Karachi reserve the rights to increase or decrease the quantity mentioned in the tender in terms of SPPRA Rules, 2010’.

- 3.25 **Executive Director, NICVD, Karachi** may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The NICVD shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 3.26 The NICVD shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least three days prior to the award of procurement contract.
- 3.27 The rates should be quoted FOR basis.
- 3.28 Conditional Tenders will not be accepted.
- 3.29 If any supplier is found supply of poor quality material/items, or not according to the specification will be disqualified and penalty will be imposed.
- 3.30 The mentioned documents in **DATA SHEET** should be submitted along with technical bid.
- 3.31 Defaulter in previous tender will not be considered in any case.
- 3.32 After finalization of tender procuring agency requires signing of a written contract agreement on stamp paper with 0.35% of total awarded amount as per instruction of Sindh Revenue Board, duly attested by Oath Commissioner from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Or/ 0.35% Stamp duty of the value of the contract amount will be affixed on the bills.
- 3.33 NICVD will not pay any Sales Tax or other taxes to any supplier as per serial No.52A, 6<sup>th</sup> schedule of Sales Tax Act, 1990. "Goods supplied to hospital run by the Federal or Provincial Governments or charitable operating hospital of fifty beds or more or the teaching hospital of statutory universities of two hundred or more beds.
- 3.34 Most advantageous bid based on least cost method will consider according to SPPRA notification *No. SORI (SGA&CD)2-30/2010 dated 11.08.2021*.
- 3.35 Each item price should be quoted as single piece. Box or packet price will not be considered.
- 3.36 Documents should be submitted in according to serial number as mentioned in evaluation criteria.
- 3.37 The price quoted by the bidder shall not be higher for the NICVD as compared to the hospitals and the local market. Bidder shall provide undertaking on Rs. 500/- stamp paper that the price quoted for NICVD is not higher. If NICVD finds at any time that the tender price to be higher than the local market price & the false undertaking is submitted his bid will be rejected and the security money will be forfeited.
- 3.38 Only manufacturers, importers, sole distributors, authorized distributors/vendors can participate in the tender.
- 3.39 No bids will be accepted from resellers and retailers. In case of vendor not supplying goods to NICVD, after three reminders it shall result in blacklist the vendor and forfeited their security money in NICVD account. (Accordance to SPPRA rules.)
- 3.40 The price quoted by the bidder shall not be higher for the NICVD as compared to any hospital in Pakistan & the local market.
- 3.41 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 3.42 The procuring agency shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.
- 3.43 If any bidder after winning the tender is unable to supply their products to NICVD, they shall be penalized as per SPPRA rules.
- 3.44 The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- 3.45 The determination can take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

#### **4. Cost of Bidding**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the NICVD named in the Bid Data Sheet, hereinafter referred to as -the NICVD, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **B. The Bidding Documents**

#### **5. Content of Bidding Documents**

- 5.1 the bidding documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Bid Data Sheet
  - (c) General Conditions of Contract (GCC)
  - (d) Special Conditions of Contract (SCC)
  - (e) Schedule of Requirements
  - (f) Technical Specifications
  - (g) Bid Form and Price Schedules
  - (h) Bid Security Form
  - (i) Contract Form
  - (j) Performance Security Form
  - (k) Manufacturer's Authorization Form

#### **6. Clarification of Bidding Documents**

6.1 An interested Bidder requiring any clarification of the bidding documents may notify the NICVD in writing. The NICVD will respond in writing to any request for clarification of the bidding documents which it receives no later than five working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the NICVD's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

#### **7. Amendment of Bidding Documents**

- 7.1 At any time prior to the deadline for submission of bids, the NICVD, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bidding documents by amendment.
- 7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the NICVD, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

#### **8. Language of Bid**

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the NICVD shall be written in the language specified in the Bid Data Sheet.

#### **9. Bid Form**

9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule

furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **10. Bid Prices**

- 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 10.2 **For goods offered within the purchaser's country**, prices indicated on the relevant Price Schedule shall be on delivered duty paid (DDP).
- 10.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the NICVD and will not in any way limit the NICVD's right to contract on any of the terms offered.
- 10.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

## **11. Bid Currencies**

- 11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## **12. Documents Establishing Bidder's Eligibility and Qualification**

- 12.1 The documentary evidence of the Bidder's eligibility to bid shall establish to the NICVD's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country.
- 12.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the NICVD's satisfaction:
  - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the NICVD's country;
  - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

## **13. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

- 13.1 the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 13.2 The documentary evidence of the eligibility of the goods and services shall consist

of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

## **15 Bid Security**

- 15.1 the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 15.2 The bid security is required to protect the NICVD against the risk of Bidder's conduct which would warrant the security's forfeiture.
- 15.3 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the NICVD as nonresponsive.
- 15.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the NICVD.
- 15.5 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security.
- 15.6 The bid security may be forfeited:
  - (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance with ITB Clause 32;
    - or**
    - (ii) to furnish performance security in accordance with ITB Clause 33.

## **16 Period of Validity of Bids**

- 16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the NICVD, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the NICVD as nonresponsive.
- 16.2 In exceptional circumstances, the NICVD may solicit the Bidder's consent to an extension of the period of validity.

### **D. Submission of Bids**

## **17 Deadline for Submission of Bids**

- 17.1 Bids must be received by the NICVD at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.
- 17.2 The NICVD may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the NICVD and bidders previously subject to the deadline will thereafter be subject to the deadlines extended.

### **E. Opening and Evaluation of Bids**

## **18 Opening of Bids by the NICVD**

- 18.1 The NICVD will open all bids in the presence of bidders online at the time, on the date, specified in the Bid Data Sheet.
- 18.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the

NICVD, at its discretion, may consider appropriate, will be announced at the opening.

18.3 The NICVD will prepare minutes of the bid opening.

## **19 Clarification of Bids**

19.1 During evaluation of the bids, the NICVD 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.

## **20 Evaluation and Comparison of Bids**

20.1 The NICVD will evaluate and compare the bids which have been determined to be substantially responsive.

20.2 The NICVD's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

20.3 The NICVD's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors as specified in the Bid Data Sheet, and quantified.

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (e) the availability NICVD of spare parts and after- sales services for the equipment offered in the bid;
- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and/or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

20.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by NICVD to the delivered duty paid (DDP) price at the final destination.
- (b) *Delivery schedule.*
  - (i) The NICVD requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery -adjustment will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.
- (c) *Deviation in payment schedule.*

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The NICVD may consider the alternative payment schedule offered by the selected Bidder.
- (d) *Performance and productivity of the equipment.*
  - (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.
- (e) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

## **21 Contacting the NICVD**

- 21.1 Subject to ITB Clause 23, no Bidder shall contact the NICVD on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the NICVD, it should do so in writing.
- 21.2 Any effort by a Bidder to influence the NICVD in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **22 Award Criteria**

22.1 Subject to ITB Clause 30, the NICVD will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

## **23 NICVD's Right to Vary Quantities at Time of Award**

23.1 The NICVD reserves the right at the time of contract award to increase or decrease, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

## **24 NICVD's Right to accept any Bid and to reject any or All Bids**

24.1 The Executive Director, NICVD reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the NICVD's action.

## **25 Notification of Award**

25.1 Prior to the expiration of the period of bid validity, the NICVD will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

25.2 The notification of award will constitute the formation of the Contract.

25.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the NICVD will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

## **26 Signing of Contract**

26.1 At the same time as the NICVD notifies the successful Bidder that its bid has been accepted, the NICVD will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

26.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the NICVD.

## **27 Performance Security**

27.1 Within twenty (20) days of the receipt of notification of award from the NICVD, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the NICVD.

27.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the NICVD may make the award to the next lowest evaluated Bidder or call for new bids.

## **28 Corrupt or Fraudulent Practices**

28.1 The Government of Sindh requires that NICVD's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed or NICVD-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- (a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (b) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

**National Institute of Cardiovascular Diseases,**  
**Karachi.**

**Bidding Documents**

**Total Pages: 33 Pages**

**Single Stage – Two Envelope Procedure**

**As per Rule 46 (2) of SPPR, 2010 (Amended 2019)**

**Electronic bid will be submitted, No physical bids can be submitted.**

**NIT No: NICVD/TN/Khi/SC/No.09/24-25 Opening Date & time: 11-02-2025 at 11:00 a.m.**

**TENDER PURCHASE DATE/TIME: 28-01-2025 to 11-02-2025 10:30 A.M.**

**Annual Tender for Supply of Printing Items (As per**  
**List)**

**RE-TENDER NO. 10-2024**

**Note: In all Procurements of NICVD through electronic bid submission. It is mandatory for all bidders to get**  
**registered at EPADS SPPRA.**

## Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>	
<b>ITB 1.1</b>	<b>Name of NICVD:</b> National institute of Cardiovascular Diseases, Karachi., Karachi (NICVD)
<b>ITB 1.1</b>	<b>Name of Project/Scheme:</b> <b><i>Annual Tender for Supply of Printing Items. (As per list)</i></b>
<b>ITB 1.1</b>	<b>Name of Contract:</b> <b><i>Annual Tender for Supply of Printing Items. (As per list)</i></b>
<b>ITB 2.1</b>	Bids submitted under Joint Venture (JV) will not be considered and rejected as ineligible bidder.
<b>ITB 4.1</b>	<b>Name of NICVD:</b> National institute of Cardiovascular Diseases, Karachi (NICVD).
<b>ITB 6.1</b>	<b>Postal Address:</b> National institute of Cardiovascular Diseases, Karachi. Head of Procurement Office at Rafiqui H.J Shaheed Road, Karachi.
<b>ITB 8.1</b>	Language of the bid shall be ENGLISH.

<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be in <b>Pakistani Rupee</b> for the Goods offered within the NICVD's Country on delivered duty paid (DDP)Price. The price quoted shall be <b>in foreign Currency</b> for the Goods offered from Outside the NICVD's Country on C&F Karachi Basis Price of incidental services, if any, must be included in price of goods
<b>ITB 11.4</b>	The price shall be fixed during the contract period.

<b>ITB 12.1</b>	<p><b>For the Goods offered within the NICVD’s Country:</b>the price quoted shall be in <b>Pak Rupees on delivered duty paid (DDP) basis.</b></p> <p style="text-align: center;">or</p> <p><b>For the Goods offered from Outside the NICVD’s Country:</b> the price quoted shall be in <b>Foreign Currency on C&amp;F Karachi Basis.</b></p>
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<b>Preparation and Submission of Bids</b>			
(A)	Qualification requirements		
S#	Qualification Criteria – Mandatory Requirement	Yes	No
1.	Name, Address, Tel, Fax# E-mail Address		
2.	Technical Proposal on Bidder’s Letterhead		
3.	National tax Number(NTN) & STRN (Scan Copy Required)		
4.	Latest Income Tax Certificate or Income Tax exemption certificate. (Scan Copy Required)		
5.	Copy of Sales Tax Registration certificate. (Scan Copy Required)		
6.	Bank Certificate with turnover of last 3 years (Scan Copy Required)		
7.	Earnest Money of 1% of total bid amount of tender should submit in Procurement department before opening of tender in sealed envelope (Marked Earnest Money of re-tender no. 14-2024) before tender opening.		
8.	Bid should be submit with required relevant documents only and mentioned serial no. on each document.		
9	Copy of CNIC of signatory of the Bid Forms		
10	Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions		
11	Compliance to bid validity period.		
12	Valid General Sales Tax (GST-FBR) Registration with Active Tax Payer Status on FBR website ( <i>for supply of goods</i> )		
13	Valid Income Tax (FBR) Registration with Active Tax Payer Status on FBR website		
14	<p>Affidavit on stamp paper of Rs. 200/- duly notarized to theeffect that:</p> <p><b>i.</b> The bidder is neither blacklisted nor suspended by anyNational / International, including Provincial and Federal Government.</p> <p><b>ii.</b> Any director or owner of the bidding company is notawarded any punishment from any Court of Law.</p> <p><b>iii.</b> Bidder has submitted the correct and complete information along with the bid/offer. If any document / information is found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordancewith law and the performance guarantee and payment, if any may be forfeited.</p>		

15	Company Profile of the Bidder		
16	Certificate that the prices quoted are not high or more than local market.		
17	Sample of all quoted items must be submitted before 3 days of technical bid opening. (Receiving attached from store) (Scan letter submitted with technical bid).		
18	Original Tender purchase receipt of <b>Rs. 2000/-</b> in shape of pay order in the name of Executive Director, NICVD Karachi should submit to procurement/accounts department.		

**TECHNICAL EVALUATION CRITERIA 100 MARKS**

S. No.	Technical Evaluation	Marks	Yes	No
1.	Bidder has its proper office in Karachi with staff. (Documental evidence required)	20	20	00
2.	Bidder should have authorized distributor/Manufacturer of same items quoted in tender. (Valid document required)	10	10	00
3.	Bidder already supplying tender quoted items in other Govt. and Pvt. Hospitals from past 03 years. (Each hospital contains 05 marks). (Purchase orders/Award letters required)	20	10	00
4.	Bidder must have business turnover of at least 05 million in last 03 years in supplying of same products.	10	10	00
5.	Bidder has ware-housing facility in its premises. (Documental evidence require).	10	10	00
6.	Recommendation of Purchase Committee.	30	10	00
	<b>Total Marks</b>	<b>100</b>		

**Minimum qualification is 70 marks out of 100 (Technical Evaluation)**

**Re-Tender No.10/2024 Dated: 11-02-2025**

**FOR THE YEAR 2024-2025 & 2025-2026**

**Annual Tender for Supply of Printing Items. (As per list)**

**TENDER LIST**

S.NO	NAME OF ITEMS	UNIT	QTY REQ	UNIT RATE	TOTAL AMOUNT
1	ACTIVE SURVEILLANCE FORM	PAD	100		
2	CLINICAL NOTES (EXECUTIVE CLINIC)	Pcs	100		
3	ADMISSION & DISCHARGE REGISTER	Pcs	40		
4	COMPLAINT REGISTRATION BOOK	PAD	100		
5	AGGREGATED DAILY DEVICE DAYS FORM	PAD	100		
6	CONSENT FORM FOR ALL WARDS	PAD	2,400		
7	AIRBORNE PRECAUTIONS CARD	Pcs	50		
8	CONSULTATION SHEET	PAD	100		
9	ANTICOAGULATION REFERRAL FORM	PAD	70		
10	CONSUMPTION SHEET ADULT LEFT HEART CATH	PAD	10		
11	AOAA (FOR OT)	PAD	10		
12	CONTACT PRECAUTIONS CARD	Pcs	100		
13	ASD (FOR OT)	PAD	10		
14	CORONARY ANGIOGRAPHY REPORT SHEET	PAD	10		
15	ATTENDANT PASS/CARD	Pcs	100,000		
16	CPC (FOR OT)	PAD	10		
17	AUTOCLAVE LOAD IN & OUT RECORD FORM	PAD	50		
18	CPR FORM	PAD	200		
19	AVR (FOR OT)	PAD	10		
20	CRITICAL CARE FLOW SHEET	PAD	600		
21	BME SERVICE REPORT BOOK	PAD	100		
22	CRITICAL CARE FLOW SHEET CARDIAC SURGERY	PAD	600		
23	BRADEN RISK ASSESSMENT FORM	PAD	10		
24	CRITICAL CARE GOAL SHEETS	PAD	200		
25	BUNDLE CARE CHECKLIST (2 SIDE)	PAD	60		
26	CVS REPORT SHEET	PAD	30		
27	CARDIAC SURGERY CHECKLIST FORM	PAD	10		
28	DIABETIC/INSULIN CHART	PAD	1,200		
29	CASH PAYMENT VOUCHER (GREEN COLOR)	PAD	5		
30	DIET CHART (URDU)	PAD	400		
31	CATH CATHETERIZATION FORM	PAD	5		
32	DISCHARGE SUMMARY FORM	PAD	10		
33	CATH DATA REPORT FORM	PAD	200		
34	DNR FORM	PAD	50		
35	CATH LAB PCI PERFORMA	PAD	5		
36	DOCTORS ORDER FORM (2 SIDE PRINTING)	PAD	3,000		
37	CATH LAB PCI WORKSHEET LEDGER 200PAGES	Pcs	100		
38	DROPLET PRECAUTIONS CARD	Pcs	0		
39	CATH REPORT FORM (ANGIOGRAPHY)	PAD	100		
40	DUTY EXCHANGE FORM	PAD	15		
41	CATHSTORE CONSUMPTION SHEET	PAD	100		
42	DUTY ROSTER	PAD	100		
43	CATHSTORE ISSUANCE LEDGER	PAD	100		
44	DVR (FOR OT)	PAD	50		
45	CD STICKER FOR CATH LAB-KHI	Pcs	12,000		
46	ECG MOUNTING PAPER	PAD	400		
47	CENTRAL LINE ASSOCIATED BSI SURVEILLANCE FORM	PAD	100		

48	ECHO PAD FOR ADULTS (80GM)	PAD	1,000		
49	CENTRAL LINE INSERTION CHECK LIST (CLIP FORM)	PAD	70		
50	ECHO PAD FOR PAEDS (80GM)	PAD	600		
51	EMERGENCY TREATMENT CHART	PAD	20		
52	EMERGENCY TRIAGE ASSESSMENT FORM	PAD	5,000		
53	ENTERAL FEED LABELS	ROLL	50,000		
54	ENVELOPE (9½" X4½") WHITE -KHI	Pcs	8,000		
55	ENVELOPE 10" X 12" WHITE FOR CT ANGIO	Pcs	1,000		
56	ENVELOPE BROWN A4 SIZE:10"X12"-KHI	Pcs	40,000		
57	ENVELOPE WHITE A4 SIZE:10"X12"	Pcs	2,000		
58	EXECUTIVE CLINICS DOCTOR PRESCRIPTION SLIP (8*5.5 INCH)	PAD	2,500		
59	FILE FOLDER (CATHETERIZATION FOR CATH LAB)	PAD	2,000		
60	FILE FOLDER GREEN (DISCHARGE & OPERATIVE SUM)	Pcs	2,000		
61	FLUID BALANCE RECORD (I/O CHART)	PAD	1,200		
62	HAND HYGIENE AUDIT FORM	PAD	0		
63	HAND SANITIZING STEPS FLYER	Pcs	0		
64	HAND WASH STEPS FLYER	Pcs	0		
65	HISTORY & PHYSICAL EXAMINATION SHEET(SET OF 3)	PAD	500		
66	ICU COMMUNICATION FORM (FOR OT)	PAD	10		
67	INCIDENT FORM (A4 1+1 Color Printing on 70g)	PAD	50		
68	INPATIENT CARDIAC SURGERY REHABILITATION PROTOCOL FORM	PAD	10		
69	INR COUNSELLING BOOKLET	Pcs	2,000		
70	INR COUNSELLING FLYER	Pcs	4,000		
71	INR PATIENT IDENTIFICATION WRIST BRACELET	Pcs	100		
72	INR REGISTRATION CARDS	Pcs	2,000		
73	INSTRUCTION SLIP FOR ETT IN URDU SIZE: 9"X5 (75GM)	PAD	10		
74	INTRAOPERATIVE CARDIAC ANAESTHESIA MONITORING FORM	PAD	200		
75	LAB REGISTER	Pcs	200		
76	LAB REQUEST FORM (ALL WARDS)	PAD	2,000		
77	LABEL ROLL WITH PRINTED NICVD LOGO	ROLL	12,000		
78	LETTER HEAD A4 NEW LOGO 2024 100 GRAM	Pcs	20,000		
79	LETTER HEAD LABORATORY SERVICES 7.5"X10" 75 GM	Pcs	600,000		
80	LETTER HEAD LEGAL NEW LOGO 2024 100 GRAM	Pcs	50		
81	M.COM (FOR OT)	PAD	10		
82	MDRO SURVEILLANCE FORM	PAD	0		
83	MEDICATION ADMINISTRATION RECORD FORM (BOTH SIDE)	PAD	1,200		
84	MVR (FOR OT)	PAD	10		
85	NCDR FORM (SET OF 10)	PAD	1,400		
86	NEEDLE-STICK INJURY FLYER	Pcs	0		
87	NEEDLE-STICK INJURY REPORTING FORM	PAD	0		
88	NURSES NOTES (BOTH SIDE PRINTING)	PAD	4,000		
89	NUTRITION BROCHURE (ENGLISH)	Pcs	500		
90	NUTRITION BROCHURE (URDU)	Pcs	500		
91	NUTRITIONAL ASSESSMENT FORM both print	pad	500		
92	OFFICE FILE COVER (FINE CARD) WITH CLIP	Pcs	24,000		
93	OFFICE FILE COVER WITH CLIP	Pcs	20,000		
94	OFFICE FILE COVER WITH CLIP (L.C)	Pcs	150		
95	OFFICE FILE COVER WITHOUT CLIP	Pcs	5,000		
96	OPD SLIPS (YELLOW) BOTH SIDE PRINTING-KHI	PAD	50		
97	OPERATING ROOM RECORD FORM	PAD	80		

98	OPERATION RECORD FORM (PINK COLOR) (2 SIDE PRINTING)	PAD	100		
99	OPERATION THEATOR FORM	PAD	100		
100	PABENDING (FOR OT)	PAD	10		
101	PAEDIATRIC CARDIAC SURGERY FORM	PAD	100		
102	PAEDS PROFORMA	PAD	500		
103	PARKING SLIP BOOK	Pcs	3,000		
104	PATIENT BOX FILE SEPARATORS (WARDS) SET OF 8	Pcs	0		
105	PATIENT FILE COVER (EXECUTIVE CLINIC)	Pcs	30,000		
106	PATIENT REGISTRATION CARDS (PLASTIC)	Pcs	8,000		
107	PATIENT VALUABLE FORM	PAD	10		
108	PDA-LIGA (FOR OT)	PAD	10		
109	PENSION BOOK	Pcs	200		
110	PERCUTANEOUS CORONARY INTERVENTION SHEET	PAD	200		
111	PERCUTANEOUS MITRAL VALVOTOMY SHEET	PAD	200		
112	PERFUSION CHART FOR O.T	PAD	100		
113	PPM STICKER	Pcs	100		
114	PREOPERATIVE PHYSIOTHERAPY PROTOCOL FORM	PAD	400		
115	PRESCRIPTION SLIP (GENERAL)	PAD	6,000		
116	PRESCRIPTION SLIP (GREEN) BOTH SIDE PRINTING	PAD	50		
117	PROGRESS NOTE (NEW)	PAD	2,000		
118	PROPHYLAXIS ON LETTER HEAD (2 SIDE PRINTED) 70GM	PAD	200		
119	PT CARD	Pcs	1,000		
120	PVC PORTER SERVICES CARD (YELLOW BOTH SIDE PRINTED PVC)	Pcs	100		
121	RADIOLOGY INVESTIGATION FORM	PAD	10		
122	REGISTER FOR CATHLAB	Pcs	20		
123	REGISTER FOR ICU	Pcs	10		
124	RHD CARD	Pcs	12,000		
125	SELF ADHESIVES LABEL 100MMx40M (PVC) EXECUTIVE-PHA	ROLL	200		
126	SHOPPING BAG LARGE 13.5" * 15.5" + 1 D CUT HANDLE.	Kg	1,000		
127	SKIN BREAK ASSESSMENT FORMS	PAD	30		
128	SP-SHUNT (FOR OT)	PAD	10		
129	STICKER FOR DRIPS	Pcs	40,000		
130	STICKER FOR INJECTIONS	Pcs	40,000		
131	STOCK REGISTER 500 PAGES WITH INDEX	Pcs	100		
132	STOCK REGISTER 800 PAGES WITH INDEX	Pcs	100		
133	SURGICAL SAFETY CHECKLIST	PAD	30		
134	TC (FOR OT)	PAD	10		
135	VENTILATOR ASSOCIATED PNEUMONIA SURVEILLANCE FORM	PAD	10		
136	VITAL SIGN SHEET	PAD	1,200		
137	VSD-CABG (FOR OT)	PAD	10		
138	X-RAY ENVELOPE BROWN (14X18)-KHI	Pcs	50,000		
139	X-RAY ENVELOPE WHITE (14X18)-KHI	Pcs	50,000		
140	B.D DEATH CERTIFICATE (SET OF 2)-KHI	pad	50		
141	DIET SHEET LARGE BOOK (SET OF 3)		10		

<b>ITB 15.1</b>	Amount of bid security <b>shall not be less than 1% of the total bid price</b> of the bidder in the form of a Call Deposit, Bank Draft issued by a scheduled bank of Pakistan, in favor of the National institute of Cardiovascular Diseases, Karachi.
<b>ITB 16.1</b>	Bid validity period shall be <b>90 days</b>
<b>ITB 18.2 (a)</b>	National institute of Cardiovascular Diseases, Rafiqui H.J Shaheed Road, Karachi.
<b>ITB 18.2 (b)</b>	<b>Name of Project/Scheme:</b> <b>Annual tender for Supply of Printing items. (As per list IFB/NIT Title:</b> Procurement of <b>Annual tender for Supply of Printing items. (As per list</b> IFB/NIT No. NICVD/TN/Khi/SC/No.09/24-25 <b>dated 11-02-2025</b>
<b>ITB 19.1</b>	Deadline for bid submission: Date: <b>11-02-2025</b> Time: up to 10:30 a.m.
<b>ITB 22.1</b>	Date, Time and Place of Bid opening Date: <b>11-02-2025</b> Time: 11:00 a.m.
<b>Bid Evaluation</b>	
<b>ITB 25.4</b>	Criteria for bid evaluation.

**i. Technical Bids / Proposals Evaluation:**

- a. The bids not responsive to the MANDATORY QUALIFICATION CRITERIA provided at ITB Clause 13.3(d) shall not be eligible for further Technical Evaluation.
- b. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non-responsive.
- c. The bids shall be evaluated and compared on itemized basis.
- d. **Bids are invited as per Single Stage – Two Envelope Procedure** in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended 2019). In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- e. The following merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
- f. Bidders achieving **minimum 70% points / marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

**ii. Financial Bids / Proposal Evaluation:**

- a) Technically qualified/successful bidder(s) shall be eligible for Financial

Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.

- b) Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- c) Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- d) NICVD shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.
- e) For the purpose of comparison of bids quoted in different currencies, price shall be converted into Pakistani Rupees. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids, as notified by the National Bank of Pakistan (NBP) / State Bank of Pakistan (SBP).

<b>Contract Award</b>	
<b>ITB 30.1</b>	NICVD reserves the right to drop any item and increase or decrease the quantity of goods originally specified in Schedule of Requirements / Technical Specifications without any change in unit price and other terms & conditions
<b>ITM 32.1</b>	Successful Bidder and the NICVD will sign the Contract Agreement on the stamp paper with stamp duties as per the article 22-A (Contract) of the schedule of Stamp Act 1899. The expenditure involved on the said contract agreement will be borne by the bidder.

## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The NICVD is: National institute of Cardiovascular Diseases, Karachi., Karachi. GCC 1.1 (h)—The NICVD's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Supplier is: \_\_\_\_\_  
[Name and Address of the Bidder]

**2. Country of Origin (GCC Clause 3)**

All countries and territories as indicated in Part Two Section VI of the bidding documents, –Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement.

**3. Technical Specifications (GCC Clause 4)**

The technical specifications of the goods provided in these bidding document are only for widest possible competition and not for favor any single contractor or supplier nor put others at a disadvantage. However, the brand name, catalogue No. / Name etc., if any, has only been used for the reference purpose. Equipment offered **“ATLEAST EQUIVALENT OR HAVING BETTER TECHNICAL SPECIFICATIONS”** shall also be considered.

**4. Performance Security (GCC Clause 7)**

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be Two (2%) percent of the Contract Price in favor of National institute of Cardiovascular Diseases, Karachi., Karachi.

**5. Packing (GCC Clause 9)**

GCC 9.2—The following SCC shall supplement GCC Clause 9.2:

The packing, marking and documentation within and outside the packages shall be as per manufacturer standards meeting the safety requirements of the goods.

**6. Delivery and Documents (GCC Clause 10)**

GCC 10.2—*For Goods supplied from within the NICVD's country:* The Bidder shall provide the following documents at the time of delivery of goods to the Store / Warehouse of the National institute of Cardiovascular Diseases, Karachi for verification duly completed in all respects:

- i.* Original copies of Delivery Note (Delivery Challan) (in duplicate) showing item's description, make, model, quantity as well as Lot Number, Batch Number, Registration Number, manufacturing and expiry dates (if applicable).
- ii.* Original copies of the Bidder's invoices (in duplicate) showing warranty, item's description, make, model as well as Lot Number, Batch Number, Registration Number, manufacturing and expiry dates (if applicable) per unit cost, and total amount.
- iii.* Original copies of the Sales Tax Invoices (where applicable) in duplicate showing item's description, quantity, per unit cost without Sales Tax, amount of Sales Tax and total amount with Sales Tax.

- iv. Manufacturer's or Bidder's warranty certificate.
- v. Inspection certificate issued by the nominated inspection committee / Bidder's factory inspection report.
- vi. Certificate of origin.

**7. Prices (GCC Clause 17)**

GCC 17.1—No prices adjustment shall be allowed.

**8. Resolution of Disputes (GCC Clause 28)**

GCC 28.1—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the NICVD and the Supplier, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPP Rules, 2010 (Amended 2019).

**9. Governing Language (GCC Clause 30)**

GCC 30.1—The Governing Language shall be ENGLISH

**10. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

**The Employment of Children (ECA) Act 1991  
The Bonded Labour System (Abolition) Act of  
1992 The Factories Act 1934**

**11. Notices (GCC Clause 31)**

GCC 31.1—*NICVD's address for notice purposes:*

Head of Procurement  
National institute of Cardiovascular Diseases,  
Rafiqi H.J Shaheed Road Karachi.  
Phone No. + 92-21-99201289

***Supplier's address for notice purposes:***

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

Name of Contact Person & Designation: \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

## Schedule of Requirements

### 1. For Goods supplied from within the NICVD's country (DDP Basis)

S#	Description of Goods	Qty.	Required Delivery Schedule	Location
01.	As per the details of items attached in <b>Section V – Technical Specifications</b>		Delivery within 07 days or earlier from the date of Contact Award	National institute of Cardiovascular Diseases, Karachi., Karachi (NICVD)

# **TECHNICAL PROFORMA FILLED BY BIDDER**

## **TENDER PROFORMA FOR TECHNICAL BID**

**Re-Tender No. 10-2024 Dated: 11-02-2025**

**FOR THE YEAR 2024-2025 & 2025-2026**

**Annual Tender for Supply of Printing Items. (As per tender list)**

<b>Sr.</b>	<b>Description</b>	<b>Specs</b>	<b>Qty.</b>	<b>Unit</b>	<b>Delivery Period</b>	<b>Already used in</b>

**Signature**

**Official Stamp**

**NOTE: Same proforma used in financial bid (add column of unit rate and total rate)**

# 1. Bid Form and Price Schedules

NIT / IFB N°: \_\_\_\_\_

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

To: *[name and address of NICVD]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by the NICVD.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state -none)

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

2. (A) **PRICE SCHEDULE IN PAK RUPEES**  
**Delivered Duty Paid (DDP BASIS)**

**FOR GOODS OFFERED WITHIN THE NICVD'S COUNTRY**

Name of Bidder \_\_\_\_\_ IFB / NIT Number \_\_\_\_\_.

S#	Detailed Specification of Goods	Model / Cat No.	Name of Manufacturer	Country of Origin	Port of Shipment	Quantity of Stores	Unit	Rate Per Unit	Total Price
1	2	2	4	5	6	7	8	9	10
<b>Total Amount in Pak Rs.</b>									

Name \_\_\_\_\_  
 In the capacity of \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_  
 Date \_\_\_\_\_

**NOTE:**

Country of origin of —MAJOR PART(S) OF THE EQUIPMENT must be clearly reflected separately in the Technical and Financial bids. The —Origin means the place where the —goods are mined, grown, or produced.  
 Same form should submit for technical proposal as well without rates.

## 2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called –the Bidder $\parallel$ ) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called –the Bid $\parallel$ ).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called –the Bank $\parallel$ ), are bound unto *[name of Procuring agency]* (hereinafter called –the Procuring agency $\parallel$ ) in the sum of for which payment well and truly to be made to the said NICVD, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_ day of \_\_\_\_\_ 20\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the NICVD during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the NICVD up to the above amount upon receipt of its first written demand, without the NICVD having to substantiate its demand, provided that in its demand the NICVD will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

---

*[signature & Seal of the bank]*

### 3. Contract Form

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of NICVD] (hereinafter called -the NICVD) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called — the Supplier) of the other part:

WHEREAS the NICVD 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 NICVD's Notification of Award.
3. In consideration of the payments to be made by the NICVD to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the NICVD to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The NICVD 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.

Signed, sealed, delivered by \_\_\_\_\_ the\_ (for the NICVD)

Signed, sealed, delivered by \_\_\_\_\_ the\_ (for the Supplier)

#### 4. Performance Security Form

To: *[name of NICVD]*

WHEREAS *[name of Supplier]* (hereinafter called –the Supplier) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 20. to supply *[description of goods and services]* (hereinafter called –the Contract).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of 20. \_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## 5. Integrity Pact

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** 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 NICVD (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

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

\_\_\_\_\_  
[NICVD]

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[Supplier /Contractor/Consultant]