



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH**

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD
KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 99251652



**STANDARD FORM OF BIDDING DOCUMENTS
FOR THE**

PROCUREMENT OF STATIONERY ITEMS

**IN RESPECT OF THE
IFB No. SEF/NP/14-15/08**

Issued By:

.....
Deputy Director (Procurement),
Sindh Education Foundation,
Govt. of Sindh,
Karachi



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(PART ONE – SECTION – I)

INSTRUCTIONS TO BIDDERS



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PART ONE – SECTION – I : INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

- 2. ELIGIBLE BIDDERS**
- 2.1** This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 and its Bidding Documents except as provided hereinafter.
- 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 Procuring agency 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.
- 2.3** Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
- 2.4** Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1.
- 3. ELIGIBLE GOODS & 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 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.
- 3.2** For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 4. COST OF BIDDING**
- 4.1** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS

- 5. CONTENTS OF BIDDING DOCUMENTS**
- 5.1** The bidding documents include:
- (a) Instructions to Bidders (ITB)
- (b) Bid Data Sheet



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- (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

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

6. CLARIFICATION OF BIDDING DOCUMENTS

6.1 A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency'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 Procuring agency, 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 Procuring agency, at its discretion, may extend the deadline for the submission of bids.

C. PREPARATION OF BIDS

8. LANGUAGE OF BIDS

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 Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. DOCUMENTS

9.1 The bid prepared by the Bidder shall comprise the



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**COMPRISING
THE BID**

following components:

- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) bid security furnished in accordance with ITB Clause 15.

- | | | |
|--|-------------|--|
| 10. BID FORM | 10.1 | 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. |
| 11. BID PRICES | 11.1 | 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. |
| | 11.2 | Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately. |
| | 11.3 | 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 Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered. |
| | 11.4 | 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 non-responsive 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. |
| 12. BID CURRENCIES | 12.1 | Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet. |
| 13. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY & QUALIFICATION | 13.1 | Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted. |
| | 13.2 | The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at |



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the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency'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 Procuring agency's country;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**14. DOCUMENTS
ESTABLISHING
GOODS
ELIGIBILITY &
CONFORMITY TO
BIDDING
DOCUMENTS**

14.1 Pursuant to ITB Clause 9, 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.

14.2 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.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

(a) a detailed description of the essential technical and performance characteristics of the goods;

(b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and

(c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.



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- 14.4** For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
- 15. BID SECURITY**
- 15.1** Pursuant to ITB Clause 9, 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 Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.
- 15.3** The bid security shall be in Pak. Rupees and shall be in one of the following forms:
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
(b) Irrevocable encashable on-demand Bank call-deposit/Pay Order in the name of Sindh Education Foundation.
- 15.4** Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as non-responsive, pursuant to ITB Clause 24.
- 15.5** 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 Procuring agency pursuant to ITB Clause 16.
- 15.6** The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.
- 15.7** 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
in the case of a successful Bidder, if the Bidder fails:
(b) (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 Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as non-



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responsive.

- 16.2** In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

**17. FORMAT &
SIGNING OF BID**

- 17.1** The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 17.2** The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3** Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4** The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. SUBMISSION OF BIDS

**18. SEALING &
MARKING OF
BIDS**

- 18.1** The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
- 18.2** The inner and outer envelopes shall:
(a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
(b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.
- 18.3** The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
- 18.4** If the outer envelope is not sealed and marked as required by ITB



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Clause 18.2, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

**19. DEALING FOR
SUBMISSION OF
BIDS**

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency 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 Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. LATE BIDS

20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**21. MODIFICATION
& WITHDRAWAL
OF BIDS**

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18 by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. OPENING & EVALUATION OF BIDS

**22. OPENING OF
BIDS BY THE
PROCURING
AGENCY**

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 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 Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause



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- 20.
- 22.3** Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 22.4** The Procuring agency will prepare minutes of the bid opening.
- 23. CLARIFICATION OF BIDS**
- 23.1** During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 24. PRELIMINARY EXAMINATION**
- 24.1** The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 24.2** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 24.3** The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 24.4** Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5** If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.



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**25. EVALUATION &
COMPARISON OF
BIDS**

- 25.1** The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.
- 25.2** The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 25.3** The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:
- (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 Procuring agency 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.
- 25.4** 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 Procuring agency to the delivered duty paid (DDP) price at the final destination.
 - (b) Delivery Schedule:
 - (i) The Procuring agency 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.



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OR

(ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

OR

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(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 Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

OR

(ii) The SCC stipulates the payment schedule offered by the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(g) Performance & Productivity of the Equipment/material.

(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.

OR

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per



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unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

- (h) Procuring Agency will only accept the material subject to the approval of the samples through SEF by the vendor (if required).

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

1. The potential bidder must have at least 5 years of experience in same field (evidence required).
2. Turnover of Rs. 6 million per annum in Stationery Items (evidence required).
3. The bidder must also not be black listed for anywhere affidavit required on stamp paper.
4. Registration with relevant tax & sale tax department Govt. of Pakistan (evidence required).

**26. CONTACTING
THE PROCURING
AGENCY**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency 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 Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. AWARD OF CONTRACT

**27. POST-
QUALIFICATION**

27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a



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similar determination of that Bidder's capabilities to perform satisfactorily.

- | | | |
|---|-------------|---|
| 28. AWARD CRITERIA | 28.1 | Subject to ITB Clause 30, the Procuring agency 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. |
| 29. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD | 29.1 | The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. |
| 30. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS | 30.1 | The Procuring agency 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 Procuring agency's action. |
| 31. NOTIFICATION OF AWARD | 31.1 | Prior to the expiration of the period of the bid validity, the procuring agency 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. |
| | 31.2 | The notification of award will constitute the formation of the Contract. |
| | 31.3 | Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15. |
| 32. SIGNING OF THE CONTRACT | 32.1 | At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. |
| | 32.2 | Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency. |
| 33. PERFORMANCE SECURITY | 33.1 | Within twenty (20) days of the receipt of notification of award from the Procuring agency, 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 |



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Procuring agency.

- 33.2** 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 Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.
- 34. CORRUPT OR FRAUDULENT PRACTICES**
- 34.1** The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-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, 2010 and Rules made there under:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
 - (b) 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;
 - (c) 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.
- 34.2** Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.



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PART ONE – SECTION – II
GENERAL CONDITIONS OF THE CONTRACT



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GENERAL CONDITIONS OF THE CONTRACT

- 1. Definitions**
- 1.1** In this Contract, the following terms shall be interpreted as indicated:
- a) “The Contract” means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
 - c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
 - d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
 - e) “GCC” means the General Conditions of Contract contained in this section.
 - f) “SCC” means the Special Conditions of Contract.
 - g) “The Procuring agency” means the organization purchasing the Goods, as named in SCC.
 - h) “The Procuring agency’s country” is the country named in SCC.
 - i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
 - j) “The Project Site,” where applicable, means the place or places named in SCC.
 - k) “Day” means calendar day.
- 2. Application**
- 2.1** These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Country of Origin**
- 3.1** All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.



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- 3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
4. **Technical Specifications**
- 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
5. **Use of Contract Documents & information; Inspection & Audit by the Govt.**
- 5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.
- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.
6. **Patent Rights**
- 6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency’s country.
7. **Performance Security**
- 7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.



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- 7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
- 7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections & Tests**
- 8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.



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- 9. Packing**
- 9.1** The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2** The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.
- 10. Delivery & Documents**
- 10.1** Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2** Documents to be submitted by the Supplier are specified in SCC.
- 11. Insurance**
- 11.1** The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered; hence insurance coverage is seller's responsibility.
- 12. Transportation**
- 12.1** The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services**
- 13.1** The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
 - b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
 - d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;



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- e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 13.2** Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.
- 15. Warranty**
- 15.1** The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2** This warranty shall remain valid for twelve (12) months after the Goods/material, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3** The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4** Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5** If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.
- 16. Payment**
- 16.1** The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2** The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services



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performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

- 16.3** Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 16.4** The currency of payment is Pak. Rupees.
- 17. Prices**
- 17.1** Prices charged by the Supplier for Goods/material delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.
- 18. Change Orders**
- 18.1** The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
 - b) the method of shipment or packing;
 - c) the place of delivery; and/or
 - d) the Services to be provided by the Supplier.
- 18.2** If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.
- 19. Contract Amendments**
- 19.1** Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 20. Assignment**
- 20.1** The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.
- 21. Sub Contracts**
- 21.1** The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the



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- Contract.
- 21.2** Subcontracts must comply with the provisions of GCC Clause 3.
- 22. Delays in the Supplier's Performance**
- 22.1** Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.
- 22.2** If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3** Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.
- 23. Liquidated Damages**
- 23.1** Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.
- 24. Termination for Default**
- 24.1** The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
- a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
 - b) if the Supplier fails to perform any other obligation(s) under the Contract.
 - c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.



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For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for insolvency

26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the



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Procuring agency.

- 27. Termination for Convenience**
- 27.1** The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 27.2** The Goods/material that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:
- a) to have any portion completed and delivered at the Contract terms and prices; and/or
 - b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
- 28. Resolution of Disputes**
- 28.1** The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2** If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
- 29. Governing Language**
- 29.1** The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law**
- 30.1** The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.
- 31. Notices**
- 31.1** Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.
- 31.2** A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes & Duties**
- 32.1** Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.



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PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD
KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 99251652



Bidding documents

For

National competitive bidding

Procurement of Stationery Items

Part Two

(Procurement specific provisions)

- Invitation of Bids (IFB),
- Bid Data Sheet (BDS),
- Special Conditions of the Contract (SCC),
- Schedule of requirements,
- Technical Specifications,
- Sample Form,
- Eligibility.



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PART TWO

SECTION – I: INVITATION FOR BIDS



**SINDH EDUCATION FOUNDATION
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Tender Ref SEF/NP/14-15/08

TENDER NOTICE FOR STATIONERY ITEMS

Sealed bids, addressed to the Procurement Department, Sindh Education Foundation, are invited under SPPRA rules, 2010. The potential bidder must have at least 5 years of experience in same field along with turnover of Rs.6 million per annum in STATIONERY ITEMS. The bidder must also not be black listed from anywhere and have registration with relevant Tax & Sales Tax Departments of the Govt. of Pakistan (preferably based in Sindh Province).

Strong background firms are required to provide a best proposal, they are allowed to participate as per below mentioned schedule:

DESCRIPTION OF JOB	TENDER DOCUMENTS	AVAILABILITY OF TENDER DOCUMENTS	LAST DATE OF SUBMISSION	TENDER OPENING DATE
STATIONERY ITEMS	Exact details & Specifications are available in the bidding documents.	31th January, 2015 to 19th February, 2015 from 09:30 am to 04:00 pm (working days only)	20th February, 2015 up to 3:00 pm	20th February, 2015 up to 3:30 pm

Interested Vendors/Contractors are requested to give their best & final prices as negotiations on the prices once quoted/offered are not permissible under the rules.

Bidding documents containing terms and conditions with a prescribed Performa can be obtained from Procurement Department, Sindh Education Foundation, against pay order of Rs.1000/- (non-refundable) in favor of "SINDH EDUCATION FOUNDATION" and in case of download bidding documents from SPPRA or SEF website, at the time of submitting of bid, the pay order of tender fee Rs.1000/-(non-refundable) must be enclosed along with the bid in favor of "SINDH EDUCATION FOUNDATION".

All bids should be submitted in single package containing one envelope each under Single stage – One envelope procedure specified in SPPRA rules, 2010 amended 2013. Envelope shall contain the TECHNICAL & FINANCIAL PROPOSAL duly attached a 3% Bid Security (refundable) pay order of the total bid cost in the name of SINDH EDUCATION FOUNDATION Govt. No tender will be accepted without Bid Security & such tender(s) will be rejected at the spot.

Bids shall be opened at the office of SEF, Plot # 21 Block-7/8, OCHS, Ameer Khusro Road, Karachi on the time & date given above in the presence of Purchase Committee, SEF, Govt. of Sindh, Karachi and those authorized Persons/Firms who wish to be present.

SEF has reserves the rights to accept or reject any or the whole tender as per relevant provisions of SPPRA rules 2010(amended 2013).

This advertisement is also available on the websites of Sindh Education Foundation, SPPRA Govt. of Sindh i.e. www.sef.org.pk & www.pprasindh.gov.pk respectively.

S/d

Deputy Director (Procurement)



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Section II. Bid Data Sheet



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Bid Data Sheet

The following specific data for the goods/material 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.

Introduction

- ITB 1.1** Sindh Education Foundation (SEF), Government of Sindh.
ITB 1.1 Purchase of Stationery Items.
ITB 6.1 **PURCHASE ADDRESS**
Sindh Education Foundation (HO) Plot # 21, Block – 7/8, OCHS Khusro Road, Karachi- Phone: (92-21) 34169141-5, FAX: (92-21)99251652.

Bid Price and Currency

- ITB 11.5** The price shall be fixed.

Preparation and Submission of Bids

- ITB13.3(d)** Technical Qualification requirements

S. No.	IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS
	Technical Bid Maximum Score <u>Comprises following criteria of marking</u>
1	03 year experience in Stationery field (evidence required).
2	Minimum Turnover at least 06 million (evidence required) per annum in stationery field.
3	List of litigations with the clients (If any) and nature of litigations & Affidavit that the firm has never been blacklisted
4	Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan. (evidence required)

- ITB 15.1** Amount of bid security.
Must be a pay order of **3%** of the total tendered cost as a Bid Security, must be a pay order in the name of SINDH EDUCATION FOUNDATION.
- ITB 16.1** Bid validity periods is 90 days, whereas price validity should be up to 31st December 2015.
- ITB 17.1** **Number of copies (Original and 01 photocopy of Financial & Technical Proposal).**
- ITB18.2(b)** IFB title and number: Bid for the purchase of Stationery Items under Tender Ref: SEF/NP/14-15/08. Please indicate the words on the envelope: TENDER FOR THE PURCHASE OF Stationery Items. PLEASE DO NOT OPEN BEFORE 20th February,



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2015 at 3:30 pm.

ITB 19.1 Deadline for bid submission is as mentioned in the Advertisement & same as above.

ITB 22.1 Time, date, and place for bid opening are as mentioned in the Advertisement & same as above.

Bid Evaluation

ITB 25.3 Criteria for bid evaluation.

See the criteria listed in ITB Clause 25.2

ITB25.4(b) Delivery schedule should be as per the Purchase Order.

Contract Award

ITB 29.1 Percentage for quantity increase or decrease is 15% of the total tendered quantities.

ITB 32.2 with in 15 days



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Section III. Special Conditions of Contract



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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. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be 5% of the contract cost OR as per individual purchase order(s) issued.

GCC 7.4—after delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty period or three months after delivery time in accordance with Clause GCC 15.2.

2. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:
100% after delivery.

3. Packing (GCC Clause 9)

Safe and Sound

4. Payment (GCC Clause 16)

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied: Payment shall be made in Pak. Rupees in the following manner:

- (i) 100% of the Contract Price or the individual Purchase Order price given on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods/material have been delivered and that all contracted services have been performed.

Payment of local currency portion shall be made in [PKRs] within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

- (ii) Part payment on part supply may be allowed subject to clearance from procurement departments or delivery of goods as per agreed stages.

5. Prices (GCC Clause 17)



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GCC 17.1—Prices shall be inclusive of all government taxes, transportation, 0.3% stamps duty, packaging etc.

6. Liquidated Damages (GCC Clause 23)

GCC 23.1— Maximum deduction: 10% of the ordered cost & minimum 0.5 % per week applicable from the issue arising date.

7. Resolution of Disputes (GCC Clause 28)

GCC 28.3— 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 Procuring agency and the Supplier, the dispute shall be referred to Managing Director SEF, and his/her decision will be treated as final.

8. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws of land (Islamic Republic of Pakistan).

13 Notices (GCC Clause 30)

GCC 301—Purchaser's address for notice purposes:

SEF, Head Office, Plot No. 21, OCHS, Ameer Khusro Road, , Karachi.



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Section IV. Schedule of Requirements



SCHEDULE OF REQUIREMENTS

Stationery Items

S.NO	ITEMS	DESCRIPTION	UNIT OF MEASURES	QTY
1	Stapler machine	Medium Size (Max) or Equivalent	Pcs	100
2	Stapler Pin	Medium Size (Dollar) or Equivalent	Pkt	200
3	Stapler Pin Big Size	Heavy Duty Pin Dollar	Pcs	50
4	Ball Pen	(Blue/Black/Red) clipper /Picasso or Equivalent	Pkt	330
5	Pointer	(Black/Blue Uni Ball Eye /Mitsubishi	Pkt	40
6	Correction Pen	(White)	Pcs	50
7	Highlighter	(Dollar/ Pelican/All color Colors	Pcs	100
8	Pencils with Erasers	(Faber Castle) Pelican, Deer	Pkt	50
9	Sharpener	(Dux) or Equivalent	Pkt	10
10	Post Notes	Color Full	Pcs	60
11	Calculator 12 Digit	(Casio) or Equivalent	Pcs	30
12	Paper Ream	AA A4 Or Equivalent 80gm	Box	1000
13	Paper Ream	AA Full Escape Size Or Equivalent 80gm	Box	20
14	Paper Ream	Legal Paper AA 80gm(Green)	Pages	100
15	Pencil	Gold Fish Or Equivalent	Pkt	50
16	Note Book	A4 Size Alba or Equivalent	Pcs	200
17	Plain Register (300)	80gm Standard Size	Pcs	200
18	Attendance Register	As Per Standard 80gm paper or equivalent	Pcs	60
19	Log Book	Standard Size 80gm Paper or Equivalent	Pcs	200
20	Box File	Uni /Rex/Boss or Equivalent	Pcs	4000
21	Separators	Plastic	Set	1000
22	Gum Stick	UHU Medium	Pcs	100
23	Tape 1inch	Standard	Pcs	50
24	Masking Tape 3inch	Standard	Pcs	100
25	Pin Remover	Medium Opel/ Standard	Pcs	50
26	Gem Clips	Standard	Box	50
27	Permanent Marker s (all colors)	Dollar	Pkt	100



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28	Eraser	Dux, Dollar, Pelican, Milan	Pcs	500
29	Clear Folder	Standard	pcs	100
30	Stamp Pad	Black, Blue Standard	pcs	20
31	Thumb Pin	Standard	pkt	10
32	Multi-color Paper	A4 SIZE AA	Pkt	20
33	Scissor	Medium K.W	Pcs	20
34	Color Pencil	Pelican 12 shades	Pkt	10
35	Tempo Markers	12 shades	Pkt	20
36	UHU Tube	Large UHU	Pcs	50
37	UHU Tube	Medium UHU	Pcs	50
38	Paper Tape	2" swan	pcs	100
39	Rubber Band		Box	50
40	Writing Pad Large	M.B/ Alba	Pcs	50
41	Writing Pad Medium	M.B/ Alba	Pcs	50
42	Envelops A4 Size	Supper	Pcs	2000
43	Envelops A3Size	Supper	Pcs	2000
44	Sticky note Pad /Post it note		Pcs	2000
45	DVD RW	Sony	Pcs	500
46	CD RW	Sony	Pcs	500
47	Glue Stick	Pelican /UHU Large	pcs	100
48	Glue Stick	Pelican /UHU Medium	pcs	100
49	Glue Stick	Pelican /UHU Small	pcs	100
50	Clear bag	Size Full scape Standard	pcs	100
51	Clear bag	Size A3 Standard	Pcs	100
52	Clear bag	Size A4 Standard	Pcs	100
53	Punch Machine	Opel, medium size	Pcs	100
54	Ice-cream Sticks		Pkt	100
55	Multi colored glaze papers		Sheet	100
56	Multi colored crape papers		Ream (100 pages)	25
57	Fish wire		Pkt / Roll	200
58	Multi colored Wool	kit	Roll	500
59	Multi colored Ribbon	Reel	Reel	500
60	Thin Thread rope	Bundle	Bundle	100



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61	Carton (Large)	3 ply	Pcs	1500
62	UHU solution Tube	Small	pcs	100
63	Packing Tape 3"	Swan	pcs	200
64	Dock clips /Binder clip	Large K.W	Pkt	200
65	Zig Zags Scissors set	Medium	Pcs	50
66	Whito	UHU	Pcs	200
67	Card Files /File Cover	Alba	Pcs	200
68	Sticker A4 Size	AA	pkt	50
69	Chart Paper	Multi-color	Sheet	500

The Procuring agency must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. The Bid Form should include only a cross- reference to this Schedule.



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Section V. Technical Specifications



TECHNICAL SPECIFICATIONS

Stationery Items

S.NO	ITEMS	DESCRIPTION	UNIT OF MEASURES	QTY
1	Stapler machine	Medium Size (Max) or Equivalent	Pcs	100
2	Stapler Pin	Medium Size (Dollar) or Equivalent	Pkt	200
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9	Sharpener	(Dux) or Equivalent	Pkt	10
10	Post Notes	Color Full	Pcs	60
11	Calculator 12 Digit	(Casio) or Equivalent	Pcs	30
12	Paper Ream	AA A4 Or Equivalent 80gm	Box	1000
13	Paper Ream	AA Full Escape Size Or Equivalent 80gm	Box	20
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35	Tempo Markers	12 shades	Pkt	20
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37	UHU Tube	Medium UHU	Pcs	50
38	Paper Tape	2" swan	pcs	100
39	Rubber Band		Box	50
40	Writing Pad Large	M.B/ Alba	Pcs	50
41	Writing Pad Medium	M.B/ Alba	Pcs	50
42	Envelops A4 Size	Supper	Pcs	2000
43	Envelops A3Size	Supper	Pcs	2000
44	Sticky note Pad /Post it note		Pcs	2000
45	DVD RW	Sony	Pcs	500
46	CD RW	Sony	Pcs	500
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56	Multi colored crape papers		Ream (100 pages)	25
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60	Thin Thread rope	Bundle	Bundle	100



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65	Zig Zags Scissors set	Medium	Pcs	50
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Section VI. Sample Forms



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SAMPLE FORMS

- 1) Bid Form & Price Schedule
- 2) Bid Security Form
- 3) Contract Form
- 4) Performance Security Form
- 5) Manufacturer's/Supplier's Authorization Form
- 6) Integrity Form



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1. Bid Form and Price Schedules

Date:

IFB No:

To:

MANAGING DIRECTOR,
SINDH EDUCATION FOUNDATION,
Amir Khusro Road,
House No. 21-A Block 7/8 OCHS
Karachi.

Dear Sir:

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 *[the specific & the required Stationery & Educational Material]* 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 5% (five percent) of the tendered cost or **Rs _____** of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

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 _____ 2011.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of



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Price Schedule in Pak. Rupees

Name of Bidder IFB Number Page of

To be filled in Annex-A attached herewith

(Amount in PKRs)

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP/EXW named place	Total DDP/EXW per item	Unit price of Delivered duty paid (DDP) / (EXW) to final destination plus price of other incidental services if required ³
01	Stationery Items (As per Technical specification sheet)					

GRAND TOTAL (Inclusive of all kinds of taxes, transportation & other service charges)	
---	--

Grand Total amount in Words: Rupees.....



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CERTIFICATE

We, have been prepared above bid with understanding and the unit prices quoted above are inclusive of Income Tax, Sales Tax & other taxes & levies, if any. We also certify that the unit rates quoted above are valid upto 30 June 2015 & that no price escalation will be claimed for the valid time period & that any increase/implementation/imposition in tax(es) by Govt. of Pakistan will not be charged to the procuring agency separately. We, the bidder should be responsible to pay the applicable & contemporary taxes by the Govt. of Pakistan without any variation in unit rates quoted above for the FY 2014-15.

It is to declare that we, have examined and have no reservations to this bidding document.

In case, We, M/s become successful bidder in this tender, we accept that the procuring agency (SEF) is not liable to give purchase orders of the all items and/or the quantity mentioned above against each item.

.....
Seal & Signature of Bidder

Note: In case of discrepancy between unit price and total, the unit price shall prevail.
Must be included if required under ITB 11.2



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2. Bid Security Form

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

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 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 Procuring agency during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

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

This guarantee will remain in force up to and including 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 of the bank]



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH**

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3. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)



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4. Performance Security Form

To:

MANAGING DIRECTOR,
SINDH EDUCATION FOUNDATION,
Amir Khusro Road,
House No. 21-A Block 7/8 OCHS
Karachi.

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]



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5. Manufacturers/Supplier's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To:

*MANAGING DIRECTOR,
SINDH EDUCATION FOUNDATION,
Amir Khusro Road,
House No. 21-A Block 7/8 OCHS
Karachi.*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[Reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[Signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



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**(INTEGRITY PACT)
FOR 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 Sindh (Govt. of Sindh) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Govt. of Sindh) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] 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, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability 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 Contractor] 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 rights 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 time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....
[Procuring Agency]

.....
[Contractor]