



# JINNAH SINDH MEDICAL UNIVERSITY, KARACHI

**NATIONAL COMPETATIVE BIDDING**

**FOR**

**TENDER FOR SUPPLY OF STATIONARY,  
GENERAL ITEMS & COMPUTER ACCESSORIES  
ON ANNUAL RATE CONTRACT AT JINNAH SINDH  
MEDICAL UNIVERSITY, KARACHI**

**NOVEMBER 2020**

---

**Jinnah Sindh Medical University Karachi**  
Rafiqi H.J. Shaheed Road, Karachi.  
Telephone No 021-99205185 Ext 1047 [www.jsmu.edu.pk](http://www.jsmu.edu.pk)

## LIST OF CONTENTS

<b>PART</b>	<b>DESCRIPTION</b>
Part-I	NOTICE INVITING TENDERS
Part-II	INSTRUCTIONS TO BIDDERS
Part-III	GENERAL CONDITIONS OF CONTRACT
Part-IV	BID DATA SHEET
Part-V	SPECIAL CONDITIONS OF CONTRACT
Part-VI	SCHEDULE OF REQUIREMENT
Part-VII	TECHNICAL SPECIFICATION
Part-VIII	SAMPLE FORM



## JINNAH SINDH MEDICAL UNIVERSITY KARACHI WORKS & SERVICES / PROCUREMENT DEPARTMENT

Rafiqi H.J. Shaheed Road, Karachi. Telephone No 021-99205185 Ext 1051 www.jsmu.edu.pk

NIT No. JSMU/PROC/NIT/ 12760

Dated: 06-11-2020


### NOTICE INVITING TENDER

Jinnah Sindh Medical University Karachi intends to invite Sealed Bids from Reputable and well experienced firms/ Companies, registered with FBR in Income Tax & GST and enlisted as Active tax payer for procurement of items as given below:

SINGLE STAGE TWO ENVELOPE PROCEDURE			
Name of Work	Earnest Money / Bid Security	Tender Fee	Date of Issuance, Submission and Opening
SUPPLY OF STATIONARY, GENERAL ITEMS & COMPUTER ACCESSORIES ON FRAME WORK CONTRACT AT JINNAH SINDH MEDICAL UNIVERSITY, KARACHI	2%	Rs 3,000 /-	<b>ISSUANCE:</b> 10-11-2020 to 30-11-2020 (During Working Hours) <b>SUBMISSION:</b> 01-12-2020 till 11:30 AM <b>OPENING:</b> 01-12-2020 at 12:00 (Noon)

#### TERMS AND CONDITIONS:

- A complete set of Bidding Documents can be downloaded from SPPRA website: <https://ppms.pprasindh.gov.pk/> and Procuring Agency's official website: <http://www.jsmu.edu.pk> OR can be directly purchased from the office of Procurement Department, Jinnah Sindh Medical University, Karachi.
- All the interested bidders are required to submit a letter of Intention to register their participation in Bidding for subject Tender along with non-refundable tender fee in form of pay order amounting to Rs. 3,000/- drawn in favor of Jinnah Sindh Medical University Karachi
- SINGLE STAGE TWO ENVELOPE procedure will be adopted as per Rule-46(2) of SPPRA 2010 (Amended 2019).
- Bid must be accompanied by a Bid Security minimum 2% of their Bid Price in the form of Bank Draft / Pay order or Bank Guarantee in favor of Jinnah Sindh Medical University valid beyond 28 days after bid validity. Bid without Bid Security shall be rejected.
- Incomplete, Conditional Bid or Bid received after the specified date and time will be rejected. Also, Bid submitted through fax, email or telegraph shall not be accepted.
- Technical Bid & Financial Bid Documents, in separate envelopes, then both envelopes must be sealed in one envelope to be submitted at the office of Procurement Department 3<sup>rd</sup> Floor, Jinnah Sindh Medical University, Karachi on given schedule of time. The Technical Bid of the tender is to be prepared based on information required as per bidding document and shall be opened in the presence of the bidder's representative & the Procurement Committee of JSMU. Financial bids of only technically qualified bidders shall be opened on a date communicated later.
- Government Notified Blacklisted Firms / Suppliers shall not be entertained. (Affidavit / Undertaking on Judicial stamp paper of Rs.100/- stating Non Black listed firm must be submitted by the bidder)
- In case bids are not opened on the scheduled date due to unscheduled holiday or any other reason, the same shall be opened on the next working day. Other terms and conditions of the bid shall however remain unchanged.
- Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2019).

  
**PROCUREMENT OFFICER**  
 Jinnah Sindh Medical University, Karachi

**INSTRUCTION TO BIDDERS****PREPARATION OF BIDS**

1.	<b>Scope</b>	1.1	The Jinnah Sindh Medical University, Karachi intend to purchase <b>TENDER FOR SUPPLY OF STATIONARY, GENERAL ITEMS &amp; COMPUTER ACCESSORIES ON FRAME WORK CONTRACT AT JINNAH SINDH MEDICAL UNIVERSITY, KARACHI</b> through National Competitive Bidding <b>SINGLE STAGE TWO ENVELOPE PROCEDURE</b> as per SPPRA Rules-2010 (Amended 2019).
2.	<b>Language of Bid</b>	2.1	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 English language.
3.	<b>Documents Comprising the Bid</b>	3.1	The bid prepared by the Bidder shall comprise the following components: a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6. b) Bid security furnished in accordance with ITB Clause-9.
4.	<b>Bid Prices</b>	4.1	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.
		4.2	The prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the schedule of Requirements. No separate payment shall be made of the incidental services.
		4.3	Prices quoted by the 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.
		4.4	Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
5.	<b>Bid Form</b>	5.1	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, and their country of origin, quantity, and prices.
6.	<b>Bid Currencies</b>	6.1	Prices Shall be quoted in Pak Rupees.
7.	<b>Documents Establishing Bidder's Eligibility and Qualification</b>	7.1	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. 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 good Manufacture or producer to supply the goods in the Islamic Republic of Pakistan. b) that the Bidder has the financial ,technical ,and production capability necessary to perform the contract; c) that the Bidders meets the qualification criteria listed in the Bid Data Sheet.
8.	<b>Documents Establishing Goods' Eligibility and Conformity to Bidding Documents</b>	8.1	The documents 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) 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 Specification are intended to be descriptive only and not restrictive :till stated otherwise in Technical Specifications or Bid Data Sheet .The Bidder may substitute alternative standards, brand names , and /or catalogue numbers in its bid , provided that demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the in the Technical Specifications
9.	<b>Bid Security</b>	9.1	The bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture The bid security shall be denominated in the currency of the of the bid: a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank; b) be submitted in its original form: copies will not be accepted; c) Remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity.
		9.2	Bid security shall released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
		9.3	The successful Bidder's bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.

		9.4	The bid security may be forfeited: a) if a Bidder withdraws its bid during the period of bid validity or b) in the case of a successful Bidder, if the bidder fails: (i) to sign the contract in accordance or (ii) to furnish performance security
10.	<b>Period of Validity of Bids</b>	10.1	Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
		10.2	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 shall also be suitable extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required not be required nor per mitted to modify its bid.
11.	<b>Format and Signing of Bid</b>	11.1	The Bidder shall prepared an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each " <b>ORIGINAL BID</b> " as appropriate. In the event of any discrepancy between them, the original shall govern.
		11.2	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.
		11.3	Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**Submission of Bids**

12.	<b>Sealing and Marking of Bids</b>	12.1	The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as <b>“ORIGINAL BID”</b> . The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement <b><u>“DO NOT OPEN BEFORE 01-12-2020 at 12:00 (Noon)”</u></b>
		12.2	If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no responsibility for the bid’s misplacement or premature opening.
13.	<b>Deadline for Submission of Bids</b>	13.1	Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in Bid Data Sheet.
		13.2	The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline.
14.	<b>Late Bids</b>	14.1	Any bid received by the Procuring agency after the deadline for submission of bids prescribes by the Procuring agency shall be rejected and returned unopened to the Bidder.
15.	<b>Modification and Withdrawal of Bids</b>	15.1	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.
		15.2	No bid may be modified after the deadline for submission of bids.
		15.3	No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security.

**Opening and Evaluation of Bids**

16.	<b>Opening of Bids by the Procuring agency</b>	16.1	The Procuring agency shall open all bids in the presence of bidder's 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/attendance sheet evidencing their attendance.
		16.2	The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presences 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.
17.	<b>Clarification of Bids</b>	17.1	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.
18.	<b>Preliminary Examination</b>	18.1	The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
		18.2	Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
		18.3	Prior to the detailed evaluation, the Procuring agency will determine the substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
		18.4	If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
19.	<b>Evaluation and Comparison of Bids</b>	19.1	The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
		19.2	The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location and shall exclude any allowance for price adjustment during the period of execution of the contract.
20.	<b>Contacting the procuring agency</b>	20.1	No Bidder shall contact the procuring agency on any matter relating to its bid, from the time of bid opening to the time the announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the procuring agency, it should do so in writing.
		20.2	Any effort by a Bidder to influence the Procuring agency in its decision on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

**AWARD OF CONTRACT**

21.	<b>Post – Qualification</b>	21.1	In the absence of prequalification, the procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluation responsive bid is qualified to perform the contract satisfactorily.
		21.2	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 Claus-7 as well as such other information as the Procuring agency deems necessary and appropriate.
		21.3	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 perform satisfactorily.
22.	<b>Award Criteria</b>	22.1	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.
23.	<b>Procuring agency’s Right to Accept any Bid and to Reject any or All Bids</b>	23.1	Subject to relevant provisions of SPP Rules 2010 (Amended 2019), 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.
		23.2	Pursuant to Rule 45 of SPP Rules 2010 (Amended 2019), Procuring agency shall hoist the evaluation report on Authority’s web site, and intimate to all the bidders seven days prior to notify the award of contract.
24.	<b>Notification of Award</b>	24.1	Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
		24.2	Upon the successful Bidder’s furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.
25.	<b>Signing of Contract</b>	25.1	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.
		25.2	Within fourteen (14) days, or any other period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
26.	<b>Performance Security</b>	26.1	Within seven (07) days, or any other period specified in BDS, 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 Procuring agency.
		26.2	Failure of the successful Bidder to comply with the requirement of ITB Clause 25 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.
27.	<b>Corrupt or Fraudulent Practices</b>	27.1	<p>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, 2009 and Rules made there under:</p> <p>(a) <b>“Corrupt and Fraudulent Practices”</b> means either one or any combination of the practices given below;</p> <p>(i) <b>“Coercive Practice”</b> means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;</p> <p>(ii) <b>“Collusive Practice”</b> means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without</p>



		<p>the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;</p> <p>(iii) <b>“Corrupt Practice”</b> means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;</p> <p>(iv) <b>“Fraudulent Practice”</b> means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>b) <b>“Obstructive Practice”</b> means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.</p>
--	--	--

General Conditions of Contract

<b>1. Definitions</b>	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <p>(a) <b>“The Contract”</b> 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.</p> <p>(b) <b>“The Contract Price”</b> means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.</p> <p>(c) <b>“The Goods”</b> means all of the equipment, machinery, and/or other materials, which the Supplier is required to supply to the Procuring agency under the Contract.</p> <p>(d) <b>“The Services”</b> 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.</p> <p>(e) <b>“GCC”</b> means the General Conditions of Contract contained in this section.</p> <p>(f) <b>“SCC”</b> means the Special Conditions of Contract.</p> <p>(g) <b>“The Procuring agency”</b> means the Sindh Public Procurement Regulatory Authority (SPPRA), Government of Sindh.</p> <p>(h) <b>“The Supplier”</b> means the individual or firm supplying the Goods and Services under this Contract.</p> <p>(i) <b>“SPP Rules 2010”</b> means the Sindh Public Procurement Rules 2010 (Amended 2019).</p> <p>(j) <b>“Day”</b> means calendar day.</p>
<b>2. Standards</b>	<p>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.</p>
<b>3. Patent Rights</b>	<p>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 Islamic Republic of Pakistan.</p>
<b>4. Performance Security</b>	<p>4.1 Within seven (07) days, or any other duration as specified in SCC, 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.</p> <p>4.2 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.</p> <p>4.3 The performance security shall be denominated in the Pak rupees and shall be an unconditional bank guarantee, pay order, call deposit as, provided in the bidding documents or another form acceptable to the Procuring agency;</p> <p>4.4 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.</p>
<b>5 Inspections and Tests</b>	<p>5.1 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. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.</p> <p>5.2 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.</p> <p>5.4 The Procuring agency’s right to inspect, test and, where necessary, reject the Goods after the Goods’ arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Manufacturer.</p> <p>5.5 Nothing in GCC Clause 5 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>

<b>6. Packing</b>	The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. 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.
<b>7. Delivery and Documents</b>	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/ transportation and/or other documents to be furnished by the Supplier are specified in SCC.
<b>8. Insurance</b>	The Goods supplied under the Contract shall be delivered consignee's end under which risk is transferred to the Procuring agency after having been delivered; hence insurance coverage is Supplier's responsibility.
<b>10. Transportation</b>	The Supplier is required under the Contract to transport the Goods to a specified place of destination and shall be arranged by the Supplier, and related costs shall be deemed to have been included in the Contract Price.
<b>10. Incidental Services</b>	<p>10.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p> <p>(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;</p> <p>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p> <p>(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;</p>
<b>11. Spare Parts</b>	<p>11.1 The Supplier should provide any or all of the notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>(a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and</p> <p>(b) in the event of termination of production of the spare parts:</p> <p>(i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and</p> <p>(ii) Following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
<b>12. Warranty</b>	<p>12.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of desired 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.</p> <p>12.2 This warranty shall remain valid as per <b>BOQ (03 Years and 01 Year wherever applicable)</b> after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>12.3 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.</p>
<b>13. Payment</b>	<p>13.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>13.2 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 performed, and upon fulfillment of other obligations stipulated in the Contract.</p> <p>13.3 Payments shall be made promptly by the Procuring agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.</p> <p>13.4 The currency of payment is Pak. Rupees or on basis of basis of F.O.R/CFR.</p>
<b>14. Prices</b>	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid,
<b>15. Contract Amendments</b>	No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

<b>16. Delays in the Supplier's Performance</b>	<p>16.1 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.</p> <p>16.2 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.</p> <p>16.2 Except as provided under GCC Clause 17 a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages unless an extension of time is agreed upon pursuant to GCC Clause 16.2 without the application of liquidated damages.</p>
<b>17. Liquidated Damages</b>	<p>Subject to GCC Clause 20, 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 18.</p>
<b>18. Termination for Default</b>	<p>18.1 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:</p> <p>(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 16; or</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</p> <p>(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.</p>
<b>19. Force Majeure</b>	<p>19.1 Notwithstanding the provisions of GCC Clauses 16, 17 and 18, 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.</p> <p>19.2 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.</p> <p>19.3 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.</p>
<b>20. Resolution of Disputes</b>	<p>Resolution of dispute shall be through Mechanism for Redressal of Grievances as provided in the rules or through Arbitration Act 1942.</p>
<b>21. Governing Language</b>	<p>The Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p>
<b>22. Applicable Law</b>	<p>The Contract shall be interpreted in accordance with the SPP Rules 2010 (amended 2013).</p>
<b>24. Taxes and Duties</b>	<p>Supplier shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.</p>
<b>25. Overriding effect of Sindh Public Procurement Rules 2010 (Amended 2013)</b>	<p>In case of conflict or primacy of interpretation the provisions of SPP Rules 2010 (amended 2013) shall have an overriding effect notwithstanding anything to the contrary contained in these bidding documents</p>

**BID DATA SHEET**

The following specific data for “TENDER FOR SUPPLY OF STATIONARY, GENERAL ITEMS & COMPUTER ACCESSORIES ON FRAME WORK CONTRACT AT JINNAH SINDH MEDICAL UNIVERSITY, KARACHI” 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</b>	<b>Name of Procuring Agency:</b> Jinnah Sindh Medical University, Karachi Procurement Department, 3rd Floor. Rafiqi H.J. Shaheed Road, Karachi. Telephone No 99205185 Ext 1047, Fax No 99201372.
<b>ITB 2</b>	<b>Name of Contract.</b> “SUPPLY OF STATIONARY, GENERAL ITEMS & COMPUTER ACCESSORIES ON FRAME WORK CONTRACT AT JINNAH SINDH MEDICAL UNIVERSITY, KARACHI”
<b>Bid Price and Currency</b>	
<b>ITB 3</b>	Prices quoted by the Bidder shall be “fixed” and in “Pak Rupees”
<b>Preparation and Submission of Bids</b>	
<b>ITB 4</b>	<b>Qualification Criteria / Responsiveness Criteria:</b>
1	The bidder must have done at least Three (03) Contracts of Worth Rs. (1.0 Million) of relevant nature during last three years. (Attach copy of PO / Contract Agreement / Notification of Award with Technical proposal as per proof).
2	The Bidder should not have been barred by any of Provincial or Federal Govt. Deptt., Agency, Organization or autonomous body or Private sector organization anywhere in Pakistan. (Submission of undertaking on 100/- legal stamp paper).
3	The bidder must have turnover/sales exceeding (1.0 Million) in PKR annually in any of last three years. (Attach Audit Reports/ Bank Statements/Tax return Copy with technical proposal).
4	Latest Income Tax Certificate (NTN), valid GST Registration Certificate and the firm must be active tax payer
5	The bidder must have at least 03 years of experience in the relevant field.
6	Client & Contact details list of minimum 05 Institutes all over Pakistan must be provided by the bidder (Proof must be attached with technical bid)
7	Bidder can participate in each package separately or full package as desired.
8	Price should be inclusive of all taxes & delivery charges
9	Bid evaluation can be done Package wise.
10	All items should be brand new / not used, refurbished item will not be accepted( items have standard warranty)
11	The bidder must quote all items as per each package.
12	Tender Document duly signed and stamped each page by the bidder along with complete company profile must be attached with technical bid
<b>ITB 4.1</b>	<b>Note:</b> a) Bidder must provide necessary supporting documents as proof in respect of the selection/qualification criteria mentioned in ITB 4. b) The Financial bid will be opened to those bidders who qualified in Technical criteria c) The Bidder must submit the sample(s) of quoted items. d) Alternate & Conditional offer shall not be allowed. e) JSMU reserve the right to reject any bid if any one of the above-mentioned Criteria is not fulfilled.
<b>ITB 5</b>	<b>Tender Fee.</b> Rs 3000/-
<b>ITB 6</b>	<b>Amount of bid security.</b> 2% of Bid amount in shape of Pay order / Bank Guarantee and Bank draft.
<b>ITB 7</b>	<b>Bid validity period.</b> The period of bid validity shall be 90 days after the deadline of submission of bids.
<b>ITB 7.1</b>	<b>Bid validity</b> Clarification may be requested not later than <b>05 days</b> before the submission date For <b>Clarification of bid purposes</b> only, the Purchaser's address is: Attention: ( <b>Procurement Officer</b> ) Address: Jinnah Sindh Medical University Karachi Procurement Department 3 <sup>rd</sup> Floor, Rafiqi H.J. Shaheed Road, Karachi.
<b>ITB 8</b>	<b>Number of copies.</b> One original
<b>ITB 9</b>	<b>Amount of Performance Guarantee of @ 5%</b> of the Bidding amount for the whole agreement period
<b>ITB 9.1</b>	<b>Stamp duty 0.35% or notify by the Govt of Sindh shall be paid by successful bidder as stamp duty</b>
<b>ITB 10</b>	<b>Deadline for bid submission. 01-12-2020 at 12:00 Noon</b>
<b>ITB 11</b>	<b>Bid Evaluation:</b> Lowest evaluated bid as per each package

**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 (g)—The Procuring Agency is: Office of the P&D/Procurement Department Jinnah Sindh Medical University, Karachi.

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

GCC 4—The amount of performance security, as a percentage of the Contract Price, shall be: 5%.

**3. Inspections and Tests (GCC Clause 5)**

Representative of Procuring Agency or his nominee shall inspect the procured good and ensure that it meets the tender specifications before its acceptance

**4. Delivery and Documents (GCC Clause 7)**

GCC 10—Supplier shall supply and install the good within **30 Days** after signing the contract and shall submit the following.

- (i) Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Packing List identifying the contents of Supply;
- (iii) Delivery note.
- (iv) Warranty and guarantee certificate;

**5. Warranty (GCC Clause 12)**

The equipment shall bear Standard warranty (with free parts & labor) from the date of installation / acceptance. Upon expiration of warranty, Purchaser at its option may enter into a Service Level Maintenance Agreement upon expiry of the warranty period in accordance with terms embodied in Appendix-A hereto

**6. Payment (GCC Clause 13)**

Hundred percent (100%) of the Contract Price shall be paid upon delivery, and satisfactory Installation, integration and testing of the products at the Project site (s), subject to the production of installation and Operational Acceptance certificates duly signed by authorized Representative/nominee of the SPPRA.

**7. Liquidated Damages (GCC Clause 18)**

If the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to **0.07 percent** of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of **10%** of the Contract Price. Once the maximum is reached, the purchaser may consider termination of the contract.

**8. Resolution of Disputes (GCC Clause 21)**

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

**9. Applicable Law (GCC Clause 23)**

GCC 29.1 Contract shall be interpreted in accordance with the Sindh Public Procurement law of Sindh.

# SCHEDULE OF REQUIREMENTS

## “Package I - STATIONARY ITEMS”

S/N	Description of items	R/Q	Packing	Origin / company	Unit price with Tax	Total Price
1	Ball Pen (Blue, Black, Red & Green)	1,800	Pkt	Dollar or equivalent		
2	Correction Fluid (7 ml)	650	Nos	Dollar or equivalent		
3	Board Marker (Blue & Black)	200	Pkt	Dollar or equivalent		
4	Board Duster	120	Nos	Local		
5	Binder Clip (1")	20	Pkt	Local		
6	Binder Clip (2")	20	Pkt	Local		
7	Binder Clip (3")	20	Pkt	Local		
8	Computer Paper A4 70 gram (500 Sheet)	6,750	Reams	Paper One or equivalent 70gm		
9	Computer Paper F4 (500 Sheet)	2,000	Reams	Paper One or equivalent 80 gm		
10	Common Pin	500	Pkt	Local		
11	Calculator	120	Nos	Citizen or equivalent		
12	Double Hole Punch (30 to 40 Sheets)	300	Nos	OPAL or equivalent		
13	Duplicating Paper A4 (400 Sheets)	500	Reams	Local		
14	Eraser	824	Nos	Dux or equivalent		
15	Envelop,(Jinnah Sindh Medical University, Karachi) (4x9 Size)	15,000	Nos	Local		
16	Envelop,(Jinnah Sindh Medical University, Karachi) (5x11 Size)	15,000	Nos	Local		
17	Envelop,(Jinnah Sindh Medical University, Karachi) (A4 Size )	12,000	Nos	Local		
18	Envelop,(Jinnah Sindh Medical University, Karachi) (F4 Size)	10,000	Nos	Local		
19	File Cover,(Jinnah Sindh Medical University, Karachi)	20,000	Nos	Local		
20	File Separator	200	Pkt	Local		
21	File Folder	600	Nos	Local		
22	Flag Tag/Sticky Note	600	Pkt	Local		
23	Green Noting Pad (100 Sheets)	100	Nos	Solo or equivalent		
24	Gum Stick (21 gram)	672	Nos	Dollar or equivalent		
25	Gum Liquid	100	Nos	Dollar or equivalent		
26	Inward Register	250	Nos	Prism or equivalent		
27	Jam Clip	600	Pkt	Local		
28	Highlighter	306	Pkt	Dollar		
29	Paper Cutter	562	Nos	Local		
30	Pencil	100	Pkt	HB or equivalent		
31	Petty Cash Register (1x100)	150	Nos	Nobel or equivalent		
32	Pointer Pen (Blue, Black, Red & Green)	300	Pkt	Dollar or equivalent		
33	Permanent Marker (Black & Blue)	180	Pkt	Dollar		
34	Pin Cushion	150	Nos	Local		
35	Outward Register (1x300)	250	Nos	Nobel or equivalent		
36	Register, 100 Pages	500	Nos	Nobel or equivalent		
37	Register, Plain 300 Pages	500	Nos	Nobel or equivalent		
38	Ring Box File	3,000	Nos	Elegant or equivalent		
39	Ring File	700	Nos	Euro or equivalent		
40	Steel Scale, 12"	370	Nos	Local		

41	Stock Register (359 Pages)	100	Nos	Nobel or equivalent		
42	Sharpener	624	Nos	Dollar or equivalent		
43	Stapler Pin Opener	200	Nos	Dollar or equivalent		
44	Stamp Pad	120	Nos	Crystal or equivalent		
45	Stamp Pad Ink	200	Nos	Crystal or equivalent		
46	Squish Tape 1"	644	Nos	Deer Bear or equivalent		
47	Squish Tape 3"	644	Nos	Deer Bear or equivalent		
48	Stapler Machine (20 to 30 Sheets)	300	Nos	Dollar or equivalent		
49	Stapler Pin	2,472	Pkt	Dollar or equivalent		
50	Thumb Pin	412	Pkt	Local		
51	Transparent File Cover	500	Nos	Local		
52	Table Set (Standard Size)	50	Nos	Local		
53	Notepad (A4 Size)	300	Nos	Prism or equivalent		
54	Notepad(standard)	200	Nos	solo or equivalent		
55	File Cover for Question Paper	10000	Nos	As per sample		
56	Scotch Tape 5 meter	144	Nos			
57	Scissor	12	Pcs			
					<b>Total Price</b>	
					<b>( including all Taxes)</b>	

**Note:** \*Above Prices shall Include All Tax



## “Package II – GENERAL ITEMS”

S/N	Description of items	R/Q	Packing	origin / company	Unit price with Tax	Total Price
1	Air Freshener (300 ml)	1200	Nos	Topic or Equivalent		
2	Broom Hard	400	Nos	Local		
3	Broom Soft	400	Nos	Local		
4	Brush for W.C	60	Nos	Local		
5	Duster	3000	Nos	Local		
6	Detergent Powder (65garm)	1200	Pkts	Surf Excel or Equivalent		
7	Dust Bin with Flap (Standard Size)	200	Nos	Local		
8	Glass	600	Nos	Toyo Nasic or Equivalent		
9	Harpic (500 ml)	800	Nos	R.B or Equivalent		
10	King Tox Spray	500	Nos	King Chemical or Equivalent		
11	Mop with Handle	400	Nos	Local		
12	Pencil Cell AA	800	Nos	Toshiba or Equivalent		
13	Pencil Cell AAA	800	Nos	Toshiba or Equivalent		
14	Phenyl Typhon (3 Ltr Perfumed)	1200	Nos	Local		
15	Spray Pump	50	Nos	Local		
16	Soap Lux (70 Grams)	1200	Nos	Unilever or Equivalent		
17	Tissue Box	1000	Nos	Rose Patel or Equivalent		
18	Tissue Roll	1000	Nos	Rose Patel or Equivalent		
19	Towel (48*24")	120	Nos	Local		
20	Tricycle Lock 63mm	120	Nos	Local		
21	Typhone Insect Killer (425 ml)	400	Nos	Local		
22	Vim Powder (450 gm)	600	Pkts	Unilever or Equivalent		
23	Viper	200	Nos	Local		
24	Wall Duster	100	Nos	Local		
					<b>Total Price ( including all Taxes)</b>	

**Note:** \*Above Prices shall Include All Tax

## **“Package III – COMPUTER ACCESSORIES”**

S/N	Description of items	R/Q	Packing	origin / company	Unit price with taxes	Total Price
01	USB (32 GB)	66	Nos	Kingston or Equivalent		
02	Key Board	126	Nos	A4Tech or Equivalent		
03	Mouse	126	Nos	A4Tech or Equivalent		
04	Ram DDR2	50	Nos	Kingston or Equivalent		
05	Ram DDR3	50	Nos	Kingston or Equivalent		
06	Hard Disk (500 GB)	50	Nos	Kingston or Equivalent		
07	Toner DT-2501 BLK	24	Nos	Ricoh or Equivalent		
08	Toner DT-3555	10	Nos	Ricoh or Equivalent		
09	Toner DT-2014	3	Nos	Ricoh or Equivalent		
10	Toner 85A	28	Nos	HP or Equivalent		
11	Toner 17A	20	Nos	HP or Equivalent		
12	Toner 19A	20	Nos	HP or Equivalent		
13	Toner 26A	22	Nos	HP or Equivalent		
14	Toner 12A	10	Nos	HP or Equivalent		
15	Toner 49A	5	Nos	HP or Equivalent		
16	Toner 35A	5	Nos	HP or Equivalent		
17	Toner for Leser Jet pro 200 (colour)	2	Sets			
18	Toner for Colour machine C5240	3	Sets			
19	Power Cable	6	Pcs	High quality or equivalent		
					<b>Total Price ( including all Taxes)</b>	

**Note:** \*Above Prices shall Include All Tax

**SAMPLE FORMS**

**Form-I**

**Letter of Acceptance**

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

To:

Works & Services Department,  
Jinnah Sindh Medical University,  
Karachi,

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item 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 Five (5) percent of the Contract Price/Pay order for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 15 days from the date fixed for Bid opening under Clause 10 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.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_.

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

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

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

**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_ . IFB Number \_\_\_\_ . Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5		6	7
Item	Description	Country of origin	Quantity	Unit price		Total	Remarks (if any)
				Words	Figure		

Total Bid amount in words: \_\_\_\_\_

Total Bid amount in figure: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

*Note:*

- (i) In case of discrepancy between unit price and total, the unit price shall prevail.
- (ii) The unit and total prices Delivered at Planning & Development Department, Jinnah Sindh Medical University Karachi should include the price of incidental services. No separate payment shall be made for the incidental services.

**Experience of Similar Supply and Installation**

<b>S/No</b>	<b>Assignment Description</b>	<b>Name /Contact Details of Client</b>	<b>Cost</b>	<b>Start Date</b>	<b>End Date</b>	<b>Remarks</b>

**Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *Jinnah Sindh Medical University, Karachi*. (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., - \_\_\_\_\_ 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)

**Performance Security Form**

To:

**Works & Services Department  
Jinnah Sindh Medical University,  
Karachi.**

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 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]*

**Manufacturer's Authorization Form**

To:

**Works & Services Department  
Jinnah Sindh Medical University,  
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 sign the Contract with you against NIT 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 12 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.