



SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI

REF. NO: PROC/SIAG/2024-25/01

Dated: 24-03-2025

TENDERS NOTICE

SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI, INVITES BIDS ON SINGLE STAGE ONE ENVELOP PROCEDURE 46 (1) OF SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (AMENDED TILL DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES. FROM THE CONTRACTORS / MANUFACTURES / SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25 & 2025-26.

SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF TENDER:

S. #	Tender Name	Tender Fee	Bid Security	Issuance of Tender Documents	Submission of Tender Documents on EPADS SPPRA	Opening of Tender
1	Procurement of Drugs / Medicines / Surgical / Disposables Endoscopy Medical Accessories and Other Miscellaneous Items on Framework Contract Basis (SPPRA Rule 15(B)) Ref# PROC/SIAG/(D&M-01)/2024-25 & 2025-26	Rs. 5,000/- (Each)	05% of Quoted Amount	From 28-03-2025 To 16-04-2025 Till 4:00 PM	Till 16-04-2025 Upto 11:00 PM	17-04-2025 at 11:30 AM Respectively
2	Local Purchase of Drugs / Medicines / Surgical / Disposables/Endoscopy Medical Accessories and Other Miscellaneous Item On 24/7 Emergency Basis Ref# PROC/SIAG/(D&M-02)/2024-25 & 2025-26					
3	Provision of Health Takaful Services Ref# PROC/SIAG/(OSR-01)/2024-25 & 2025-26					
4	Provision of Group Life Takaful Ref# PROC/SIAG/(OSR-02)/2024-25 & 2025-26					

1. COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY - SIAG, KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY - SIAG. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://PORTALSINDH.EPROCURE.GOV.PK) AND WWW.SIAGPK.ORG.
2. SUBMITTED BIDS WILL BE OPEN THROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY - SIAG, KARACHI.
3. THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
4. IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
5. TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
6. BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 16-04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY - SIAG, KARACHI.
7. ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
8. THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

EXECUTIVE DIRECTOR / D.D.O

SINDH INSTITUTE OF ADVANCE
ENDOSCOPY & GASTROENTEROLOGY-
SIAG, KARACHI

I WORK FOR SINDH
www.iworkforsindh.com

INF/KRY/967/25

THE EXPRESS

TRIBUNE

PARTNER OF

The New York Times

INTERNATIONAL EDITION

Wednesday

MARCH 26, 2025

RAMAZAN 25, 1446 A.H.

Rs50

tribune.com.pk

KARACHI

ٽینڊر نوٽیس

سندھ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي اینڊ گیسٽرونیٽرولاجی (SIAG) کراچی، پاران سنڌل اسٽیج ون انویٽڊ پریٽیکار موجب سنڌ پبلڪ پروکیورمینٽ ریگیولیٽری اتارنی جي فکری 46 (1) (اچ تائین ترمیم لیل) آن لائین پروکیورمینٽ وسیلی سلی ساک رکندڙ فرم کان جیڪی EPADS پر رجسٽر هجن ۽ لاڳو ٿیڪس اختیارین وٽ ٿیڪس ادا ڪندڙ (جي ایس ٽی، این ٽی این، ایف بی آر لسٽ ۽ ایس آر بی) هجن ۽ گهریل تجریر رکندڙ هجن اهڙن لیکیڊلرن/مینوفیکچررز/سپلائرز/مجاز دستریبیوئرز وغیرہ کان مالی 2024-25 ۽ 2025-26 لاءِ واک گهرائین ٿا.

آن لائین واک پیش ڪرڻ/ڪولڻ جو شیڊیول:

Sr	ٽینڊر جو نالو	ٽینڊر فی سیکیورٹی واک	ٽینڊر دستاويز ٽینڊر ڪرڻ	ٽینڊر دستاويز ٽینڊر ڪرڻ
1	پروکیورمینٽ آف ڊرگس/میڊیسن/سرخیڪل/ڊسپوزیبل اینڊواسکوپي، میڊیڪل اوزار ۽ بیبا گڈیل آئمر ڪانٽریڪٽ جي بنیاد تي فریم ورک سان. (B) 15 SPPRA Ref# PROC/SIAG/ (D&M-01)/2024-25& 2025-26	5000	05%	28-3-2025
2	لوکل پریچیز ڊرگس/میڊیسن/سرخیڪل/ڊسپوزیبل اینڊواسکوپي میڊیڪل اوزار ۽ بیبا گڈیل آئمر 24/7 فیمرجنسی بنیاد تي. Ref# PROC/SIAG/ (D&M-02)/2024-25& 2025-26	ریبا (هرهڪ) واک رقم	کان 16-4-2025	16-4-2025
3	پروویژن آف هیلٿ ٽفائل سروسز Ref# PROC/SIAG/ (OSR-01)/2024-25& 2025-26			
4	پروویژن آف گروپ لائف ٽفائل Ref# PROC/SIAG/ (OSR-02)/2024-25& 2025-26			

1. ٽینڊر دستاويزن جو مکمل سیٽ جنهن ۾ تفصیل ۽ شرط ۽ ضابطا ڄاڻايل آهن، POQ سمیت سنڌ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي اینڊ گیسٽرونیٽرولاجی ۽ SIAG کراچی وٽان پي آرڊر مٿي ڄاڻايل هر هڪ لاءِ بحق سنڌ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي اینڊ گیسٽرونیٽرولاجی (SIAG) کراچی جي حق جاري لیل ادا ڪرڻ سان حاصل ڪري سگهجن ٿا. ٽینڊر دستاويز ایس پی پی آر اي جي ویب سائیت <https://portalsindh.eprocure.gov.pk> ۽ www.siagpk.org تان پڻ ڏٺون لوڙ ڪري سگهجن ٿا.

2. واک لکي پروکیورمینٽ آن لائین وسیلی ساڳي ٽینڊر تي مٿي ڄاڻايل موجب سنڌ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي اینڊ گیسٽرونیٽرولاجی (SIAG) کراچی ۾ پیش ڪیا وڃن.
3. ٽینڊر پروکیورمینٽ ڪمیٽي پاران اي پروکیورمینٽ ایس پی پی آر اي رولز تحت کولیا ويندا.
4. ڪنهن موڪل هئڻ جي صورت ۾ ٽینڊر ورنڊڙ ڪم ڪار واري ٽینڊر تي وصول ڪیا /اماتیا ۽ کولیا ويندا.
5. ٽیڪنیڪل ۽ فنانشل پروپوزل EPADS ایس پی پی آر اي جي ویب سائیت تي واک دستاويزن موجب آن لائین ایلوڊ ڪیون وينديون.
6. واک سیکیورٹی لازمی طور هارڊ ڪاپي سان گڏ مٿي ڄاڻايل ایڊریس ۾ هر هڪ لفافي سان مهربند جدا ٽینڊر ۾ پیش ڪرڻي پوندي. پیش ڪرڻ جي آخري تاریخ 16-04-2025 شمار 04:00 وڳي تائین ٽینڊر ڪولڻ کان اڳ تائین آهي. واک سیکیورٹی بحق سنڌ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي اینڊ گیسٽرونیٽرولاجی (SIAG) کراچی جي جاري لیل شامل هئڻ گهرجي.
7. سموري واک ۾ حڪومت پاران لاڳو ٿیڪس شامل هئڻ گهرجن.
8. بل مان ڪوتري حڪومت جي لاڳو ٿیڪس موجب ڪئي ويندي.

ایگزیکيوٽو ڊائریڪٽر

سندھ انسٹیٹیوٹ آف ایڊوانسڊ اینڊواسکوپي

اینڊ گیسٽرونیٽرولاجی SIAG، کراچی

INF/KRY No.967/2025

ABC
Certified

The Largest Circulated Sindhi Daily of Pakistan

DATA
KAWISHI

روزانہ
Daily Kawish
Hyderabad

ہفت روزہ کراچی، حیدرآباد ۽ سرگرم شائع ٿيندڙ پهرين سنڌي اخبار

(جلد 35) اربع 26 مارچ 2025 ۽ بمطابق 25 رمضان المبارک 1446ھ (شمارو 235) قیمت 40 روپيا

Wednesday, 26 March, 2025



سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی (SIAG)، کراچی
REF.NO.PROC/SIAG/2024-25/01 Dated:24-03-2025



ٹینڈر نوٹس

سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی (SIAG)، کراچی مالیاتی سال 2024-25 اور 2025-26 کیلئے معروف فرمز جو EPADS SPPRA میں لازماً رجسٹرڈ اور قابل اطلاق ٹیکس اختیار (GST)، FBR، NTN لسٹ اور (SRB) کے ٹیکس ادا کنندہ ہوں اور متعلقہ تجربہ اور صلاحیتوں کے حامل کنٹریکٹرز/مینیجرز/سپلائرز/مجازی مشینری بیورو وغیرہ سے ای-پروکیورمنٹ آن لائن جمع کرانے کے ذریعے سندھ پبلک پروکیورمنٹ ریگولیٹری اتھارٹی (ترمیم شدہ تاحال) کے ایک مرحلہ ایک لفافہ طریقہ (I) 46 پر پیشکشیں طلب کرتا ہے۔
آن لائن پیشکش جمع کرانے/ٹینڈر کے آن لائن بھلنے کیلئے شیڈول

نمبر شمار	نام ٹینڈر	ٹینڈر فیس	بڈ سکورنگ	ٹینڈر دستاویزات کا اجراء	EPADS SPPRA پر ٹینڈر دستاویزات کا جمع کرانا	ٹینڈر کھلانا
1-	فریم ورک کنٹریکٹ بنیاد پر ڈرگز/ ادویات/ سرجیکل/ ڈسپوزیبل/ اینڈ واسکوپل اینڈ میکینیکل ایکسیسریز اور دیگر متفرق آئٹمز کا حصول (SPPRA) رول (B) 15 (I) فرس 2024-25&2025-26# PROC/SIAG/(D&M-01)					
2-	124/7 ایمرجی بنیاد پر ڈرگز/ ادویات/ سرجیکل/ ڈسپوزیبل/ اینڈ واسکوپل اینڈ میکینیکل ایکسیسریز اور دیگر متفرق آئٹمز کی لوکل پراجیز ریفرنس نمبر 2024-25&2025-26# PROC/SIAG/(D&M-02)					
3-	ہیلتھ کال سروسز فراہمی ریفرنس نمبر 2024-25&2025-26# PROC/SIAG/(OSR-01)					
4-	گروپ لائف کال فراہمی ریفرنس نمبر 2024-25&2025-26# PROC/SIAG/(OSR-02)					

BOQ-1، تصریح اور قواعد و ضوابط پر مشتمل ٹینڈر دستاویزات کا مکمل سیٹ ہر ایک کیلئے مندرجہ بالا ہے آرڈر بحق سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی SIAG سے خریداجاسکتا ہے۔ ٹینڈر دستاویزات SPPRA ویب سائٹ <https://portalsindh.eprocure.gov.pk> اور www.siangpk.org سے ڈاؤن لوڈ بھی کی جاسکتی ہیں، 2۔ جمع کرائی گئی پیشکشیں (مندرجہ بالا اسی وقت اور یوم کو ای-پروکیورمنٹ آن لائن کے ذریعے سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی SIAG کراچی میں کھولی جائیں گی، 3۔ ٹینڈر راء ای-پروکیورمنٹ SPPRA روز کے مطابق پروکیورمنٹ میٹنی کی جانب سے کھولے جائیں گے، 4۔ تعطل یا کسی حادثہ کی صورت میں، ٹینڈر زد دینے کے شیڈول کے مطابق آئندہ یوم کار پر حاصل/جمع کئے/کھولے جائیں گے، 5۔ ٹیکنیکل اور فنانشل پروپوزل، بڈنگ دستاویزات میں صراحت کردہ کے مطابق EPADS SPPRA ویب سائٹ پر آن لائن اپ لوڈ کرنے ہوں گے، 6۔ بڈ سکورنگ لازماً آج ہی ایک ٹینڈر کیلئے ایک سربراہ لائف میں مندرجہ بالا پتا پر بارڈر کال میں جمع کرائی جائے، جمع کرانے کی ڈیڈ لائن ٹینڈر بھلنے کے ایک یوم قبل 16-04-2025 شام 4:00 بجے تک ہے، بڈ سکورنگ، سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی SIAG کراچی کے حق میں بنائی جائے، 7۔ تمام پیشکشوں میں ہر کاری ٹیکس (آگرا قابل اطلاق ہوں) شامل کرنے ہوں گے، 8۔ سرکاری روز کے مطابق بلز میں سے کوئی کی جائے گی۔

دستخط

ایگزیکٹو ڈائریکٹر/D.D.O، سندھ انسٹی ٹیوٹ آف ایڈوانسڈ اینڈ واسکوپل اینڈ گیسٹر وائٹرو لوجی SIAG کراچی

INF/KRY-No.967/25

1 WORK FOR SINDH



SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI

REF. NO: PROC/SIAG/2024-25/01

DATED: 24/03/25

The Director Information (Advertisement),
Information Department,
Government of Sindh,
Barrack No. 96,
Karachi.

SUBJECT: ADVERTISEMENT OF TENDER

24/03/25
REV INCHARGE
Advertisement Section
Information Department
Govt. of Sindh, Karachi

Enclosed please find attached herewith seven copies of the following NIT- Reference # **PROC/SIAG/2024-25/01**, Dated: **24-March-2025** for getting the same printed, in three leading Newspapers, preferably Daily DAWN (English), Daily Jang (Urdu) & Daily Kawish (Sindhi) for advertisement as early as possible.

One copy each of the Newspapers containing the advertisement in question may please sent to this department for further action in the matter.

EXECUTIVE DIRECTOR / D.D.O
SINDH INSTITUTE OF ADVANCE ENDOSCOPY
& GASTROENTEROLOGY-SIAG, KARACHI

Copy submitted to the following for information and necessary action please;

1. PS to Secretary Health, Government of Sindh, Karachi.

SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI

REF. NO: PROC/SIAG/2024-25/01

DATED: 24/03/25

TENDER NOTICE

SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI, INVITES BIDS ON SINGLE STAGE ONE ENVELOP PROCEDURE 46 (1) OF SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (AMENDED TILL DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES, FROM THE CONTRACTORS /MANUFACTURES /SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25& 2025-26.

SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF TENDER:

S. #	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
1.	Procurement of Drugs / Medicines / Surgical / Disposables/Endoscopy Medical Accessories and Other Miscellaneous Items on Framework Contract Basis (SPPRA Rule 15(B)) Ref # PROC/SIAG/(D&M-01)/2024-25 & 2025-26	Rs. 5,000/- (Each)	05% of Quoted Amount	From 28-03-2025 To 16-04-2025 Till 4:00 PM	Till 16-04-2025 Upto 11:00 PM	17-04-2025 at 11:30 AM Respectively
2.	Local Purchase of Drugs / Medicines / Surgical / Disposables/Endoscopy Medical Accessories and Other Miscellaneous Item On 24/7 Emergency Basis Ref # PROC/SIAG/(D&M-02)/2024-25 & 2025-26					
3.	Provision of Health Takaful Services Ref # PROC/SIAG/(OSR-01)/2024-25& 2025-26					
4.	Provision of Group Life Takaful Ref # PROC/SIAG/(OSR-02)/2024-25& 2025-26					

- COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY-SIAG,KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY-SIAG.TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://PORTALSINDH.EPROCURE.GOV.PK) AND WWW.SIAGPK.ORG.
- SUBMITTED BIDS WILL BE OPENTHROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY-SIAG, KARACHI.
- THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
- IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
- TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
- BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 16th-04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SINDH INSTITUTE OF ADVANCE ENDOSCOPY & GASTROENTEROLOGY-SIAG, KARACHI.
- ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
- THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

EXECUTIVE DIRECTOR / D.D.O
SINDH INSTITUTE OF ADVANCE ENDOSCOPY
& GASTROENTEROLOGY-SIAG, KARACHI

A COPY IS FORWARDED FOR INFORMATION TO:

- NOTICE BOARD

STANDARD BIDDING DOCUMENTS



GOVERNMENT OF SINDH

SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI

TENDER TITLE:

**PROVISION OF GROUP LIFE TAKAFUL
SERVICES**

TENDER REFERENCE #

PROC/SIAG/(OSR-02)/2024-25

NOTE:

- 1. TENDER FEE: RS. 5,000/-(NON-REFUNDABLE) IN SHAPE OF PAY ORDER IN FAVOR OF SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI SHOULD SUBMIT TO PROCUREMENT DEPARTMENT IN PROPERLY MARKED SEALED ENVELOPE.**
- 2. IN ALL PROCUREMENTS OF SIAG THROUGH ELECTRONIC BID SUBMISSION. IT IS MANDATORY FOR ALL BIDDERS TO GET REGISTERED AT EPADS SPPRA.**
- 3. NO TENDER WILL BE ACCEPTED AFTER CLOSING TIME IN EPADS SPPRA.**
- 4. ALL THE PARTICIPANTS MUST SIGN EACH & EVERY PAGE OF BID DOCUMENTS, ELSE OFFER WILL BE REJECTED.**

TABLE OF CONTENT

S.#	DESCRIPTION	PAGE
1.	TITLE	01
2.	TABLE OF CONTENT	02
3.	BIDDING DATA	03
4.	INSTRUCTIONS TO BIDDERS	04 – 08
5.	TERMS & CONDITIONS OF TENDER	09–13
6.	SPECIAL INSTRUCTION	13
7.	BID EVALUATION CRITERIA (ANNEXURE-A)	14 – 15
8.	TECHNICAL EVALUATION CRITERIA (MARKING)	16
9.	SCHEDULE OF REQUIREMENT (ANNEXURE-B)	17
10.	BRIEF INTRODUCTION OF THE BIDDING ORGANIZATION (ANNEXURE-C)	18
11.	MAJOR CLIENTS LIST (ANNEXURE-D)	19
12.	FINANCIAL BID (ANNEXURE-E)	20
13.	BID LETTER FORM (ANNEXURE-F)	21
14.	FORM OF AGREEMENT (ANNEXURE-G)	22 – 23
15.	PERFORMANCE SECURITY FORM (ANNEXURE-H)	24 – 25
16.	AFFIDAVIT (ANNEXURE-I)	26
17.	INTEGRITY PACT (ANNEXURE-J)	27

BIDDING DATA SHEET

Procuring Agency	Sindh Institute Of Advanced Endoscopy & Gastroenterology (SIAG), Karachi.
Address	Dr. K.M. Ruth Pfau, Civil Hospital, Karachi
Bid Validity	90 Days, as per SPPRA Rule 2010 (amended till date)
Amount of Bid Security	5% of Total Bid Quoted Price
Last date of Selling of Bid	As per mentioned in NIT
Date of Submission of Bid	As per mentioned in NIT
Place of Submission	Electronic Bid Submission at EPADS SPPRA.
Performance Security	10% of the Contract Value
Language of Bid	English
Currency of Bid	PKR
Bidding Procedure	Single Stage One Envelope Procedure 46(1)
Advance Payment	No Advance Payment will be allowed
Period of Completion	Bids must remain valid for 90 days after the opening date and may be extended as per SPPRA Rules
Liquidity Damages	@0.03 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.
Inspection Authority	Nominated Inspection Committee of SIAG, Karachi.
Place of Delivery	Store Department of SIAG, Karachi.

INSTRUCTIONS TO BIDDERS

1. **Invitation to Bid: Sindh Institute of Advanced Endoscopy & Gastroenterology (SIAG), Karachi** invites bids using the **Single Stage One Envelope Procedure** as per the **Sindh Public Procurement Rules 2010** (amended). Interested **Manufacturers, Importers, Sole Agents, or Authorized Distributors** must be registered with **EPADS SPPRA** and be taxpayers with relevant authorities (GST, NTN, FBR, SRB where applicable). Experience requirements are detailed in **Annexure-A** of the bid document.
2. **Submission of Tender Fee and Bid Security:** Tenders will only be considered if the **Tender Fee** and **Bid Security** are submitted before the bid opening date & time at **EPADS SPPRA**.
3. **Complete Tender Documents:** Bidders must ensure that the tender documents they receive are complete. A thorough check of the **Table of Contents** is essential.
4. **Site Visit and Document Review:** Bidders should visit the site at their own expense to understand the project fully. Any missing details or specifications should be obtained from the **Planning & Procurement Department** before bidding. Once a bid is submitted, it is assumed that no further clarification was needed.
5. **Submission of Tender Fee:** A **pay order** for the tender fee, made out to **Sindh Institute of Advanced Endoscopy & Gastroenterology (SIAG), Karachi**, must be submitted before the bid opening at the **Planning & Procurement Department, SIAG**. Failure to do so will result in rejection of the bid.
6. **Submission of Bid Security:** A **Bid Security** in the form of a **pay order** from a scheduled bank must be submitted in favor of **Sindh Institute of Advanced Endoscopy & Gastroenterology (SIAG), Karachi** before the bid opening at **EPADS SPPRA**.
7. **Proper Submission of Bid Documents:** The original bid must be typed or written in permanent ink. The person signing the bid must initial every page, with their name and designation clearly indicated.
8. **Pricing:** Bidders must include the unit price (where applicable) and total price in Pakistani Rupees (PKR) for all goods/services they plan to supply.
9. **No Bid Changes After Opening:** Bids cannot be altered or modified after they have been opened. However, the **Procuring Agency** may ask for clarifications that do not affect the core content of the bid.

- 10. Right to Reject Bids:** The **Procuring Agency** reserves the right to reject any or all bids before acceptance. Reasons for rejection can be communicated upon request, but there is no obligation to justify the decision.
- 11. Inclusive Pricing:** The quoted price should cover all expenses, including taxes and other obligations. If there are any calculation errors, the tender price will be corrected accordingly.
- 12. No Unauthorized Changes:** Unauthorized changes in the tender documents will result in rejection of the bid.
- 13. Clarifications and Revisions:** Any revisions or changes to the tender documents will be issued by the authority as an official **Addendum/Corrigendum**. Bidders must sign and return these with their tender documents.
- 14. One Rate Per Work:** Bidders must quote only one rate for each item of work, based on the specifications in the tender. Any handwritten changes or corrections must be signed.
- 15. Submission of Complete Documents:** All required documents must be submitted, signed, stamped, and priced, in line with the deadlines specified in the bid data.
- 16. Contract Agreement:** Winning bidders will be required to sign a **Contract Agreement** as outlined in the tender document but that document is only sample for reviewing final document should be incorporating all bids related terms & conditions and industry norms.
- 17. No Contact After Bid Opening:** Bidders are not allowed to contact the **Procuring Agency** after the bid opening, except in writing if additional information is needed.
- 18. Forfeiture of Bid Security:** The **Bid Security** will be forfeited if a bidder withdraws their bid after the opening or fails to sign the contract within the required time if their bid is accepted.
- 19. Conditional Tenders Not Allowed:** Conditional tenders and tenders without bid security will not be considered.
- 20. Bid Validity:** Bids must remain valid for 90 days after the opening date and may be extended as per **SPPRA Rules**.
- 21. No Hand-Delivered or Mailed Bids:** Bids must be submitted electronically via **EPADS SPPRA**. Hand-delivered or mailed bids will not be accepted.
- 22. Evaluation of Bids:** Bids will be evaluated based on the criteria outlined in the tender terms and conditions, criteria and its clauses.

- 23. Fixed Prices:** Once quoted, prices shall remain fixed during the contract period. However, if a newly imposed tax or an increase in existing taxes by the Government significantly impacts costs, the bidder may request a price adjustment by submitting a formal justification to the procuring agency. The committee will review the request and assess the revised price against the second-tier bidder's bid, if available. If the first-tier bidder's revised price is higher and the second-tier bidder agrees to supply at their quoted price, the committee may recommend canceling the first-tier bid and awarding the contract to the second-tier bidder, subject to the Executive Director/Designated Drawing Officer's approval. Until a decision is made, the original contract terms remain binding.
- 24. Contract Period:** The quoted prices must be valid for the entire contract period, which is one year (or until the next tender is finalized). Orders will be placed based on demand from SIAG and its satellite centers.
- 25. Inclusive of Taxes:** Quoted prices must include all applicable taxes, which will be deducted from the contractor's bill.
- 26. Government Taxes:** Applicable government taxes, including income tax, sales tax, and stamp duty, will be affixed to bills or contract agreements.
- 27. Paginated Documents:** All submitted documents must be paginated and flagged, with details mentioned in the index. Non-compliance may lead to bid rejection.
- 28. Firm Prices:** The bidder must quote a firm price for each item, stated both in figures and words, for free delivery to SIAG and its satellite trauma centers.
- 29. Fixed Distributor:** Once a distributor is nominated by the manufacturer/importer, they cannot be changed during the contract period.
- 30.** The manufacturer / importer of sub-standard adulterated spurious, counterfeit, misbranded or contaminated medicine(s) item(s) etc., may be black listed by the competent authority (as per Rule-35 and relevant rules / regulations / polices / instructions of SPPRA).
- 31. Single Representation:** No manufacturer/importer is allowed to authorize their distributor or any other entity to quote the same item that they are bidding for themselves. Failure to comply will result in the rejection of both bids.
- 32. Period of Contract:** Initially contract shall be signed for a period of one year (12 months), however, contract can be extended with mutual agreement for a period of further one year (12 months). **The contract may further be renewed for next year on mutual consent** of both the parties on annual basis, maximum up to three years. Subject to the Satisfactory Performance. The Takaful Company is bound to provide

services for extended contract period. Upon signing of agreement with successful bidder, the filled bidding documents will be part of agreement.

- 33.** The Performance Security / Guarantee of the Takaful Company shall be forfeited, in case of Takaful Company fails to provide the satisfactory services. The Performance Security / Guarantee of the Takaful Company shall be returned after successful completion of contract and settlement of all claims by the Takaful Company.

34. Commencement of Takaful Coverage: -

- a. Takaful coverage shall commence w.e.f. Award of Tender.
- b. SIAG shall provide the complete details of employees at least one month prior to commencement of Takaful Coverage.
- c. The Takaful Company shall arrange preparation of necessary documents and Letter to the insured person well before commencement of Takaful coverage.
- d. The Takaful Company shall ensure the delivery of coverage letter and claim filing process and other relevant information to the insured person well before commencement of Takaful coverage.

35. Processing of Claim: -

- a. The Takaful Company shall start processing the claim within a working day of receipt of claim.
- b. The Takaful Company can only demand agreed documents for processing of claim.
- c. The Takaful Company shall ensure the payment of claim within 15 days, subject to fulfillment of minimum required formalities.

SIAG will assist in the provision of the framework outlining the list of employees to be insured along with their required benefits to be covered. SIAG, however, will bear the cost of premium based on the details provided under the scope of work. Other main responsibilities of the Insurer(s) are as under:

- 36.** To provide life Takaful services in line with the scope of work as well as the signed agreement between the successful insurer and the procuring agency i.e SIAG;
- 37.** Any Premium left at the end of the contract agreement will be return back within 7 working days in the shape of pay order in favor of SIAG.
- 38.** Arrangement of an Orientation Session for the SIAG employees regarding their limits / ceiling of Takaful Benefits, procedure / SOP for claim settlement and distribution of brochures among the employees.
- 39.** Processing of claim settlement / disbursement of payments must be carried out by the Company from its Karachi Office.

40. Note:

Financial proposal must be submitted on company letter head duly signed and stamped. Bidder is required to type their offer in figure and as well as in words of the total amount; else the offer would be rejected.

SIAG reserves the right to accept or reject any or all the quotations as per SPPRA rules.

TERMS & CONDITIONS

- 1. Performance Security:** Successful bidders must submit **Performance Security** in the form of a **Pay Order, Demand Draft, or Bank Guarantee** in favor of **SIAG, Karachi** (amount specified in the bidding data). The security deposit will be returned after successful completion of the supply and contract period. Failure to comply with the contract terms at any stage may result in the forfeiture of the security deposit.
- 2. Inclusive of Taxes:** The bid price should include all applicable government taxes excluding **Withholding Tax**.
- 3. Delivery Location:** The bidder is responsible for the free delivery of items to the **SIAG** in Karachi. Failure to deliver as agreed will result in the forfeiture of the security deposit.
- 4. PAYMENT:** Contractor / Takaful Firm submit Annual Premium invoice quadrilateral in advance to the Finance and Accounts Department of SIAG.
- 5. Disqualification for False Information:** The **Procurement Committee** reserves the right to disqualify any bidder if it is found that false or misleading information was provided about the bidder's qualifications, competence, or experience.
- 6. Adjustment of Quantities:** The **Procuring Agency** reserves the right to increase, decrease, or remove items or quantities without changing the unit price or other terms.
- 7. Correction of Errors:** In case of an arithmetic error, the **unit price** will prevail, and the total price will be adjusted accordingly. If the bidder does not accept the correction, their bid may be rejected, and the bid security forfeited.
- 8. Sales Tax Deductions:** As per Government policy.
- 9. Bid Security Requirement:** Bids submitted without **Bid Security** will not be considered. If a bidder fails to submit performance security within seven days of receiving the **Letter of Acceptance**, their bid security will be forfeited.
- 10. Estimated Quantities:** The quantities listed are estimates and may change based on the approved budget and the discretion of the **Procurement Committee**.
- 11. Compliance with Specifications:** All items must comply with the specifications and instructions provided in the tender documents.

- 12. Signing of Integrity Pact:** Bidders must sign and stamp the **Integrity Pact** included in the bidding documents. Failure to do so will result in rejection of the bid.
- 13. Liquidated Damages for Delays:** If the supplier fails to deliver goods or services on time, **liquidated damages** will be applied, as outlined in the bidding data, until delivery is completed. Repeated delays may result in contract termination.
- 14. Prompt Delivery:** Bidders are required to strictly comply with the delivery timelines outlined in the "Schedule of Requirements." Failure to provide precise and accurate delivery timelines as per the specified clauses will result in bid rejection for non-compliance.
- 15. Final Technical Evaluation:** The technical evaluation will be carried out by the **Procurement Committee** based on the **ANNEX-A**. The committee's decision will be final.
- 16. Purchaser's Right to Adjust Quantities:** **SIAG** reserves the right to increase or decrease the quantity of goods/services at the time of contract award and even during the contract period without changing the unit price.
- 17. Purchaser's Right to Accept/Reject Bids:** **SIAG** reserves the right to accept or reject any bid or cancel the tender altogether in accordance with **SPPRA Rules 2010 (amended)**.
- 18. Grievances and Dispute Resolution:** Any grievances or disputes will be resolved according to **SPPRA Rules 2010 (amended)**.
- 19. Bid Evaluation:** Bids will be evaluated based on the criteria mentioned in **Annexure A**.
- 20. Alternative Bids:** Not allowed.
- 21. Joint Venture:** Bids submitted under Joint Venture (JV) will not be considered and rejected as ineligible bidder.
- 22. Tax Exemptions:** If the Bidder / Suppliers require Tax exemption facility regarding non deduction of Advance Income Tax vide CR No. 1(10) WHT/2001, dated 11th April, 2002, the required documents shall be submitted. The copy of the exemption certificate issued by the concerned authority must be attached and on a copy of Bill of Entry duly attached.

- 23.** Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder's performance of services. Bids against the Government Rules and Policy, Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will not be considered and will be rejected.
- 24.** The SIAG reserves the right to increase / delete the number of lives to be covered on the same rates and terms and condition of the Contract Agreement.
- 25.** Premium for New lives to be Added / Deleted or Plan Revise shall on the same rates as per Premium Rates quoted in the Bid.
- 26.** In case of return or withholding of Claim for Reimbursement, a formal intimation by letter or email would be required by the Takaful Company describing the reason for return or withholding.
- 27. Payment:** Payment of Premium shall be processed on quarterly basis by cross Cheque in favor of Takaful Company. The Takaful Company shall submit the following documents along with the Invoice:
- Original Invoice in triplicate with the supporting sheet of the Premium calculation per insured person.
 - Copy of the Signed Contract.
 - List of Insured Employees
 - Valid Tax Exemption Certificate (if any)
 - SIAG withhold Tax applicable on takaful service (If any)
- 28. Profit Sharing:** Any Profit / Premium left at the end of the Contract Agreement will be returned after successful completion of takaful contract OR adjust in new contract.
- 29. Termination & Cancellation of Contract:** If the TAKAFUL Company fails to provide the satisfactory services, the SIAG shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The SIAG shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.
- 30. Arbitration:** Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the SIAG and TAKAFUL Company. Should the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the SIAG and TAKAFUL Company

within fifteen (15) days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

31. Applicable Laws: The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi – Pakistan shall have exclusive jurisdiction.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

CNIC NO. _____ **(Copy must be attached).**

Full Address _____

Rubber Stamp _____

SPECIAL INSTRUCTION

1. Bidder must read all the contents of Bidding Document and understand all the requirements.
2. Bidder Original Pay Order / Bank Draft should be submitted prior to the opening of the bid in EPADS SPPRA at office of Planning & Procurement Department, **SIAG - Karachi**.
3. There should not be any over-writing, double writing, crossed, additional conditions.
4. Rates are to be quoted clearly in digits as well as in words.
5. Each document / paper uploaded in EPADS SPPRA by the bidder shall be signed / stamped.
6. Bids shall be submitted in accordance with **Single Stage – One Envelope Procedure**.
7. Bidder shall prepare one envelope for Technical as well as Financial Proposal.
8. Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the Technical / Financial Proposal accordingly.
9. Bidder(s) must write the “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” on the face of sealed envelopes containing relevant bid/offer in it. Only the soft copy of technical & financial proposal should also be provided in the form of USB showing the name of the TAKAFUL Company.

CRITERIA FOR EVALUATION OF BID

(Bidders are required to submit following documents in mentioned sequence)

TECHNICAL EVALUATION CRITERIA (MANDATORY)			
S.#	List of Documents	Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the SBD. 1. Attached authorized person CNIC copy. 2. Signed & stamped each and every page of Terms & Condition & all bidding documents. (If compliance of above points not found offer will be rejected).		
2.	Complete profile and history of the Bidder / Participant including complete address and complete details of Directors including their CNIC Numbers;		
3.	Registration with Income Tax – NTN (Attach Valid Certificate)		
4.	Copy of Financial year Paid Income tax and return (Recent Last Three Years)		
5.	Complete details of turn-over of at least LAST THREE YEARS		
6.	Audited Financial Statement of the bidder for LAST THREE YEARS .(i.e as on June 30, 2022, June 30, 2023, June 30, 2024)		
7.	Certificate of Incorporation issued by the Securities & Exchange Commission of Pakistan (SECP)		
8.	Copy of Financial year Paid Income tax and return (Recent Last Three Years)		
9.	Copy of recent documents in respect of PACRA / JCR-VIS Rating .		
10.	a) General Sales Tax (Mandatory) b) Sindh Sales Tax (If applicable) / Sindh Board of Revenue (Registration is not required for procurement of Goods)		
11.	List of present <u>CORPORATE CLIENTS</u> of Group Life TAKAFUL with name and contact persons, cell/telephone numbers, addresses and total number of employees of that each client. Provide the document evidence in the form of satisfactory certificate or work order.		
12.	Copies of Work Orders and signed Agreements of clients (last three years as proof of experience in Life TAKAFUL).		
13.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / Autonomous body or Private Sector Organization anywhere in Pakistan. (Undertaking should be as per given sample as per attached Table of Content Point # 11). (ANNEXURE-I)		

S.#	List of Documents	Yes	No
14.	Submission of undertaking on legal valid and attested stamp paper on duly notarized to the effect that any director of the TAKAFUL Company is not awarded any punishment from any Court of Law.		
15.	Submission of undertaking on legal valid and attested stamp paper the effect that the bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.		
16.	Bid security Original Pay Order / Bank Draft should be submitted prior to the opening of the bid in EPADS SPPRA at office of Planning & Procurement Department, SIAG - Karachi .		

NOTE:

1. The bids not responsive to the above **MANDATORY ELIGIBILITY CRITERIA** shall not be eligible for further **Technical Evaluation**. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.

TECHNICAL EVALUATION CRITERIA (MARKING)

BID EVALUATION CRITERIA:

1. The following merit point system for weighing evaluation factors / criteria.

Bidders achieving minimum **80% points / marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

S.#	Details	Maximum Marks
<u>Technical Bid Maximum Score</u>		100
1.	Working Experience in the Takaful required (Incorporation certificate) from the date of constitution of company: <ul style="list-style-type: none">• 12 or more years' experience = 20 marks• 07 to 11 years' experience = 10 marks• 04 to 06 years' experience = 05 marks	20
2.	Total number of Active Corporate Clients receiving Takaful Services till 31st-December-2024. (Credible Documentary Evidence Must Be Provided) <ul style="list-style-type: none">• 500 and above = 20 marks• 200 and above = 10 marks• 100 and above = 05 marks	20
3.	Financial soundness of the firm of doing business in last three years. (Average Underwritten Business of Last Three Years) <ul style="list-style-type: none">• Rs. 7 Billion or more = 20 marks• Rs. 5 Billion or more = 10 marks• Rs. 3 Billion or more = 05 marks	20
4.	Paid up capital of the company as on 31-12-2024. (Audited Financial Statement Must be provided). <ul style="list-style-type: none">• PKR: 1.2 Billion and above: 20 Marks• PKR: 700 Million and above: 10 Marks• PKR: 400 Million and above: 05 Marks	20
5.	Credit rating by PACRA / JCR-VIS: <ul style="list-style-type: none">• AAA, AA+, AA, AA-, A+ = 20 marks• A, A- = 10 marks• B+ B, B- = 05 marks	20

PROVISION OF GROUP LIFE TAKAFUL FOR SIAG
EMPLOYEES PRICE SCHEDULE FOR SIAG, KARACHI DURING THE
FINANCIAL YEAR 2024-25

SIAG requires Group Life Takaful for its employees according to their category for period of 12 Months (One Year) as per the given detail: Takaful Policy will be extended / renewed on mutual understanding on same terms & Conditions and rates.

STAFF STRENGTH:

TOTAL STAFF
100

No. Of Employees	100
Minimum Age Of Entry of Coverage	18
Maximum Age Of Expiry of Coverage	75
Unit Rates Maximum Age	75
Free Cover Limit Maximum Age	75
Basic Death Benefit	3,000,000
Accidental Death Benefit (Including Terrorism Coverage)	5,000,000
Accidental Disability (PTD/PPD) (Including Own Occupation Disability Cover)	100% of Basic Death Benefits
Accidental Disability (TTD)	100% of Gross Salary
Natural Disability (PTD-N) (Including Own Occupation Disability Cover)	100% Basic Death Benefits
Terminal Illness Benefit	50% of Basic Death Cover Maximum Up to Rs. 1,000,000

Brief Introduction of the Bidding Organization

Sr.	Requirements	Descriptions
1.	Name of the Company	: _____
2.	Date of Establishment	: _____
3.	Corporate Status (Projector / Partnership / Pvt. Ltd. / Ltd	: _____
4.	Company Registration No.	: _____
5.	N.T.N No.	: _____
6.	G.S.T No.	: _____
7.	Name of Owner/Proprietor/MD/CEO	: _____
8.	CNIC No.	: _____
9.	Mailing Address (Registered and Operational Offices)	: _____
10.	Contact/Cell No(s).	: _____
11.	Fax No(s).	: _____
12.	Email Address	: _____
13.	Bank Name & Account No. (for which statement is enclosed)	: _____

Company's Stamp	Signature

List of Top 10 Major Clients List in Takaful.

TAKAFUL SUM

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

FINANCIAL PROPOSAL

(Applicable for the one year)

Name of Bidder: _____

Advertisement Reference: _____

No of Employees	100
Basic Death Benefit	3,000,000
Accidental Death Benefit (Including Terrorism Coverage)	5,000,000
Accidental Disability (PTD/PPD) (Including Own Occupation Disability Cover)	100% of Basic Death Benefits
Accidental Disability (TTD)	100% of Gross Salary
Natural Disability (PTD-N) (Including Own Occupation Disability Cover)	100% Basic Death Benefits
Terminal Illness Benefit	50% of Basic Death Cover Maximum Up to Rs. 1,000,000
Unit Rate Per 1000	
Total Takaful Sum	
Contribution	

Total Payable Amount in Rupees: _____

Total Payable Amount in words: _____

Note: Please attach the document check list to process the life Takaful claim

Company's Stamp	Signature

BID LETTER FORM

From:
(Registered name and address of the bidder)

To:
Executive Director,
Sindh Institute of Advanced Endoscopy & Gastroenterology (SIAG),
Karachi – 74200

Dear Sir / Madam,

Having examined the bidding document and amendment thereon we the undersigned, offer to provide services to the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated_____

Tender Title: _____

We undertake to provide services / execute the above project or it part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. _____ (Rupees _____) (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by SIAG or its user organization.

If our bid is accepted, we undertake to;

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and
- 3) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 4) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:
Date:

Bidder's signature
and seal

CONTRACT AGREEMENT

Tender Title

This Contract Agreement (hereinafter called the Agreement) made on ____ day of _____Year.

BETWEEN

M/s. _____

A Contractor, having its office at **Bidder's address** (Hereinafter mentioned as **Contractor**), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

SINDH INSTITUTE OF ADVANCED ENDOSCOPY & GASTROENTEROLOGY (SIAG), KARACHI A department under Government of Sindh, having its office at SIAG, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as **“the Client”**, which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. **“Tender Title”** to SAIG Karachi and has necessary know how and staff in the respect.

AND

WHEREAS the Client is desirous of availing the services offered by the contractor for **“Tender Title”** for its premises at the cost of **Rs. _____/-** (The contract amount) as per below mentioned BOQ.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

Item. #	DESCRIPTION	Unit Quantity	Unit	Quoted Rate

- 1. Bidding Documents all terms & conditions**
- 2. Instructions to bidders**
- 3. Bidding Data Sheets**

4. Supply Schedule

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Purchase order(s)/ Letter of Acceptance where applicable.
 - b. The completed Form of Bid along with Schedules to Bid.
 - c. Condition of Contract & Contract Data
 - d. The priced Scheduled of prices
 - e. The specifications
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Contract Price of tender will be Rs: _____/Year;
6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)

FORM OF PERFORMANCE SECURITY (Bank Guarantee)

Guarantee No.: _____

Executed on: _____

Expiry date: _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

Penal Sum of Security (express in words and figures):

Letter of Acceptance No. _____ Dated: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the are e of the said Principal we, the Guarantor above named, are held and firmly bound unto the EXECUTIVE DIRECTOR (ED), SIAG, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall

also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness:

Guarantor (Bank)

1. _____
(Name, Title, Signature & Seal)

Signature:

—

2. _____
(Name, Title, Signature & Seal)

Name: _____
Title: _____

AFFIDAVIT

(On PKR Rs.100/- Stamp Paper)

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
7. **The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.**
8. That undersigned has not employed any child labor in the organization/unit.
9. We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____

For Messrs. [Name of Supplier]

INTEGRITY PACT

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

Contract Number: **NO.**

Dated:

Contract Value: **Rs.**

Contract Title:

M/s. _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **M/s.** _____ 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, SIAG Karachi (PA), except that which has been expressly declared pursuant hereto.

M/s. _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

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

M/s. _____

Executive Director / DDO