

Saturday

JUNE 21, 2025

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KARACHI



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

REF. NO: PROC/SIAG/2024-25/83

Dated: 19-06-2025

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 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-03)/2025-26	Rs. 5,000/- (Each)	05% of Quoted Amount	From 24-06-2025 To 10-07-2025 Till 09:00 AM	Till 10-07-2025 Upto 10:00 AM	10-07-2025 at 11:00 AM Respectively
2	Local Purchase of Drugs / Medicines / Surgical / Disposables/Endoscopy Medical Accessories & Other Miscellaneous Items On 24/7 Emergency Basis Ref# PROC/SIAG/(D&M-04)/2025-26					
3	Provision of Health Takaful Services Ref# PROC/SIAG/(OSR-03)/2025-26					
4	Procurement of General & Miscellaneous Items on Framework Contract Basis (SPPRA Rule 15(B)) Ref # PROC/SIAG/(OTHERS-01)/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 OPEN THROUGH 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 10-07-2025, TILL 10:00 AM. 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.

Sd/-

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

I WORK FOR SINDH
www.iwork4sindh.com



INF/KRY/2046/25



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

REF. NO: PROC/SIAG/2024-25/83
DATED: 19-June-2025

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

SUBJECT: ADVERTISEMENT OF TENDER

Enclosed please find attached herewith seven copies of the following NIT- Reference # **PROC/SIAG/2024-25/83**, Dated: 19-June-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

19/06/2025
B&I Incharge
Information Department
Govt. of Sindh, 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/2024-25/89
DATED: 19 - June - 2025

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- 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:

**LOCAL PURCHASE OF DRUGS / MEDICINES /
DISPOSABLE / ENDOSCOPY MEDICAL
ACCESSORIES ITEMS ON 24/7 EMERGENCY BASIS**

TENDER REFERENCE #

PROC/SIAG/(D&M-04)/2025-26

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.**

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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. **Free Samples:** Bidders must mandatorily provide free samples of all quoted products. Each sample must be clearly marked with the corresponding item number and section of the tender. Failure to properly mark the samples or provide them as required will result in the rejection of the respective item without prior notice. If the absence or improper marking of samples affects the evaluation process, the quoted product will be disqualified.

26. **Sample Submission:** Samples must be submitted in commercial packaging at least two days before the tender opening date and time. Each sample must be clearly labeled with the relevant section and item number. Failure to submit samples within the specified timeframe will result in the rejection of the item or bid.
27. **Inclusive of Taxes:** Quoted prices must include all applicable taxes, which will be deducted from the contractor's bill.
28. **Government Taxes:** Applicable government taxes, including income tax, sales tax, and stamp duty, will be affixed to bills or contract agreements.
29. **Paginated Documents:** All submitted documents must be paginated and flagged, with details mentioned in the index. Non-compliance may lead to bid rejection.
30. **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 centers.
31. **Fixed Distributor:** Once a distributor is nominated by the manufacturer/importer, they cannot be changed during the contract period.
32. 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 / policies / instructions of SPPRA).
33. **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.

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	1,000,000/- in Pak Rupees
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	2,000,000/- in Pak Rupees
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 Or Authorized Person.
Place of Delivery	Store Department of SIAG, Karachi.

TERMS & CONDITIONS

- a) **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.
- b) **Inclusive of Taxes:** The bid price should include all applicable government taxes excluding **Withholding Tax**.
- c) **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.
- d) **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.
- e) **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.
- f) **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.
- g) **Sales Tax Deductions:** **As per Government policy**.
- h) **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.
- i) **Estimated Quantities:** The quantities listed are estimates and may change based on the approved budget and the discretion of the **Procurement Committee**.
- j) **Compliance with Specifications:** All items must comply with the specifications and instructions provided in the tender documents.
- k) **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.
- l) **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.

- m) **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.
- n) **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.
- o) **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.
- p) **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)**.
- q) **Grievances and Dispute Resolution:** Any grievances or disputes will be resolved according to **SPPRA Rules 2010 (amended)**.
- r) **Bid Evaluation:** Bids will be evaluated based on the criteria mentioned in **Annexure A**.
- s) **Alternative Bids:** Not allowed.
- t) **Replacement of Short Shelf-Life Items:** If an item with a short shelf life before its consumption, **SIAG** will notify the supplier three months in advance. It is the supplier's responsibility to replace the item with a longer shelf life. If the supplier fails to do so, the expired stock must be replaced free of charge. Expired stock will be destroyed by **SIAG**.
- u) **Stock Replacement Policy:** If a sample of a batch of drug or item is declared in contravention of section 3 / 23 of drugs act 1976 on the basis of test analysis report on presence of any foreign particle seen by the competent authority, those will be destroyed and payment will not be made to the supplier. The supplier will be responsible to provide the fresh stock of standard quality within 45 days against the rejected batch. Otherwise amount equivalent to the supplied quantity of defective goods will be deducted from their bill and action will be initiated against the offending firm according to the Drugs Act. 1976 on terms and condition of the tender, whichever is applicable.
- v) **Joint Venture:** Bids submitted under Joint Venture (JV) will not be considered and rejected as ineligible bidder.
- w) **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.

- x) **Compliance of Specification:** The dosage form, strength of medicines, specification given in the tender list, shall comply with the quoted items. Any other strength of medicine which is not mentioned in the tender will not be considered.
- y) The supply should be executed in minimum number of batches.
- z) The vendors who quote dispensing items (Methylated spirit, paraffin etc.) must possess re-packing License issued from Drugs Regulatory Authority Pakistan (DRAP) or their offer will be rejected.
- aa) **Required Shelf Life:** No item with less than **70% shelf life** will be accepted for locally manufactured items. For imported items, standard shelf-life requirements apply / as per case may be.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

CNIC NO _____ (**Copy must be attached else the offer will be rejected**).

Full Address _____

Rubber Stamp _____

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.	Copy of Valid Drug Sales license		
3.	Registration with Income Tax – NTN (Attach Certificate)		
4.	Professional Tax 2024-25 (Attach Certificate)		
5.	Registration Certificate of General Sales Tax . (Where Applicable)		
6.	Relevant Experience with documentary proof (relevance means 24/7 basis medicines supply from medical store to Institute. (Last Three Years) Award of Contract / Contract Agreement last three years		
7.	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do business up till PKR 50 million .		
8.	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 attached sample as per page # 16).		
9.	Prospective medical Stores should exist within 1 km distance from the procuring agency / in case of no-existence of desired distance, preference will be given to those medical stores, situated in nearest proximity of SIAG, Karachi.		
10.	The prospective medical store must use its own software for managing indent forms, medicines details, and billing, and only software-based records and billing are accepted; manual bills and details are not permitted. Availability of software and a computer at the medical store is mandatory.		
11.	All invoice formats must adhere to the structure outlined in Workflow Heading # 9, Point #02 Table (please refer to the attached software demo invoice for reference). Additionally, a legally valid undertaking, duly attested and stamped, is required to confirm compliance with Workflow Heading # 9, Point # 02 Table throughout the duration of the tender completion		
12.	Undertaking on legal valid and attested stamp paper regarding timely supply of the all Drugs / Medicines / Disposable Items at institute and 24/7 on call services.		
13.	Bidder already providing same services at SIAG should obtain & attach a satisfactory performance certificate from competent authority (for the financial year in which the bidder last provided its services).		
14.	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 offer will not be entertained if the required documents are not found attached.
2. Financial proposal must be submitted on company letter head duly signed and stamped.
3. Authorization / Distributors Certificates from Manufacturer. (**Where Applicable**)

**SCHEDULE OF REQUIREMENT & PRICE FOR THE LOCAL
PURCHASE OF DRUGS / MEDICINES / DISPOSABLE / ENDOSCOPY
MEDICAL ACCESSORIES ITEMS (24/7 ON EMERGENCY BASIS) DURING
THE FINANCIAL YEAR 2025-26” SIAG, KARACHI.**

S #	Description	QUANTITY REQUIRED	% Discount offered on Market Retail Prices. (MRP)
01	Local Purchase of Drugs / Medicines / Disposable / Items (24 Hours / 7 Days on Emergency Basis)	As per requirement “Daily 24 Hours on Emergency Basis”	

1. Regular Indenting:

- **Frequency:** Suppliers, bidders, or their representatives visit the Store department regularly for indenting, collecting requirements shift-wise.
- **Mobile Application:** For night shifts, Sundays, and holidays, indents should be submitted through a designated mobile application group, which must be signed by the authorized officer of the store department by the next working day.

2. Emergency Situations:

- **Initiation:** Authorized officers can send emergency indents via a dedicated WhatsApp group.
- **Supply:** Emergency supplies are provided promptly.
- **Documentation:** The emergency indent must be countersigned by the Store Department authorized officer on the next working day.
- **Exceptions:** This process is applicable after store working hours or on holidays declared by the competent authority.

3. Timely Supply:

- **Turnaround Time:** Collected indents must be supplied within 2 hours and, at most, by the end of the shift. For example, if the indent is issued in the morning shift, it must be delivered before the end of that shift.
- **Consequences for Failure:** Failure to meet deadlines results in warnings from authorized officers. If three warnings occur in a month, management may impose penalties and take strict actions.
- **Emergency Situations/Alerts:** Urgent supplies are emphasized during emergency situations or alerts.

4. Indent Authorization:

- **Signatories:** All nominated authorized officers, including the concerned Pharmacist, must sign the indents.
- **Emergency Indents:** Signed copies of emergency indents are collected the next day.

5. Inspection:

- **Responsibility:** The Receiver's Pharmacist from designated departments conducts inspections of the supplied items.
- **Quality Assurance:** Damaged or substandard items must be replaced by the supplier free of cost.

6. Receipts: Confirmation: Receipts are obtained after the materials have been sent to the relevant authorities.

7. Penalties for Failure: Failure Criteria: Management can impose penalties and take strict action for:

- Failure to meet supply deadlines.
- Non-compliance with documentation requirements.

8. Labeling:

- **Information Requirements:** Supplies against requests must be labeled with Batch #, Brand, Manufacturing, and Expiry date to ensure traceability and quality control.

9. Documentation:

- **Submission Deadline:** Delivery Challan and Invoice should be submitted on the same day or at the latest by the next day.
- **Information Details:** Software-generated Invoices must include detailed information as per the provided table, ensuring transparency and accountability.

SR.#	Slip Date	Requested Department Name	Item Generic / Requested product	Requested Item Qty.	Supplied Product name	Supplied Qty.	Product MRP	Discount	Rate after discount	Total Amount
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10. Unused Supplies:

- **Return Process:** LP supplies that are not utilized must be returned by the Store Pharmacist.

Explanation Requirement: A written notice, with sufficient explanation approved by Management, is necessary for returning unused supplies.

Signature of Chemists / Druggists: - _____

Name of Medical Store: - _____

Full Address: - _____

Telephone No. Shop: - _____ Cell No: - _____

Email Address (if any) _____

BID LETTER FORM

From:
(Registered name and address of the bidder)

To:
Executive Director,
SIAG,
Karachi - 74200
Madam,

Having examined the bidding document and amendment thereon we the undersigned, offer to supply goods/provide services / execute 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.

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 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.
- 3) 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: _____

Bidder's signature
and seal.

Date: _____

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, Karachi, 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 SIAG, 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

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 Schedules 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)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

**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 behest of the said Principal we, the Guarantor above named, are held and firmly bound unto the Additional Medical Superintendent, SBB Accident Emergency & Trauma Centre, 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 Judicial Stamp Paper)

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

1. I/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. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for SIAG related to this Bid or Award or Contract.
7. **I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department /Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.**
8. That undersigned has not employed any child labor in the organization/unit.
9. I/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.

I/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. _____ **(Copy must be attached)**

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: **Tender 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, SBB Trauma Centre 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