

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](http://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:**

**PROVISION OF HEALTH TAKAFUL SERVICES**

### **TENDER REFERENCE #**

**PROC/SIAG/(OSR-03)/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.**

# **TABLE OF CONTENT**

<b>S.#</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>1.</b>	<b>TITLE</b>	<b>01</b>
<b>2.</b>	<b>TABLE OF CONTENT</b>	<b>02</b>
<b>3.</b>	<b>BIDDING DATA</b>	<b>03</b>
<b>4.</b>	<b>INSTRUCTIONS TO BIDDERS</b>	<b>04 – 07</b>
<b>5.</b>	<b>TERMS &amp; CONDITIONS OF TENDER</b>	<b>08–12</b>
<b>6.</b>	<b>SPECIAL INSTRUCTION</b>	<b>13 - 14</b>
<b>7.</b>	<b>BID EVALUATION CRITERIA (ANNEXURE-A)</b>	<b>15 – 16</b>
<b>8.</b>	<b>TECHNICAL EVALUATION CRITERIA (MARKING)</b>	<b>17 - 18</b>
<b>9.</b>	<b>SCHEDULE OF REQUIREMENT (ANNEXURE-B)</b>	<b>19</b>
<b>10.</b>	<b>FINANCIAL BID (ANNEXURE-C)</b>	<b>20</b>
<b>11.</b>	<b>BID LETTER FORM (ANNEXURE-E)</b>	<b>21</b>
<b>12.</b>	<b>FORM OF AGREEMENT (ANNEXURE-F)</b>	<b>22 – 23</b>
<b>13.</b>	<b>PERFORMANCE SECURITY FORM (ANNEXURE-G)</b>	<b>24 – 25</b>
<b>14.</b>	<b>AFFIDAVIT (ANNEXURE-H)</b>	<b>26</b>
<b>15.</b>	<b>INTEGRITY PACT (ANNEXURE-I)</b>	<b>27</b>

## **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)
<b>Amount of Bid Security</b>	<b>5% of Total Bid Quoted Price</b>
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.
<b>Performance Security</b>	<b>10% of the Contract Value</b>
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 <b>SPPRA Rules</b>
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 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 from contract date.
- 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 Health Card to the insured person well before commencement of Takaful coverage.

The Takaful Company shall ensure the delivery of Health Card and complete details about the Panel Hospitals, available facilities at those hospitals, telephone numbers, 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 process the claim within a working day of receipt of claim.
- b. The Takaful Company cannot demand any unrealistic document for processing of claim.
- c. The Takaful Company shall ensure the payment of claim within 15 working days, subject to fulfillment of minimum required formalities. If Takaful company does not pay any valid claim within 15 working days for whatsoever reason including any reason because of terms of this Bidding document, SIAG has power to charge penalty up to 1% of quarterly premium amount for each default / delay in claim payments and will deduct such penalties from premium bill amount at that time of making payments to Takaful company. Provided further that if Takaful company incur consequent five delays / defaults in claim payments SIAG has right to cancel agreement along with imposition of penalty amounting maximum to 1 quarter premium payment.

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. **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.
5. **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.
6. **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.
7. **Sales Tax Deductions:** As per Government policy.
8. **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.
9. **Estimated Quantities:** The quantities listed are estimates and may change based on the approved budget and the discretion of the **Procurement Committee**.
10. **Compliance with Specifications:** All items must comply with the specifications and instructions provided in the tender documents.
11. **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.

- 12. 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.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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)**.
- 17. Grievances and Dispute Resolution:** Any grievances or disputes will be resolved according to **SPPRA Rules 2010 (amended)**.
- 18. Bid Evaluation:** Bids will be evaluated based on the criteria mentioned in **Annexure A**.
- 19. Alternative Bids:** Not allowed.
- 20. Joint Venture:** Bids submitted under Joint Venture (JV) will not be considered and rejected as ineligible bidder.
- 21. 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.
- 22.** 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.

- 23.** 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.
- 24.** All the Health Takaful Cards in case of new Employees or Addition / Deletion / Plan Revision Correction cases shall be provided by the Takaful Company within 10 days from the submission of intimation.
- 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.** Bidder must provide Hotline numbers of the Company's Representatives / Focal Person (s) in order to facilitate and provide necessary information to the patients in case of Hospitalization in Panel Hospitals.
- 27.** Approval / Authorization of Hospitalization shall be provided to the Hospital / Patient in not more than 01 Day. All intimations of Approvals / Regrets must also be furnished to the SIAG through email.
- 28.** All the IPD and OPD Reimbursement Claims would be paid within 10 days from the date of submission of claims.
- 29.** In case of IPD / Maternity Reimbursement Claim of a Non-Panel Hospital, a deduction of not more than 10% of the Total Claim may be made. This shall be waived if the treatment is unavailable at a Panel Hospital or is some Special or peculiar circumstances.
- 30.** 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.
- 31.** If an Employee / Patient wishes not to disclose certain personal information such as Investigations Reports, the requirement in Reimbursement Cases shall be waived upon the request of the Employee / Patient.
- 32.** Requirement of Prescriptions shall be waived in case the Employee / Patient is a Doctor / Medical Practitioner upon request.

- 33.** All the Health Takaful Cards must bear the SIAG Employee ID and Name of Institute / Department, provided in the list as and when the contract is awarded.
- 34.** The Bidder will provide the Claims Utilization Report for Hospitalization and Reimbursement on Quarterly Basis.
- 35.** In case of non-issuance of Takaful Card to an existing employee, due to non-provision of data required for issuance of Health Takaful Card, the employee or his dependent shall be provided Hospitalization Coverage after obtaining necessary approval / verification from the SIAG.
- 36. 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 / Dependents
  - Complete details of claims received, paid, pending during the quarter.
  - Complete details of pending claims with reason of pendency.
  - Valid Tax Exemption Certificate (if any)
  - SIAG withhold Tax applicable on tankful service (If any)
- 37. 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.
- 38. 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.
- 39. 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.

**40. 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.

### **SCOPE OF WORK: -**

- Provision of comprehensive medical coverage to the employees and their Parents with dependents according to their category for a period of **12 MONTHS (1 YEAR).** **The TAKAFUL** coverage shall include:
  - In-Patient Treatment (Hospitalization);
  - Day Care Treatment;
  - Maternity Care;
  - Reimbursement of Out-Patient Treatment;
  - Other Medical Services / Allied facilities.
  - Laboratory Test, Prescribed Medicines & Doctor’s Consultation fee and Charges
  - Day care Surgeries
  - Specialized investigations
  - Emergency Treatment, Pain Management, conservative Management; and
  - SIAG, Karachi Employees and their dependents will be covered under the following policies:

### **SIAG HEALTH TAKAFUL POLICY**

- For Hospitalization of Employees and their dependent spouses, children and Parents.
- Out Patient reimbursement for Employee and their dependent spouses, children and Parents.

In case of increase / decrease of any employee / dependent, the SAIG shall inform in writing and the TAKAFUL coverage shall accordingly be commenced / ceased, as the case may be, on the same rates and terms and condition of the Contract Agreement.

In case of birth of new born baby of the employee / dependent, the new born baby shall immediately cover under the TAKAFUL Coverage.

## **CRITERIA FOR EVALUATION OF BID**

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

<b>TECHNICAL EVALUATION CRITERIA (MANDATORY)</b>			
<b>S.#</b>	<b>List of Documents</b>	<b>Yes</b>	<b>No</b>
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. <b>(If compliance of above points not found offer will be rejected).</b>		
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 ( <b>Attach Valid Certificate</b> )		
4.	Copy of Financial year <b>Paid Income tax and return (Recent Last Three Years)</b>		
5.	Complete details of turn-over of at least <b>LAST THREE YEARS</b>		
6.	Audited Financial Statement of the bidder for <b>LAST THREE YEARS</b> . (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 ( <b>SECP</b> )		
8.	Copy of Financial year <b>Paid Income tax and return (Recent Last Three Years)</b>		
9.	Copy of recent documents in respect of <b>PACRA / JCR-VIS Rating</b> .		
10.	a) General Sales Tax ( <b>Mandatory</b> ) b) Sindh Sales Tax ( <b>If applicable</b> ) / <b>Sindh Board of Revenue (Registration is not required for procurement of Goods)</b>		
11.	List of present <b><u>CORPORATE CLIENTS</u></b> of Group Health 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 ( <b>last three years as proof of experience in health TAKAFUL</b> ).		
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. <b>(Undertaking should be as per given sample as per attached Table of Content Point # 11). (ANNEXURE-D)</b>		



S.#	List of Documents	Yes	No
14.	List of panel Hospitals all over the Pakistan.		
15.	Name of authorized focal person and Accounts Manager with full contact information on company's Letter Head.		
16.	Flow Chart on company's Letter Head for claim re-imbursement process for non- panel hospitalization.		
17.	Flow Chart on company's Letter Head for credit facility of emergency admission process at panel hospitalization.		
18.	Flow Chart on company's Letter Head for credit facility of elective admission process at panel hospitalization.		
19.	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.		
20.	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.		
21.	<b>Bid security</b> Original Pay Order / Bank Draft should be submitted prior to the opening of the bid in EPADS SPPRA at office of Planning & Procurement Department, <b>SIAG - Karachi.</b>		

**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 70% points / marks will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

<b>S#</b>	<b>Evaluation Parameters/Sub-parameters</b>	<b>Maximum Points</b>
<b>1</b>	<b>Number of Years in the Business of providing Health TAKAFUL Services. (Credible documentary evidence must be provided)</b>	<b>Max. 10</b>
1.1	20 years or above	10
1.2	15 to 20 years	5
1.3	Less than 15 years	3
<b>2</b>	<b>Paid up capital</b>	<b>Max. 10</b>
2.1	Above 3000 M	10
2.2	2501 M – 3000 M	5
2.3	Less than 2500 M	3
<b>3</b>	<b>Total Number of Panel Hospitals under credit facility in Pakistan. (Credible documentary evidence must be provided)</b>	<b>Max. 10</b>
3.1	400 and above	10
3.2	300 – 400	5
3.3	Less than 300	3
<b>4</b>	<b>Number of Full-Time Doctors for Case Management in Medical &amp; Claims Dept.: (Provide details duly signed by authorized person)</b>	<b>Max. 10</b>
4.1	20 or above	10
4.2	15 to 20	5
4.3	Less than 15	3
<b>5</b>	<b>Bank Balance/Cash in hand as on 30th June 2024. (Audited Financial Statements must be provided)</b>	<b>Max. 10</b>
5.1	PKR 1.0 Billion and above	10
5.2	PKR 0.5 Billion – 0.99 Billion	5
5.3	Less than PKR 0.5 Billion	3

S#	Evaluation Parameters/Sub-parameters	Maximum Points
<b>6</b>	<b>PACRA/JCR-VIS Rating – MANDATORY REQUIREMENT</b>	<b>Max. 5</b>
6.1	AA+ Rating	5
6.2	AAA Rating	0
<b>7</b>	<b>Annual Gross General TAKAFUL Premium (as at 30<sup>th</sup> June, 2024)</b>	<b>Max. 10</b>
7.1	More than 20 billion	10
7.2	15– 20 billion	5
7.3	Below 15 billion	3
<b>8</b>	<b>Existing Health TAKAFUL Portfolio of General TAKAFUL Company (as at 31<sup>st</sup> Oct, 2024)</b>	<b>Max. 10</b>
8.1	More than 2.5 billion	10
8.2	2.25B – 2.5B	5
8.3	Below 2.25 billion	3
<b>9</b>	<b>International Rating - AM Best / S&amp;P Rating</b>	<b>Max. 5</b>
9.1	Yes	5
9.2	No	0
<b>10</b>	<b>24/7 Helpline / Approval Center (Not Mobile Number)</b>	<b>Max. 5</b>
10.1	Yes	5
10.2	No	0
<b>11</b>	<b>Total Number of Persons Covered in Health TAKAFUL (Credible documentary evidence must be provided)</b>	<b>Max. 10</b>
11.1	200,000 and Above	10
11.2	150,000 - 200,000	5
11.3	Below 150,000	3
<b>12</b>	<b>List of present HOSPITAL CLIENTS Under Group Health TAKAFUL with name and contact persons, cell / telephone numbers, addresses and number of employees of that each client. Provide the document evidence.</b>	<b>Max. 5</b>
12.1	5 and Above	5
12.2	Below 5	3
<b>TOTAL POINTS</b>		<b>100</b>

**(ANNEXURE-B)**

<b>STAFF HEALTH INSURANCE:</b>		
<b>S.No</b>	<b>Description</b>	<b>Coverage</b>
1	H & R Limits (Per Person / Per Year)	Rs. 500,000/-
2	Enhancement in H & R Limits in case of accidental injury	50%
3	Room & Board (Per Day)	Rs. 11,370/-
4	Per Hospitalization	30 Days
<b>Maternity Benefits (Per Pregnancy / Per Year)</b>		
5	Normal Delivery	Rs. 90,000/-
6	Complicated Delivery	Rs. 145,000/-
7	Pre & Post Natal Expenses are covered up to 100% of Normal Maternity Limits, subject to the availability	Rs. 90,000/-
<b>Daycare Surgeries &amp; Specialized Investigations in Output Settings Including but not limited: Dialysis, Cataract Surgery, MRI, CT scan, Endoscopy, Thallium Scan, Angiography, Treatment of Fractures, Local Road Ambulance for Emergencies only, Emergency Dental Treatment due to accidental injuries within 48 hours (for pain relief only).</b>		
<b>No. of Staff Covered with Wife and Children (211)</b>		

<b>STAFF PARENTS HEALTH INSURANCE:</b>		
<b>S.No</b>	<b>Description</b>	<b>Coverage</b>
1	H & R Limits (Per Person / Per Year)	Rs. 350,000/-
2	Enhancement in H & R Limits in case of accidental	50%
3	Room & Board (Per Day)	Rs. 11,370/-
4	Per Hospitalization	30 Days
<b>Daycare Surgeries &amp; Specialized Investigations in Output Settings Including but not limited: Dialysis, Cataract Surgery, MRI, CT scan, Endoscopy, Thallium Scan, Angiography, Treatment of Fractures, Local Road Ambulance for Emergencies only, Emergency Dental Treatment due to accidental injuries within 48 hours (for pain relief only). Parents of Eligible Employee are covered up to 75 years of age</b>		
<b>No. of Parents Covered 112</b>		

All the rates are assumed on the basis of resident country as Pakistan



**(ANNEXURE-C)**

<i>H &amp; R Contribution Details</i>			
AGE BAND	No. Of Participant	Rates	Premium
0-17			
18-29			
30-39			
40-49			
50-59			
60-64			
65 - 75			
Total			
<b>Total H &amp; R Contribution</b>	<b>Rs.</b>		

<i>Maternity Contribution Details</i>			
AGE BAND	No. Of Participant	Rates	Premium
Upto 25			
26-30			
31-35			
36-40			
41-45			
46-50			
Total			
<b>Total Maternity Contribution</b>	<b>Rs.</b>		

<b>Total H &amp; R Contribution</b>	<b>Rs.</b>	
<b>Total Maternity Contribution</b>	<b>Rs.</b>	
<b>Gross Contribution</b>	<b>Rs.</b>	
<b>1% F.I.F + 0.06% Stamp Duty</b>	<b>Rs.</b>	

<b>Total Contribution Payable</b>	<b>Rs.</b>	
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**Total Contribution Payable Amount in words:** \_\_\_\_\_

## 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:

<b>Item. #</b>	<b>DESCRIPTION</b>	<b>Unit Quantity</b>	<b>Unit</b>	<b>Quoted Rate</b>

- 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**