

**STANDARD BIDDING DOCUMENT (SBD)**



**GOVERNMENT OF SINDH  
SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA (SMBBIT)**

**TENDER REFERENCE# PROC/SMBBIT/ (PP-01)2019-20**

**“PROCUREMENT OF PRINTING AND  
PUBLICATION ARTICLES”**

**AT**

**SMBB INSTITUTE OF TRAUMA, KARACHI**

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## **BIDDING DATA**

Procuring Agency	:	SMBB Institute of Trauma
Address	:	Chand Bibi Road, Karachi
Bid Validity	:	90 Days, As per SPPRA Rule 2010 (amended till date)
Amount of Bid Security	:	2% 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 for Submission	:	As per mentioned in NIT
Date of Opening of Bid	:	As per mentioned in NIT
Place of Opening	:	As per mentioned in NIT
Performance Security	:	5% 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	:	Financial Year 2019-20
Liquidity Damages	:	0.03% of the bid price per day after the period of Completion up to 10% maximum depends upon the damages done due to non-supply.
Inspection Authority	:	Nominated Inspection Committee
Place of Delivery	:	Store of SMBB Institute of Trauma

# **INSTRUCTIONS TO BIDDERS**

1. Shaheed Mohtarma Benazir Bhutto Institute of Trauma(SMBBIT) invites sealed bids on **Single Stage One Envelope Procedure 46(1)** as per Sindh Public Procurement Rules 2010, (Amended till date) from Manufacturers / Importers / Sole Agents / Distributors for “**Procurement of Printing and Publication Articles**” Tender Ref.#: PROC/SMBBIT/(PP-01)/2019-20.
2. The tender shall be submitted with all documents in sealed envelope. The envelope must contain tender inquiry Number on the top, the name of the Bidder should be affixed on the face of the envelope. Envelope should be sealed and addressed to **Planning & Procurement Department Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** and inserted in Tender box by hand or mail on the scheduled date and time, else tender will not be entertained and would be returned unopened to the bidders.
3. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
4. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense, responsibility and obtain all necessary information prior to submitting the tender. Any detail/specification missing in the document should be obtained from **Planning & Procurement Department** before bidding. Once the tender is submitted, it will be assumed that no further clarification was required.
5. Tender Fee in shape of pay order in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** must be attached; else the offer will be rejected.
6. Bidder will attach **BID SECURITY** (as per amount mentioned under Bidding Data)in shape of pay order issued from any scheduled Bank of Pakistan in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** submit with proposal.
7. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.
8. The Bidder shall indicate on the appropriate Price Schedule (in PKR) the units (where applicable) and total bid price of the goods/services it proposes to supply/execute under the contract.
9. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the Procuring Agency may seek and accept clarification to the bids that do not change substances of the bids.
10. The Procuring Agency may reject all or any bid or proposal at any time prior to the acceptance of a bid or proposal. Subject to relevant provision of SPPRA Rules, 2010 (Amended till Date). The Procuring Agency upon request communicate to bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.
11. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
12. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.

13. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
14. The bidders has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
15. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.
16. Bidders who win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.
17. No bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
18. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract in stipulated time if the bid is accepted.
19. Conditional tender and tender without bid security shall not be considered.
20. Bids shall remain valid for a period of 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.
21. Bids submitted late due to any reason whatsoever, shall not be considered and returned unopened to the bidder or his authorized representative.
22. Bid / offer will be evaluated as per criteria bid's terms & conditions.
23. **The quoted rates once offered by the firms will not be changed during the contract period.**
24. The quoted rates should be in Pak. Rupees and must be valid till 30<sup>th</sup> June 2020; Orders will be placed as per requirement after receiving demand from the concern department of Shaheed Mohtarma Benazir Bhutto Institute of Trauma.
25. All Bidders should provide **Samples** free of cost of the each quoted products along with bid document (if in case sample not found bid will be rejected).
26. The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.
27. **All the (applicable) Government taxes (Income Tax / Sindh Sales Tax (if applicable) / 0.35% Stamp Duty of the value of the contract amount will be affixed on the bills or on the contract agreement of the full contract value by the Contractors / Suppliers.**
28. **All documents should be submitted duly paginated / flagged and the detailed of the documents should also be mentioned in front of the Index, else Procurement Committee reserves the right to accept or reject bid.**

29. The bidders shall quote their firm and final price both in figure and in words on free delivery basis to Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi.
30. Distributor once nominated by the manufacturer / importer will be for the whole contract period and manufacturer / importer cannot change its distributor during the contract period in any case.
31. No manufacturer / importer shall authorize their distributor / agent / any firm or person to quote the same item, which the manufacturer is quoting itself in any tender. Failing those offers of both the manufacturer as well as other bidder shall be ignored.

# **TERMS & CONDITIONS OF TENDER**

1. **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** invites sealed bids on **Single Stage One Envelope Procedure 46(1)** as per Sindh Public Procurement Rules 2010, (Amended till date) from Manufacturers / Importers / Sole Agents / Distributors for **“Procurement of Printing and Publication Articles” Tender Ref. #: PROC/SMBBIT/(PP-01)/2019-20.**
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee as per amount mentioned under Bidding Data in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)**. The same will be released after successful completion of supply & contract period. Moreover, security deposit shall be forfeited by the Procuring Agency if contractor fails to comply with terms and condition of the contract at any stage during contract period.
3. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
4. The firm will be responsible for supply of **“Procurement of Printing and Publication Articles” Tender Ref. #: PROC/SMBBIT/(PP-01)/2019-20.** at consignee address. (**Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**). If it fails the Security Deposit will be forfeited.
5. Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by bidder concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
6. The Procuring agency reserves the right at the time of contract award to increase / decrease & delete, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
7. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
8. 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
9. Prices quoted shall remain valid up to 30<sup>th</sup> June 2020.
10. No tender will be entertained without Bid Security which will be forfeited to Government Treasury, in case of non-submission of Performance security within seven (7) days of receipt of letter of Acceptance.
11. Quantities of tender items are on estimated basis and could vary according to the amount sanctioned, released and as per discretion of Procurement Committee.

12. All manufactured and other items should be used in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
13. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts. Failure to sign such Integrity Pact shall make the bidder non-responsive.
14. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.
15. Supplies are required as early as possible. The bidder may, however, give their short guaranteed delivery period by which the supply will be completed positively.
16. **The Technical evaluation carried out by the Committee Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi will be final.**
17. **PURCHASER'S RIGHT TO VARY QUANTITIES** The Shaheed Mohtarma Benazir Bhutto Institute of Trauma Authority reserves right to increase / decrease or delete the quantities., at the time of award of contract and also reserves the right to enhance the quantity of goods / services originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during defined period.
18. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:** The SMBBIT Authority reserves the right to purchase full or part of the store or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended till date).
19. **REDRESSAL:** Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended till to date).
20. **BID EVALUATION (T.E.R):** Bid evaluation will be considered on following grounds for approval of company as mentioned in appendix # A.

I / We agree to above mentioned terms & conditions:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

(CNIC NO \_\_\_\_\_ (Copy must be attached).)

Full Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_



**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. (Must submit the entire <b>STANDARD BIDDING DOCUMENTS</b> , duly signed & stamped on each page with Technical Proposal)		
2.	Relevant Experience with documentary proof (Last Three Years) Attach Supply/Purchase Order/Award of Contract/Contract Agreement		
3.	Registration with Income Tax – NTN (Attach Certificate)		
4.	Copy of Professional Tax 2019-20 (Attach Certificate)		
5.	a) General Sales Tax (Mandatory) b) Sindh Sales Tax (if applicable) / Sindh Board of Revenue (Registration is not required in procurement of Goods)		
6.	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do business up till <b>PKR 04 Million or more</b> .		
7.	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 attached sample as per Table of Content Point # 11 and Page 17)</b> .		
8.	Bidder already providing services at <b>SMBBIT</b> should obtain & attach a satisfactory performance certificate from competent authority of <b>SMBB Institute of Trauma</b> (for the financial year in which the bidder last provided its services).		
9.	Pay order / Bank Draft of Bid security should be attached along with bidding document.		

**NOTE:**

1. **The offer will not be entertained if the required documents are not found attached.**
2. **All Items will be procured on approved sample basis, samples submit along with bidding documents; hence bidders are required to visit SMBB Institute of Trauma to make sure existing usage of Institute(If in case samples not found bid will be rejected).**
3. The technical evaluation carried out by the Procurement Committee of SMBBIT, Karachi will be final, which will be assessed on technical aspect.
4. Authorization / Distributors Certificates from Manufacturer. (Where Applicable).

**SCHEDULE OF REQUIREMENT/ BILL OF QUANTITIES (BOQ) OF**  
**SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF**  
**TRAUMA KARACHI (SMBBIT)**

**“PROCUREMENT OF PRINTING AND PUBLICATION ARTICLES”**  
**TENDER REFERENCE# PROC/SMBBIT/(PP-01)2019-20**

<b>S. No</b>	<b>Format Name</b>	<b>R. Qty</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Attendant Passes (SMBBIT) (As per existing)	27500	Pcs.		
2	Leave Application Form (SMBBIT) (As per existing)	8000	Pcs.		
3	Duty Exchange Form (SMBBIT) (As per existing)	7500	Pcs.		
4	C.T Scan Request Form (SMBBIT) (As per existing)	10000	Pcs.		
5	X-Ray Form (SMBBIT) (As per existing)	400000	Pcs.		
6	Patient Assessment Form Neurosurgery (SMBBIT) (As per existing)	10000	Pcs.		
7	Anesthesia / I.C.U Department Progress Notes (SMBBIT) 80gm Paper High Finish, 1 Color Printing Both Side	29000	Pcs.		
8	Emergency Department Progress Notes (SMBBIT) 80gm Paper High Finish, 1 Color Printing Both Side	24000	Pcs.		
9	Pre-Operative Patient Check List Form (SMBBIT) 80gm Paper High Finish, 1 Color Printing	19000	Pcs.		
10	Medical Gases Refill Cylinder Request Form (SMBBIT) (As per existing)	3000	Pcs.		
11	Ward Request List (CSSD) (SMBBIT) (As per existing)	10000	Pcs.		
12	Medicines / Disposables Consumption Statement (SMBBIT) 80gm Paper High Finish, 1 Color F/b Printing	10000	Pcs.		
13	Operation Theatre Surgical Safety Checklist (SMBBIT) 80gm Paper High Finish, 1 Color Printing	20000	Pcs.		
14	EBS Monitoring Chart / RBS Monitoring Chart (SMBBIT) (As per existing)	5500	Pcs.		
15	Fluid Balance Record Sheet (SMBBIT) 80gm Paper High Finish, 1 Color Printing Both Side	27000	Pcs.		
16	Nurses Notes (SMBBIT) 70gm Paper High Finish, 1 Color Printing Both Side	5000	Pcs.		
17	Vital Signs and Pain Assessment Reassessment Flow Sheet 80gm Paper High Finish, 1 Color Printing Both Side	10000	Pcs.		
18	Primary / Secondary Survey Form (SMBBIT) (As per existing)	8000	Pcs.		
19	Drug Prescription and Administration Record (SMBBIT) (As per existing)	20000	Pcs.		
20	Raazi Nama Form (SMBBIT) 80gm Paper High Finish, 1 Color Printing Both Side	37000	Pcs.		
21	Bio Chemistry Form (SMBBIT) (As per existing)	5000	Pcs.		
22	Department of Critical Care (Daily Flow Sheet) (SMBBIT) Size 18x23, 80gm Paper High Finish, 2 Color F/B Printing	8000	Pcs.		
23	Injection Sticker (SMBBIT) (As per existing)	34500	Pcs.		
24	DNR Order Form (SMBBIT) (As per existing)	2500	Pcs.		
25	I.C.U Discharge Summary (SMBBIT) (As per existing)	2000	Pcs.		
26	Out Patient Follow Up Record (SMBBIT) (As per existing)	2500	Pcs.		

S.No	Format Name	R. Qty	UOM	Unit Price	Total Price
27	Consumption Sheet Cath Lab (SMBBIT) ) (As per existing)	5000	Pcs.		
28	Prescription Slip Pad (SMBBIT) (As per existing)	7000	Pcs.		
29	Protocol for MgSo4 (SMBBIT) (As per existing)	2000	Pcs.		
30	Department of Angiography / Interventional Pre-Procedure (As per existing)	5000	Pcs.		
31	Department of Angiography / Interventional Post-Procedure (As per existing)	5000	Pcs.		
32	Envelopes Medium (SMBBIT) Size: 4x9, 80gm Paper High Finish, 2 Color Printing Complete Making	2000	Pcs.		
33	Envelopes A4 (SMBBIT) Size: 10.25x12.25, 80gm Paper High Finish, 2 Color Printing Complete Making	1500	Pcs.		
34	Letter Head (SMBBIT) Imported Manager Paper 2 Color Printing	3000	Pcs.		
35	White Confidential Medical Record File with Clip (SMBBIT) Size: 14x22, 300gm Bleach Card Die Cutting with Eyelet 2 Color Printing	26000	Pcs.		
36	Grey Folder File	100	Pcs.		
37	Bank Form (SMBBIT) (As per existing)	1000	Pcs.		
38	Employment Form (SMBBIT) Book Type (As per existing)	1000	Pcs.		
39	O.T Timing Record Paper (SMBBIT) (As per existing)	15000	Pcs.		
40	Employee ID Card Form (SMBBIT) (As per existing)	1000	Pcs.		
41	Emergency Counter Slip for Registration Counter (Continuation Paper 1000 Pages of Dot Matrix/Box)	150	Box		
42	Paper Rim A4 (500 Pages Per Rim)	2000	Rim		
43	Office File White SMBBIT Size: 14x22, 300gm Bleach Card Die Cutting with Eyelet 2 Color Printing	2000	Pcs.		
44	Doctor Files (As per existing)	280	Pcs.		
45	Patient Bed Side File (As per existing)	180	Pcs.		
46	Echo Form SMBBIT (As per existing)	10000	Pcs.		
<b>G. Total</b>					
<b>Amount in words:</b>					

**Note:**

1. All Items will be procured on approved sample basis submit sample along with bidding documents; hence bidders are required to visit SMBB Institute of Trauma to make sure existing usage of Institute (If in case samples not found bid will be rejected).
2. The technical evaluation carried out by the Procurement Committee, SMBBIT, Karachi will be final.

Signature of Manufacturers /Importers/Sole Agents/Contractors: - \_\_\_\_\_

Name of Firm: - \_\_\_\_\_

Full Address: - \_\_\_\_\_

Telephone No. Office:- \_\_\_\_\_ Cell No:- \_\_\_\_\_

Email Address (if any) \_\_\_\_\_

# BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Chief Operating Officer,  
Shaheed Mohtarma Benazir Bhutto Institute of Trauma,  
Karachi – 74200

Dear Sir / Madam,

Having examined the bidding document and amendment thereon we 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 SMBBIT 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**

**SHAHEED MOHTARMA BENAZIR BHUTTO ISTITUTE OF TRAUMA** A department under Government of Sindh, having its office at SMBBIT, 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 SMBBIT 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 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 of the said Principal we, the Guarantor above named, are held and firmly bound unto the Chief Operating Officer (COO), SMBBIT, 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:

1. \_\_\_\_\_  
Guarantor (Bank)  
\_\_\_\_\_  
(Name, Title, Signature & Seal)
  
2. \_\_\_\_\_  
\_\_\_\_\_  
(Name, Title, Signature & Seal)

Signature: \_\_\_\_\_

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 SMBB Institute of Trauma 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.**  
Contract Value:       **Rs.**  
Contract Title:

**Dated:**

**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, SMBBIT 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.** \_\_\_\_\_

\_\_\_\_\_  
**Chief Operating Officer (COO)**