

**Board of Intermediate Education  
Karachi**

**Bidding Documents**

**For  
Procurement of Different Educational Credentials and  
Examination Material on Rate Contract Basis**

**Tender issued to M/s. \_\_\_\_\_**

## **PART ONE**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

**Table of Contents - Part One**

**PART ONE - SECTION I..... 2**  
**INSTRUCTIONS TO BIDDERS..... 2**  
TABLE OF CLAUSES.....3  
**PART ONE - SECTION II. ....21**  
**GENERAL CONDITIONS OF CONTRACT... .21**  
TABLE OF CLAUSES..... .22  
NOTES ON THE INSTRUCTIONS TO BIDDERS... .34  
NOTES ON THE GENERAL CONDITIONS OF CONTRACT... .35

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# Part One - Section I.

## Instructions to Bidders

### Table of Clauses

<b>A. INTRODUCTION...</b>	<b>4</b>
1. ELIGIBLE BIDDERS.....	4
2. ELIGIBLE GOODS AND SERVICES.....	5
3. COST OF BIDDING.....	5
<b>B. THE BIDDING DOCUMENTS.....</b>	<b>5</b>
4. CONTENT OF BIDDING DOCUMENTS.....	5
5. CLARIFICATION OF BIDDING DOCUMENTS.....	6
6. AMENDMENT OF BIDDING DOCUMENTS.....	6
<b>C. PREPARATION OF BIDS.....</b>	<b>6</b>
7. LANGUAGE OF BID.....	6
8. DOCUMENTS COMPRISING THE BID.....	6
9. BID FORM.....	7
10. BID PRICES.....	7
11. BID CURRENCIES.....	7
12. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION.....	7
13. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS.....	8
14. BID SECURITY.....	9
15. PERIOD OF VALIDITY OF BIDS.....	10
16. FORMAT AND SIGNING OF BID.....	10
<b>D. SUBMISSION OF BIDS.....</b>	<b>11</b>
17. SEALING AND MARKING OF BIDS.....	11
18. DEADLINE FOR SUBMISSION OF BIDS.....	11
19. LATE BIDS.....	12
20. MODIFICATION AND WITHDRAWAL OF BIDS.....	12
<b>E. OPENING AND EVALUATION OF BIDS.....</b>	<b>12</b>
21. OPENING OF BIDS BY THE PROCURING AGENCY.....	12
22. CLARIFICATION OF BIDS.....	13
23. PRELIMINARY EXAMINATION.....	13
24. EVALUATION AND COMPARISON OF BIDS.....	14
25. CONTACTING THE PROCURING AGENCY.....	18
<b>F. AWARD OF CONTRACT.....</b>	<b>18</b>
26. POST-QUALIFICATION.....	18
27. AWARD CRITERIA.....	18
28. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD.....	19
29. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.....	19
30. NOTIFICATION OF AWARD.....	19
31. SIGNING OF CONTRACT.....	19
32. PERFORMANCE SECURITY.....	19
33. CORRUPT OR FRAUDULENT PRACTICES.....	20

**Part One – Section- I.**

**Instructions to Bidders**

## **Instructions to Bidders**

### **A. Introduction**

#### **1. Eligible Bidders**

- 1.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2009 and its Bidding Documents except as provided hereinafter.
- 1.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 1.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
- 1.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization in accordance with sub clause 34.1

- 2. Eligible Goods and Services**
- 2.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2009 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.
- 2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.3 The origin of goods and services is distinct from the nationality of the Bidder.
- 3. Cost of Bidding**
- 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Board of Intermediate Education, Karachi, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **B. The Bidding Documents**

- 4. Content of Bidding Documents**
- 4.1 the bidding documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Bid Data Sheet
  - (c) General Conditions of Contract (GCC)
  - (d) Special Conditions of Contract (SCC)
  - (e) Schedule of Requirements
  - (f) Technical Specifications
  - (g) Bid Form and Price Schedules
  - (h) Bid Security Form
  - (i) Contract Form
  - (j) Performance Security Form
  - (k) Manufacturer’s Authorization Form
- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

- 5. Clarification of Bidding Documents**
- 5.1 An interested Bidder requiring any clarification of the Bidding Documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.
- 6. Amendment of Bidding Documents**
- 6.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bidding documents by amendment.
- 6.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 6.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

- 7. Language of Bid**
- 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 8. Documents Comprising the Bid**
- 8.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
  - (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;



(c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and

(d) bid security furnished in accordance with ITB Clause 15.

## **9. Bid Form**

9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **10. Bid Prices**

10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

10.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.

10.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.

10.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

## **11. Bid Currencies**

11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## **12. Documents Establishing Bidder's**

12.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

**Eligibility and Qualification**

- 12.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.
- 12.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:
- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
  - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**13. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

- 13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 13.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 13.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods;

- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

13.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

#### **14. Bid Security**

- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 14.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.
- 14.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
  - (b) irrevocable encashable on-demand Bank call-deposit.
- 14.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

- 14.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.
- 14.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.
- 14.7 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance with ITB Clause 32;
    - or**
    - (ii) to furnish performance security in accordance with ITB Clause 33.

**15. Period of  
Validity of Bids**

- 15.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to I.T.B. Clause 19. A bid valid for a shorter period shall be rejected by the procuring agency as non-responsive.
- 15.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

**16. Format and  
Signing of Bid**

- 16.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 16.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

16.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

16.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

#### **D. Submission of Bids**

#### **17. Sealing and Marking of Bids**

17.1 The Bidder shall seal the Technical and Financial bid in separate envelopes, duly marking the envelopes as "TECHNICAL DOCUMENTS" and "FINANCIAL DOCUMENTS". The envelopes shall then be sealed in an outer envelope.

17.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

17.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

17.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

#### **18. Deadline for Submission of Bids**

18.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

18.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and

obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**19. Late Bids**

19.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**20. Modification and Withdrawal of Bids**

20.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

20.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

20.3 No bid may be modified after the deadline for submission of bids.

20.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

**E. Opening and Evaluation of Bids****21. Opening of Bids by the Procuring agency**

21.1 The Procuring agency will open financial bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

21.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

21.4 The Procuring agency will prepare minutes of the bid opening.

**22. Clarification of Bids**

22.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

**23. Preliminary Examination**

23.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

23.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

23.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- 23.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 24. Evaluation and Comparison of Bids**
- 24.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.
- 24.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 24.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:
- (a) incidental costs
  - (b) delivery schedule offered in the bid;
  - (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
  - (d) the cost of components, mandatory spare parts, and service;
  - (e) the availability Procuring agency of spare parts and after-sales services for the equipment offered in the bid;
  - (f) the projected operating and maintenance costs during the life of the equipment;
  - (g) the performance and productivity of the equipment offered; and/or
  - (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.
- 24.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:
- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.



(b) *Delivery schedule.*

- (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery “adjustment” will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

**or**

- (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

**or**

- (iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

**or**

- (ii) The SCC stipulates the payment schedule offered by

the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) *Cost of spare parts.*

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the Bid Data Sheet, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

**or**

(ii) The Procuring agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the Bid Data Sheet. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price.

**or**

(iii) The Procuring agency will estimate the cost of spare parts usage in the initial period of operation specified in the Bid Data Sheet, based on information furnished by each Bidder, as well as on past experience of the Procuring agency or other procuring agencies in similar situations. Such costs shall be added to the bid price for evaluation.

(e) *Spare parts and after sales service facilities in the Procuring agency's country.*

The cost to the Procuring agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

(f) *Operating and maintenance costs.*

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.

(g) *Performance and productivity of the equipment.*

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

**or**

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(h) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

- 25. Contacting the Procuring agency**
- 25.1 Subject to ITB Clause 23, 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.
- 25.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

#### **F. Award of Contract**

- 26. Post-qualification**
- 26.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.
- 26.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.
- 26.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 27. Award Criteria**
- 27.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be technically qualified and has been determined to be the lowest financial bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 28. Procuring agency's Right to Vary Quantities at Time of Award**
- 28.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 29. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 29.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.
- 30. Notification of Award**
- 30.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 30.2 The notification of award will constitute the formation of the Contract.
- 30.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.
- 31. Signing of Contract**
- 31.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 31.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 32. Performance Security**
- 32.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 32.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid

security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

**33. Corrupt or Fraudulent Practices**

33.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

33.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

**Part One - Section II.**  
**General Conditions of Contract**

## Table of Clauses

1. DEFINITIONS.....	23
2. APPLICATION.....	23
3. COUNTRY OF ORIGIN.....	24
4. TECHNICAL SPECIFICATION.....	24
5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE GOVERNMENT.....	24
6. PATENT RIGHTS.....	25
7. PERFORMANCE SECURITY.....	25
8. INSPECTIONS AND TESTS.....	25
9. PACKING.....	26
10. DELIVERY AND DOCUMENTS.....	26
11. INSURANCE.....	27
12. TRANSPORTATION.....	27
13. INCIDENTAL SERVICES.....	27
14. SPARE PARTS.....	27
15. WARRANTY.....	28
16. PAYMENT.....	29
17. PRICES.....	29
18. CHANGE ORDERS.....	29
19. CONTRACT AMENDMENTS.....	30
20. ASSIGNMENT.....	30
21. SUBCONTRACTS.....	30
22. DELAYS IN THE SUPPLIER'S PERFORMANCE.....	30
23. LIQUIDATED DAMAGES.....	30
24. TERMINATION FOR DEFAULT.....	31
25. FORCE MAJEURE.....	32
26. TERMINATION FOR INSOLVENCY.....	32
27. TERMINATION FOR CONVENIENCE.....	32
28. RESOLUTION OF DISPUTES.....	33
29. GOVERNING LANGUAGE.....	33
30. APPLICABLE LAW.....	33
31. NOTICES.....	33
32. TAXES AND DUTIES.....	33



## **General Conditions of Contract**

### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring agency” means the organization purchasing the Goods, as named in SCC.
- (h) “The Procuring agency’s country” is the country named in SCC.
- (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- (j) “The Project Site,” where applicable, means the place or places named in SCC.
- (k) “Day” means calendar day.

### **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

**3. Country of Origin**

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.

3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

**4. Technical Specifications**

4.1

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.

**5. Use of Contract Documents and Information; Inspection and Audit by the Government**

5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.

- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.
- 7. Performance Security**
- 7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
  - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests**
- 8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at

the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **9. Packing**

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

## **10. Delivery and Documents**

- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2 Documents to be submitted by the Supplier are specified in SCC.

- 11. Insurance** 11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility.
- 12. Transportation** 12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services** 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - (e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.
- 14. Spare Parts** 14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

## **16. Payment**

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than forty (40) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

## **17. Prices**

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

## **18. Change Orders**

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be

made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

**19. Contract Amendments**

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**20. Assignment**

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

**21. Subcontracts**

21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

**22. Delays in the Supplier's Performance**

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

**23. Liquidated Damages**  
**23.1 Damages**

Subject to GCC Clause 25, if the Supplier fails to deliver any or



## **24. Termination for Default**

all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24.1

The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2

In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those

undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26. Termination for Insolvency**
- 26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.
- 27. Termination for Convenience**
- 27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Procuring agency at the

Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**28. Resolution of Disputes**

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

**29. Governing Language**

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

**31. Notices**

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**32. Taxes and Duties**

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

# **Board of Intermediate Education Karachi**

## **Bidding Documents**

**For**

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**Procurement of Different Educational Credentials  
and Examination Material on Rate Contract Basis**

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### **PART TWO (PROCUREMENT SPECIFIC PROVISIONS)**

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- Invitation for Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form
- Eligibility

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## Table of Contents - Part Two

<b>PART TWO.....</b>	<b>2</b>
<b>SECTION I. INVITATION FOR BIDS..</b>	<b>2</b>
NOTES ON THE INVITATION FOR BIDS .....	2
<b>SECTION II. BID DATA SHEET.....</b>	<b>4</b>
NOTES ON THE BID DATA SHEET.....	4
<b>SECTION III. SPECIAL CONDITIONS OF CONTRACT..</b>	<b>9</b>
NOTES ON THE SPECIAL CONDITIONS OF CONTRACT... ..	9
TABLE OF CLAUSES.....	10
<b>SECTION IV. SCHEDULE OF REQUIREMENTS.....</b>	<b>16</b>
NOTES FOR PREPARING THE SCHEDULE OF REQUIREMENTS... ..	16
<b>SECTION V. TECHNICAL SPECIFICATIONS.....</b>	<b>18</b>
NOTES FOR PREPARING THE TECHNICAL SPECIFICATIONS... ..	18
<b>SECTION VI. SAMPLE FORMS.....</b>	<b>21</b>
NOTES ON THE SAMPLE FORMS... ..	21
SAMPLE FORMS.....	22
1. <i>Bid Form and Price Schedules</i> .....	23
2. <i>Bid Security Form</i> .....	26
3. <i>Contract Form</i> .....	27
4. <i>Performance Security Form</i> .....	28
5. <i>Bank Guarantee for Advance Payment</i> .....	29
6. <i>Manufacturer's Authorization Form</i> .....	30

**Part Two**  
**Section I. Invitation for Bids**



## **Board of Intermediate Education**

Bakhtiari Youth Center, North Nazimabad,  
Karachi - 74700

Phones:

99260211  
99260212  
99260213

**NO.BIE/ADMIN GEN./ /2015**

**Dated: 15-06-2015**

Sindh Govt. Website  
[www.sindh.govt.pk](http://www.sindh.govt.pk)

Board's Website  
<http://www.biek.edu.pk>

PPRA Sind Govt. Website  
[www.pprasindh.govt.pk](http://www.pprasindh.govt.pk)

### **INVITATION FOR BIDS**

Sealed Bids are invited from eligible Firms / Bidders registered with Income Tax and Sale Tax departments for the following works (Item Rates), in single stage Two Envelope procedure as per rule No.46 (2) of SPPRA 2010.

<b>S NO.</b>	<b>REQUIRED MATERIAL</b>	<b>BID SECURITY</b>
01.	Supply of Different Educational Credentials	Rs.16,00,000/= Approximately 4% Estimated Value of Work

Full Details of items and other terms and conditions including evaluation criteria are set forth in Bid Document which can be had from the Assistant Secretary Admin General Section of the Board ( by depositing fee of Rs.2,000/= (Rupees Two Thousand Only) for each Tender (Non-refundable) in shape of Pay Order drawn in favour of Secretary Board of Intermediate Education, Karachi on any working day between 10:00 A.M to 01:00 P.M from **18-06-2015** to **06-07-2015**.

The Technical and Financial Proposals should be sealed separately and placed in 3<sup>rd</sup> envelope. Tenders should be dropped in the Tender Box kept in the Admin General Section up to 12:30 P.M on **07-07-2015** where Technical Proposal will be opened on the same day at 01:00 P.M by the Procurement Committee in presence of parties who wish to be present.

Financial Proposals of the technically accepted Bids shall be publically opened for which date, time and venues shall be communicated to the Bidders in advance.

The Procurement Committee reserves the right to accept / reject any or all offers subject to relevant rules of SPPRA.

This notice can also be traced on B.I.E. Karachi website <http://www.biek.edu.pk> as well as on SPPRA website [www.pprasindh.govt.pk](http://www.pprasindh.govt.pk).

For further details, please contact the Assistant Secretary, Admin General during office working hours on telephone Nos.99260211-3 (03 Lines).

**(QAZI ARSHAD HUSSAIN SIDDIQUI)**  
**SECRETARY**

## Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>INTRODUCTION</b>		
ITB 1.1	Name of Contract	Supply of Different Educational Credentials
ITB 4.1	Name of Procuring Agency	Board Of Intermediate Education, Karachi
ITB 6.1	Address	North Nazimabad, Karachi
ITB 8.1	Language Of the Bid	English

<b>BID PRICE AND CURRENCY</b>	
ITB 11.2	Rates provided should include all government taxes/duties
ITB 11.5	The prices quoted shall be fixed

### ITB 13.3 Qualification Requirements

- 1) This set of bid documents has been prepared under the guidelines mentioned in SPPRA RULES 2010 and provides a clear basis upon which tenders will be evaluated, following an objective process based on fair and transparent criteria. However, the bidders should submit the relevant information clearly and follow instructions to submit their documents in proper order as defined herein and should not defer.
- 2) The bidders who do not meet the specified criteria will be denied. Thus, the bidders who prepare documents for this bid are responsible to ensure that the criteria are drawn in accordance with the appropriate needs of the order and the criteria are sufficiently stringent to ensure that only the properly qualified firms are included in the final list.
- 3) The Procuring Agency will not accept "Blacklisted" contractors or suppliers. In principle the bidders should submit an affidavit on judicial paper that their firm is not blacklisted or is not involved in any litigation with any government, semi-government or private institution.
- 4) The tender process invites the maximum number of bidders to participate and meet the pre-requisite requirements laid down in the bid document.
- 5) Bidding is open to all contractors, suppliers and joint ventures from within the country or abroad who fulfill the requirement of this tender.
- 6) Only those firms may apply who have 10 years business experience. Firms having experience less than 10 years do not apply.
- 7) Simple of paper for answer copies must be attached with a tender along with test report and manufacture authorization letter.



ITB 15.1 Amount of Bid Security will be Rs.16,00,000/=.

ITB 16.1 The submitted item rates are valid for a period of three years given that the quantity may vary for each of those years.

ITB 19.1 All bids must reach the specified address before 12-06-2015

ITB 22.1 There will be two stages of evaluation. The technical evaluation of each category stated in the technical proposal will be held separately. Only those firms will be considered in technical evaluation who have the required capabilities to meet the criteria specified to supply all items listed in that category and also technically qualified as per criteria and the judgment of the Procuring Agency. The Procuring Agency will notify the bidding firm of rejection of their technical proposal and indicating that their financial proposals will be returned unopened after completing the selection process. The Procuring Agency will also notify in writing the firm qualifying on the technical score and indicate the date, time and location for the opening of the financial proposal. Same will also be published on the Procuring Agency's website

### ITB 25.3 Criteria for Bid Evaluation

The clear requirements for the qualification are given below in the table. Applicants who wish to apply for participating in this contract may provide their profile exactly in accordance of the criteria herein.

#### Legal Requirements (Mandatory)

S.No.	Particulars	Description	Marks Distribution	Max. Marks	Marks obtained
1	NTN	National Tax Registration Certificate	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
2		Last 5 year annual income tax return	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
3		Undertaking that the firm has not been blacklisted	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
4		Under taking as per section 1.6(4) of the bidding document	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
5	GST	General Sales Tax Registration Certificate	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
6		Last 12 Months Sales Tax Returns	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
7		Professional Tax Certificate	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
8		Chamber of Commerce Certificate	(a) Yes (b) No	(a) 05 Marks (b) 00 marks	
TOTAL				40 Marks	

Technical/Professional Requirements

S.No.	Particulars	Description	Marks Distribution	Max. Marks	Marks Obtained
1	FINANCIAL	Sales turnover. Please attach assessed copy of income tax return of last year	Up to Rs.30 Million – 05 marks  Up to Rs.50 Million – 08 Marks  Rs. 70 Million & above – 10 Marks	10 Marks	
2	EXPERIENCE	Printing experience (a) 5 years (b) 8 years (c) 10 years +	(a) 02 Marks (b) 03 Marks (c) 05 Marks	05 Marks	
3	EXPERIENCE WITH BIE, KARACHI	Please attach job orders of similar assignments completed in the last 1 year		25 Marks	
4	PRINTING CAPACITY	(a) 23 x 36 offset printing machine (b) 20 x 30 offset printing machine (c) 18 x 23 offset printing machine	(a) 05 Marks  (b) 05 Marks  (c) 05 Marks	15 Marks	
7	ALTERNATE POWER	50 KVA (minimum)	05 Marks	05 Marks	
TOTAL				60 Marks	

- Total Marks= Legal + Professional
- Maximum = 100 marks
- A bidder will stand technically qualified if it acquires at least 75 marks

The evaluation/procurement committee of the Procuring Agency, on the parameters given in the tender appendixes will make technical evaluation. Rating for the technical evaluation will be as per format given above. The evaluation shall be on the basis of the bidders responsiveness to the terms of reference.

## **Section III. Special Conditions of Contract**

## Table of Clauses

1. DEFINITIONS (GCC CLAUSE 1).....	11
2. COUNTRY OF ORIGIN (GCC CLAUSE 3).....	11
3. PERFORMANCE SECURITY (GCC CLAUSE 7).....	11
4. INSPECTIONS AND TESTS (GCC CLAUSE 8).....	12
5. PACKING (GCC CLAUSE 9).....	12
6. DELIVERY AND DOCUMENTS (GCC CLAUSE 10).....	12
7. INSURANCE (GCC CLAUSE 11).....	12
8. INCIDENTAL SERVICES (GCC CLAUSE 13).....	13
9. SPARE PARTS (GCC CLAUSE 14).....	13
10. WARRANTY (GCC CLAUSE 15).....	13
11. PAYMENT (GCC CLAUSE 16).....	14
12. PRICES (GCC CLAUSE 17).....	15
13. LIQUIDATED DAMAGES (GCC CLAUSE 23).....	15
14. RESOLUTION OF DISPUTES (GCC CLAUSE 28).....	15
15. GOVERNING LANGUAGE (GCC CLAUSE 29).....	15
17. NOTICES (GCC CLAUSE 31).....	15

## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is:

GCC 1.1 (h)—The Procuring agency's country is:

GCC 1.1 (i)—The Supplier is:

#### **Sample Provision**

GCC 1.1 (j)—The Project Site is: *[if applicable]*

### 2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

### 3. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: *[Five (5) to ten (10) percent of the Contract Price would be reasonable; it should not exceed ten (10) percent in any case.]*

*[The following provision should be used in the case of Goods having warranty obligations.]*

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

#### **4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

#### **5. Packing (GCC Clause 9)**

##### *Sample provision*

GCC 9.3—The following SCC shall supplement GCC Clause 9.2:

#### **6. Delivery and Documents (GCC Clause 10)**

##### *Sample provision (DDP terms)*

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package; (iv) insurance certificate;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vii) certificate of origin.

#### **7. Insurance (GCC Clause 11)**

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

**8. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided; all pertaining to the material supplied

**9. Spare Parts (GCC Clause 14)**

GCC 14.1—Additional spare parts requirements are:

*Sample provision*

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.



## 11. Payment (GCC Clause 16)

### *Sample provision*

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

#### **Payment for Goods supplied:**

Payment shall be made in Pak. Rupees in the following manner:

- (i) **Advance Payment:** No advance payment shall be made.
- (ii) **On Shipment:** Full payment of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 10.
- (iii) Part payment on part supply may be allowed

## **12. Prices (GCC Clause 17)**

### *Sample provision*

GCC 17.1—Prices shall be adjusted in accordance with provisions in the Attachment to SCC.

## **13. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate:

Maximum deduction: five percent of the total price of delayed/defected goods

## **14. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

## **15. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be:

## **16. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

**The Employment of Children (ECA) Act 1991**  
**The Bonded Labour System (Abolition) Act of 1992**  
**The Factories Act 1934**

## **17. Notices (GCC Clause 31)**

GCC 31.1—Procuring agency's address for notice purposes:

—Supplier's address for notice purposes:

## **Section IV. Schedule of Requirements**

## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

S No.	Item	Description
1	'A' Answer Scripts	28 Pages
2	'A' Answer Scripts	20 Pages
3	'B' Answer Scripts	08 Pages
4	'P' Answer Scripts	08 Pages

**\* Printing Schedule has to be attached**

## **Section V. Technical Specifications**

### **1. PRINTING OF ANSWER SCRIPTS**

Printing of Answer scripts on white printing paper 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 28,20 and 8 pages – un-trimmed size 9”X11½”. Trimmed size 8.6” X 10.7” which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched 1 page of front with serial No. with automatic numbering machine duly spanned in any color and each bundle containing 200 copies (as per specimen)

### **2. PRINTING OF FOLIO OF ACQUAINTANCE ETC.**

Printing of folios of Acquaintance Roll / ledger Book / Cash Books / Stock Register / Bill Register / Attendance Register or any other specific Register. Complete in all respects. The Rates should cover charges for composing, Printing, ruling in RED and BLACK or RED and BLUE inks, gathering, numbering, binding, leather (back and corner) cloth (Sides), juzbandi stitching, cost of for TEXT and suitable Rahwali straw Board for Title on the following open sizes and volumes.

### **3. PRINTING OF TABULATION SHEET WITH COST OF PAPER**

#### **SECTION (A)**

1. i) Composing. Printing Stop and Go through ruling of TABULATION SHEETS in Outlines only in the size of 20”x 30” as the case may be on 100 gm offset paper in green colour.

#### **SECTION (B)**

- ii) Composing and printing of TEXT (ENTRIES) spread cover in 3 columns (from column 2 to 4 ) in the Printed Tabulation Outline on sheets of 20” x 30” size as the case might be.

#### **SECTION (C)**

- iv) Binding Changes (for all operations) including cost of material, Rahwali Straw Board of Suitable Grammage (specimen may be seen if desired ), cloth back and corners, marble paper on sides, inside thick linings, sectional sewing (Juzbandi Silai ), Numbering and labelling etc., etc.

### **4. PRINTING OF DATE SHEET**

Rates should cover Composing. Urdu Calligraphy, Folding, Pasting, Gathering, Packing, Printing etc etc and all other operations involved therein with cost of paper.

- a) One side printing (white printing paper of 55-56 grams / Pakistani) – Flying Brand
- b) Both sides printing (white printing paper of 55-56 grams / Pakistani – Flying Brand
- c) One side printing (Imported Mechanical printing paper) of 40-45 grams
- d) Both side printing (Imported Mechanical Printing Paper) of 40-45 grams

**5. PRINTING OF ORIGINAL MARKS SHEET WITH COST OF IMPORTED WHITE OFFSET PAPER OF NOT LESS THAN 70 GRAMS IN 17 x 27 / 4 SIZE**

a) Printing of MARKS STATEMENT BOOKS (complete in all respects) including, Title Printing, Size 17 x 27 / 4. Rates should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), strong thread binding and all other operations involved therein including designing, block and film making charges. Printing of Title on suitable Cartridge Paper. Back on Rahwali 'Gatta' of Suitable grammage.

**6. PRINTING OF ORIGINAL MARKS SHEETS WITH COST OF IMPORTED WHITE OFFSET PAPER OF NOT LESS THAN 70 GRAMS IN 20 x 30 / 4 SIZE**

a) Printing & supply of MARKS STATEMENT BOOKS (complete in all respects) including, Title Printing, Size 20x30/4. Rates should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), strong thread binding and all other operations involved therein including designing, block and film making charges. Printing of Title on suitable Cartridge Paper. Back on Rahwali 'Gatta' of suitable grammage.

**7. PRINTING OF DUPLICATE MARKS SHEETS WITH COST OF IMPORTED WHITE OFFSET PAPER OF NOTED LESS THAN 70 GRAMS IN 17X27/4 SIZE.**

a) Printing & Supply of Duplicate Marks Statement Books (complete in all respects) including, Title Printing. Size 17x27/4. Rates should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), and other operations involved therein including designing, cost of HALO BLOCK & FILM making charges etc. Printing of Title on suitable Cartridge Paper. Back on Rahwali 'Gatta' of suitable grammage.

b) Printing & Supply of Duplicate Marks Statement Books (complete in all respects), Title Printing. Size 20x30/4. Rates should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), and other operations involved therein including designing, cost of HALO BLOCK & FILM making charges etc. Printing of Title on suitable Cartridge Paper. Back on Rahwali 'Gatta' of suitable grammage.

**8. PRINTING OF MIGRATION CERTIFICATE BOOK WITH COST OF CHINESE LEDGER PAPER OF SUITABLE GRAMMAGE**

a) Printing & Supply of Migration Books in the size of 7"x9", complete in all respects. Rate should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), strong thread binding and all other operations involved therein. Printing of Title on Cartridge Paper. Back on Rahwali 'Gatta' of suitable grammage.

**9. PRINTING OF DUPLICATE ADMIT CARD BOOKS WITH COST OF PAKISTANI LEDGER PAPER OF SUITABLE GRAMMAGE**

a) Printing & supply of Duplicate Admit Cards Books in the size of 17"x27"/4 complete in all respects. Rates should cover composing, printing, perforation, automatic machine numbering (Book Number and Serial Number), strong binding and all other operations involved therein. Printing of Title on suitable Cartridge Paper, Back on Rahwali "Gatta" of suitable grammage.

#### **10. PRINTING OF PROVISIONAL CERTIFICATE BOOKS WITH COST OF PAKISTANI LEDGER PAPER OF SUITABLE GRAMMAGE**

Printing & supply of Provisional Certificates Books complete in all respects in AB 7"x9 1/2 " size. Rates should cover composing, gathering, perforation, automatic machine numbering (Book Number and Serial Number) strong thread binding and all other operations involved therein. Printing of Title on suitable Cartridge Paper, Back on Rahwali "Gatta" of suitable grammage.

#### **11. PRINTING OF DUPLICATE REGISTRATION/ENROLMENT CARD BOOKS WITH COST OF WHITE OFFSET PAPER OF 90 GRAMS.**

Printing of Duplicate/Enrolment Card Books in the size of 4"x10" complete in all respects. Rates should cover composing, printing, gathering, perforation, automatic machine numbering (Book Number and Serial Number), strong thread binding and all other operations involved therein. Printing of Title on suitable Cartridge Paper. Back on Rahwali 'Gatta' of suitable grammage.

#### **12. Printing of CASH RECEIPT BOOKS in the size of 18"x23"/4 complete in all respects. The Receipt Book shall contain the following provisions:**

- i) Printing of 50 pages of ORIGINAL and 50 pages of DUPLICATE Receipts on Foreign Coloured Printing Paper of not less than 45 Grams and Chinese White Printing Paper also of 45 grams Respectively.
- ii) Each page shall be divided by 4 Receipts of equal size.
- iii) Automatic Machine Number (Book Number and Serial Number)
- iv) 3 perforations of the Original Receipts  
(Two vertical and one horizontal)
- v) All binding operations involved therein.
- vi) Cost of paper for Text and Title. (Text on imported coloured and White printing papers, front Title on thick cover paper/file card and Back on Rahwali Straw Board of suitable grammage including the Title Printing etc.

#### **13. PRINTING & SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT.**

Printing & supply of Statement of Marks in the size of 9"x11" on Offset Paper of 70 grams in continuous form with printed serial number & offset printing in reverse order for ground printing & matter in black colour.

#### **14. PRINTING & SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT PART-I.**

Printing & supply of Statement of Marks in the A4 size on 100 gram imported offset paper (one side)

#### **15. PRINTING & SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT PART-II.**

Printing & supply of Statement of Marks in A4 size on 100 gram imported offset paper (both side)

#### **16. PRINTING OF REGISTRATION, ENROLMENT & EXAMINATION FORMS.**

Printing & supply of Registration, Enrollment, Examination Forms and Other forms in A4 size on 100 gram imported offset paper (both side)

#### **17. PRINTING OF REGISTRATION, ENROLMENT & EXAMINATION FORMS.**

Printing and supply of Registration, Enrollment and Examination Forms. Complete in all respects. Rates should cover composing in English / Urdu, Printing, folding, gathering, Numbering, pasting and all other operation which may be involved therein plus cost paper.

## SPECIFICATION OF THE FORMS

With cost of white off- set Paper of 70 grams

With cost of white Printing Paper of 55-56 grams

With cost of Coloured Printing Paper of 45-50 grams

1. Form to be printing on one sheet of 17 x 27 / 2 size. Work involved composing or calligraphy, printing, folding, gathering, automatic machine numbering etc.
2. Form to be printed on one sheet of 17 x 27 / 2 size slip in 17 x 27/ 4 size both side printing. Work involved composing or calligraphy, printing, folding, gathering, automatic machine numbering machine perforation and pasting etc.
3. Form to be printed on one sheet of 17 x 27/ 2 size and slip in 17x 27/4 size one side printing. work involved composing or calligraphy printing, folding, gathering, automatic machine numbering, machine perforation and pasting etc.
4. Form to be printed on one sheet of 17 x 27/ 2 size and slip in 17x 27/8 size one side printing . work involved composing or calligraphy printing folding, gathering, automatic machine numbering, machine perforation and pasting etc.
5. Form to be printing on one sheet of 17x 27/2 size and Slip in 17x 27 /8 size both side printing. Work involved composing or calligraphy printing folding, gathering, automatic machine numbering, machine perforation and pasting etc.
6. Form to be Printed on one sheet of 17x 27/2 size slip in 17x 27/8 size and one sheet of 17x 27/4 size, one side printing. Work involved Composing or calligraphy, printing folding, gathering, automatic machine perforation and pasting etc.
7. Form to be printed on one sheet of 17 x 27/2 size and Bank pay-in-slip 17 x 27/8 size and one sheet of 17 x 27/4 both side printing. Work involved composing or calligraphy, printing folding, gathering, automatic machine numbering machine perforation and pasting etc.
8. Form to be printed on one sheet of 17 x 27/2 size, one sheet of 17 x 27/8 size and in 17x 27/8 size, one side printing. Work involved composing or calligraphy, printing, folding, Gathering, automatic machine numbering, machine perforation and pasting etc.
9. Form to be printed on one sheet of 17 x 27/2 size one sheet of 17x 27/8 Size and in 17 x 27/8 size, both side printing. Work involved composing or calligraphy, printed, folding, gathering, automatic machine numbering, machine perforation and pasting etc.
10. Form to be printed on one sheet of 17x27/4 size and one sheet of 17x27/8 both side printing work involved composing or calligraphy, printing, folding, gathering, automatic machine numbering machine perforation and pasting etc.

## 18. PRINTING OF BOOKLET / GUIDE BOOKS / INTRUCTION / BROCHURES ETC.

Complete in all respects having 8 leaves (16 Pages) maximum. Rates should cover composing / calligraphy, printing, folding, stitching and all other operation, including cost of paper for text & tile.

- a) **WITH COST OF IMPORTED WHITE GLAZED CHINESE PRINTING PAPER OF 45 GRAMS.**
- b) **WITH COST OF IMPORTED COLOURED PRINTING PAPER OF NOT LESS THAN 45 GRAMS.**
- c) **WITH COST OF IMPORTED MECHNICAL PRINTING PAPER OF NOT LESS THAN 40 GRAMS.**

## 19. PRINTING OF SOUVENIR

a) Complete in all respects in 18 x 23 / 4 size having 80 Pages maximum. Rates should cover composing / Calligraphy of text and title , Printing of TEXT and Tile Cover, gathering, folding, Cutting, Centre Stitching with two stitches and all other operations with cost of 115 grams Real Art paper Leykam Brand for Text and Foreign Art Card of 260 Grams for Title Cover Including Foil Printing on Title Cover.

b) PRINTING OF INVITATION CARD Complete in all respects in the size of 7" x 5" Art Card of 260 grams, one side printing embossed with envelop in the size of 7 ½ x 5 ½ of offset Paper 90 grams duly printed.



**20. PRINTING OF GRAPH SHEET** in 18 x 23 / 4 Size having required divisions in an inch. Rates should cover Charges for all operation with cost of white foreign offset Paper of not less than 70 grams.

**21. PRINTING OF LEDGER FOLIOS** in 17x27/2, in single/ double entries column in RED and BLUE or RED and BLACK INKS. Rates should cover all operations with cost of Chinese ledger paper of suitable size.

**22. PRINTING OF LOGARITHMIC & TRIGONOMETRICAL TABLES (BOOKLET)** complete in all respects in 20x30/ 16 size with cost of paper (Pages 14). Rates should cover composing, printing, film making or block making with original source, folding and stitching and all other operation. Text on Chinese bond paper of 45 grams and title on imported white offset paper of not less than 70 Grams.

**Note:**

The Film Transparency or Block shall prepared after composing of the entire matter or Drawn from original Foreign printed matter. Film plate or block based on specimen copy Shall not be accepted.

(b) Printing of Statistical Tables complete in all respects in 17x27/8 size with cost of paper (Pages 8). Rate should cover composing, printing, film making, block making, folding stitching and all other operation TEXT on Chinese Bond paper of 45 Grams and title on imported white offset paper of not less than 70 grams.

**Note:**

The film Transparency or Block shall be prepared after composing of the entire matter or Drawn from original foreign printed matter. Film plate or block based on specimen Copy shall not be accepted.

**23. Printing of FILE BOARD complete in all respects with first class printing effect and superb craftsmanship.**

**SPECIFICATION:**

File Board in 10"x 14" size of Rahwali Straw Board "Gatta" of 30 lbs. pasted with heavy brown sulphate Craft Paper (90 Grams) on both sides. The Flap duly printed be in the size of 9"x 3 ½ having cloth back. The size of the unbleached Cotton tape "NIWAR" should not be less than ½"x 36" duly inserted and run through the file Board.

**24. Printing of FILE COVERS complete in all respects with first class printing effect and superb craftsmanship.**

**SPECIFICATION:**

File Covers of 9 ½ "x 14" (closed size) or 18 ½ x 14" (Open size) excluding 3 ½ wide folded and creased inner flap. Printing on Durable Cover paper of at least 220 grams in an over all size of 14"x 22". The outer page of the file cover be duly printed and the flap creased. Two big size Eyelet (bigger than normally used.) at the top of the File Cover be provided at an equal distance of 1" margin (vertically & horizontally) for easy insertion of think Tags. The eyelets shall be reinforced with a place of binding cloth in the size of 1 ½ "x 3 ½ "on the inner side of the file cover to make the eyelet fixed and durable. Both eyelets should overlap each other for easy tagging of paper. This is a must to follow.

**25. PRINTING OF PRICED FORMS.**

Rates should cover English composing / Urdu Calligraphy, Numbering, Pad Making and printing plus cost of imported white offset Printing Paper of not less than 70 Grams.

a) One side printing etc. (with cost of imported white offset printing Paper of not less than 70 Grams)

b) Both side printing etc. (with cost of imported White offset printing Paper of not less than 70 Grams.)

## **26. PRINTING OF PRICED FORMS.**

Rates should cover English composing / Urdu Calligraphy, Numbering, Pad Making and printing plus cost of white Glazed Pakistani Paper of not less than 55-56 Grams (Flying Brand).

- a) One side printing etc. (with cost of white Glazed Pakistani Flying Brand of 55-56 Grams).
- b) Both side printing etc. (with cost of white Glazed Pakistani Flying Brand of not less than 55-56 Grams).

## **27. PRINTING OF PRICED FORMS.**

Rates should cover English Composing / Urdu Calligraphy, Numbering, Pad Making and printing and any other operation involved therein etc etc plus cost of imported White Offset printing paper of not less than 45-50 Grams.

- a) One side printing etc. (with cost of imported White Offset printing Paper of not less than 45-50 Grams).
- b) Both side printing etc. (with cost of imported Coloured Printing Paper of not less than 45-50 Grams).

## **28. PRINTING OF PRICED FORMS.**

Rates should cover English composing/Urdu Calligraphy, Numbering, Pad Making printing and any other operation involved therein etc etc plus cost of White Glazed Pakistani Paper of not less than 40-45 Grams(Flying Brand).

- a) One side printing etc. (with cost of imported Mechanical Printing paper of not less than 40-45 Grams).
- b) Both side Printing etc. (with cost of imported Mechanical Printing Paper of not less than 40-45 Grams).

## **29. PRINTING OF MISCELLANEOUS FORMS.**

Rates should cover English composing / Urdu Calligraphy and printing plus cost of imported white offset Printing Paper of not less than 70 Grams.

- a) One side printing etc. (with cost of imported white offset printing Paper of not less than 70 Grams).
- b) Both side printing etc. (with cost of imported white offset printing Paper of not less than 70 Grams).

## **30. PRINTING OF MISCELLANEOUS FORMS.**

Rates should cover English composing / Urdu Calligraphy and printing plus cost of white Glazed Pakistani Paper of 55-56 Grams (Flying Brand).

- a) One side printing etc. (with cost of white Glazed Pakistani Flying Brand of 55-56 Grams).
- b) Both side printing etc. (with cost of white Glazed Pakistani Flying Brand of 55-56 Grams).

## **31. PRINTING OF MISCELLANEOUS FORMS.**

Rates should cover English Composing / Urdu Calligraphy and printing and any other operation involved therein etc plus cost of imported White Offset printing paper of not less than 70 Grams.

- a) One side printing etc. (with cost of imported White Offset printing Paper of not less than 70 Grams).
- b) Both side printing etc. (with cost of imported Coloured printing Paper of not less than 70 Grams).

## **32. PRINTING OF MISCELLANEOUS FORMS.**

Rates should cover English Composing / Urdu Calligraphy and printing and any other operation involved therein etc plus cost of imported Colored Printing Paper of not less than 45 Grams.

- a) One side printing etc. (with cost of imported Colored Printing Paper of not less than 45 Grams).
- b) Both side printing etc. (with cost of imported Colored Printing Paper of not less than 45 Grams).

## **33. PRINTING OF MISCELLANEOUS FORMS.**

Rates should cover English composing / Urdu Calligraphy, printing and any other operation involved therein etc plus cost of White Glazed Pakistani Paper of 55-56 Grams (Flying Brand).

- a) One side printing etc. (with cost of imported Mechanical Printing paper of not less than 40 Grams)
- b) Both side printing etc. (with cost of imported Mechanical Printing paper of not less than 40 Grams)

**34. PRINTING OF BANK PAY – IN – SLIP**

Printing in the size of 17 x 27/8. Rates should Cover composing / Urdu Calligraphy, printing, pasting numbering perforation and all operation with cost of paper.

- a) With cost of Chinese white Printing Paper of not less than 45 Grams.
- b) With cost of Imported mechanical Printing Paper of 40 Grams.
- c) With cost of Coloured Printing Paper.

**35. PRINTING OF BANK PAY – IN – SLIP** in the size of 17 x 27/4. Rates should Cover composing / Urdu Calligraphy, printing, pasting numbering perforation and all operation with cost of paper.

- a) With cost of Imported white Printing Paper of not less than 70 Grams.
- b) With cost of Imported mechanical Printing Paper of 40 Grams.
- c) With cost of Coloured Printing Paper.

**36. PRINTING OF ENVELOPES, (DIFFERENT SIZES).** Rates should cover English Composing/Urdu Calligraphy, printing, and all other operations involved there in with cost of Kraft Paper (Brown Sulphate).

- a) WITH OUT CLOTH LINED b) WITH CLOTH LINED (Thick Mulmul Lining) c) CLOTH LINED (thick Mulmul Lining).
- b) PRINTING OF ENVELOPS (with cost of white offset 80 Grams). b) CLOTH LINED (thick Mulmul Lining).
- c) CLOTH LINED (thick Mulmul Lining).

**37. PRINTING OF ENVELOPES (with cost of Kraft Paper of 70 Grams).**

**38. RATES FOR MISCELLANEOUS OPERATION** (to be done in Boards Premises) without cost of Paper as well as without printing charges.

**a) Pasting.**

**b) Pad Making** Charges (100 leaves in each) WITHOUT COST OF PAPER AND WITHOUT PRINTING CHARGES.

**c) PAD MAKING** CHARGES (500 leave in each) WITHOUT COST OF PAPER AND WITHOUT PRINTING CHARGES.

**d) Ruling Charges** (Cross Through).

**39. PRINTING OF BOARD'S CALENDER COMPLETES IN ALL RESPECTS** in 20"x30" / 8 size including cost of paper for text and Title. Text on Pakistani Glazed Flying paper of 55-56 Grams and Title on colored file card. Rates should cover composing / calligraphy of text and Title, printing of Text and Title, gathering, folding, cutting, stitching with two stitches and all other operations involved to make the book complete in all respects.

**40. PRINTING OF BOARD'S SYLLABUS COMPLETE IN ALL RESPECT** in 20"x 30"/8 size including cost of paper for Text and Title. Text on Pakistani Glazed Flying paper of 55-56 Grams and Title on colored paper. Rates should cover composing/calligraphy of Text and Title, printing of Text and Title, gathering, folding, cutting, stitching with two stitching and all other operations involved to make the book complete in all respects.

**41. Printing of Award list on N.C.R. Paper in Triplicate in the Size of 4½ x 13½ three Column and two Color.**

## **Section VI. Sample Forms**

## Sample Forms

1. BID FORM AND PRICE SCHEDULES.....	23
2. BID SECURITY FORM.....	26
3. CONTRACT FORM.....	27
4. PERFORMANCE SECURITY FORM.....	28
5. BANK GUARANTEE FOR ADVANCE PAYMENT.....	29
6. MANUFACTURER'S AUTHORIZATION FORM.....	30

# 1. Bid Form and Price Schedules

Date:  
IFB N°:

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To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

(if none, state “none”)

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

\_\_\_\_\_

*[signature]*

\_\_\_\_\_

*[in the capacity of]*

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

## Price Schedule in Pak. Rupees

Name of Bidder \_\_\_\_\_

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>

Signature and seal of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail. \_\_\_\_\_



## 2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[signature of the bank]*

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### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

\_\_\_\_\_

## 4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 20\_\_\_\_ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

*[name of bank or financial institution]*

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*[address]*

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*[date]*

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## 5. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

*[name of bank or financial institution]*

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*[address]*

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*[date]*

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## 6. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

*[signature for and on behalf of Manufacturer]*

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*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.