

# LIAQUAT UNIVERSITY

OF MEDICAL & HEALTH SCIENCES  
JAMSHORO, SINDH  
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Email: [storesectionlumhs@yahoo.com](mailto:storesectionlumhs@yahoo.com),  
Web Site: [www.lumhs.edu.pk](http://www.lumhs.edu.pk)

Purchase & Store Section,

"Say No to Corruption"

## **Terms & Conditions/Instructions to Bidders**

**SUBJECT: PURCHASE AND SUPPLY OF MEDICAL BOOKS FOR CENTRAL LIBRARY, LUMHS, JAMSHORO.**

- a. Tenders are invited under sealed cover from authorized Firms/Dealers registered with GST & Income Tax for Purchase & Supply of Medical Books Central Library, LUMHS, Jamshoro.
- a. Purchase & supply of Medical Books for Central Library, LUMHS, Jamshoro Data sheet containing information about the assignment
- b. Prescribed tender Proforma along with terms & conditions which can be downloaded from SPPRA website i.e. <https://ppms.ppr.sindh.gov.pk/> LUMHS website i.e. [www.lumhs.edu.pk](http://www.lumhs.edu.pk) on payment of 1,500/=, in the shape of Pay Order / D.D (Non-refundable) in favor of Vice-Chancellor, Liaquat University of Medical & Health Sciences, Jamshoro attached with technical tender Proposal form within Due Date along with following documents **Mandatory Documents**.
  01. Latest Income Tax Certificate (NTN).
  02. Valid GST Registration Certificate with last GST return.
  03. Detailed Portfolio of Company.
  04. Minimum 03 Years Experience
  05. Last 03 Years Audit Repots
  06. Sindh Revenue Board (SRB)
- c. Payment will be made on availability of funds, if delayed due to any reason no extra interest / mark-up will be accepted / paid.
- d. Tender can be downloaded / purchased from Purchase & Store Section, LUMHS, Jamshoro from Tuesday, 15-10-2019 to Monday, 04-11-2019 during Office hours.
- e. Tender should be dropped in the tender box on Tuesday, 05-11-2019 on 11:00 AM, Proposals of the bids shall be opened publicly on same day in the presence of bidders or their nominated representative, who wish to attend 11.30 AM at office of the chairman, Central Purchase Committee LUMHS Jamshoro.
- f. Method of Procurement used:**
  - g. The bidding shall be on single stage two envelope procedure, 1<sup>st</sup> envelope should contain Technical Proposals DD/Pay order Rs. 1,500/= (Rupees One Thousand Five Hundred only) in favor of Vice Chancellor LUMHS (Non Refundable) & be clearly marked as technical proposals.
  - h. Second envelope should contain Financial Proposals (rates) in Pak rupees basis along with the Bid Money/Earnest 2% of quoted rates in the shape of pay order/demand draft in favor of Vice Chancellor LUMHS (refundable to unsuccessful bidders) the envelope be clearly marked as financial proposals.
  - i. Performance Security is 02% as per Rule-39 of SPP Rules, 2010.
  - j. Both envelopes should be sealed separately and placed in the third envelope. The name of the bidder be clearly marked on all envelopes.

- k. The firms should provide Catalogues, Broachers of the demanded Materials / Items with Technical Tender Bid and also give the details of technical staff; workshop and previous experience).
- l. The supplier will have to produce evidence in respect of their registration with income Tax, Sales Tax Department.
- m. Income tax / GST deductible as per Government Rules applicable.
- n. The currency in which tender price is to be assessed and computed is Pak Rupees.
- o. Government notified black listed firms / suppliers shall not be entertained. All terms and conditions of bids will be accepted by representative of firm.
- p. The Central Purchase Committee may cancel / delete any item as per SPPRA Rules. Tender who do not fulfill the terms and conditions will not be entertained. The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules.
- q. The supply will have to produce evidence in report of Bid Security with Photostat Copy Demand Draft (DD) without mentioning the amount.
- r. The Bidder shall submit Contract Performance Bond / Articles of Agreement on stamp paper with 0.35% stamp duty of total purchase order amount and Bank Guarantee on stamp paper within a week after receipt of work order.
- s. The Limit of tender is within one million.

**Abide my self of the terms and Condition**

**Name of Firms & Signature**

**With Stamp**

**Chairman**

Central Purchase Committee,  
LUMHS, Jamshoro.

## LIST OF REFERENCE BOOKS FOR CENTRAL LIBRARY, LUMHS JAMSHORO.

S.No.	Author	Title	Edition	Quantity
1	Michael J. Zinner	Maingat's Abdominal Operations	Latest	01
2	David P.Green M.D	Operative Hand Surgery	Latest	01
3	Robert M. Zellingr	Atlas of Surgical Operations	Latest	01
4	John C. Ballantyne Harrison	Roband Smith Operative Surgery	Latest	01
5	Terry Camale, James H. Beaty	Campbell's Operative Orthopedics	Latest	01
6	Graham Apley Lauis Salomon	Apley's System of Orthopedics and fracture	Latest	01
7	J.N. Wilson	Watson-Jones, Fracture and Joint Injuries	Latest	01
8	Ronald McRAE	Clinical Orthopedic Examination	Latest	01
9	John Crawford Adams	Outline of Orthopedics	Latest	01
10	John Crawford Adams	Outline of Fracture	Latest	01
11	Gererd M Dhert	Current Diagnoses & Treatment	Latest	01
12	Ceurtney M Tewnsend	Sabiston Textbook Surgery	Latest	01
13	Cuschieri	Essential Surgical Practice	Latest	01
14	George Burkitt	Essentials Surgery Probles Diagnosis & Management	Latest	01
15	Williams	Bailey & Love's Short Practice of Surgery	Latest	01
16	Harold Ellis	Lecture Notes on General Surgery	Latest	01
17	Kingsmerth Leblane	Management of Abdominal Hernias	Latest	01
18	Peter J. Marris Wood	Oxford Textbook of Surgery	Latest	01
19	Allan Clain	Hamilton Bacley's Demonstration of Physical Signs in Clinical Surgery	Latest	01
20	Nyhas, Baker	Mastery of Surgery	Latest	01
21	Emil A. Tanagho	Smith's General Urology	Latest	01
22	Marvin L. Gorman	Colan and Rectal Surgery	Latest	01
23		Farquhason's Operative Surgery	Latest	01
24	Admams, Victor	Principles of Neurology	Latest	01
25	Geraint Fuller	Neurological Examination Made Easy	Latest	01
26	Wolfgang K. Joklik Willett	Zinsser Microbiology	Latest	01
27	Talaro Taloro	Foundation in Microbiology	Latest	01
28	Manadoll Bennett	Principles and Practice of Infectious Disease	Latest	01
29	Gordan C Cook Zumla	Manson's Tropical Disease	Latest	01
30	Mcphee	Currunt Medical Diagnosis &Treatment	Latest	01
31	Buckley Gluckman	HIV Infection in primary care	Latest	01
32	Thamas E. Ogden David R. Hinten	RETINA	Latest	01
33	Jack S. Kanski	Clinical Ophthalmology	Latest	01
34	Kumar Abbas	Pathologic Basis of Disease 2 vol. Set.	Latest	01
35	Kumar Abbas	Basic pathology	Latest	01
36	Frankline Brown	Basic Clinical Parasitology	Latest	01
37	Bernerd E. Mathews	An Introduction to Parasitology	Latest	01
38	Viqar Zaman	Atlas of Medical Parasitology	Latest	01
39	Fleck Moody	Diagnostic Techniques in Medical Perasitology	Latest	01
40	James H. Leech, Merle A. Sande	Parasitic Infection	Latest	01
41	Crewe	A Guide to Human Parasitology	Latest	01
42	Davey, Crewe	A Guide to Human Parasitology	Latest	01
43	Alam Wilson	An Introduction to Parasitology	Latest	01
44	Sean C Sweetman	Martindale	Latest	01
45	Hard man Limbird	Goodman & Gilman The Pharmacological Basis of Therapeutics	Latest	01
46		Mosby Drug Consult	Latest	01
47	Bennett, Brown	Clinical Pharmacology	Latest	01

48	Travor Katzung	Pharmacology Examination & Board Review	Latest	01
49	Katzum Master	Basic & Clinical Pharmacology	Latest	01
50	K. Park	Preventive and Social Medicine	Latest	01
51	Victor P. Eroschenko	Di Fiore's Atlas of Histology	Latest	01
52	Gartner, Hiatt	Color Atlas of Histology	Latest	01
53	Jungueira	Basic Histology	Latest	01
54	Irwin Berman	Color Atlas of Basic Histology	Latest	01
55	K. Sembulingam	Essentials of Medical Physiology	Latest	01
56	Barrett Borman	Ganong's Review of Medical Physiology	Latest	01
57	Anthony Du Vivier	Atlas of Clinical Dermatology	Latest	01
58	Guyton & Hall	Medical Physiology	Latest	01
59	Odom, Jones, Berger	Andrews Disease of the Skin	Latest	01
60	Wilsom, Foster, Kranenberg	Willaims Textbook of Endocrinology	Latest	01
61	Greenspan Gardnar	Basic & Clinical Endocrinology	Latest	01
62	Johan Pickup Gareth	Textbook of diabetes	Latest	01
63	Braverman Utiger	Werner & Ingvars the thyroid	Latest	01
64	Sadler	Langman's Medical Embryology	Latest	01
65	Moore Paursad	The Developing Human Embryology	Latest	01
66	Stryer	Biochemistry	Latest	01
67	Chatterjea	Textbook of Medical Biochemistry	Latest	01
68	Harper	Illustrated of Biochemistry	Latest	01
69	Nelson Cox	Lehninger Principles of Biochemistry	Latest	01
70	A- Seatom D. Seaton	Craften and Dauglas's Respiratory Disease	Latest	01
71	Aitkenhead	Textbook of Anesthesia	Latest	01
72	Fleisher Johns	Millers Anesthesia	Latest	01
73	Crawford	Current Diagnosis & Treatment	Latest	01
74	Fuster, Alexander	The Heart	Latest	01
75	Snell	Clinical Neuro Anatomy	Latest	01
76	Sinnatamby	Last Anatomy	Latest	01
77	Richard L. Darke Vagle	Gray's Anatomy for Students	Latest	01
78	Agar, Dallay	Grants Atlas of Anatomy	Latest	01
79	Keith L. Moore	Clinically Oriented Anatomy	Latest	01
80	B.D Churasia	Human Anatomy 3 Vol. Set.	Latest	01
81	Saladin	Anatomy Physiology	Latest	01
82	Cormine D. Clemente	Anatomy A Regional Atlas of the Human Body	Latest	01
83	Harold Ellis	Clinical Anatomy	Latest	01
84	Moor, Agur	Essential of Clinical Anatomy	Latest	01
85	Frank Netter	Atlas of Human Anatomy	Latest	05
86	Abrahams Hutchings	Mc Min's Color Atlas of Human Anatomy	Latest	01
87	Carpenter	Core Textbook of Neuro Anatomy	Latest	01
88	David Sutton	Texbook of Radiology and Imaging	Latest	01
89	Peter Armstreng	Diagnostic Imaging	Latest	01
90	Susan J Neuhaus Devitt, Gernly	Radiology in Surgical Practice	Latest	01

**Companys' Basic Evaluation****Criteria for**

Contractor / (s) / Firm /(s) / Distributor / (s) / Supplier / (s) must obtained minimum 70% points in below mentioned eligibility criteria to qualify for Financial Bid Opening without declaration of black listing by relevant council(enclose valid / renewal registration certificate).

Description	Total Marks	Company Name
		Obtained Marks
NTN Certificate	<b>5</b>	
General Sales Tax Registration Certificate (GST) )+ (SRB)	<b>5</b>	
Company Profile containing Introduction date of Supply/establishment, experience books	<b>5</b>	
Professional Experience 03 Years of Technical Staff as per required / relevant education regarding Medical Book	<b>5</b>	
Current Financial Position (Bank statements & Audit Reports) 03 Years	<b>10</b>	
Evidence of Minimum Turnover of 01 Millions	<b>10</b>	
Certificate of Authorized Equipment Manufactures / Distributors / Suppliers	<b>10</b>	
<b>Sub Total Marks</b>	<b>50</b>	

**Equipment Technical Evaluation Criteria****(Item wise)**

Conformance to the Specification	<b>15</b>	
Similar nature works Experience	<b>10</b>	
Sample Evaluation	<b>25</b>	
<b>Sub Total Marks</b>	<b>50</b>	
<b>Grand Total Marks</b>	<b>100</b>	

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**Note: The minimum 70 marks are required to qualify for financial opening**



**LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES  
JAMSHORO**

**BIDDING DOCUMENTS**

**FOR**

**Tender for Purchase & Supply of Medical Books for Central Library,  
LUMHS, Jamshoro**

**PART ONE (FIXED)**

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

*Terms and conditions for*

**Tender for Purchase & Supply of Medical Books for Central Library,  
LUMHS, Jamshoro**



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**Part One- Section I.**  
**Instructions to Bidders**

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## Instructions to Bidders

### A. Introduction

#### 1. Source of Funds

- 1.1 The Procuring agency has received /applied for loan/grant/federal/provincial/local government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the project/schemes specified in the bidding data and it is intended that part of the proceeds of this loan/grant/funds/will be applied to eligible payment under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made only at the request of the Procuring agency and upon approval by the Government of Sindh and in case of a project will be subject in all respects to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to person or entities, or for any import of goods, if such payment or import, to the knowledge of the Federal Government/Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

## **2. Eligible Bidders**

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 and its Bidding Documents except as provided hereinafter.
- 2.2 The bidder must possess valid authorization from foreign principal / manufacturer and in case of manufacture they should have a documentary proof to the effect that they are the original manufacture of the required goods.
- 2.3 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.
- 2.4 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.
- 2.5 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 of 35 (1) of SPPRA Rules 2010.
- 2.6 Bidder should have minimum three (03) years experience in supply in Pakistan.
- 2.7 Bidder must have trained person including application to perform including application to perform experiment at sites for minimum three (03) years.
- 2.8 Any offer not received as per terms and conditions of the bidding documents is liable to be ignored. No offer shall be considered if:-
1. Received from earnest money from any firm.
  2. It is received after the time and date fixed for its receipt.
  3. The tender is unsigned.
  4. the offer is ambiguous
  5. the offer is conditional.
  6. the offer is from a firm blacklisted, suspended or removed from the approved list.
  7. The offer is received by telegram/Fax.
  8. Offer received with shorter validity than required in the tender enquiry.
  9. The offer is for store not conforming to specification indicated in the tender enquiry No counter offer will be accepted.

### 3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2010 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.

3.2 For the purpose of this clause (a) the term “Good” includes any goods that are the subject of this limitation for bids and (b) the term services includes related services such as transportation insurance, after sale services spare parts availability etc.

3.3 In case of imported good. Manufacturer and product should be ISO Certified.

### 4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, here in after referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

### B. The Bidding Documents

The Bidder must quote all none basis for each package specification.

### 5. Content of Bidding Documents

5.1 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
- (l) Detail of Technical Staff.
- (m) Financial standings/obligation/GST/Income Tax

5.2 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.

**6. Clarification of Bidding Documents**

6.1 A Prospective 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 ten (10) working days prior to the dead line for the submission of bids prescribed in the Invitation to Bids. 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.

**7. Amendment of Bidding Documents**

7.1 At any time prior to the dead line for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.

7.2 All Prospective bidders that have received the bidding documents shall be notified of the amendment in writing, and will be binding on them.

7.3 In order to allow Prospective 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. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

**C. Preparation of Bids**

**8. Language of Bid**

8.1 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 English. 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 English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

**9. Documents Comprising the Bid**

9.1 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.

#### **10. Bid Form**

10.1 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.

#### **11. Bid Prices**

11.1 The Bidders 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.

11.2 Form for price schedule is to be filled in very carefully and should be typed. Any alteration / correction must be initiated. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item should be highlighted.

11.3 The bidder should quote the prices of goods according to the technical specification. The specification of goods different from the demand of enquiry, shall straightway be rejected.

11.4 The bidder is required to offer competitive price. All prices must include relevant taxes and duties where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.

11.5 Prices offered should be for the entire quantity demanded, partial quantity offers shall straight way be rejected. Conditional offer shall also be considered as non-responsive bidder

11.6 while tendering your quotation, the present trend / inflation in the rate of goods and services in the market should be kept in mind. No request in price due to market fluctuation in the cost of goods and services shall be entered after the bid has been submitted.

#### **12. Bid Currencies**

12.1 Prices shall be quoted in Pak Rupees in case of free delivery basis (DDP) delivered duty paid.

12.2 State bank of Pakistan foreign currency selling rate will be considered from the date of opening of financial bid (import cases)

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

13.1 Pursue an 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**

13.2 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.

13.3 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 with in 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.
- (e) The procuring agency shall disqualify a bidder if it finds at any time that the bid submitted by, him concerning his qualification as supplier was false and materially inaccurate or incomplete.

### **14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

14.1 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.

14.2. 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.

14.3 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.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall not 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 demonstrate to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **15. Bid Security**

15.1 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.

15.2 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. The Bid security 5% of quoted rates in the shape of Pay order / demand draft (refundable to unsuccessful bidders) in the name of Vice Chancellor, LUMHS, Jamshoro.

15.3 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 document or any other form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
- (b) irrevocable cashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as non responsive, pursuant to ITB Clause 24.

15.5 Un successful 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.

15.6 The successful Bidder's bid security will be discharged up on the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 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.

#### **16. Period of Validity of Bids**

16.1 Bid 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 ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring Agency as non responsive

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the response 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.

#### **17. Format and Signing of Bid**

17.1 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.

17.2 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 form-amended printed literature, shall be initialed by the person or persons signing the bid.

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

17.4 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**

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

18.1 The Bidder shall seal the original and each copy of the bidding separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

18.2 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 dates specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 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".

18.4 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.

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

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

19.2 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 dead line will thereafter be subject to the deadline as extended.

## **20. Late Bids**

20.1 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.

## **21. Modification and Withdrawal of Bids**

21.1 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 dead line prescribed for submission of bids.

21.2 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.

21.3 No bid may be modified after the dead line for submission of bids.

21.4 No bid may be withdrawn in the interval between the dead line 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 ITB Clause 15.7.

## **E. Opening and Evaluation of Bids**

## **22. Opening of Bids by the Procuring agency**

22.1 The Procuring agency will open all 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.

22.2 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.

22.3 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.

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

**23. Clarification of Bids**

23.1 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 responses shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

**24. Preliminary Examination**

24.1 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.

24.2 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, non conformity, 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.

24.4 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 responsive assist to be based on the contents of the bid itself without recourse to extrinsic evidence.

## 25. Evaluation and Comparison of Bids

- 24.5 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.
- 25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.
- 25.2 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.
- 25.3 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 of spare parts and after-sales services for the equipment offered in the bid;
  - (f) The projected operation 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.
- 25.4 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 the Procuring agency to the delivered duty paid (DDP) price at the final destination.
  - (b) Delivery Schedule.
    - (i) – The Procuring agency enquires 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.

- (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 non responsive. 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

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 lifecycle 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 then or m 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**



Part One-Section I. Instructions to Bidders (ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluations 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.

**Alternative**

**25.4 Merit Point System:**

The following merit point system for weighing evaluation Factors Can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

*[In the Bid Data Sheet, choose from the range of]*

Evaluated price of the goods	60 to 90
Cost of common list spare parts	0 to 20
Technical features, and maintenance and operating costs	0 to 20
Availability of service and spare parts	0 to 20
Standardization	0 to 20
Total	100

The bids scoring the highest number of points will be deemed to be the lowest evaluated bid.

**26. Contacting the Procuring agency**

26.1 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.

26.2 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.

**27. Post-qualification**

27.1 In the absence of pre qualification, 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.

27.2 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.

27.3 An affirmative determination will be a prerequisite for a 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.

**28. Award Criteria**

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 29. Procuring agency's Right to Vary Quantities at Time of Award**
- 29.1 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 terms and conditions.
- 30. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 30.1 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 there by 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.
- 31. Notification of Award**
- 31.1 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.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 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.
- 32. Signing of Contract**
- 32.1 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.
- 32.2 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.
- 33 Performance Security**
- 33.1 Within five (05) 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.
- 33.2 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 for 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.

**34. Corruptor  
Fraudulent  
Practices**

34.1 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, 2010 and Rules made there under:

(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 anything 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 benefit 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 in definite 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.

34.2 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.

**PartOne-Section II.**  
**General Conditionsof Contract**

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## **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 the SCC.
- (h) “The Procuring agency’s country” is the country named in the 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 the 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.

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

- 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.
- 5.1 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 five (05) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amounts 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 sixty (60) 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 Suppliers 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 nature 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.

## **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 seller's responsibility.

## **12..**

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 The supplier shall be required to provide the incidental services as specified in SCC and the cost of which should be included in the total bid price.

## **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, insufficient 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 actor 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 A warranty of Two Years will be provided free of cost including parts repair and replacement however in case of high tech equipment if mentioned in the specification the warranty shall be five years free service and parts at the installation site.
- 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 cost 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 sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak Rupees which will be paid after Installation and satisfactory report by inspection committee for duty delivered pay free delivery at the consignee end. In case of import cases, payment will be made 100% via establishing LC at sight and receiving shipping doc / bill of lading, inspection, certificate of the manufacturer's country of origin, compliance of international standards of quality.

## **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 and shall remain the same till expiry of original bids validity period provided the procuring agencies bid validity extension.

## **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 extensions 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**

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

## **Damages**

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 leveled at the rate of two percent (2% ) per month or a fraction thereof subject to a maximum of ten percent (10%) of the P.O / contract price / asum equivalent to the percentages 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 percentages specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

## **24. Termination for Default**

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 anything 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 their main demand 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.

All taxes are applicable as per government.

**33. Turnkey basis**

- The Purchaser will evaluate and compare bids on turnkey basis design/equipment, installation, commission and training and services. Equipment will purchase on the package basis.
- Equipment must be quoted with all the standard accessories.
- UPS/Power protection for the equipment shall be incorporated in the system or must be quoted separately.

(For complete accessories of equipment each section must be completely quoted)

**CONTRACT PERFORMANCE BOND**

(Bank Guarantee on stamp paper at the rate prescribed by Government of Pakistan)

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Expiry Date \_\_\_\_\_

**Letter by the Guarantor (Bank) to the Employer (University)**

Name of Guarantor (Bank) with Address:  
\_\_\_\_\_

Name of Principal (Contractor) with address:  
\_\_\_\_\_

Penal Sum of Security (Bond), (in words and figures)  
\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the Tender Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal (Contractor) we, the Guarantor above named, are held and firmly bound unto the Chairman,CPC , LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES, Jamshoro, Sindh, acting through the Chairman, Central Purchase Committee LIAQUATUNIVERSITY OF MEDICAL & HEALTH SCIENCES, Jamshoro {hereinafter called the Employer (University)} in the penal sum of amount stated above for the payment of which sum well and truly to be made to the said Employer (University), we bind ourselves, our heirs, executors, administrators and successors, jointly and severely, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal (Contractor) has accepted the Employer’s (University’s) above said Letter of Acceptance

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer (University), with or without notice to the Guarantor, which notice is hereby waived and shall also well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till the expiry of the guaranty period as per Clause of the Conditions of Contract.  
Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

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

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

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

\_\_\_\_\_

Guarantor (Bank)

Witness:

1. \_\_\_\_\_  
(Signature)

1. Signature\_\_\_\_\_

\_\_\_\_\_  
Corporate Seal)

2. Name \_\_\_\_\_

2. \_\_\_\_\_  
(Signature)

3. Title \_\_\_\_\_

\_\_\_\_\_  
(Name, Title, Address)

\_\_\_\_\_  
(Corporate Guarantor Seal)

ARTICLES OF AGREEMENT

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Chairman,CPC, LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES, located at Jamshoro, Sindh, including his successors in office and Assignees / Agents, acting through the Chairman, Central Purchase Committee LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES, hereinafter called the “**University** ”, of the one part,

**And**

\_\_\_\_\_ of \_\_\_\_\_  
(name and designation of the authorized person)

\_\_\_\_\_, located at \_\_\_\_\_,  
hereinafter called the “ **Contractor** ” which expression shall include their successors, legal representatives of the second part.

Whereas the **University** Requires Office Appliance / Furniture / Lab Equipment

at Jamshoro. Whereas the **Contractor** has agreed to supply, install, put into operation and demonstrate the working of the said work valued at Rs.

\_\_\_\_\_ (amount in figures and words)  
in the period of \_\_\_\_\_ months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**

**Now this Agreement witnesses 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** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_ on behalf of the **Contractor**, and by \_\_\_\_\_  
(name and designation of the authorized person) on behalf of the **University** , all of \_\_\_\_\_  
(name and designation of the authorized person) this shall be deemed to form and be read as a part of this Agreement viz.:
  - a) Articles of Agreement;
  - b) Instructions to Tenderer;
  - c) Conditions of Contract;
  - d) Contractor’s Offer including the relevant correspondence prior to signing of this Agreement with all Annexure duly filled in;
  - e) The specifications of the equipment and other related items;
  - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the University **to supply** , deliver, install, put into operation and demonstrate the working of the items in conformity in all respects of the Contract.
4. The **University** hereby **covenants to pay** the Contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the items, the contract price in the manner prescribed by the Contract and approved by the University.

**In Witness Whereof** the parties have hereunto set their respective hands and seals, the day, month and year first above written.

**Vice Chancellor LUMHS**

Signature\_\_\_\_\_

Name:\_\_\_\_\_

**WITNESSES:**

University Witness No.1: Signature:\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

University Witness No.2: Signature:\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Contractor**

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Contractor’s Witness No.1: Signature:\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contractor’s Witness No.2: Signature:\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



Purchase & Store Section,

# LIAQUAT UNIVERSITY

OF MEDICAL & HEALTH SCIENCES  
JAMSHORO, SINDH  
Telephone: + 9213350, Exch.9213313, Ext. + 122  
Email: [storesectionlumhs@yahoo.com](mailto:storesectionlumhs@yahoo.com),  
Web Site: [www.lumhs.edu.pk](http://www.lumhs.edu.pk)

Doc# LUMHS/PSS/- 5727  
ISSUE DATE: 10-10-2019

"Say No to Corruption"

## Notice Inviting Tender

Tender invited under sealed cover from authorized Dealers / Distributors registered with GST & Income Tax for purchase & supply of Medical Books Central Library, LUMHS, Jamshoro.

S.NO	Description	Method of Procurement	Purchasing / Issuing of tender documents Day, Date & Time	Last Purchasing day/ date & Time of tender documents.	Submission of tender bid day, date & time	Opening day, date and time of tender	Tender fee (Non-Refundable)
01.	Medical Books for Central Library, LUMHS, Jamshoro.	Single stage two envelop Bidding procedure	Tuesday, 15-10-2019, 9:00AM to 3:00PM	Monday, 04-11-2019 9:00AM to 3:00PM	Tuesday, 05-11-2019, 11:00 AM.	Tuesday, 05-11-2019, 11:30 am,	Rs. 1,500/=

### Note: -

Details are mentioned in the tender documents. Prescribed tender proforma along with Terms & Conditions which can be downloaded from SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) / LUMHS website i.e. [www.lumhs.edu.pk](http://www.lumhs.edu.pk) on payment of Rs. 1,500/= (Rupees One Thousand Five Hundred only) in the shape of Pay Order / D.D (Non-refundable) in favour of Vice-Chancellor, Liaquat University of Medical & Health Sciences, Jamshoro attached with technical tender proposal within Due Date along with following documents.

07. Latest Income Tax Certificate (NTN).
08. Valid GST Registration Certificate with last GST return.
09. Detailed Portfolio of Company.
10. Minimum 03 Years Experience
11. Last 03 Years Audit Repots
12. Sindh Revenue Board (SRB) Certificate

- The bidding shall be on single stage two envelope procedure, 1<sup>st</sup> envelope should contain Technical Proposals DD/Pay order Rs. 1,500/= (Rupees One Thousand Five Hundred only) & be clearly marked as technical proposals.

- Second envelope should contain Financial Proposals (rates) in Pak Rupees & C&F along with the Earnest / Bid Money 2% of quoted rates in the shape of pay order/demand draft (refundable to un-successful bidders) in favour of Vice Chancellor, LUMHS, the envelope be clearly marked as financial proposals.
- Both envelopes should be sealed separately and placed in the third envelope. The name of the bidder be clearly marked on all envelopes.
- Tender can be downloaded from SPPRA / LUMHS Website or purchased from Purchase & Store Section, LUMHS, Jamshoro from Tuesday, 15-10-2019 to Monday, 04-11-2019 during Office hours.
- tender should be dropped in the tender box on Tuesday, 05-11-2019 before 11:00 AM and Proposals of the bids shall be opened publicly on same day in the presence of bidders or their nominated representative, who wish to attend at 11:30AM.
- After the evaluation & approval of the technical proposals by the technical committee on the basis of the documents feature of the Books samples of described Books in the catalogue, the LUMHS shall at a time within the bid validity of minimum of 90 days publicly, open the financial proposals of the technically accepted bids only, on the date and time communicated later by this university to the technically approved bidders. The financial proposals of bids found technically non-acceptable shall be returned without opening Financial Proposals to the respective bidders.
- The Central Purchase Committee may cancel / delete any item as per SPPRA Rules. Tender who do not fulfill the terms and conditions will not be entertained. The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules.
- Government notified black listed firms / suppliers shall not be entertained.
- In case the tender is not opened on the scheduled date due to unscheduled holiday then the same shall be submitted & opened on next working day, the other terms and conditions of the tender shall however remain unchanged.

**Chairman,**

Central Purchase Committee,

LUMHS, Jamshoro.



- Form – 1.                    -            Application Letter
  
- Form-2                    -            General information of FIRM
  
- Form-3                    -            list of similar Projects/Procurements
  
- Form-4                    -            Details of Technical Staff
  
- Form-5                    -            Financial Standings/Obligations/GST/Income Tax.





## **Form 1**

Letter of Application

Registered Business Name:

Registered Business Address:

Telephone & FAX:

To:                   Chairman, Central Purchase Committee  
                          LUMHS, Jamshoro.

Sir,

I/We hereby apply for Procurement Services at LUMHS, Jamshoro as a registered Firm/Individual.

I/We authorize LUMHS or its authorized representatives to conduct any investigation to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application, from any person, bank, department, agency or firm.

The names and positions of the contact persons at our firm, who may be contacted for further information, if required are as follows:

Abc

Xyz

LUMHS, Jamshoro



I/We hereby declare that

The statements made and the information provided in the application are complete, true and correct in every detail,

This firm has never been black listed by any Government / Autonomous bodies or private company or corporation and not involved in any litigation, arbitration with any client.

Faithfully

Authorized Representative of applicant

Official seal

Dated



## **Form – 2**

General information

Name of Company

Type of company

Status of company

Year of incorporation/establishment

Head office address

Telephone Nos

Fax Nos

E-mail address

Branch offices

Telephone No.

E-mail address

Attachments required

Attested copies of registration and ownership certificates of the FIRM

Detailed company profile must include main line of business, response time & after sale support statement, major client list, affiliation with international vendors and available resources for project execution.

**Name / designation/signature of**

**Authorized Person**

**Form – 3**

Details of Similar Nature Projects

S.N	Nature/Name of Project Procurement	Cost of Project	Name & Address of Company	Name & Designation of Contact person	Contact Details of the firm
<b>Projects</b>					

Note: List Down Projects most recently done on top

**Name/Designations/Signature of**  
**Authorized Person**



## **Form – 4**

### Details of Technical Staff

S.No.	Name	Designation	Education	Type of Experience	Years of Experience