

 <b>SINDH</b> INTEGRATED EMERGENCY & HEALTH SERVICES	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY, JANITORIAL, GROCERY, GENERAL OFFICE SUPPLIES</b>
---	--	--



# **Tender Documents – T86/2023**

## **Supply of Office Stationery, Janitorial, Grocery, General Office Supplies**

TENDER NOTICE .....	4
GUIDELINES FOR BIDDERS:.....	5
COMPANY INTRODUCTION .....	6
INVITATION TO BID.....	7
Annexure B – Scope of Work & Delivery Schedule .....	8
SCOPE OF WORK .....	8
BIDDING PROCEDURE.....	15
INSTRUCTIONS TO BIDDERS.....	15
ELIGIBILITY CRITERIA FOR BIDDERS.....	16
LIST OF DOCUMENTS TO BE ENCLOSED:.....	16
CLARIFICATION / QUERIES ON TENDERING DOCUMENTS.....	17
BID PRICE.....	18
VALIDITY OF BIDS .....	18
LANGUAGE OF BIDS: .....	18
BID SECURITY / EARNEST MONEY .....	18
ACCEPTANCE / REJECTION OF BID .....	18
FORFEITURE OF BID SECURITY .....	19
CANCELLATION OF BIDDING PROCESS .....	19
AMENDMENT OF TENDER DOCUMENT .....	20
PERIOD OF CONTRACT .....	20
DEADLINE FOR SUBMISSION OF BID .....	20
POST BID SUBMISSION .....	21
OPENING OF BID .....	21
EVALUATION OF BIDS.....	22
ANNOUNCEMENT OF BID EVALUATION REPORT .....	22
BID EVALUATION CRITERIA .....	22
CLARIFICATIONS / CORRECTIONS OF BID.....	22
PENALTY.....	22
PERFORMANCE SECURITY .....	23
REFUND OF PERFORMANCE SECURITY .....	23
FORFEITURE OF PERFORMANCE SECURITY .....	23
APPLICABLE LAW.....	23
ARBITRATION.....	23

RIGHT TO VARY / CANCEL QUANTITIES AND SPLIT ORDER .....	24
TERMINATION & CANCELTION OF CONTRACT .....	24
REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY .....	24
COST OF TENDERING .....	24
COST OF STAMP DUTY .....	24
PAYMENT TERMS .....	24
AWARD OF CONTRACT.....	25
NOTIFICATION OF AWARD.....	25
CANCELLATION OF CONTRACT .....	25
TENDER TIMELINES.....	26
BID DATA SHEET .....	27
BID DATA SHEET .....	27
Annexure C – Price Schedule / Contract Price.....	28
BID FORM / PRICE SCHEDULE .....	28
VENDOR INFORMATION FORM .....	29
SPPRA INTEGRITY PACT (To be signed with the successful bidder to whom contract/agreement will be awarded) .....	30
AGREEMENT DRAFT .....	31
Annexure B – Scope of Work & Delivery Schedule .....	31



TENDER NOTICE

Published in Daily Dawn, Jang & Kawish on 31<sup>st</sup> May, 2023

DAWN WEDNESDAY MAY 31, 2023

Notice Inviting Tender from Sindh Integrated Emergency & Health Services (SIEHS) for various services including staff transport, AC repair, water dispensers, etc.

Urdu version of the tender notice, titled 'شیدرتونیس' (Tender Notice), detailing the procurement process and list of services.

Advertisement for 'Kawish' newspaper, dated Wednesday, May 31, 2023.

Urdu version of the tender notice, titled 'شیدرتونیس', providing details about the procurement process and list of services.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

**GUIDELINES FOR BIDDERS:**

**CHECKLIST**

<b>Single Stage - One Envelope</b>		
<b>S. No</b>	<b>Sequence of Documents (Must be in file using separators)</b>	<b>Check box</b>
1	Photo copy of Tender fee pay order in title of SINDH INTEGRATED EMERGENCY & HEALTH SERVICES – SIEHS or the online banking/deposit details.	
2	Bid Security (% mentioned in bid data sheet), in shape of a pay order in title of SINDH INTEGRATED EMERGENCY & HEALTH SERVICES - SIEHS	
3	Financial Proposal	
4	Technical Proposal	
5	All pages of SIEHS tender documents have been signed & stamped	
6	Active Tax Payer Document (Must be printed from FBR / SRB portal and not more than 15 days before the submission of documents)	
7	NTN Certificate	
8	GST / SST (which ever applicable) - Status must be active and printout to be attached	
9	For last three years income tax return document or financial audit report	
10	Copy of CNIC of signatory of the Bid Form	
11	Affidavit on Rs.100 stamp paper / e-stamp paper that:  a. the bidding company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.  b. the bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the bid security, performance guarantee and payment, if any may be forfeited	
12	Satisfactory performance letter (if applicable)	
13	Documents mentioned in evaluation criteria for scoring purpose	

 <b>SINDH</b> INTEGRATED EMERGENCY & HEALTH SERVICES	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY, JANITORIAL, GROCERY, GENERAL OFFICE SUPPLIES</b>
---	--	--

## COMPANY INTRODUCTION

---

Sindh Integrated Emergency and Health Services (SIEHS), is a section 42 not-for-profit company formed in collaboration with the Government of Sindh. This service is a realization of Government of Sindh's commitment to strengthen the primary healthcare structure in Sindh through a public-private arrangement ensuring delivery of timely, effective, patient-focused ambulance and holistic healthcare services, free-of-cost.

SIEHS under its ambit operates and manages Pakistan's first and only ISO 9001:2015 certified ambulance service called Sindh Rescue and Medical Service (SRMS). SRMS operates according to international protocols, and is equipped with advanced medical equipment, life-saving drugs and qualified paramedics and nurses, providing immediate pre-hospital emergency care to those suffering with acute health trauma. The quality emergency services are available to all those who need it, across the social spectrum.

Our Tele Tabeeb and Tele Medicine platform is designed to support health care solutions and capacity building across the general health continuum, free-of-charge. With 24/7 access to doctors, clinical psychologists and healthcare experts, supported by updated algorithms for common diseases and on-going pandemic, we ensure that people in need receive timely diagnostic and counselling services, anytime. Our state-of-the-art call center allows callers to access coordinated advice and counselling services from across Pakistan, by dialing "1123".

SIEHS invites sealed bids on **Single Stage - One Envelope Procedure** for the supply of Office Stationery, Janitorial, Grocery, General Office Supplies from well reputed companies registered with federal / provincial tax authorities.

## INVITATION TO BID

Sindh Integrated Emergency and Health Services (SIEHS), invites the sealed bids for provision of Office Stationery, Janitorial, Grocery, General Office Supplies from registered companies available on List of Active Tax Payers" of FBR (for Income Tax) & SRB (For Sales Tax) websites.

Tender fee	Rs. 3,000/- (Rupees three thousand rupees only) Non-Refundable
Bidding procedure	Single Stage – Single Envelope Procedure
Bid security	2% of the total bid value.
Deadline for submission of bids	15 <sup>th</sup> June 2023 at 9:30 am (Tentative)
Bid opening date and time	15 <sup>th</sup> June 2023 at 10:00 am (Tentative)

1. SIEHS may issue the clarifications or amendments in respect of the bidding documents which will be uploaded at the website (<http://siehs.org/tender-documents/>), SIEHS will not be responsible of any confusion or misunderstanding in this regard.
2. In case of any unforeseen situation or government holiday resulting in closure of office on the date of bid opening, bids will be submitted / opened on next working day at the tentative given time and venue.
3. SIEHS reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended 2022). In case of any discrepancy, the SPPRA rules will take precedence.
4. SIEHS reserves the right to reduce quantities of item or cancel all or any item during the course of evaluation process.



## Annexure B – Scope of Work & Delivery Schedule

### SCOPE OF WORK

Supply of office stationery, janitorial, grocery & general items on the basis of closed framework contract up to December 31<sup>st</sup>, 2023. The rates will be valid for the period up to 31-12-2023.

### CLOSED FRAMEWORK CONTRACT

Closed framework contract means a contract with specified terms and conditions with an agreed price for a specific period of time.

### ITEM CATEGORIES

- (A) Stationary Items
- (B) Janitorial Items
- (C) Grocery Items
- (D) General Items

### DELIVERY LOCATION

Location/Site: Warehouse: House No. 245/2-X, Block 6, P.E.C.H.S, Karachi, Pakistan.

### DELIVERY SCHEDULE

Total tender item quantities will be split into two delivery schedules.

### PAYMENT

SIEHS standard payment terms are 45 days' credit after submission of correct invoice. Advance payments are discouraged. Under requirement of advance payment, successful bidder will be required to submit a bank guarantee (from a scheduled bank in Pakistan) of same amount (inclusive of tax) as guarantee and refunded upon successful completion of services at end of the period of performance of the contract/agreement.

### SAMPLES

- The bidder shall provide free of charge single specimen sample of their respective quoted items against 'equivalent or local items'.
- Bidders will clearly mark the name of its firm on the provided samples.

### QUANTITY

The rates quoted shall be governed by "Framework Contract", which will span over the time period up to 31<sup>st</sup> December 2023, starting from the date of issuance of LOA and subsequent issuance of first relevant Purchase Order to the supplier. SIEHS reserves exclusive rights to decrease or



	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,          JANITORIAL, GROCERY,          GENERAL OFFICE SUPPLIES</b>
---	--	--

increase the quantities of items mentioned vide this tender document, at the unit rates quoted by the bidder.

## REQUIRED ITEMS FOR THE PERIOD JULY TO DECEMBER 2023:

### (A) Stationery Items

Seq	Stationery Item Name	Brand	Specification	Unit	Qty
1	Attendance Register	Nobel/Kohinoor Or Equivalent	200 Pages	Pcs	114
2	Binder Clip - Large (32mm)	Dux Or Equivalent	Large (32mm)	Pkt	57
3	Blanko (Correction Pen)	Dux/Ora/Bic Or Equivalent	White Fluid	Pcs	57
4	Blanko Correction Liquid (Bottles)	Dux/Ora/Bic Or Equivalent	White Fluid	Pcs	17
5	Board Marker Blue	Dollar/Piano Or Equivalent	2mm With Dark Blue Color	Pcs	188
6	Board Marker Green	Dollar/Piano Or Equivalent	2mm With Dark Green Color	Pcs	68
7	Board Marker Black	Dollar/Piano Or Equivalent	2mm With Dark Black Color	Pcs	68
8	Board Marker Red	Dollar/Piano Or Equivalent	2mm With Dark Red Color	Pcs	68
9	Board Marker Refill	Dollar/Signature Or Equivalent	Blue, Black, Red, Green	Pcs	30
10	Box Files	Elegant/Comet/Fast Or Equivalent	Box File With Metallic Clip Preferred Color : Green / Black / Blue	Pcs	1148
11	Calculator For Desk (Non Scientific / Non-Financial)	Casio/Sharp Or Equivalent	Electronic 2-Power, 14 Digits 100 Step Check	Pcs	20
12	Double Sided Tape 1 Inch	Local	3 To 5 Meter	Pcs	12
13	Double Sided Tape 3 Inch	Local	3 To 5 Meter	Pcs	78
14	Duster (For White Board)	Local	Approx. 6 To 8 Inch	Pcs	78
15	Envelop A4 Size	Local	A4 Size, White Color	Pcs	1340
16	Eraser	Dux/Oro/Pelikan Or Equivalent		Pcs	79
17	Gem Clip (36mm)	Three Flower Or Equivalent	U-Shaped 36mm	Pkt	48
18	Glue Stick – Medium	Uhu/Dollar/3m Or Equivalent	Medium 18-22g	Pcs	198
19	Hard Plastic File (A4 Size)	Ghuri/Comet Or Equivalent	D-Shape Ring - Preferred Color : Blue	Pcs	73
20	Heavy Duty Staple Machine	Deli/Dux Or Equivalent	Compatible With No. 23/15-15mm	Pcs	7
21	Highlighter – Yellow	Dollar/Pelikan/Fuji/ Or Equivalent	Yellow 1-4.5mm	Pcs	162
22	Highlighter – Pink	Dollar/Pelikan/Fuji/ Or Equivalent	Pink 1-4.5mm	Pcs	42
23	Highlighter – Green	Dollar/Pelikan/Fuji/ Or Equivalent	Green 1-4.5mm	Pcs	42
24	Highlighter – Blue	Dollar/Pelikan/Fuji/ Or Equivalent	Blue 1-4.5mm	Pcs	42
25	Highlighter – Red	Dollar/Pelikan/Fuji/ Or Equivalent	Red 1-4.5mm	Pcs	42
26	Hole Punch Machine - Medium	Opal Kdp.20 Or Equivalent	Medium 2 Hole	Pcs	39
27	Hole Punch Machine Heavy Duty	Deli/Dux Or Equivalent	Large Size	Pcs	11
28	Notebook (Ring Binder)	Nobel/Kohinoor Or Equivalent	240-300 Pages with Printed Lines	Pcs	57
29	Packing Tape (2 Inch) 60 Yards	3m/Scotch Or Equivalent	Yellow 2"	Pcs	100

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,          JANITORIAL, GROCERY,          GENERAL OFFICE SUPPLIES</b>
---	--	--

30	Packing Tape (3 Inch) 60 Yards	3m/Scotch Or Equivalent	Yellow 3"	Pcs	178
31	Paper Cutter For Office Desk	Fine Quality	For Office Desk Use	Pcs	22
32	Paper Rim - A4 Size (70 Gsm)	BLC/PPC/AA Or Equivalent	500 Sheet, 70 Gsm	Ream	447
33	Paper Rim - Legal Size (70 Gsm)	BLC/PPC/AA Or Equivalent	White 500 Sheet, 70 Gsm	Ream	5
34	Paper Rim - A4 Size (70 Gsm)	Local Or Equivalent	Color - Green 100 Sheet, 70 Gsm	Ream	5
35	Paper Tray	Deli Or Equivalent	Letter Tray Plastic	Pcs	15
36	Pen Black	Piano Point/Dollar Or Equivalent	0.8 Mm Black Color	Pcs	718
37	Pen Blue	Piano Point/Dollar Or Equivalent	0.8 Mm Blue Color	Pcs	1372
38	Pen Red	Piano Point/Dollar Or Equivalent	0.8 Mm Red Color	Pcs	227
39	Pencil	Gold Fish/Deer/Dollar Or Equivalent	2 1/2 Hb, 12 Each Pkt	Pcs	312
40	Pen Holder Jar	Gold Fish/Deer/Dollar Or Equivalent	Stainless Steel	Pcs	56
41	Pencil Cell AA 1.5v	Toshiba/Maxell Or Equivalent	AA 1.5v, Genuine	Pcs	108
42	Pencil Cell AAA 1.5v	Toshiba/Maxell Or Equivalent	AAA 1.5v Genuine	Pcs	354
43	Permanent Marker Black	Dollar/Piano Or Equivalent	2mm Permanent	Pcs	117
44	Plain Window Envelop Small	Local	120 Gm White Color With Transparent Window	Pcs	1000
45	Plain Envelop Small	Local	120 Gm White Color	Pcs	870
46	Plain Register With Printed Lines	Nobel/Kohinoor Or Equivalent	(240 / 300 Pages ) With Printed Lines	Pcs	154
47	Plastic Folder - A4 (Transparent)	Chanyi/Magnetic Or Equivalent	A4 (Transparent Sheet)	Pcs	558
48	Pointer (Black) - Gell Pen Black	Uniball,Signo Or Equivalent	0.7 Mm Black	Pcs	78
49	Pointer (Blue)- Gell Pen Blue	Uniball,Signo Or Equivalent	0.7 Mm Blue	Pcs	68
50	Rubber Band	Local	Size 04 20 To 50 Gram Packing Required In 50pcs Box	Pkt	198
51	Ruler - Steel (1ft)	Swordfish/Deli Or Equivalent	Stainless Steel 1 Fit	Pcs	36
52	Scissor	Deli Or Equivalent	Steeliness Steel For Office Desk Use Size 5 To 6 Inches	Pcs	40
53	Scotch Tape 1" China (45~60 Yards)	3m/Scotch Or Equivalent	White 1" (45~60 Yards)	Pcs	390
54	Scotch Tape Dispenser	Deli/Dux Or Equivalent	(Large) 1"	Pcs	18
55	Separators For Box File (10 Pcs/Set)	Comit/Sworld Or Equivalent	A4 Different Color (10 Each Pkt)	Set	128
56	Sharpener	Dux/Maped Or Equivalent	Silver/Plastic	Pcs	42
57	Stamp Pad Blue	Crystal/Dollar/Lancer Or Equivalent	Medium	Pcs	24
58	Stamp Pad Ink Black	Crystal/Dollar/Lion Or Equivalent	28 Ml - 32ml	Pcs	5
59	Stamp Pad Ink Blue	Crystal/Dollar/Lion Or Equivalent	28 Ml - 32ml	Pcs	29
60	Stamp Pad Ink Red	Crystal/Dollar/Lion Or Equivalent	28 Ml - 32ml	Pcs	5
61	Staple Pin - Heavy Duty	Dollar/Dux Or Equivalent	No. 23/15-15mm	Pkt	30
62	Staple Pin- Medium (24/6)	Dollar/Dux Or Equivalent	No. 24/6	Pkt	592
63	Stapler Machine – Medium	Dux/Opal Or Equivalent	Compatible With 24/6 Pin Size	Pcs	100
64	Stapler Pin Remover	Dux Or Equivalent	Small	Pcs	54
65	Stock Register	Nobel/Kohinoor Or Equivalent	150 To 200 Pages With Printed Lines	Pcs	112

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY, JANITORIAL, GROCERY, GENERAL OFFICE SUPPLIES</b>
---	--	--

66	Stock Register 800 Pages	Nobel/Kohinoor Or Equivalent	800 Pages With Printed Lines	Pcs	94
67	Thumb Pin (50 Pcs/Pkt Color)	Deli/Syloon Or Equivalent	Different Color With Plastic Head	Pkt	135
68	Vehicle Log Book	Nobel/Kohinoor Or Equivalent	200 Pages	Pcs	1360
69	Writing Pad – Large	Nobel/Kohinoor Or Equivalent	Approx. Size 11 Inch By 9 Inch - 50 Pages	Pcs	279
70	Writing Pad – Small	Nobel/Kohinoor Or Equivalent	Approx. Size 8 Inch By 5 Inch - 50 Pages	Pcs	1205
71	Multi-Color Flag (Stick Pad)	Post It Or Equivalent	Multi-Color 100 Sheet flags With Plastic Material	Pkt	90
72	Yellow Notes (Stick Pad)	Post It Or Equivalent	3"X3", 100 Sheet Pad	Pkt	159

## (B) Janitorial Items

Sr #	Product Name	Brand	Specification	Unit	Qty
1	Air Freshener (300 MI Bottle) For Automatic Machine	Perfect/Fresco/Areon Or Equivalent	300ml Spray Bottle	Bottle	53
2	Antiseptic Liquid	Dettol Or Equivalent	1000 MI Bottle	Bottle	74
3	Antiseptic Liquid	Dettol Or Equivalent	500ml Bottle	Bottle	108
4	Bleach (500ml)	Robin/King/Tesco Or Equivalent	500 MI Bottle	Bottle	300
5	Bottle Plastic	Local	1ltr	Pcs	204
6	Broom (Coconut)	Local	Good Quality	Pcs	240
7	Broom (Flower)	Local	Good Quality	Pcs	276
8	Brush For Commode	Local	Plastic With Poat	Pcs	168
9	Cleaning Acid	Sweep Or Equivalent	500ml Bottle	Bottle	300
10	Cockroach Killer Gel	Warrior/Kiwi/Kingtox Or Equivalent	50 Gram Tube	Bottle	348
11	Dish Washing Scrub With Foam - 2 Pcs	Scotch Brite Or Equivalent		Pcs	321
12	Disinfections Bucket With Cover	Local	Capacity 16 Liters	Pcs	180
13	Disinfections Bucket With Handle	Local	Capacity 20 Liters	Pcs	180
14	Disposable Head Cap (100 Pcs / Pkt)	Local	100 Pcs Pkt	Pkt	18
15	Dryer Mop Refill	Local		Pcs	33
16	Dryer Mop With Stand	Local		Pcs	79
17	Dustbin With Lid	Plastic	Simple 5-6 Liters For Office Desk Use	Pcs	36
18	Dust Collector	Local	Plastic Body With Stand	Pcs	52
19	Face Mask (50 Pcs/Pkt)	Fay/Best Care Or Equivalent	50 Pcs Box, Packing Of 25 Masks In 1 Plastic Foil	Pkt	36
20	Feather Duster For Cleaning	Local		Pcs	228
21	Flannel Cloth For Vehicle Cleaning	Local	Width 28 Inches By Length 18 Inch White Color	Pcs	22440
22	Fog Machine Disinfectant Solution	Medical Grade	Lab Test Report Required	Ltr	60
23	Furniture Revival Polish	Kiwi/7c Or Equivalent	250-300ml Spray Bottle	Bottle	153
24	Hand Sanitizer (5ltr/Can)	Delite/Lifebuoy/Purell Or Equivalent	5 Ltr Can	Can	68
25	Hand wash Herbal 4.75ltrs	Delite/Lifebuoy Or Equivalent	4.75 Ltr To 5 Ltr Can	Bottle	159

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,          JANITORIAL, GROCERY,          GENERAL OFFICE SUPPLIES</b>
---	--	--

26	Hygiene Tissue Paper	Rose Petal/Fay Or Equivalent	200 Sheet, Sheet Size 22.5 X 22.5cm	Pkt	974
27	Insect Killer Multipurpose	Baygon / Kingtox Or Equivalent	300ml To 400ml	Bottle	330
28	Kitchen Paper Towel	Fay / Rose Petal Or Equivalent		Pcs	156
29	Liquid Dish Wash	Lemon Max Or Equivalent	500ml Bottle	Bottle	282
30	Liquid Glass Cleaner	Glint/Domex/King Or Equivalent	500ml Spray Bottle	Bottle	234
31	Mop (Pocha) - Refill For Steel Rod	Local	600 Grams	Pcs	294
32	Mop For Cleaning With Steel Rod	Local	Steel Rod With Refill	Pcs	165
33	Nylon Brush For Cleaning	Local	Brush Size 1 Feet With Plastic Body	Pcs	590
34	Plastic Bag 12"X14" - Transparent	Local	1 Kg Packing	Pkt	310
35	Plastic Bag 18"X15" - Transparent	Local	1 Kg Packing	Pkt	148
36	Plastic Bag 18"X24" - Transparent	Local	1 Kg Packing	Pkt	310
37	Plastic Bag 24"X36" - Transparent	Local	1 Kg Packing	Pkt	320
38	Plastic Bag 30"X20" - Transparent	Local	1 Kg Packing	Pkt	158
39	Polish For Dashboard (10 Pcs / Pkt)	Luster Or Equivalent	10 Pcs Pkt	Pkt	84
40	Polythene Bag (18x24) - Black (1kg / Pkt)	Local	Black Color 1 Kg Pkt Size 18x24 Separate Packing Of 1 Kg	Kg	360
41	Polythene Bag (30x50) - (1kg / Pkt)	Local	White Color 1 Kg Pkt Size 30x50 Separate Packing Of 1 Kg	Kg	442
42	Polythene Gloves For Kitchen Staff (100 Pcs/Pkt)	Poly Gloves Or Equivalent	100 Pcs Pkt	Pkt	90
43	Room Freshener (Spray)	Fresco/Areon Or Equivalent	300ml Spray Bottle	Pkt	72
44	Roomi Air Freshener	Roomi Or Equivalent	12 Pcs Pkt	Pkt	90
45	Rubber Pipe-50 Ft	Master/ Minhas Or Equivalent	1 Inch	Pcs	6
46	Shiner Spray For Dashboard	Local	250ml Bottle	Pcs	102
47	Shower Head For Spray Bottle	Local	Plastic Material	Pcs	222
48	Small Wiper For Windshield Cleaning	Local	Good Quality With Plastic Material	Pcs	636
49	Soap Bar	Safeguard/Life Boy/Dettol Or Equivalent	80 To 150 Grams	Pcs	492
50	Spray Bottle (With Pusher)	Local	Hard Plastic	Pcs	744
51	Tissue Paper Box	Rose Petal/Fay Or Equivalent	100-150 X 2 Ply	Pcs	942
52	Tissue Roll	Rose Petal/Fay Or Equivalent	Roll Length: 24 M, Roll Width: 100 Mm	Pcs	2180
53	Toilet Cleaner (500ml)	Harpic/Finis/Domex Or Equivalent	500ml Bottle	Bottle	270
54	Towel Cloth For Cleaning	Local	1 X 1 Ft' Mix Color - Fresh Piece	Kg	357
55	Vehicle Washing Shampoo	Local	500 ML	Bottle	204
56	Washing Powder	Bonus Tri Star Or Equivalent	1 Kg	Kg	264
57	Washing Powder 0.5 Kg	Bonus/Surf Excel/Brite Or Equivalent	0.5 Kg Pkt	Pkt	234
58	White Phynail For Floor Cleaning	Finis/Tyfon Or Equivalent	3 Ltr Bottle	Bottle	330
59	Wiper Plastic (Large)	Local	For Floor Cleaning	Pcs	144
60	Wiper Plastic (Small)	Local	For Washroom Cleaning	Pcs	96

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY, JANITORIAL, GROCERY, GENERAL OFFICE SUPPLIES</b>
---	--	--

61	Zip Bag 22"/16"	Local	1 Kg Packing	Pkt	104
62	Zip Bag 4/4"	Local	1 Kg Packing	Pkt	104
63	Zip Bag 5/8"	Local	1 Kg Packing	Pkt	158
64	Zip Bag 6/8.5"	Local	1 Kg Packing	Pkt	158
65	Zip Bag 8/10.5"	Local	1 Kg Packing	Pkt	104
66	Zipper 6"X10" - Transparent	Local	1 Kg Packing	Pkt	266

### (C) Grocery Items

Sr #	Product Name	Brand	Specification	Unit	Qty
1	Black Tea - (1kg/Pkt)	Lipton/Tapal/Family Mixer Or Equivalent	1kg Pkt	Kg	644
2	Coffee - (200gm)	Nestle Or Equivalent	Nescafe (200gm)	Bottle	62
3	Green Tea Bags - (30 Bags / Pkt)	Jasmine & Lemon - Lipton/Tapal Or Equivalent	30 Tea Bags Pkt	Pkt	114
4	Match Box (10 Box / Pkt)	Local	10 Box / Pkt	Pkt	179
5	Milk Powder- (1kg/Pkt)	Nestle Or Equivalent	1kg Pkt Each	Kg	384
6	Milk Powder- (2kg/Pkt)	Nestle Or Equivalent	2kg Pkt Each	Pkt	752
7	Sugar - (1kg/Pkt)	White Sugar	1 Kg Packing, White	Kg	1804
<b>Grocery Items Must Not Have The Expiry Date Before 6 Months From Delivery Date.</b>					

### (D) General Items

Sr #	Product Name	Brand	Specification	Unit	Qty
1	3v Lithium Battery For Glucometer	Model Cr 2032 Or Equivalent	(Coin Type)	Pcs	360
2	8 Multi-socket Extension Board	Chameleon Or Equivalent	-	Pcs	17
3	Adjustable Spanner	Metallic	10"	Pcs	82
4	Aluminum Foldable Ladder	Local	8 Feet A Shape Ladder	Pcs	3
5	Battery For Metal Detector	Battery Model Heavy Duty 9 Volts Osl 8091 Or Equivalent	-	Pcs	18
6	Cable Tie 100mmx1.8mm (100 Pcs / Pkt)	Local		Pkt	589
7	Locks For Doors	Master, Khaas Or Equivalent	Round Shape	Pcs	18
8	Oxygen Key	Local		Pcs	192
9	Paramedic Scissor - 6"	Local		Pcs	89
10	Price Tag Roll Sticker	(Size 22mmx12mm) 10 Pcs / Pkt		Pkt	540
11	Sanitary (Washroom Set)	<u>Towel Rack, Paper Holder, Soap Dish</u>		Pcs	3
12	Spray Paint Black	Aerosol – China Or Equivalent	500 ML Bottle	Pcs	69
13	Spray Paint Silver	Aerosol – China Or Equivalent	500 ML Bottle	Pcs	114
14	Tea Cup (6 Pcs / Box)	Local	6 Pcs Box Required	Box	10

15	Vehicle Charger For Mobile	Ronin/Local Or Equivalent	Includes Charging Cable	Pcs	84
16	Water Glass (Kitchen Supplies) (6 Pcs / Box)	Local	6 Pcs Box Required	Pcs	108
17	Measurement Tape	Local – Material Plastic	100 Meter	Pcs	2
18	Measurement Tape	Local – Material Plastic	25 Meter	Pcs	7
19	Drawer Lock	Khaas Or Equivalent	Material: Stainless Steel – Shape Square – 19mm - 3/4 with Brass Key.	Pcs	62
20	Cabinet Doors Handles	China Or Equivalent	Material: Stainless Steel – Sizes: 5 Inches (128mm) Height: 1.25 inches – Center to Center: 76mm – Diameter: ½ inches – 12mm	Pcs	112
21	Hygiene Tissue Dispenser	Rose Petal/Fay Or Equivalent	Material: Abs Plastic/ Acrylic Lockable Dispensers Prevent Theft Wall Mounted, Glass Finish, And Easy To Use. The Dispenser Helps To Keep Stack The Tissue Paper Vertical Prevent The Tissues To Get Soaked Or Wet And Keep Hygiene Release The Single Tissue At A Time And Avoid Wastage Of Towels Made In China	Pcs	27
22	Tissue Roll Dispenser	Rose Petal/Fay Or Equivalent	Material: Abs Plastic Lockable Dispensers Prevent Theft Best For Public Places Due To Large Capacity Wall Mounted, Glass Finish, And Easy To Use.	Pcs	44
23	Door Closer	Five Star / Khaas Or Equivalent	Two Separate Valves Give Adjustable Closing & Latching Speed. Factory Tested To Meet Or Exceed Ansi Standard 156.4 Powerful And Durable Closing Force. High Quality Hydraulic Fluid, Low Freezing-Point, Operates Smoothly From Temperature -30 To 40 Universal Application Non-Handed For Standard, Top-Jamb For Parallel Arm Installation	Pcs	10
24	Latches For Doors	China Or Equivalent	Material: Stainless Steel, Horizontal - Type: Barrel	Pcs	50

			Bolts Small – Sizes: 65mm Length Diameter: 0.5 Inches		
25	Latches For Doors	China Or Equivalent	Material: Stainless Steel, Vertical - Type: Barrel Bolts Large - Sizes: 55mm Height – Diameter: 0.5 Inches	Pcs	15
26	Automatic Machine For Air Freshener	Perfect/Fresher Or Equivalent	Product Features : 1) Professional R & D Team Co-Design, Beautiful Appearance; 2) Smart Light-Sensitive Sensor Probe, Low Light Work, Precise Sensing; 3) High Stability Industrial Motors, Energy-Lasting, Super Long Service Life; 4) Product Uses 2 Pcs D Alkaline Batteries, Refilled With A 100ml Fragrance Can. 5) Parts: Screws, Rubber Plugs. Tips : 1) Place Unit As High As Possible To Make The Fragrance Effect More Better. 2) 2 Pcs D Alkaline Batteries Will Last Around 3 Months. 3) Test Spray. Press "Spray" Button To Test If Unit Can Spray. 4) Avoid Spraying Directly To Your Face.	Pcs	40

- **Bidder in order to qualify for the bid has to quote the rates of all items mentioned in each category A, B, C & D.**

## BIDDING PROCEDURE

Bids should be submitted in accordance with instructions and bidding procedure shared in this document. Bids are invited as per Single Stage – One Envelope Procedure in accordance with rule sub rule 1 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended 2022).

## INSTRUCTIONS TO BIDDERS

1. Bidder must read all the contents of invitation for bid / notice inviting tender as well as the bidding documents and understand all the requirements.
2. Bidder must ensure that the Bid Form is filled in all respect, without any confusion.
3. Bid Security shall be inserted in the proposal.
4. There should not be any over-writing, double writing, crossed, additional conditions.
5. Rates/Prices are to be quoted clearly in digits as well as in words in Pak Rupees.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

6. Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
7. Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the proposal accordingly.
8. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, without tender fee, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non-responsive.

### **ELIGIBILITY CRITERIA FOR BIDDERS**

Bidder which meets the eligibility criteria / mandatory requirements would be declared responsive for further evaluation as per the evaluation criteria specified in this bidding document.

Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification.

1. Bidder shall complete all the terms & conditions of this bidding document.
2. Bidder able to enclose the documents as per the list of required bidding document.
3. For any existing or previous service / goods provider to Sindh Integrated Emergency and Health Services (SIEHS) or Aman Health Care Services (AHCS), the bidder needs to obtain a **'Satisfactory performance letter'** from SIEHS or AHCS. This letter can be obtained by a written request to SIEHS's procurement department or technical end user department.
4. Companies must be available on List of Active Tax Payers" of FBR (for Income Tax) and SRB (For Sales Tax) websites.
5. Registration with NTN/ FBR / SRB.
6. The bidder must have at least 5 years of experience in the relevant field pertaining to supply of items.
7. Details of turn-over (Including in terms of Rupees) of at least last three years. Minimum average turnover needs to be at least 05 Million per year. Bank letter can be provided.
8. Affidavit that firm has never been blacklisted
9. Copy of tender Fee of Rs. 3,000 in shape of Pay order should be in favor of Sindh Integrated Emergency and Health Services (NTN# 4979065-0). In case of online deposit then transactional details are required.
10. Every bidder has to give the rates of all items mentioned in each category.
11. Quotation shall be prepared **category wise separately** and rates of all items in each category needs to be quoted, otherwise the bid may be rejected.

*Any quote not meeting the eligibility criteria will be considered disqualified.*

### **LIST OF DOCUMENTS TO BE ENCLOSED:**

Bidder(s) must ensure that the following documents are enclosed with the bid

1. Complete bidding documents, duly signed and stamped on its each/every page as acceptance of all terms & conditions of this tender document.



 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

2. Copy of tender Fee of Rs. 3,000 in shape of Pay order should be in favor of Sindh Integrated Emergency and Health Services (NTN# 4979065-0). In case of online deposit then transactional details are required.
3. Copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate /Online verification of Active Tax Payer for Sales Tax. Must be registered in province of Sindh for provincial tax/SRB.
4. Copy of CNIC of signatory of the Bid Form.
5. Audited financial statement of the bidder for last three years (if available).
6. Complete details of turn-over of at least last three years duly supported with documentary evidence in shape of FRB income tax return.
7. Affidavit on Rs.100 stamp paper / e-stamp paper (Non-Judicial) that:
  - a. The bidding company is neither blacklisted nor suspended by any National / International and & not involved in any active litigation with GoP or GoS., including Provincial and Federal Government.
  - b. The bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the bid security, performance guarantee and payment, if any may be forfeited.
8. Filled, signed and stamped SIEHS vendor information form (attached in the end of the document)
9. Valid documentary evidence in support of evaluation and qualification criteria.
10. Bid Security of required amount and form. Lower amount of bid security will be rejected.
11. Bid form(s) duly filled in all respect and clearly quoted price.
12. Once again note that bidder must ensure that the Bid Form is filled in all respect, without any confusion, there should not be any over-writing, double writing, crossed, additional conditions and Rates are quoted clearly in digits as well as in words.
13. Bidder(s) must understand that all payments / transaction shall be made in Pakistani Rupees (PKR) only.

Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. SIEHS shall make payments after deduction of all applicable taxes including Income Tax & SST / GST and other taxes, if any.

### **CLARIFICATION / QUERIES ON TENDERING DOCUMENTS**

An interested bidder requiring any clarification(s) of the bidding documents may notify to SIEHS in writing via email address provided in the bid data sheet duly referring the title of the tender in email subject. The concerned officer will respond in writing via email to any request for clarification within three (03) calendar days, provided they are received at least five (05) calendar days prior to the date of opening of bid. Clarification response (including an explanation of the query but without identifying the source of inquiry) will be posted on SIEHS website tender section).

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

## **BID PRICE**

1. The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
2. The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
3. If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to SIEHS.
4. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **VALIDITY OF BIDS**

Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

## **LANGUAGE OF BIDS:**

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 in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

## **BID SECURITY / EARNEST MONEY**

1. The bid must be accompanied by a bid security in shape of a DD/Pay Order of 2% of the total contract value inclusive of taxes in favor of "Sindh Integrated Emergency and Health Services" on account of Earnest Money/Bid Bond (refundable) valid for a period of 28 days beyond the bid validity date. For unsuccessful parties the earnest money will be refunded within a period one month after the finalization of successful bidder.
2. The Bid Security shall be attached with the proposal. No interest will be paid on bid security.
3. Any bid not accompanied by an acceptable bid security shall be rejected by the SIEHS as non-responsive.
4. The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
5. The bid security of the successful contractor will be returned only when the bidder furnishes the required Performance Security and signed relevant contract agreement. The successful bidder can adjust the Bid Security towards Performance Guarantee, in this situation, the successful bidder shall submit the balance amount on account of Performance Guarantee.

## **ACCEPTANCE / REJECTION OF BID**

A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

The bid shall be rejected if:

1. It is substantially non-responsive in a manner prescribed in this tender document.
2. It is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.
3. Bidder has conflict of interest with the SIEHS.
4. Bidder engages in corrupt or fraudulent practices in competing for Contract award.
5. Bidder tries to influence the bid evaluation / Contract award.
6. Bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
7. Unsigned, incomplete, partial, ambiguous, conditional, alternative, late
8. Qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly
9. Without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
10. Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria
11. Bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ
12. Bid submitted with shorter bid validity period (i.e. less than 90 days)
13. Bidder fails to meet the minimum evaluation criteria requirements.
14. Bid not accompanied by the Bid Security (Earnest Money) of required amount and form.
15. Bidder refuses to accept the corrected Total Bid Amount / Price.
16. The Bidder has been blacklisted by any public or private sector organization.
17. Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
18. Black Listed firms will not be considered and will be rejected.

#### **FORFEITURE OF BID SECURITY**

The bid security / earnest money shall be forfeited / confiscated:

1. A bidder requests to withdraw his or its bid after opening but within the bid validity period
2. Successful bidder fails to furnish performance security.
3. Successful bidder fails to sign the acceptance of PO or signing the contract/agreement or back-off after acceptance of the Letter of Acceptance or signing of the contract/Agreement.
4. A bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.
5. A bidder has been found black listed by any agency of Federal or Provincial Government.

#### **CANCELLATION OF BIDDING PROCESS**

SIEHS Procurement committee:

1. May cancel the bidding process at any time prior to the acceptance of a bid or proposal.
2. Shall incur no liability towards the bidders.

3. Shall intimate the cancellation of bidding process immediately and upload a notice on the company website followed by prompt return of bid security.
4. Shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

### **AMENDMENT OF TENDER DOCUMENT**

- a. At any time prior to the deadline for submission of bids, SIEHS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing a note to the provided email address shared by the bidder.
- b. All interested bidders that have downloaded the bidding documents from SIEHS website need to inform via email at '[procurement@siehs.org](mailto:procurement@siehs.org)' to register their email address so any amendments are notified by SIEHS staff. The amendments will be binding on the bidder. Email sent by the bidder should specify the tender number, tender title and the email id for correspondence.
- c. Any amendments thus issued shall form eternal part of the tender document. To offer bidders a reasonable timeframe for preparing revised bids, the SIEHS may at its discretion extend the deadline for submission of bids.

### **PERIOD OF CONTRACT**

The contract shall be signed for a period of December 31<sup>st</sup>, 2023.

### **DEADLINE FOR SUBMISSION OF BID**

Bids must be submitted by dropping the sealed document envelope in the tender box placed at the identified address (refer bid data sheet) no later than the time and date specified in the bid data sheet. Any claim against the bids received late shall not be considered at any stage. Bidders are advised in their own interest to take all precautionary measures for delivery of sealed bids in the tender box before the deadline for submission of bid.

Any bid received after the deadline for submission of bids prescribed by the SIEHS pursuant to bid data sheet & NIT will be rejected and returned unopened to the bidder.

### **SINGLE STAGE – ONE ENVELOPE PROCEDURE.**

1. Bid shall comprise a single package envelope.
2. SIEHS shall evaluate the proposal in a manner prescribed in advance and reject any proposal which does not conform to the specified requirements. No amendments in the proposal shall be permitted after the submission of documents.
3. Bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

4. The bid should contain all the relevant information and desired enclosures in the prescribed format.
5. Bid should be submitted in a sealed envelope:
  - i. Be addressed to the SIEHS at the address given in the bidding documents
  - ii. Opened or e-mailed or faxed or telexed bids will not be accepted.
  - iii. Any bid received by the SIEHS after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
  - iv. Bids qualified by such vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
  - v. Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder’s performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
  - vi. In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
  - vii. In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
  - viii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the bid validity period specified in the bid document.

## POST BID SUBMISSION

---

### OPENING OF BID

1. The date for opening of bids and the last date for the submission of bids shall be as given in the bidding documents and in the tender advertisement. In case, the two dates are different, the date and time, given in the bidding documents shall apply.
2. In case of the date of opening of tender declared as Public Holiday by the Government of Sindh or Federal Government or non-working day due to any reason, the next official working day shall be deemed to be the date for submission and opening of tenders/bids/offers, accordingly. The time and venue shall remain same.
3. All bids shall be opened publicly in the presence of all the bidders, or their representatives, who may choose to be present in person, at the time and place announced in the invitation to bid.
4. The Procurement committee shall read aloud the name of the bidder and total amount of each bid, and of any alternative bids if they have been permitted, shall be read aloud and recorded when opened.
5. All bidders in attendance shall sign an attendance sheet.
6. All bids submitted after the time prescribed as well as those not opened and read out at bid opening, due to any procedural flaw, shall not be considered, and shall be returned without being opened.

## **EVALUATION OF BIDS**

1. All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.
2. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of notice for invitation of bids.
3. The Committee may seek the clarification from the bidder in writing or oral as the case may be, in case of committee deemed fit, however any clarification shall not be changing the sanctity of original bid.
4. The Bids/Offer shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.

## **ANNOUNCEMENT OF BID EVALUATION REPORT**

1. Procurement committee shall announce the results of bid evaluation in the form of a report giving reasons for acceptance or rejection of bids.
2. The report shall be uploaded on SIEHS website and intimated to all the bidders through email at least three (3) working days prior to the award of contract.

## **BID EVALUATION CRITERIA**

THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS. Quoted items will be evaluated based on the quoted price and the provided sample by the bidder. In case the tender technical review committee feels the need can be satisfied with the procuring a lower quoted item, the item of superior brand may not be chosen for selection.

## **CLARIFICATIONS / CORRECTIONS OF BID**

To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response will be in writing via email and no change in the price or substance of the bid will be permitted.

Arithmetical errors will be rectified on the following basis:

1. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
2. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

## **PENALTY**

In case the supply of items is not delivered in accordance with the timeline shared in delivery schedule, a penalty shall be charged up to a maximum 10% of the supply PO amount or on the financial value of delayed order. In case if the items are not provided after 2 intimations, SIEHS

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

may resort to cancellation of the order with no liabilities towards SIEHS and lead to forfeiture of performance security.

### **PERFORMANCE SECURITY**

The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of Pay Order or Demand Draft or a Bank Guarantee in favor of SIEHS issued by a scheduled bank in Pakistan valid for a period of thirty (30) days beyond the date of completion / expiry of the contract. No interest will be paid on Performance security.

### **REFUND OF PERFORMANCE SECURITY**

The Performance Security / Guarantee shall be returned after expiry of contract and settlement of all claims. This amount will be returned to the supplier after satisfactory completion note from SIEHS.

### **FORFEITURE OF PERFORMANCE SECURITY**

1. Performance security will be forfeited in the event if the successful bidder fails to sign the contract/agreement, backs-off after acceptance of the letter of acceptance or signing of the contract/agreement or fails to provide items/services as per contract agreement / work order within the stipulated period.
2. In that event, acquiring of the said items/services may be taken from the next lowest bidder vide the same work order at contractor's risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
3. If any equipment / instrument or property of SIEHS or its representative / landlord / donor/ is damaged by the representative of the successful bidder's representative, the cost of the same will be deducted from the performance security money / pending bills of the contractor.

### **APPLICABLE LAW**

The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi - Pakistan shall have exclusive jurisdiction.

### **ARBITRATION**

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the SIEHS and the bidder company. Should the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the SIEHS and the bidder company within fifteen (15) days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the



Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

### **RIGHT TO VARY / CANCEL QUANTITIES AND SPLIT ORDER**

SIEHS reserves the right to increase and/or decrease and/or cancel the items originally specified in the requirement / format for quoting the rates / schedule of requirements / BoQ without any change in unit price or other terms and conditions during the contract period.

### **TERMINATION & CANCELATION OF CONTRACT**

If the bidder company fails to provide the satisfactory services, the SIEHS shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The SIEHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract/agreement.

### **REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

Redressal of Grievances & settlement of dispute will be as per Rule 30 & 31 of SPPRA Rule-2010 (Amended 2022).

### **COST OF TENDERING**

The bidder shall bear all costs associated with the preparation and submission of its documents, while SIEHS in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **COST OF STAMP DUTY**

0.35% of the contract/agreement value (incl. of tax) or notified by the Government of Sindh, will be paid by successful bidder as stamp duty prior entered into signing the contract/agreement.

### **PAYMENT TERMS**

SIEHS standard payment terms are 45 days' credit after submission of correct invoice. Advance payments are discouraged. Under requirement of advance payment, successful bidder will be required to share submit a pay order or bank guarantee (from a scheduled bank in Pakistan) of same amount (inclusive of tax) as guarantee and refunded upon successful completion of services at end of the period of performance of the contract/agreement.



### **AWARD OF CONTRACT**

The draft contract agreement along with the terms and condition is attached with this bidding documents. However, the final contract agreement shall be finalized with the mutual consent of SIEHS and the successful bidder. Within fifteen (15) days of receipt of the draft contract, the successful bidder shall sign the contract and return it to SIEHS. The successful bidder shall furnish the performance security in accordance with the conditions of contract. Failure of the successful bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

### **NOTIFICATION OF AWARD**

Prior to the expiration of the period of bid validity, the SIEHS will notify the successful bidder in writing by issuing a letter of acceptance, that its bid has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of the performance security, SIEHS will promptly notify each unsuccessful Bidder(s) and will discharge its bid security.

### **CANCELLATION OF CONTRACT**

If the successful bidder fails to provide the satisfactory goods, the SIEHS shall be entitled with the option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. SIEHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

## TENDER TIMELINES

The estimated timing for the key milestones in the tender process is as follows:

Steps	Time line	Date / Remarks
Tender advertisement published in the newspapers and/or Tender uploaded on SIEHS website		31 <sup>st</sup> May 2023
Addressing of queries from bidders	From the date of publishing of tender up till 06 calendar days before the date of bid submission	9 <sup>th</sup> June 2023
Bid submission by vendors	Maximum by 9:30 AM	15 <sup>th</sup> June 2023
Bid Opening by the Procurement Committee	10:00 AM	15 <sup>th</sup> June 2023
Analysis of bid along with clarification of queries if any. <b>Note: This is the tentative date &amp; time, SIEHS will inform to the bidder/s in-case of change in dates &amp; time to qualified bidder/s.</b>		15 <sup>th</sup> June, 2023 to 26 <sup>th</sup> June, 2023 (Tentative)
Internal approvals and project award with Letter of intent		July 2023

\*The above timeline is estimated and may change based on technical complexities. For any changes of dates in bid opening, information will be published at the SIEHS website (<http://siehs.org/tender-documents/>). Interested bidder are requested to show their interest by providing their details at [procurement@siehs.org](mailto:procurement@siehs.org) so if there is any change in date of bid opening so it can be communicated to respective bidder/s accordingly.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

## BID DATA SHEET

BID DATA SHEET	
Company name	Sindh Integrated Emergency & Health Services (SIEHS)
Postal address / Head office	Plot No. 43-15/K, Block 6, P.E.C.H.S, Karachi, Pakistan.
Procurement Focal person	Attention to : Mr. Muhammad Taha Khan
Email address	<a href="mailto:procurement@siehs.org">procurement@siehs.org</a>
Contact number	021-111-111-823, Ext 2005 / 2022
Pricing mechanism	The price shall be fixed during the contract period.
Bid security	Amount of bid security should be 2% of the total bid price inclusive of taxes.
Bid validity	Bid validity period shall be 90 days after opening of technical proposal
Deadline for bid submission	15 <sup>th</sup> June-2023 by 9:30 am
Date, Time and Place of Bid opening	28 <sup>th</sup> March, 2023 at 10:00 am at SIEHS Head office, plot No. 43-15/K, Block 6, P.E.C.H.S, Karachi, Pakistan
Performance Security	5% of the total contract value inclusive of taxes as per agreed timeline for completion of project. This amount will be returned to the supplier upon submission of satisfactory report/letter from SIEHS



**Annexure C – Price Schedule / Contract Price**

**BID FORM / PRICE SCHEDULE**

(To be submitted on Official Company Letterhead duly Signed & Stamp)

**Commercial proposal**

**Category - (A) Stationary Items**

SR #	Item name	Brand / Specification	Unit	Qty	Unit Price	GST	Unit price with GST
1							
2							
<b>TOTAL</b>							

**Category - (B) Janitorial Items**

SR #	Item name	Brand / Specification	Unit	Qty	Unit Price	GST	Unit price with GST
1							
2							
<b>TOTAL</b>							

**Category - (C) Grocery Items**

SR #	Item name	Brand / Specification	Unit	Qty	Unit Price	GST	Unit price with GST
1							
2							
<b>TOTAL</b>							

**Category - (D) General Items**

SR #	Item name	Brand / Specification	Unit	Qty	Unit Price	GST	Unit price with GST
1							
2							
<b>TOTAL</b>							

- Quotation shall be prepared category wise separately and rates of all items in each category needs to be quoted, otherwise the bid may be rejected.
- The above rates are inclusive of all taxes (WHT/SRB/GST)/duties/delivery charges etc.
- Above rates are inclusive of all requirements mentioned SOW
- Validity of Offer: 90 days from date of tender opening
- The bidder shall provide free of charge single specimen sample of their respective quoted items against 'equivalent or local items'

Signature with date: \_\_\_\_\_ Name: \_\_\_\_\_

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

Company: \_\_\_\_\_ Company stamp: \_\_\_\_\_

## VENDOR INFORMATION FORM



### Vendor Registration Form

Date: \_\_\_\_\_

Name of the Company			
NTN for Company / CNIC for individuals		Date of establishment	
Company GST if available		Provincial sales tax numbers (SST) if available	
Nature of Business			
Complete office address			
Name of the authorized contact person			
Email address for correspondence			
Telephone number (Extension if any)		Mobile Number	
Any sister concern company	<input type="checkbox"/> YES	If YES, please provide details:	
	<input type="checkbox"/> NO		
Signature of authorized person			
Is any of your relatives / friends working in / for SIEHS?	<input type="checkbox"/> YES	If YES, please provide details:	
	<input type="checkbox"/> NO		
<b>Declaration:</b> I / We hereby declare that all information and documentation provided are true and correct to the best of my / our knowledge. In the event of any information found false or incorrect, the registration with SIEHS and the placed purchase order will be cancelled.  I / We hereby declare that no illegal human resource and/or child labor is employed by the company / individual.		Company stamp, if available	



**SPPRA INTEGRITY PACT (To be signed with the successful bidder to whom contract/agreement will be awarded)**

**Integrity Pact**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: Tender Dated: \_\_\_\_\_

Contract Value: PKR \_\_\_\_\_

Contract Title: \_\_\_\_\_

\_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, \_\_\_\_\_ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
Sindh Integrated Emergency  
and Health Services

\_\_\_\_\_



## AGREEMENT DRAFT

Tender reference XX-XXXX

THIS AGREEMENT / CONTRACT is made at Karachi on \_\_\_\_\_ 2023

### BETWEEN

\_\_\_\_\_, a company having its registered office at \_\_\_\_\_, hereinafter called "Supplier / Service Provider", (which expression shall wherever the context so admits mean and include its successors-in-interest and permitted assigns) of the ONE PART.

### AND

**Sindh Integrated Emergency and Health Services**, a section 42 not-for-profit company registered under the laws of the Islamic Republic of Pakistan and having its office at 43,15/K, Block 6 PECHS Raazi Road, Karachi, hereinafter called "the **Company**" (which expression wherever the context so admits shall mean and include its successors-in-interest and assigns) of the OTHER PART.

\_\_\_\_\_ and **Sindh Integrated Emergency and Health Services** are hereinafter collectively referred to as the "Parties" and individually as a "Party")

**WHEREAS Sindh Integrated Emergency and Health Services** is a section 42 not-for-profit company focusing on Health and Ambulance Operations based and operating in Pakistan.

**AND WHEREAS** the Supplier / Service Provider has agreed to provide goods / services and Company has agreed to take the goods / services as per the terms & conditions, scope of work (descriptions / specifications) as given in annexures of this agreement / contract.

### NOW THEREFORE THIS AGREEMENT WITNESSETH;

Annexure A – General Terms and Conditions

Annexure B – Scope of Work & Delivery Schedule

Annexure C – Price Schedule / Contract Price



**IN WITNESS WHEREOF** the parties hereto have set their respective hands through their nominated signatories on the day, month and year first above written.

**For and on behalf of Sindh Integrated Emergency and Health Services**

Signed by

(Name)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Designation)\_\_\_\_\_

**WITNESSES:**

(Name)\_\_\_\_\_

(Name)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Signature)\_\_\_\_\_

(CNIC)\_\_\_\_\_

(CNIC)\_\_\_\_\_

**For and on behalf of Successful bidder**

Signed by

(Name)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Designation)\_\_\_\_\_

**WITNESSES:**

(Name)\_\_\_\_\_

(Name)\_\_\_\_\_

(Signature)\_\_\_\_\_

(Signature)\_\_\_\_\_

(CNIC)\_\_\_\_\_

(CNIC)\_\_\_\_\_



## **Annexure A - GENERAL TERMS AND CONDITIONS OF CONTRACT**

### **ARTICLE 1**

#### **DEFINITIONS**

The following definitions shall apply to this Agreement except where the context otherwise requires. Words importing the singular include the plural and vice versa where the context requires.

1.1 **COMPANY**

Company shall mean Sindh Integrated Emergency and Health Services (SIEHS)

1.2 **COMPANY REPRESENTATIVE**

Company Representative shall mean any person nominated to coordinate and deal with the Supplier / Service Provider or with Supplier's / Service Provider's Organization on behalf of the Company. The terms Requestor or End user or Business Unit where used in this Agreement shall have the same meaning as the Company Representative.

1.3 **SUPPLIER / SERVICE PROVIDER**

Supplier / Service Provider shall mean the person or Company identified in this Agreement or the person or the Company identified in the Purchase Order as the Supplier of Goods / Service. Where the term "Seller" or "Vendor" or "Contactor" appear they shall be taken to mean Supplier / Service Provider.

1.4 **SUPPLIER / SERVICE PROVIDER'S ORGANISATION**

Supplier / Service Provider's Organization shall mean subsidiaries and/or any other person or Company having an Agreement directly or indirectly with the supplier / service provider for the supply of Goods / Services.

1.5 **AGREEMENT/CONTRACT**

Agreement / Contract means this agreement / Contract.

1.6 **GOODS**

Goods mean the material and equipment to be supplied by the Supplier or Supplier's Organization as specified in **Annexure B** and/or the Purchase Order.

1.7 **SERVICES**

Services shall mean the services to be provided by and execution of work to be done by the Service Provider as specified in **Annexure B** and/or the Purchase Order.

1.8 **PURCHASE ORDER**

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

Purchase Order means an order to purchase Goods and Services from the Supplier / Service Provider or Supplier's / Service Provider's Organization placed by the Company as and when required.

1.9 **INSPECTION**

Inspection shall mean Inspection by the Company's Representative of the Goods supplied / Service provided.

1.10 **DELIVERY**

Delivery shall mean the point or location(s) where the Company takes possession of the Goods and Services or a part of the Goods and Services.

1.11 **CONFIDENTIAL INFORMATION**

Confidential Information means all oral, electronic, and written information and material, in tangible and intangible format (including, without limitation, financial information, irrespective of the form of communication), which whether designated as "Confidential" or not is considered as confidential.

1.11.1 In the performance of this Agreement / contract, each Party may be exposed to Confidential Information of the other Party. No Party may disclose, reveal or use any such Confidential Information explicitly marked confidential without, in each instance, obtaining the express prior written consent of the owner thereof. However, information required to be published publically under Sindh Public Procurement Regulatory Act (SPPRA) rules will not be considered as confidential. These obligations shall survive the expiration or termination of this Agreement / contract.

1.11.2 Each Party acknowledges and agrees that the Confidential Information received by it from the other Party shall be kept confidential and shall not be disclosed or revealed to any other person other than those employees of such Party who needs to know the Confidential Information for the purpose of performing their respective obligations under this agreement / contract and such employees shall take responsible steps to keep secrets. However, information required to be published publically under Sindh Public Procurement Regulatory Act (SPPRA) rules will not be considered as confidential.

1.11.3 The obligation of the Parties under Confidentiality Clause shall survive the termination/expiry/cancellation of this Agreement / contract and remain valid and in full force even after the termination/expiry/cancellation of this Agreement / contract.

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

## 1.12 LAW

Law means any applicable federal, state, or local Law, regulation, rules, or ordinance enforced in Pakistan.

## **ARTICLE 2**

### **SCOPE OF WORK**

2.1 The Supplier / Service Provider shall supply the goods / services according to the specification and description as given in **Annexure B**.

## **ARTICLE 3**

### **BUSINESS INTEGRITY**

- 3.1 The Supplier / Service Provider shall act in accordance with the provisions of this Agreement, rules and policies of the Company as communicated and:
- a. shall ensure that the goods / services supplied are as per specifications and free from all defects.
  - b. should comply with any conditions or warranties provided for by law.

## **ARTICLE 4**

### **CONTRACT PRICE**

- 4.1 In full consideration of the Supply of Goods / Service provided and of the fulfillment of other obligations under the Agreement, the Company shall, subject to the provisions of the Agreement, pay or cause to be paid to Supplier / Service Provider the contract price of the goods / services in accordance with the provisions of the **Annexure C**.
- 4.3 The Parties shall defend, indemnify and hold harmless each other from any liability resulting failure to comply with the reporting or other procedural requirements with respect to their payment.

## **ARTICLE 5**

### **TERMS OF PAYMENT**

- 5.1 In consideration of goods / services supplied / provided as per specifications and verified by the relevant department, the Company will make payment to the Supplier / Service Provider mentioned in **Annexure C**.
- 5.2 Contract price as specified in Annexure C of the Agreement / contract shall remain unchanged during the term of this Agreement unless mutually agreed for any price revision

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

formula / mechanism, as outlined in the tender document XX-XXXX. The price negotiation will be governed as per the conditions and allowance set in the tender document.

- 5.3 Advance payments are made against the provision of bank guarantee. For non-advance payments, except in case of discrepancies in the invoice submitted to the Company, payment to the Supplier / Service Provider shall be made after Thirty (30) days of submission of invoice along with the delivery notes of goods / services completion certificate and written verification by the authorized representative of the Company. Invoices must be sent to Company User / Finance Department.

## **ARTICLE 6**

### **EXAMINATION & PERFORMANCE GUARANTEE**

- 6.1 Company or its designates shall have the right, at any time, to examine the goods supplied / services provided by the Supplier / Service Provider and their performance and to reject any items found to be not in accordance with the provisions of the Agreement or the specifications provided for supply of goods/ services for which the Company shall have sole discretion. No such examination or rejection shall relieve Supplier / Service Provider of any of its obligations and/or liabilities under the Agreement.
- 6.2 Any additional work to be performed or action to be taken by Supplier / Service provider resulting from examination or rejection as referred to in Article 6.1 shall not be regarded as a variation in Supplier / Service Provider's Work and shall be carried out at Supplier / Service Provider's own expense.
- 6.3 The rejected Goods will be replaced by the Supplier / Service Provider at its own cost. In case of failure on the part of the Supplier / Service Provider to replace the rejected equipment or material / service, the Company shall be entitled to deduct the entire cost of the rejected equipment or material from the Supplier's invoices which may be due for payment.
- 6.4 The service provider shall submit the Performance Security / Guarantee in the amount finalized through the tender XX-XXXX in the shape of Pay Order or Demand Draft or a Bank Guarantee in favour of the Company issued by a scheduled bank in Pakistan. No interest will be paid on Performance security. The Performance Security / Guarantee shall be returned after expiry of contract and settlement of all claims. This amount will be returned to the supplier after satisfactory completion note from SIEHS.

	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

6.5 In the event of failure to provide items/services as per contract / agreement / work order within the stipulated period, the performance security may be forfeited. In that event, acquiring of the said items/services may be taken from the next lowest bidder vide the same work order at contractor’s risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said Supplier / Service Provider or from any sum due of which may become due to the Supplier / Service Provider. If any equipment / instrument or property of the Company or its representative / landlord / donor/ is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the Supplier / Service Provider

**ARTICLE 7**

**INDEMNIFICATION**

7.1 Supplier / Service Provider hereby agrees and undertakes to indemnify and hold harmless to the Company, its members, subsidiaries, affiliates and joint venture partners, and their respective directors, officers, employees, and agents (“indemnified parties”) from and against all proceedings, costs, charges, obligations, liabilities, actions, claims, demands, causes of action, suits, damages, judgments, liens, penalties, and expenses including, without limitation, costs and legal fees which may be rendered against the Company

7.2 Without prejudice to the provision of Article 7.1, Supplier / Service Provider shall hold harmless and indemnify Company from and against all liens, attachments or claims by Supplier / Service Provider’s Representatives or persons alleging to be Supplier / Service Provider’s Representatives in connection with or arising out of Supplier / Service Provider’s Work. Company shall have the right to withhold the amount involved in the cost arising out of such lien, attachment or claim from any payment due to Supplier / Service Provider until removal of such lien, or attachment or settlement of such claim by Supplier / Service Provider.

**ARTICLE 8**

**WARRANTY**

8.1 The Supplier / Service Provider warrants and guarantees that the Goods / Services shall be of good standard and quality and shall comply in all respects with the agreed terms and scope of work, and are carried out by professionals qualified to perform in a timely and efficient manner and with all reasonable, care and skills.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

8.2 In case of failure of the Supplier / Service Provider to rectify any defects in the Goods / Services as notified by the Company, the Company shall have the rights to deduct an amount equivalent to the value of goods / services from the Supplier / Service Provider’s invoices which may be due for payment and/or terminate this Agreement without prejudice to other rights and remedies available to the Company.

**ARTICLE 9**

**TERM & TERMINATION**

9.1 This Agreement shall remain in full force and effect for a period of \_\_\_\_ (days / months) effective from \_\_\_\_\_ **to** \_\_\_\_\_

9.2 Either party will have the option to terminate this Agreement by giving the other party **one (1) month** written notice in advance. If the Supplier / Service Provider exercises right under this provision in that case the Supplier / Service Provider shall comply with instructions of the Company in respect of the last date for rendering of the Services and till that date the Supplier / Service Provider shall be responsible to provide the Services.

9.3 Breach of any condition of any term of the Contract and directions issued by the Company as and when communicated to the Supplier / Service Provider, including the terms of **Annexure A** – If the Supplier / Service Provider shall not rectify the breach within the stipulated period or comply with the Obligations of the Supplier / Service Provider, the non-compliance of obligation of the Supplier / Service Provider shall give the Company right to terminate the agreement immediately without notice and without prejudice to any other rights which may be available to the Company.

9.4 In the event of the following, the Company shall have the right to immediately terminate this Agreement without assigning any further reason and without any notice in writing or otherwise.

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

- a. Supplier / Service Provider fails to comply with any provision of this Agreement, and or fails to comply with local / national laws and directions as and when communicated.
- b. Any default by Supplier / Service Provider, or in case the Company wishes to close the business at the Site or wants to use it for some other purposes.

9.5 If the Company shall elect to terminate this Agreement, all rights and obligations of Supplier / Service Provider shall terminate, except for Supplier / Service Provider’s indemnification contained herein.

## **ARTICLE 10**

### **FORCE MAJEURE**

- 10.1 Neither Party to this Agreement shall be liable for a delay in the execution of the Agreement or for any failure to fulfill any term of the Agreement if such delay or fulfillment has been caused by Force Majeure.
- 10.2 Force Majeure shall for the purpose of the Agreement mean an occurrence, which is beyond the control of the party affected and could not have been overcome or prevented by the exercise of reasonable diligence.
- 10.3 Without prejudice to the generality of Article 10.2 the events falling within Force Majeure include, subject to the conditions of the said Article 10.2, force of nature, lightning, earthquakes, floods, volcanoes, tidal waves, acts of war or public enemy, lockdown due to global pandemic and riots.
- 10.4 On the occurrence of any condition of Force Majeure the Party so affected shall immediately give verbal notice of such an event to the other Party and promptly confirm that notice by letter or email to point of contact.

## **ARTICLE 11**

### **ASSIGNMENT**

- 11.1 Supplier / Service Provider shall not be entitled to assign either in whole or in part any of its rights and obligations to sub-contractor under the Agreement without the prior written consent thereto of the Company.
- 11.2 Any Party to whom the rights and obligations under the Agreement are transferred to sub-contractor shall be bound by all the provisions of this Agreement. In addition to Article 11.1, Supplier / Service Provider shall procure as a condition precedent to any assignment that such assignment shall:

- a. Be executed in accordance with the provisions of this Agreement;
- b. Be executed contemporaneously with a separate specific Agreement in favor of and for the benefit of the Company to the effect that the assignee accepts and agrees to be bound by the Agreement;
- c. Be of no force or effect whatsoever unless and until the provisions of this Article 11 have been met, and an executed copy of the Agreement referred to in (b) above has been delivered to Company as a pre-condition to granting the required written consent.

## **ARTICLE 12**

### **COMPLIANCE WITH LAWS**

- 12.1 Supplier / Service Provider its employees and agents shall observe and abide by and shall ensure that its subcontractor shall observe and abide by all applicable laws, rules and regulations in Pakistan in connection with the Agreement including but not limited to those with respect to labor and insurance.
- 12.2 Supplier / Service Provider shall obtain without delay such authorizations, approvals, permits, consents and licenses which are necessary for it to perform the Agreement.
- 12.3 Supplier / Service Provider specifically undertakes that it shall not engage/hire/employ child labor / force labor in line with local labor law, while discharging its contractual duties hereunder.
- 12.4 Without prejudice to any other rights that the Company may have the right to terminate the Agreement or any Contract/Work Statement immediately upon notice in writing if the Supplier / Service Provider violate the provisions of this clause.

## **ARTICLE 13**

### **CONFIDENTIALITY**

- 13.1 In the performance of this Agreement, each Party may be exposed to Confidential Information of the other Party. No Party may disclose, reveal or use any such Confidential Information without, in each instance, obtaining the express prior written consent of the owner thereof. These obligations shall survive the expiration or termination of this Agreement.



	<b>SINDH INTEGRATED EMERGENCY AND HEALTH SERVICES</b> <b>TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,      JANITORIAL, GROCERY,      GENERAL OFFICE SUPPLIES</b>
---	--	--

- 13.2 Each Party acknowledges and agrees that the Confidential Information received by it from the other Party shall be kept confidential and shall not be disclosed or revealed to any other person other than those employees of such Party who needs to know the Confidential Information for the purpose of performing their respective obligations under this agreement and such employees shall take responsible steps to keep secrets.
- 13.3 The obligation of the Parties under Confidentiality Clause shall survive the termination/expiry /cancellation of this Agreement and remain valid and in full force even after the termination/expiry/cancellation of this Agreement.

**ARTICLE 14**

**WAIVER**

- 14.1 A waiver on the part of the Company or the Supplier / Service Provider of any breach of any term, provision or condition of the Agreement shall not constitute a precedent nor bind either party hereto to a waiver of any succeeding breach of the same of any other term, provision or condition of the Agreement.

**ARTICLE 15**

**APPLICABLE LAW**

- 15.1 The validity, applications, interpretation and implementation of the Agreement and any dispute, controversy and claims shall be governed by the laws of the Islamic Republic of Pakistan.

**ARTICLE 16**

**JURISDICTION**

- 16.1 The parties shall submit to the exclusive jurisdiction of the Karachi, Sindh Courts.

**ARTICLE 17**

**LANGUAGE**

- 17.1 For all aspects of the Agreement, the English language shall be the ruling language.

**ARTICLE 18**

**SAFETY**

- 18.1 Supplier / Service Provider shall take all necessary precautions in connection with the Agreement / contract in order to ensure the safety and health of the personnel of the Company, Supplier / Service Provider and third parties. The Company will not be responsible for compensating any damages sustained by the Supplier / Service Provider due to the negligence of Supplier / Service Provider. Further the Company shall have the



right to claim from the Supplier / Service Provide, the damages incurred due to negligence of safety.

**ARTICLE 19**

**NOTICES**

19.1 All notices and other communications to be sent by either party to the other shall be duly communicated if delivered to the other party at its address referred to below or its receipt has been acknowledged in writing provided that either party may any time designate a different address to which notices and other communications are thenceforth to be sent.

Supplier / Service Provider at:

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Company at:

**Sindh Integrated Emergency and Health Services**

Plot # 43-15/K, Block 06, PECHS

Karachi, Sindh, Pakistan.

19.2 Any notice, documents or other writing required by the Agreement to be given or sent shall be deemed to have been duly given or sent if it is delivered in person to the addressee or, if sent by courier telex or facsimile or e-mail, when it is received by the addressee.

Name	Designations	Email Address	Contact Numbers

 <b>SINDH</b> <small>INTEGRATED EMERGENCY &amp; HEALTH SERVICES</small>	<b>SINDH INTEGRATED EMERGENCY AND HEALTH  SERVICES  TENDER DOCUMENTS</b>	<b>OFFICE STATIONERY,  JANITORIAL, GROCERY,  GENERAL OFFICE SUPPLIES</b>
---	--	--

19.3 The address for delivery of notices and documents to the Company or the Supplier / Service Provider, as the case may be, pursuant to this Article shall be as stated in the Agreement or as may otherwise be notified from time to time in writing by one party to the other.

**ARTICLE 20**

**ALTERNATIVE SUPPLIER / SERVICE PROVIDER**

20.1 In the event of a default by the Supplier / Service Provider to fulfill any of the terms and conditions of the purchase order, the decision of the Company being conclusive and final in the matter, the Company shall have the absolute right to cancel the purchase order forthwith and stop receiving goods / services from the Supplier / Service Provider without incurring any liability financial or otherwise and shall be entitled to recover the cost of arranging alternate Supplies / Service Provider from other sources from the Supplier / Service Provider or adjust the same against the Supplier / Service Provider’s outstanding bills.

**ARTICLE 21**

**SURVIVAL**

21.1 Cancellation, expiration or earlier termination of this Agreement shall not relieve the Supplier / Service Provider from obligations being entered under this Agreement and Supplier / Service Provider shall be bound to complete the services or supplies of goods with the predetermined specifications and shall continue to be responsible for the warranties, remedies, promises of indemnity and confidentiality as decided.

**ARTICLE 22**

**ENTIRETY OF THIS AGREEMENT**

22.1 No prior stipulation, agreement of understanding, verbal or otherwise, of the parties or their agents with respect to the subject matter of this Agreement shall be valid or enforceable unless embodied in the provisions of this agreement.

**ARTICLE 23**

**RIGHT TO VARY QUANTITIES**

22.1 SIEHS reserves the right to increase and/or decrease originally quantity specified in the tender XX-XXXX without any change in unit price or other terms and conditions during period of performance of this Agreement / contract.