



# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/387

DATED: 10 - APRIL - 2025

## TENDER NOTICE

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI, INVITES BIDS AS PER BELOW MENTIONED BIDDING PROCEDURES, IN ACCORDANCE WITH THE SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (SPPRA) RULES (AMENDED TO DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM **THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES, FROM THE CONTRACTORS / MANUFACTURERS / SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25 & 2025-26.**

### SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF TENDER:

S. #	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
1.	OPERATION, RUNNING, REPAIR AND MAINTENANCE OF TELEPHONE EXCHANGE Ref # PROC/SMBBIT/(OSR-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively
2.	PROVISION OF JANITORIAL SERVICES Ref # PROC/SMBBIT/(OSR-02)/2025-26 <b>Bidding Procedure: Single Stage Two Envelop 46(2)</b>		05% of Quoted Amount			
3.	PROVISION OF SECURITY SERVICES Ref # PROC/SMBBIT/(SECURITY-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
4.	OPERATION, RUNNING, REPAIR & MAINTENANCE OF ELECTRICAL WORKS, POWER GENERATION, HEATING, VENTILATION, AND AIR CONDITIONING (HVAC), BUILDING MANAGEMENT SYSTEM (BMS), BUILDING MAINTENANCE CIVIL, PLUMBING, RO, ELECTRICAL & GAS BOILER. Ref # PROC/SMBBIT/(OSR-03)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
5.	PROCUREMENT OF GENERAL ITEMS ON FRAMEWORK CONTRACT BASIS (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(OTHERS-02)/2024-25 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
6.	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBBIT, KARACHI Ref # PROC/SMBBIT/(D&M-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
7.	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBB-TERC, LARKANA Ref # PROC/SMBBIT/(LAR-D&M-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
8.	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS Ref # PROC/SMBBIT/(MG -01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			





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S. #	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
9.	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS FOR SMBB-TERC, LARKANA Ref # PROC/SMBBIT/(LAR-MG -01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively

1. COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM PLANNING & PROCUREMENT DEPARTMENT, 13<sup>TH</sup> FLOOR, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA. PAY ORDERS WILL NOT BE ACCEPTED ON THE DAY OF BID OPENING. ONLY THE UPLOADED TENDER PURCHASE RECEIPT ON (EPADS PORTAL SPPRA) WILL BE CONSIDERED VALID FOR THE QUALIFICATION OF THE BID. FAILURE TO UPLOAD THE TENDER PURCHASE RECEIPT SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://PORTALSINDH.EPROCURE.GOV.PK) AND [WWW.SMBBIT.GOS.PK](http://WWW.SMBBIT.GOS.PK).
2. SUBMITTED BIDS WILL BE OPEN THROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT 13TH FLOOR PLANNING AND PROCUREMENT DEPARTMENT, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI.
3. THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
4. IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
5. TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
6. BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 29<sup>th</sup> -04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SMBB INSTITUTE OF TRAUMA, KARACHI.
7. ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
8. THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

EXECUTIVE DIRECTOR / D.D.O  
SMBB INSTITUTE OF TRAUMA, KARACHI

A COPY IS FORWARDED FOR INFORMATION TO:

1. NOTICE BOARD





# شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما

Ref. No: PROC/SMBBIT/2024-25/387

Dated: 10-APRIL-2025

## ٽينڊر نوٽيس

شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما ڪراچي مالي سال 2024-25 ۽ 2025-26 لاءِ ڪانسٽرڪٽر/مينوفڪچررز/سپلائرز/بااختيار ڊسٽريبيوٽرز وغيره کان سنڌ پبلڪ پروڪيورمينٽ ريگيوليٽري اتھارٽي ايس پي پي آر اي رولز (اڄ تائين ترميم ٿيل) ٿرڊ اي پروڪيورمينٽ آن لائين پيش ڪرڻ لاءِ جيڪي گهريل EPADS ايس پي پي آر اي پر رجسٽرڊ هجڻ گڏ ٿيڪس اختيارين وٽ (GST, NTN, FBR) لسٽ ۽ (SRB) پر رجسٽرڊ هجڻ ۽ لاڳاپيل قابليت جو تجربو رکندڙ هجڻ تن کان هيٺ ڄاڻايل واکاڻ طريقڪار موجب هيٺين ڪمن لاءِ مهيند واکاڻ گهرائي ٿو. آن لائين واکاڻ پيش ڪرڻ/آن لائين ٽينڊر ڪولڻ جو شيڊيول هيٺين ريت آهي.

نمبر شمار	ٽينڊر جو نالو	ٽينڊر في	واڪ سيڪيورٽي	ٽينڊر دستاويزن جو اجراء	ايس پي پي آر اي ٽينڊر EPADS دستاويزن جو امانت	ٽينڊر جو ڪولڻ
1	ٽيليفون ايڪسچينج جي اپريشن، هلائڻ، مرمت ۽ سازسپال. Ref# PROC/SMBBIT/(OSR-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46	5000	05% اڇيل رقم	14-04-2025 کان 29-04-2025 شام 4:00 وڳي	30-04-2025 صبح 08:00 وڳي	30-04-2025 صبح 11:00 وڳي
2	چينيٽوريل سروس مهيا ڪرڻ Ref# PROC/SMBBIT/(OSR-02)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (2) 46		05% اڇيل رقم			
3	سڪيورٽي سروس مهيا ڪرڻ Ref# PROC/SMBBIT/(SECURITY-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			
4	الڪٽريڪل ورڪس، پاور جنريشن، هيٽنگ وينٽيليشن ۽ ايئر ڪنڊيشننگ (HVAC) بلڊنگ مئنيجمينٽ سسٽم (BMS) بلڊنگ مينٽيننس سول، پلمبنگ، RO الڪٽريڪل اينڊ گيس بوئلر. Ref# PROC/SMBBIT/(OSR-03)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46	ريٽا (هر هڪ)	05% اڇيل رقم			
5	جرنل آئٽمز جي فريم ورڪ ڪانسٽرڪٽ بنياد تي (ايس پي پي آر اي رولز 15 (B) Ref# PROC/SMBBIT/(OTHERS-02)/2024-25 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			
6	لوڪل پريچيز ڊرگس/ميڊيسن/ڊسپوزبل آئٽمز 24/7 ايمرجنسي بنياد تي SMBBIT ڪراچي لاءِ. Ref# PROC/SMBBIT/(D&M-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			
7	لوڪل پريچيز ڊرگس/ميڊيسن/ڊسپوزبل آئٽمز 24/7 ايمرجنسي بنياد تي SMBBIT لاڙڪاڻو لاءِ. Ref# PROC/SMBBIT/(D&M-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			
8	سپلاء ميڊيڪل گيسز ريت جي بنياد تي. Ref# PROC/SMBBIT/(MG-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			
9	سپلاء ميڊيڪل گيسز ريت جي بنياد تي SMBBIT-TERC لاڙڪاڻي لاءِ. Ref# PROC/SMBBIT/(LAR-MG-01)/2025-26 واڪ طريقڪار سنگل اسٽيج ون انويٽ (1) 46		05% اڇيل رقم			

- اسپيسيفڪيشن ۽ شرطن ۽ ضابطن، BOQ تي مشتمل ٽينڊر ڪاغذن جو مڪمل سيٽ، پلاننگ اينڊ پروڪيورمينٽ ڊپارٽمينٽ، 13th فلور ايس ايم بي انسٽيٽيوٽ آف ٽراما، چانڊ بي بي روڊ ڪراچي مان شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما جي حق ۾ مٿي ڄاڻايل هر هڪ لاءِ بي آرڊر ذريعي خريد ڪر سگهجي ٿو. ٽينڊر ڪاغذ SPPRA جي ويب سائيٽ: [www.pprms.pprasinindh.gov.pk](http://www.pprms.pprasinindh.gov.pk) ۽ [www.smbbttc.gos.pk](http://www.smbbttc.gos.pk) تان پڻ ڏاڻو لوڊ ڪري سگهجن ٿا.
- واڪ لازمي طرح مٿين تاريخ ۽ وقت تي پلاننگ اينڊ پروڪيورمينٽ ڊپارٽمينٽ، 13th فلور، SMBB انسٽيٽيوٽ آف ٽراما، چانڊ بي بي روڊ ڪراچي ۾ امانت وٺڻ.
- ٽينڊر پروڪيورمينٽ ڪميٽي پاران ڄاڻايل ڦاٽن تحت اي پروڪيورمينٽ ايس پي پي آر اي تحت ڪوٺيا ويندا.
- ٽينڊر ڪولڻ واري تاريخ ۾ موڪل هٿن جي صورت ۾ ساڳين شرطن ۽ ضابطن موجب ورنڊو ڪم ڪار واري ڏينهن ڪوٺيا ويندا.
- ٽيڪنيڪل ۽ فنانشل پروپوزل EPADS ايس پي پي آر اي جي ويب سائيٽ تي ڏنل تفصيل موجب واکاڻ دستاويزن سان گڏ آن لائين اپلوڊ ڪيو وڃي.
- واڪ سيڪيورٽي هارڊ ڪاپي سان گڏ مٿي ڄاڻايل ايڊريس تي مهيند لفافي ۾ هر هڪ ٽينڊر سان جدا شامل ڪري پيش ڪيو وڃي. ٽينڊر پيش ڪرڻ جي آخري تاريخ 29-04-2025 شام 04:00 وڳي تائين آهي. ٽينڊر جي ڪلڻ کان هڪ ڏينهن اڳ تائين پيش ڪيا وڃن. واکاڻ سيڪيورٽي بحق SMBB انسٽيٽيوٽ آف ٽراما ڪراچي جي حق ۾ جاري ٿيل پيش ڪرڻي پوندي.
- سمورن واکن سان سرڪاري ٽيڪس/ڪنٽريبيوشن وغيره (جيڪڏهن لاڳو ٿيڻ جو ڳا هوندا) شامل ڪيا ويندا.
- بلن مان ڪوتري سرڪاري قاعدن مطابق ڪئي ويندي.

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SMBB انسٽيٽيوٽ آف ٽراما، ڪراچي

INF/KRY No.1096/2025

Sunday, 13 April, 2025

جلد 35) آچر 13 اپريل 2025 ع بمطابق 14 شوال المڪرم 1446 هـ شمارو 25] قيمت 40 روپيا







بانی: میر تقی الرحمن  
آوارہ سوال المکر 1446ھ 13 مارچ 2025ء  
نمبر 109

## شہید محترم بینظیر مہسود انسٹی ٹیوٹ آف ٹرانا

حوالہ نمبر PROC/SMBBIT/2024-25/387 مورخہ 10 مارچ 2025

### ٹینڈر نوٹس

شہید محترم بینظیر مہسود انسٹی ٹیوٹ آف ٹرانا کراچی کو بذریعہ ای۔ پروکیورمنٹ آن لائن جمع کرنا ساندھ پبلک پروکیورمنٹ ریگولیٹری اتھارٹی (SPPRA) روز (تاحال ترمیم شدہ) کے مطابق مشہور و معروف فرمز سے جو قابل اطلاق ٹینڈر کام (GST, NTN, FBR LIST & SRB) کے پاس EPADS-SPPRA اور ٹیکس میگزین میں لازماً رجسٹرڈ اور متعلقہ تجربہ اور صلاحیتوں کے حامل ہوں برائے مالی سال 2024-25 & 2025-26 کنٹرولنگز/مینوفیکچررز/سپلائرز/سپلائرز/سپلائرز وغیرہ سے مندرجہ ذیل بڈنگ طریقہ کار کے مطابق پیشکشیں مطلوب ہیں۔  
آن لائن پیشکش جمع کرنے/آن لائن ٹینڈر کھلنے کا شیڈول:

نمبر شمار	ٹینڈر کا نام	ٹینڈر فیس	بڈ سکورنگ	دستاویزات کا اجراء	EPADS SPPRA پر ٹینڈر دستاویزات جمع کرنا	ٹینڈر کا کھلنا
1	لیٹی فون ایجنسی کا آپریشن، رنگ، رجسٹر اور مینیجمنٹ حوالہ نمبر PROC/SMBBIT/(OSR-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			
2	چینی فو ریل سروسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(OSR-02)2025-26 بڈنگ طریقہ کار: ایک مرحلہ دو لفافہ (2)46		درج کردہ رقم 05%			
3	سیکورٹی سروسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(SECURITY-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			
4	آپریشن، رنگ، رجسٹر ایجنسی ٹینڈر بائیںڈنگ ٹیکسٹس اور کس، پاور جزیشن، ہیٹنگ، روشنی لیشن اور ایئر کنڈیشننگ (HVAC)، بلڈنگ مینجمنٹ سسٹم (BMS)، بلڈنگ مینجمنٹ ٹینڈر سول۔ پبلنگ، RO، ایکٹیوٹیکسٹس یو ایل حوالہ نمبر PROC/SMBBIT/(OSR-03)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%	از 14-04-2025		
5	فریم ورک کنٹرول کنٹریکٹ بنیاد پر جزل آئلنگز کا حصول (SPPRA رول (B)15) حوالہ نمبر PROC/SMBBIT/(OTHERS-02)2024-25 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46	5,000/- (روپے فی)	درج کردہ رقم 05%	تا 29-04-2025	30-04-2025	صبح 11:00 بجے تک
6	SMBBIT کراچی کیلئے 24/7 ہنگامی بنیاد پر ڈرگز/ادویات/ڈسپوزیبل آئلنگز لوکل پر جزی حوالہ نمبر PROC/SMBBIT/(D&M-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			
7	SMBB-TERC لاہور کیلئے 24/7 ہنگامی بنیاد پر ڈرگز/ادویات/ڈسپوزیبل آئلنگز لوکل پر جزی حوالہ نمبر PROC/SMBBIT/(LAR-D&M-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			
8	ریٹ کنٹرول کنٹریکٹ بنیاد پر میڈیکل کیسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(MG-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			
9	SMBB-TERC لاہور کیلئے ریٹ کنٹرول کنٹریکٹ بنیاد پر میڈیکل کیسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(LAR-MG-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05%			

BOQ-1 اور شراکتاء و ضوابط پر مشتمل ٹینڈر دستاویزات کا مکمل سیٹ پلاننگ اینڈ پروکیورمنٹ ڈپارٹمنٹ 13th فلور SMBBIT انسٹی ٹیوٹ آف ٹرانا چاند بی بی روڈ کراچی سے بذریعہ ایڈریسڈ آفسیس کے ہر ایک کے سامنے اوپر درج ہے۔ ٹینڈر مینجمنٹ بینظیر مہسود انسٹی ٹیوٹ آف ٹرانا خریدار کا سکا ہے۔ پیشکش کھلنے کے روز چھ آرڈر قبول نہیں کئے جائیں گے۔ (EPADS پورٹل SPPRA) پر اپ لوڈ کی جانے والی ٹینڈر پر جزی رسید کی پیشکش کی کو ایکشن کیلئے کام لے سکی جائے گی۔ ٹینڈر پر جزی رسید اپ لوڈ کرنے میں تاخیر کا میڈیو غور و خوض کے بغیر پیشکش کے اسٹورڈا پر پتہ ہوگا۔ ٹینڈر دستاویزات SPPRA ویب سائٹ سے بھی ڈاؤن لوڈ کی جاسکتی ہیں۔  
[HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://portalsindh.eprocure.gov.pk) اور [WWW.SMBBIT.GOS.PK](http://WWW.SMBBIT.GOS.PK)

2- جمع شدہ پیشکش اسی وقت اور روز (جیسا کہ اوپر درج ہے) بذریعہ ای۔ پروکیورمنٹ آن لائن بمقام 13th فلور پلاننگ اینڈ پروکیورمنٹ ڈپارٹمنٹ SMBBIT انسٹی ٹیوٹ آف ٹرانا چاند بی بی روڈ کراچی کو ملی جائیں گی۔

3- ای پروکیورمنٹ SPPRA کے روز کے مطابق ٹینڈرز بذریعہ پروکیورمنٹ سسٹم کھولے جائیں گی۔

4- تعینات یا کسی وجہ سے ٹینڈرز آئندہ کام والے روز دیئے گئے شیڈول کے مطابق حاصل کئے/کئے جانے والے جائیں گے۔

5- بڈنگ دستاویز میں صراحت شدہ کے مطابق EPADS SPPRA ویب سائٹ پر ٹیکنیکل اور فنانس پر پوزل آن لائن اپ لوڈ کر دی گئی ہیں۔

6- ہر ایک ٹینڈر کیلئے جدا گانہ نمبر ہر لفافہ میں مندرجہ بالا پتہ پر بڈ سکورنگی لازماً ہارڈ کاپی میں جمع کرائی جائے۔ جمع کرانے کی ڈیڈ لائن ٹینڈر کھلنے سے ایک روز قبل 29-04-2025 شام 4:00 بجے تک ہے۔ بڈ سکورنگی سب سے SMBBIT انسٹی ٹیوٹ آف ٹرانا کراچی تیار کی جائے۔

7- تمام پیشکش/پیشکش میں سرکاری ٹیکسز (اگر قابل اطلاق ہوں) شامل ہوں۔

8- بلز میں کوئی تاخیر سرکاری روز کے مطابق کی جائیں گی۔

نوٹ: ایگزیکٹو ڈائریکٹر D.D.O/

SMBBIT انسٹی ٹیوٹ آف ٹرانا کراچی

INF-KRY 1096/25...  
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Friday

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KARACHI



## SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/387

DATED: 10-April-2025.

### TENDER NOTICE

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI, INVITES BIDS AS PER BELOW MENTIONED BIDDING PROCEDURES, IN ACCORDANCE WITH THE SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (SPPRA) RULES (AMENDED TO DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES, FROM THE CONTRACTORS / MANUFACTURES / SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25 & 2025-26.

S. #	Tender Name	Tender Fee	Bid Security	Issuance of Tender Documents	Submission of Tender Documents on EPADS SPPRA	Opening of Tender
1	OPERATION, RUNNING, REPAIR AND MAINTENANCE OF TELEPHONE EXCHANGE Ref# PROC/SMBBIT/(OSR-01)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively
2	PROVISION OF JANITORIAL SERVICES Ref# PROC/SMBBIT/(OSR-02)/2025-26. Bidding Procedure: Single Stage Two Envelop 46(2)		05% of Quoted Amount			
3	PROVISION OF SECURITY SERVICES Ref = PROC/SMBBIT/(SECURITY-01)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
4	OPERATION, RUNNING, REPAIR & MAINTENANCE OF ELECTRICAL WORKS, POWER GENERATION, HEATING, VENTILATION, AND AIR CONDITIONING (HVAC), BUILDING MANAGEMENT SYSTEM (BMS), BUILDING MAINTENANCE CIVIL, PLUMBING, RO, ELECTRICAL & GAS BOILER. Ref# PROC/SMBBIT/(OSR-03)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
5	PROCUREMENT OF GENERAL ITEMS ON FRAMEWORK CONTRACT BASIS (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(OTHERS-02)/2024-25 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			

6	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBBIT, KARACHI Ref # PROC/SMBBIT/(D&M-01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively
7	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBB-TERC, LARKANA Ref# PROC/SMBBIT/(LAR-D&M-01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
8	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS Ref# PROC/SMBBIT/(MG -01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
9	SUPPLY MEDICAL GASIS ON RATE CONTRACT BASIS FOR SMBB-TERC, LARKANA Ref # PROC SMBBIT (LAR-MG -01)720 25-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			

- COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM PLANNING & PROCUREMENT DEPARTMENT, 13TH FLOOR, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA. PAY ORDERS WILL NOT BE ACCEPTED ON THE DAY OF BID OPENING. ONLY THE UPLOADED TENDER PURCHASE RECEIPT ON (EPADS PORTAL SPPRA) WILL BE CONSIDERED VALID FOR THE QUALIFICATION OF THE BID. FAILURE TO UPLOAD THE TENDER PURCHASE RECEIPT SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://PORTALSINDH.EPROCURE.GOV.PK) AND [WWW.SMBBIT.GOS.PK](http://WWW.SMBBIT.GOS.PK).
- SUBMITTED BIDS WILL BE OPEN THROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT 13TH FLOOR PLANNING AND PROCUREMENT DEPARTMENT, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI.
- THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
- IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
- TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
- BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 29th-04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SMBB INSTITUTE OF TRAUMA, KARACHI.
- ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
- THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

Sd/-

**EXECUTIVE DIRECTOR / D.D.O**  
SMBB INSTITUTE OF TRAUMA,  
KARACHI

INF/KRY/1096/25

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[www.workforsindh.com](http://www.workforsindh.com)



# **STANDARD BIDDING DOCUMENT (SBD)**



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

### **TENDER TITLE: PROVISION OF SECURITY SERVICES AS PER SPPRA RULE 46(1)**

### **TENDER REFERENCE# PROC/SMBBIT/(SECURITY-01)/2025-26**

**NOTE:**

- 1. TENDER FEE: RS. 5,000/-(NON-REFUNDABLE) IN SHAPE OF PAY ORDER IN FAVOR OF SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI SHOULD SUBMIT TO PROCUREMENT DEPARTMENT IN PROPERLY MARKED SEALED ENVELOPE.**
- 2. IN ALL PROCUREMENTS OF SMBBIT THROUGH ELECTRONIC BID SUBMISSION. IT IS MANDATORY FOR ALL BIDDERS TO GET REGISTERED AT EPADS SPPRA.**
- 3. NO TENDER WILL BE ACCEPTED AFTER CLOSING TIME IN EPADS SPPRA.**
- 4. ALL THE PARTICIPANTS MUST SIGN EACH & EVERY PAGE OF BID DOCUMENTS, ELSE OFFER WILL BE REJECTED.**

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## **BIDDING DATA SHEET**

<b>PROCURING AGENCY</b>	SMBB Institute of Trauma
<b>ADDRESS</b>	Chand Bibi Road, Karachi
<b>BID VALIDITY</b>	90 Days, As per SPPRA Rule 2010 (amended till date)
<b>AMOUNT OF BID SECURITY</b>	<b>5% of Total Bid Quoted Price</b>
<b>LAST DATE OF SELLING OF BID</b>	As per Mentioned in NIT
<b>DATE OF SUBMISSION OF BID</b>	As per Mentioned in NIT
<b>PLACE OF SUBMISSION</b>	<b>Electronic Bid Submission at EPADS SPPRA.</b>
<b>PERFORMANCE SECURITY</b>	<b>10% of the Contract Value</b>
<b>LANGUAGE OF BID</b>	English
<b>CURRENCY OF BID</b>	PKR
<b>BIDDING PROCEDURE</b>	Single Stage One Envelope Procedure 46(1) / SPPRA Rule (Complete in Single Package)
<b>ADVANCE PAYMENT</b>	No Advance Payment will be allowed
<b>PERIOD OF COMPLETION</b>	<b>One year from the date of Award of Contract &amp; Extendable for further two years on a yearly performance basis, after the approval from Competent Authority</b>



# **INSTRUCTIONS TO BIDDERS**

## **1. Invitation to Bid:**

The **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** invites bids using the **Single Stage One Envelope Procedure** as per the **Sindh Public Procurement Rules 2010** (amended). Interested bidders, Contractors, Security Service provider must be registered with **EPADS SPPRA** and be taxpayers with relevant authorities (GST, NTN, FBR, SRB where applicable). Experience requirements are detailed in **Annex-A** of the bid document.

## **2. Complete Tender Documents:**

Bidders must ensure that the tender documents they receive are complete. A thorough check of the **Table of Contents** is essential.

## **3. Site Visit and Document Review:**

Bidders should visit the site at their own expense to understand the project fully. Any missing details or specifications should be obtained from the **Planning & Procurement Department** before bidding. Once a bid is submitted, it is assumed that no further clarification was needed.

## **4. Submission of Tender Purchase Receipt:**

A Tender Purchase Receipt must be generated by submitting the tender fee Pay Order to the **Planning & Procurement Department located on the 13th Floor of Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT), Karachi**. The Pay Order should be made in favor of "**Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**." **Pay Orders will not be accepted on the day of bid opening. Only the uploaded Tender Purchase Receipt on (EPADS Portal SPPRA) will be considered valid for the qualification of the bid.** Failure to upload the Tender Purchase Receipt shall result in rejection of the bid without further consideration. Tender purchases must be carried out in accordance with the procedure outlined in the Notice Inviting Tender (NIT).

## **5. Submission of Bid Security:**

A **Bid Security** in the form of a **pay order** from a scheduled bank must be submitted in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** as per mentioned in NIT.

## **6. Proper Submission of Bid Documents:**

The original bid must be typed or written in permanent ink. The person signing the bid must initial every page, with their name and designation clearly indicated.

## **7. Pricing:**

Bidders must include the unit price (where applicable) and total price in Pakistani Rupees (PKR) for all goods/services they plan to supply.



## **8. No Bid Changes After Opening:**

Bids cannot be altered or modified after they have been opened. However, the **Procuring Agency** may ask for clarifications that do not affect the core content of the bid.

## **9. Right to Reject Bids:**

The **Procuring Agency** reserves the right to reject any or all bids before acceptance. Reasons for rejection can be communicated upon request, but there is no obligation to justify the decision.

## **10. Inclusive Pricing:**

The quoted price should cover all expenses, including taxes and other obligations. If there are any calculation errors, the tender price will be corrected accordingly.

## **11. No Unauthorized Changes:**

Unauthorized changes in the tender documents will result in rejection of the bid.

## **12. Clarifications and Revisions:**

Any revisions or changes to the tender documents will be issued by the authority as an official **Addendum/Corrigendum**. Bidders must sign and return these with their tender documents.

## **13. One Rate Per Work:**

Bidders must quote only one rate for each item of work, based on the specifications in the tender. Any handwritten changes or corrections must be signed.

## **14. Submission of Complete Documents:**

All required documents must be submitted, signed, stamped, and priced, in line with the deadlines specified in the bid data.

## **15. Contract Agreement:**

Winning bidders will be required to sign a **Contract Agreement** as outlined in the tender document.

## **16. No Contact After Bid Opening:**

Bidders are not allowed to contact the **Procuring Agency** after the bid opening, except in writing if additional information is needed.

## **17. Forfeiture of Bid Security:**

The **Bid Security** will be forfeited if a bidder withdraws their bid after the opening or fails to sign the contract within the required time if their bid is accepted.



**18. Conditional Tenders Not Allowed:**

Conditional tenders and tenders without bid security will not be considered.

**19. Bid Validity:**

Bids must remain valid for 90 days after the opening date and may be extended as per **SPPRA Rules**.

**20. No Hand-Delivered or Mailed Bids:**

Bids must be submitted electronically via **EPADS SPPRA**. Hand-delivered or mailed bids will not be accepted.

**21. Evaluation of Bids:**

Bids will be evaluated based on the criteria outlined in the tender terms and conditions.

**22. Fixed Prices:**

Once quoted, prices cannot be changed during the contract period.

**23. Contract Period:**

One year from the date of Award of Contract & Extendable for further two years on yearly basis, after the approval from Competent Authority

**24. Inclusive of Taxes:**

Quoted prices must include all applicable taxes, which will be deducted from the contractor's bill.

**25. Government Taxes:**

Applicable government taxes, including income tax, sales tax, and stamp duty, will be affixed to bills or contract agreements.

**26. Paginated Documents:**

All submitted documents must be paginated and flagged, with details mentioned in the index. Non-compliance may lead to bid rejection.

**27. Technical Evaluation:**

It will be examined in detail of the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in B.O.Q. to Bid will be compared with technical features/criteria of the Works detailed In the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.



# **TERMS & CONDITIONS OF TENDER**

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time as well as Contractor will pay all the Government Institution's Contribution himself.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order (as per amount mentioned under Bidding Data Sheet) in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The same will be released after successful completion of contract period. Moreover, security deposit shall be forfeited by the Procuring Agency if contractor fails to comply with terms and condition of the contract at any stage during contract period.
3. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
4. Contractor will not be allowed to sublet the contract.
5. Any Kind of Joint venture will not be allowed.
6. The Procuring agency reserves the right at the time of contract award to decrease, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
7. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
8. In case of any dispute contractor will approach the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The decision of the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**, will be final.
9. In case of any dispute, decision of the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** shall be final and contractor will not challenge the decision in the Court of Law.
10. The **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement / ToR** is proved as well as damages to the prestige or property of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
11. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
12. In case of breach of the contract by the contractor, contract will be forfeited partly or fully as

decided by the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi.**

13. Any condition / clause of the Contract can be included / amended if required in the interest of the **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** with the mutual understanding of both parties.
14. Contractor shall have its own equipment required to maintain security. Equipment must be approved by the Authorized / Nominated Officer of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** before commencement of contract.
15. The Contractor should not violate or allow his Staff to violate the rules of the Government of Sindh.
16. In case of violation of any rule, the contractor may be fined and legal action will be initiated against him.
17. Contractor shall be responsible for his staff.
18. The Contract is for one year starting from the date of agreement and extendable for further two years on yearly basis, after the approval from Competent Authority of SMBBIT, Karachi.
19. Document(s) for Evaluation of Services must be paged / flagged by the bidders.
20. Payment will be made on monthly basis subject to satisfactory report from concerned offices or through an inspection committee.
21. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
22. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
23. Stamp duty should be placed on contract agreement (as per the govt.-approved rate) on stamp paper of value (Rs.100).
24. Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor; was false and materially inaccurate or incomplete at any stage.
25. 80% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 20% will be deposited by the Contractors / Suppliers themselves.
26. Conditional tender and tender without bid security shall not be considered.
27. GST / Income Tax & SRB Certificates must be accompanied with tender.



28. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date)
29. No tender will be entertained without bid security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) Days of receipt of the Letter of Acceptance.
30. If the contractor fails to give services within the stipulated period, liquidity charges will be imposed.
31. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million in case of goods and 2.5 million in case of services. Failure to sign such Integrity Pact shall make the bidder non-responsive.
32. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.

### **33. REJECTION / ACCEPTANCE OF BID**

1. A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
2. The bid shall be rejected if:
  - 2.1 it is substantially non-responsive in a manner prescribed in this tender document; or
  - 2.2 it is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
  - 2.3 bidder has conflict of interest with the SMBBIT; or
  - 2.4 bidder engages in corrupt or fraudulent practices in competing for Contract award; or
  - 2.5 bidder tries to influence the bid evaluation / Contract award; or
  - 2.6 bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
  - 2.7 unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
  - 2.8 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
  - 2.9 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; or
  - 2.10 without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
  - 2.11 bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria; or
  - 2.12 bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / B.O.Q; or
  - 2.13 bid submitted with shorter bid validity period; or
  - 2.14 bidder fails to meet the minimum evaluation criteria requirements; or

- 2.15 bid not accompanied by the Bid Security (Earnest Money) of required amount and form;  
or
- 2.16 bidder refuses to accept the corrected Total Bid Amount / Price; or
- 2.17 the Bidder has been blacklisted by any public or private sector organization; or
- 2.18 bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
- 2.19 rates quoted by bidder are not workable (not meeting the requirements of minimum wages, Income Tax, Sales Tax, EOBI, SESSI, Gratuity etc.), or on higher side etc.

**34. PROCESS TO BE CONFIDENTIAL**

- 1. No company shall contact SMBBIT on any matter relating to its tendering process from the time of opening to the time of bid evaluation report announcement.
- 2. Any effort by a bidder to influence SMBBIT in the evaluation, comparison or selection decision may result in the rejection of its bid.

**35. COMPLIANCE CERTIFICATE**

I / We completely agree to above mentioned terms & conditions:

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

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

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

Rubber Stamp



**TECHNICAL EVALUATION CRITERIA****(MANDATORY)**

S.#	MANDATORY REQUIREMENTS	YES	NO
01.	Compliance of <b>Terms &amp; Conditions / Instructions mentioned in the SBD.</b> <b>1. Attached authorized person CNIC copy.</b> <b>2. Signed &amp; stamped each and every page of Terms &amp; Condition &amp; all bidding documents.</b> <b>(If compliance of above points not found offer will be rejected).</b> <b>(Sample attached as ANNEXURE-I).</b>		
02.	<b>Company Profile</b> including detail of Infrastructure, staff with contact Nos. List of Equipment's and contact details of the Offices/branches available with address.		
03.	<b>Security Plan</b> for SMBB Institute of Trauma Karachi.		
04.	Valid No Objection Certificate (NOC) of Ministry of Interior / Provincial Home Departments for providing security services in the country / Province.		
05.	Valid membership with All Pakistan Security Agencies Association (APSAA)		
06.	Valid Registration with <b>Pakistan Telecom Authority (PTA).</b>		
07.	Valid Sindh <b>Sales Tax / Sindh Board of Revenue Certificate</b> (Copy must be attached).		
08.	Valid certificate of Registration of <b>Employees Old-Age Benefit Institution (E.O.B.I).</b>		
09.	Valid certificate of Social Security Registration of Employees. Registration Certificate with <b>S.E.S.S.I.</b>		
10.	Valid registration with <b>S.E.C.P</b> of Firm.		
11.	Should be registered with <b>Income Tax Department</b> (Copy must be attached).		
12.	Valid Copy of <b>Professional Tax</b> (Certificate must be attached).		
13.	Copy of last three <b>Financial year Paid Tax Return.</b>		
14.	Average annual turnover in preceding 03 years (on closing of last fiscal year) should be above Rs.350 million, demonstrated through Income Tax Returns (ITR – FBR) or audited statement of accounts details to be submitted as per <b>(Sample attached as ANNEXURE-H)</b>		
15.	Submission of undertaking on legal valid e-Stamp Paper of Rs.500 that the bid prices shall not be in violation of minimum wages set by the Government of Sindh. <b>(Sample attached as ANNEXURE-J)</b>		
16.	Submission of undertaking on legal valid and attested stamp paper that <b>the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan (As per attached sample Annexure-F).</b>		

17.	Bidders currently providing services at SMBBIT must obtain and attach a satisfactory performance certificate from the competent authority of SMBB Institute of Trauma, specifically for the financial year during which they last rendered services. New bidders are required to submit at least three satisfactory performance letters from reputable healthcare facilities. Failure to provide these certificates will result in the rejection of the bid.		
18.	<b>Tender Purchase Receipt (Mandatory Requirement).</b> <b>All bidders are required to upload the Tender Purchase Receipt along with the bid documents on the EPADS (SPPRA Portal).</b> <b>Important Note:</b> <ul style="list-style-type: none"> <li>• Pay Orders will not be accepted on the day of bid opening.</li> <li>• Only the uploaded Tender Purchase Receipt will be considered valid for the qualification of the bid.</li> <li>• Failure to upload the Tender Purchase Receipt shall result in rejection of the bid without further consideration.</li> </ul> <b>Tender purchases made as per notice inviting tender (NIT).</b>		
19.	Scanned Copy of the Bid Security Pay order should be attached with technical E-Bid document and original pay order submit in Planning & Procurement Department SMBBIT as outlined in the NIT.		

**Note: The bids not responsive to the above MANDATORY ELIGIBILITY CRITERIA shall not be eligible for further Technical Evaluation. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.**

I / We completely agree to above mentioned terms & conditions:

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

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

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

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



## **TECHNICAL EVALUATION CRITERIA**

### **(MARKING)**

1. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
2. Bidders achieving minimum **75% points / marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

S.#	Evaluation Parameters/Sub-parameters	Maximum Points.
<b>1</b>	<b>Experience in Handling Security Services Contracts Throughout Pakistan Year of Establishment – SECP Registration Certificate.</b>	<b>Max. 10</b>
1.1	Established during 2010 or earlier	10
1.2	Established during 2015-2020	05
1.3	Established during 2021-2025 or later	00
<b>2</b>	<b>Relevant Experience</b> Documentary proof (copies of contract or Purchase Orders with satisfactory performance certificate of same organization) should be furnished. if no valid attachment is provided then no marks. <b>No point shall be given for less than 12 month's period.</b>	<b>Max. 20</b>
2.1	Experience of providing Security Services more than or equal to 10 years.	20
2.2	Experience of providing Security Services equal to or more than 5 years but less than 10 years.	10
<b>3</b>	<b>Prior Similar Experience with the Public / Private Sector HOSPITAL for providing the Security Services for a minimum period of 12 months during the last five (05) years ending on the deadline for bid submission. (Valid documentary evidence showing the required details to be attached).</b> NOTE: - If a contract extended by the employer(s) for next 12 month or more periods all such projects shall be considered as a separate yearly Project(s). No point shall be given for less than 12 month's period.	<b>Max. 20</b>
3.1	Providing the 150 or more Guard's at a time (10 points for each yearly contract – Max. 20 points)	20
3.2	Providing the 125 or more Guard's at a time (7.5 points for each yearly contract – Max. 15 points)	15
3.3	Providing the 100 or more Guard's at a time (5 points for each yearly contract – Max. 10 points)	10
3.4	Providing the 50 or more or more Guard's at a time (2.5 points for each yearly contract – Max. 5 points)	05

<b>4</b>	<b>Human Resource / Total Number of Employees on Bidder's Payroll (Supported with attested EOBI's most recent contribution payment slip)</b>	<b>Max. 10</b>
4.1	Above 50 Employees	00
4.2	Above 100 Employees	10
4.3	Above 150 Employees	15
<b>5</b>	<b>Weapon License Attested Copies of Licenses must be attached</b>	<b>Max. 10</b>
5.1	Semi-Automatic 222 or 223 or 5.56 Bore 1 mark for each License (Maximum 10 marks)	10
5.2	Semi-Automatic MP5 of .32 Bore / .30 Bore 1 mark for 5 Licenses (Maximum 5 marks)	05
<b>6</b>	<b>Relevant &amp; Valid ISO Certification</b>	<b>Max. 10</b>
6.1	Yes	10
6.2	No	00
<b>7</b>	<b>Average Annual Turnover during the last 03 fiscal years</b>	<b>Max. 10</b>
7.1	Above PKR 350 – 500 million	10
7.2	Above PKR 250 - 300 million	05
7.3	Above PKR 100 - 200 million	00
<b>8</b>	<b>Client's Satisfactory Performance Certificate issued during the last 5 years by any Public Sector Organization OR any Private Sector Large National / Multi-National organization registered with SECP. (Please provide satisfactory performance letter / certificate issued during the last 3 years)</b>	<b>Max. 10</b>
8.1	Above 15 Clients	10
8.2	Above 10 Clients	05
8.3	Above 5 Clients	00
	<b>Total Points</b>	<b>100</b>

a) Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.

**SCOPE OF WORK / SCHEDULE OF REQUIREMENTS / BILL**  
**OF QUANTITY**  
**PROVISION OF SECURITY SERVICES FOR**  
**SMBBIT, KARACHI**

**PART A: HUMAN RESOURCES**

SMBB Institute of trauma reserves the right to increase / decrease or deletes the quantities of services at the time of award of contract and also reserves the right to enhance the quantity of services without any change in unit price or other terms and conditions at any time during the contract period.

S.#	Particular	Required Staff in KHL	Required Staff in LAR.	Total Staff	Age Limit	Experience	Rate per person	Rate Per Month	Rate Per Year
01	Trained Head Supervisor	01	01	02	Up to 50 Years	5 Years' Experience in relevant post			
02	Trained Supervisors	03	02	05	Up to 45 years	3 Years' Experience in relevant post			
03	Trained Security Guards (Armed)	10	06	16	Up to 40 years	5 Years' Experience in relevant post			
04	Trained Security Guards (Un-Armed)	150	80	230	22 years to 35 years	2 Years' Experience in relevant field			
05	Trained Lady Searcher	25	10	35	30-40 years	2 Years' Experience in relevant field			
06	Security Clerk	01	01	02	Up to 35 years	2 Years' Experience in relevant field			
<b>Total</b>		<b>190</b>	<b>100</b>	<b>290</b>					

**Note 1:** Financial proposal must be submitted on company letter head duly signed / stamped/ typed in figure and words of the total amount; else the offer would be rejected.

**Note 2:** Security Staff will work under supervision of the Executive Director of SMBB Institute of Trauma Karachi. All security personnel who deployed at SMBBIT mandatory to submit Police verification certificate individually by security provider.



Subsequent Year's price increase of offered Services (in terms of percentage), in case contract is renewed	
2nd Year	10% (percent) Escalation in first year's price
3rd Year	10% (percent) Escalation in second year's price

**Note:**

In the province of Sindh, when the SMBB Institute of Trauma (SMBBIT) expands its operations pursuant to directives issued by the Health Department, a formal *Letter of Acceptance* (LOA) regarding manpower is issued to the successful bidder, in accordance with the approved rate contract.

Upon receipt of the LOA, the bidder is required to submit the *Performance Security* in the form of a Pay Order. Following the submission of the Performance Security, the bidder must commence the provision of services without any failure or delay, as per the agreed terms and conditions.

I / We completely agree to above mentioned terms & conditions:

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

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

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

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

# SECURITY COMPANY'S SCOPE OF WORK

1. **Aim:** To establish foolproof security arrangements to ward off any subversive / untoward incident. The following are the scope of work to be performed if hired for provision of security services for SMBBIT.
  - Provide Security on 24/7 basis.
  - Maintain harmony under stressful situation.
  - Maintain **Traffic Inflow** during peace and emergency time and facilitate parking of vehicles as per policy of the SMBBIT as well as provide security & Monitoring of dedicated parking slots.
  - Provide Security to all Staff in ER and in the Hospital premises.
  - Frequent updates on Emergency Plans and procedure with SMBBIT.
  - Provide monitoring on all activities 24/7.
  - Security Agency will be responsible to provide the Security to the Hospital assets and any other job assigned by the SMBBIT in this regard.

## a) SECURITY GUARDS

- i. The company shall provide Security Guards at designated location(s) to provide security cover, and also Security Guards with Automatic / Semi-automatic / rapid-fire weapon as per given schedule of duty timing.
- ii. The company shall provide and ensure that each guard on duty has received and understood written instructions of basic duties and has the following in his possession.
  1. Company card and copy of Computerized National Identity Card (CNIC).
  2. Torch for guards on evening and night duties
  3. Standard Uniform (like badges Cap Shirt Bot belt whistle etc.)
  4. Weapon(s) with ammunition of agreed kind and quality to be provided only to the relevant security guard as per the requirement / request of SMBBIT administration.
  5. The Guard will be called “**Standing Security Guard**” and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the company under all circumstances.
  6. The company shall be bound to execute the directives of the SMBBIT Standing Security Orders, which will be conveyed to the company through Email, WhatsApp message / SMS or Letter etc.
  7. The company shall be responsible to provide satisfactory services at all key points of SMBBIT premises with the following conditions:
    - a. The company shall maintain extra guards to be readily available with the company as the substitute for the supervisors/Guards who become absent /short/sick at the company's own enrollment for which the SMBBIT Management will not make any extra payment.
    - b. The company shall deploy energetic, smart and healthy, well trained ex-armed forces personnel (preferable) or well-trained civilians with perfect turnout, smart uniform and fully competent to meet security requirements / demands at sensitive/vulnerable points in consultation with the security incharge of the SMBBIT / Nominated Officer SMBBIT designated for the purpose.
    - c. Upon unsatisfactory performance of the supervisor/guards as determined by the SMBBIT Management, the contract agreement shall be terminated by giving one month's notice to the Security Company. Unsatisfactory performance includes:
      - Unable to provide desired number of security guards / supervisors / lady searchers.
      - Absence of security guard(s) from duty
      - Non-Attendance of office on scheduled / prescribed time.
      - Casual performance of duty by guard(s)

- During the period of agreement, the responsibility of any loss and damage due to unsatisfactory performance of the security company.
  - Non-reporting of major incidents to SMBBIT management that occurs in the SMBBIT premises
- d. Daily attendance shall be marked as per the approved attendance system of the SMBBIT. Security Company head office shall also submit the Daily Attendance Sheet. Month wise bill be submitted to SMBBIT, on 1st week of every month regularly.
  - e. The guard services must be on shift basis according to labor laws each day with different guard at each shift shall be provided by the company to SMBBIT.
  - f. The company of active performance of duties by the security guards and working of mechanical security system round the clock, seven days a week even on holidays and shall maintain a supervisory network of its own to ensure presence.

## **b) MECHANICAL SECURITY SYSTEM:**

1. The company shall provide **“Hand-Held Metal Detectors”**.
2. The company shall provide **“under carriage Car-Search Mirror”**.
3. The company shall provide **“Walk through Gate”**.
4. The company shall provide communication in shape of **“Walkie-talkies intercommunication system”**.
5. The company shall provide and install the equipment mentioned at **serial No i, ii, iii, and v** from the first day of this agreement, till its end /termination, whichever occur earlier.
6. The company shall provide its above listed equipment in good quality and condition and ensure its proper activation / operation throughout the period of contract agreement.
7. The ownership of the companies above listed equipment shall rest with the company. However, it shall not be replaced after its installation from the location without the prior written approval of the SMBBIT Management.
8. During the period for which the equipment is taken out for repair or replacement, the company shall provide its replacement of the same nature, quality and condition, without affecting security services. However, upon termination of this agreement, the company shall be permitted to remove all its apparatus /equipment installed in the premises.
9. The company shall ensure activation of the equipment round the clock, seven days a week, without any interruption.
10. The possible use of **Hand-Held Metal Detector, Car search mirrors, walk through gates and walkie-talkies**, will be defined in a mutually agreed Standing Operation Practices to be devised at each location.
11. The company shall be responsible for the maintenance of its equipment.
12. The SMBBIT management shall provide adequate space, light and power at the premises for installation and operation of the equipment.
13. The company shall be responsible for proper and effective use of Mechanical Security Systems.
14. The company shall comply with all the instructions as and when given by the SMBBIT Management regarding services and use of all equipment.
15. The company shall be responsible to provide **“Walk Though Security System”** and central alarm service, as and when / wherever, required by SMBBIT.

## **2. THE GUARD’S DUTIES SHALL INTER ALIA INCLUDE THE FOLLOWING**



1. Prevention of entry into offices /installation premises trusted in the charge of the company, of any person not authorized by SMBBIT Management or any person who lacks proper identification or intrudes the secured premises.
2. Prevent pilferage of items /equipment/property belonging to SMBBIT from the premises placed under the charge of the company as per written instructions issued by the authorized officer of the SMBBIT Management. Proper inventory list will be prepared and checked by both the parties or any part of property will not be removed without a proper gate pass.
3. Inform concerned authorized officer of the SMBBIT Management promptly and accurately, of any occurrence detrimental to the security of the installation premises and property of the SMBBIT placed under charge of the company.
4. **TO TAKE PROPER ACTION IN CASE OF EMERGENCIES LIKE:**
  - 4.1 Fire, rising of alarm and proper communication to fire brigade and officer in-charge of the installation and arrange rescue activities.
  - 4.2 Forced Entry will be promptly reported to the local police station, SMBBIT security in-charge and Security Company's head office for appropriate action.
  - 4.3 Law and order situation will be promptly reported to the local police station, SMBBIT Security in-charge and the security company head office of the company for appropriate action. All entry points shall be closed under such situation.
  - 4.4 Provide medical assistance to SMBBIT Management to any person injured in the premises. The provision of medical coverage and its cost shall be borne by SMBBIT, in case, if the negligence is in part of the SMBBIT.
  - 4.5 To carry out daily checking of all security lights, entry points and locked premises for their effectiveness after office hours or on closed holidays.
  - 4.6 Patrolling / picketing the installation as per specific written orders peculiar to the installation prepared by the company and approved by the SMBBIT administration.
  - 4.7 To properly brief the relieving guard, about any situation concerning the security.
5. Security guards must have under gone, Fire Fighting Trainings and elimination of the subversive activities (bidder is bound to provide the training certificate on the demand of SMBBIT). Further Executive Director ordination with concerned secret agencies; special police, local police and civil defense authorities will be done at site and to take immediate remedial measures.
6. The guard shall perform duties including security of SMBBIT personnel, installations, its property and fire fighting in any eventuality of a fire disaster or any other likely attack by the human being or group of human beings.
7. During the validity of the contract agreement, in case damage occurs to the property or personnel of the SMBBIT and due to outbreak of fire or any other eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying for such losses occurred to SMBBIT, as a result of their negligence, to be decided by a committee consisting of representatives, in equal number of both the parties, which will decide the matter after considering the following:
  - 7.1 Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
  - 7.2 Negligence of guards in case of the fire, or other disaster, which is caused by any act omission and commission of security guards.
  - 7.3 Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.
  - 7.4 The Company shall notify its representatives who will be contracted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

### **3. PENALTY:**

1. The Security Company is bound to provide guards on every cost for sensitive areas, in case of any loss due to lapse Security Company will be held responsible.
2. In case of any damage / loss to SMBBIT due to Security lapse herewith for determination of liability a committee constituted by the SMBBIT management having representation from Security Company will investigate the matter and fix the responsibility. The recommendation of the committee shall be a binding on the company to pay the losses.
3. In case of any theft / damage at go down premises, the security company will be held responsible to pay the entire losses to the SMBBIT as determined by the Committee constituted by the Competent Authority.
4. Overage and underage guards will not be accepted for duty and no salary shall be paid for them.
5. In case of placement of inefficient guard / placement of, lethargic guards, guards without proper uniform, SMBBIT reserve the rights to impose penalty up to Rupees 500/-.

### **4. HUMAN RESOURCE:**

Staff will work according to the table provided below by the authorized officer of SMBBIT, TIEST at designated location(s). This could be adjusted according to the future requirements of the SMBBIT.

1. The contractor shall be responsible to provide satisfactory services at SMBBIT, by deploying energetic, and healthy, well-trained workers with approved uniform.
2. In case of any dispute between guard / workers and the contractor the matter shall be, referred to the SMBBIT for arbitration whose decision shall be final.
3. Undisciplined guards and /or guards involved in immoral activities will not be allowed to serve in the SMBBIT.
4. Contractor will be bound to change the guards who will be unwanted by the SMBBIT management immediately.
5. **The employees will work according to government rules / policy:**
  - 5.1 The services to be provided by the contractor must be according to labor laws.
  - 5.2 Child labor rules and basic human rights will not be violated by the Contractor.
  - 5.3 Age of worker shall not be less than 18 years.
  - 5.4 Contractor shall be bound to provide the sanctioned strength of Guards at all-time even on holiday.
  - 5.5 Contractor shall be bound to pay the minimum salary to its employees working at SMBBIT as per the prevailing rates fixed by the Provincial Government.

### **5. CONFIDENTIALITY:**

1. The company shall ensure that all employees performing, the services shall not any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the SMBBIT or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the SMBBIT Management, there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of SMBBIT management.

### **6. RESPONSIBILITIES OF THE COMPANY:**

1. In addition to the services to be performed by the company specified above, the company shall provide at additional cost to the SMBBIT such supervision of its employees as in necessary to adequately fulfill its obligation.
2. The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.

3. The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the SMBBIT nor any of its personnel shall be held liable for either of the above in any manner.
4. The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with SMBBIT employees.
5. The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the SMBBIT management regarding their service matters that is the sole responsibility of the company.
6. The SMBBIT may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
7. The company shall be responsible for the deployment of security guards at all vulnerable points as per the agreement. However, for any new site, for which order of deployment will be issued by SMBBIT management, the company shall be responsible to deploy security guards and install the security system after the issuance of work order within **seven days**. In case of delay, if any incident takes place, it shall be covered under the indemnity clause.
8. The Security Company will use its own frequency for communication (Walkie-Talkies) to the SMBBIT.

## **7. RESTRICTION OF ASSIGNMENT / TAKE OVER**

1. The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the SMBBIT to terminate its services forthwith.
2. If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the SMBBIT shall be entitled to terminate its services forthwith.

## **8. SECURITY MEASURES**

1. The Security Company shall maintain the proper record at main gate during the IN & OUT of vehicle / visitors at site.
2. The Security Company shall provide the thumb impression device to put the thumb of Security Guards to ensure their attendance in time. Besides the attendance would be verified by the in charge.
3. The Security Company shall be responsible to ensure the safety and security of SMBBIT assets moveable and immovable including warehouse.
4. Arms shall be in working condition at all the time. Armed Guards equipped with sufficient cartridges.

## **9. GENERAL CONDITIONS**

1. SMBBIT at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same terms & conditions, on the request of relevant in charges in case of emergencies. However, the in charge have to immediately inform the SMBBIT Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
2. Security Company shall ensure the availability of adequate reserve guards. In case of absence casual or other leave by any Security Guard, the Security Company shall provide the alternate guard from the reserve guards in case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise SMBBIT reserve the right to imposed the penalty as per agreement.
3. Security Company shall ensure the placement of Guards, strictly in accordance with agreement, Terms and Conditions.
4. SMBBIT can increase / decrease the number of guards. In this situation the Security Company will be informed in writing accordingly. In case of number of guards increased / decreased upon directives of SMBBIT, the payment shall be made / adjusted on the agreed rates.



5. The contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:
  - i. Attested photocopy of NADRA Computerized Card.
  - ii. Original Service Card issued by the Security Company.
  - iii. Photocopy of license, certificate of weapon held by the guard.
  - iv. Copy of Certified discharge work issued by Ex-Armed Forces.
6. **Without uniform, Lethargic, inefficient, over and below age guards will not be accepted.**
7. This agreement would effect from the date of Signing of this agreement and shall continue in force unless and until it is determined in accordance with the provisions regarding termination of agreement.
8. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
9. Any increase or decrease in any levies or rates imposed by the Government / CBA, wages and / or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the SMBBIT.
10. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the SMBBIT. If during the subsistence of this agreement or any renewal thereof any case, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such case, tax charges or surcharge, as the case may be, payable by the Security Company.
11. SMBBIT will not be liable to make any extra payment if the Security Company is to provide services In the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
12. The Security Company will keep tile SMBBIT free of any liability for the clause of compensation, if any to any employee of the Security Company in case of their injury, death etc.
13. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company, SMBBIT shall in no way be responsible for any compensation in this connection.
14. One-month prior notice in writing shall be served by either party for termination of contract.
15. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
16. SMBBIT shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Un-Armed Guards/Armed Guards duly verified SMBBIT representative.
17. Copy of register, indicating entry and exit of vehicles.
18. Details showing arrival / dispatches of vehicles SMBBIT warehouses.
19. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to **Executive Director, SMBBIT** or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.
20. The Security Company shall be responsible to complete all documentation, if notified from time to time.
21. The Security Company shall be responsible to maintain all the record along with details of Guards for onward submission to SMBBIT as and when required.
22. The Security Company will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed Security Guards / Manpower in SMBBIT and Security Company should be submitting such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs. 100/-.

**10.PERIOD OF AGREEMENT AND DEPLOYMENT OF SECURITY** That the Security Company shall commence on and from \_\_\_\_\_ to \_\_\_\_\_ operate and provide security services in respect of the SMBBIT premises address / location as follow:

**11.PLACEMENT OF GUARDS AND ALLIED SERVICES**

1. Security Guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week at SMBBIT.
2. Security Company shall provide the details of Guards along with its past experience, copy of CNIC, copy of service card and other required details / information, it notified, one week prior to placement of Guard to the place of posting.
3. Security Company will ensure that the security guard is active, healthy and free from any diseases. Allowed age limit of placement of security guard duly trained will be preferred.
4. Security Company will ensure that the Security Guard is well trained. The guards must have at least one-year experience of any security company at least fifteen bullets/ cartridges shall be available with each arm guard.
5. Schedule for posting of security guards shall be prepared with In-charge (Security) and issued with approval of competent authority.
6. Guards shall be on the payroll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should not be less than six months.
7. During the hiring of Security Guards, the offer / appointment letter may be issued and same would be sent In-charge Security for record.
8. Any change in placement of Security Guards shall be made with prior information and approval of the In-charge Security.
9. Security Company shall ensure the availability of adequate reserve guards.
10. Security Company shall ensure placement of Guards, strictly in accordance with agreement, Terms and condition.
11. SMBBIT at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same terms and condition, on the request of relevant incharges in case of emergencies. However, the in-charge have to immediately inform the In-charge Security and Executive Director / Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

**12.PAYMENT**

1. Due payment will be made after completion of each month.
2. The Security Company required to submit the following documents along with bill:
3. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
4. Original attendance sheet of the Guards daily and monthly duly verified by the incharge.
5. Copy of any/all correspondence made with SMBBIT or any other agency / person / organization during that month.
6. Any other details/documents, if required by SMBBIT.
7. Evidence / support of all claims in bills.
8. Security company shall Submit / close the attendance on last day of the month and shall submit invoices to concern offices by 5th of each month.

**AREA COVERED BY THE CONTRACTOR:**

- a. Contractor will be fully responsible to provide security to whole covered area and periphery of SMBBIT.

- b. Contractor shall be responsible for round the clock Security Services of the areas under contract.

**RECTIFICATION REPORT:**

In case of any complaint or observation conveyed to the contractor or their Security supervisor by Concerned Authorities the contractor will report the steps taken in order to rectify those observations in writing within stipulated time.

I / We completely agree to above mentioned terms & conditions:

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

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

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

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



**BID LETTER FORM**

From:

(Registered name and address of the bidder)

To:

Executive Director,  
SMBB Institute of Trauma,  
Karachi - 74200

Sir,

Having examined the bidding document and amendment thereon we the undersigned, offer to supply goods/provide services / execute the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your Tender calldated\_\_\_\_\_

**Tender Title:** \_\_\_\_\_

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents.

**If our bid is accepted, we undertake to;**

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 3) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place: \_\_\_\_\_

Bidder's signature  
and seal.

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

## **CONTRACT AGREEMENT**

### **Tender Title**

This Contract Agreement (hereinafter called the Agreement) made on \_\_\_\_ day of \_\_\_\_\_ Year.

**BETWEEN**

**M/s.**

A Contractor, having its office at **Bidder's address**. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

**SHAHEED MOHTARMA BENAZIR BHUTTO ISTITUTE OF TRAUMA, KARACHI**

A department under Government of Sindh, having its office at SMBBIT, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as “the Client”, which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. “**Tender Title**” to SMBBIT Karachi and has necessary know how and staff in the respect.

AND

WHEREAS the Client is desirous of availing the services offered by the contractor for “**Tender Title**” for its premises at the cost of **Rs.** \_\_\_\_\_/- (The contract amount) as per below mentioned **BOQ**.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

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

Now this agreement witnessed as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:

Purchase order(s)/ Letter of Acceptance where applicable.

The completed Form of Bid along with Schedules to Bid.

Condition of Contract & Contract Data

The priced Scheduled of prices

The specifications

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. The Contract Price of tender will be Rs: \_\_\_\_\_/Year;

6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

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(Seal)

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(Seal)

## **AFFIDAVIT (on Judicial Stamp Paper)**

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. I/We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for SMBB Institute of Trauma related to this Bid or Award or Contract.
7. I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department /Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.
8. That undersigned has not employed any child labor in the organization/unit.
9. I/We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

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

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

CNIC No. \_\_\_\_\_ (**Copy must be attached**)

For Messrs. [Name of Supplier]



## **INTEGRITY PACT**

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

Contract Number: **NO.**  
Contract Value: **Rs.**  
Contract Title:

**Dated:**

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

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

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

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

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

\_\_\_\_\_  
**M/s.**

\_\_\_\_\_  
**Executive Director / DDO**

# DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN

(On Company's/Firm's/Contractor's/Service Provider's Letterhead)

[Name of Procuring Agency]  
Tender No.: [Tender Number]  
Project Title: [Project Title]

Dear Sir,

I/We, the undersigned, hereby declare the following:

## 1. Annual Turnover Declaration

Our firm's annual turnover for the last three fiscal years (as per the closing of the most recent fiscal year) is as follows:

Fiscal Year	Turnover (PKR Million)
F.Y. ONE	[Amount]
F.Y. TWO	[Amount]
F.Y. THREE	[Amount]

## 2. Income Tax Return Declaration

We confirm that our firm has filed Income Tax Returns (ITR) for the last three fiscal years. Enclosed are copies of the Income Tax Returns (ITR) for the past three years.

We understand that the above information will be used for evaluating our eligibility for the tender process.

Yours faithfully,

Authorized Signature [In Full and Initials]: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

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

Stamp/Seal: \_\_\_\_\_

**COMPLIANCE CERTIFICATE**  
**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**  
(On PKR Rs.100/- Stamp Paper)

**[Name of Procuring Agency]**  
**Tender No.: [Tender Number]**  
**Project Title: [Project Title]**

Dear Sir,

I/We, the undersigned, having carefully read and fully understood the **Terms and Conditions** as outlined in the Tender documents for the aforementioned tender hereby declare and confirm the following:

**1. Acceptance of Tender Terms**

I/We confirm that my/our company is in full agreement with all of the terms and conditions specified in the tender document. I/We undertake to abide by these terms and conditions throughout the tender process and, if awarded the contract, during the execution of the contract.

**2. Authorized Signatory**

I/We further confirm that I am a duly authorized signatory of [Name of Company/Firm] and possess the necessary authority to make this declaration and enter into the contract on behalf of the company.

This declaration is made in good faith and as a pre-requisite for the submission of the bid for the tender reference mentioned above.

Yours faithfully,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

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

Stamp/Seal: \_\_\_\_\_

# AFFIDAVIT REGARDING MINIMUM WAGE RATE

(Must be Printed on Rs. 500/- e-Stamp Paper)

I, [Name], son/daughter of [Father's Name], CNIC No. [XXXXXXXXXXXXXXXX], residing at [Full Address], and working as [Designation] in [Company/Firm Name], having its office at [Company Address], do hereby solemnly affirm and declare as under:

1. That I am the authorized representative of [Company/Firm Name] and competent to swear this affidavit.
2. That our company/firm is participating in the tender process invited by Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT), Karachi.
3. That we fully understand and undertake to pay all our workers, laborers, and staff—whether permanent, contractual, or outsourced—not less than the minimum wage rate as notified by the Government of Sindh during the entire period of the contract.
4. That in case of any non-compliance with the prevailing minimum wage laws, SMBBIT reserves the right to take legal action, forfeit our performance security, or blacklist our firm, as per the rules and regulations in force.
5. That this affidavit is true and correct to the best of my knowledge and belief, and nothing has been concealed therein.

## DEPONENT

(Signature & Name)

CNIC No: \_\_\_\_\_

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

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

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## VERIFICATION

Verified on this \_\_\_\_ day of \_\_\_\_\_, 20, at \_\_\_\_\_, that the contents of this affidavit are true and correct to the best of my knowledge and belief.

## DEPONENT

(Signature)