

STANDARD BIDDING DOCUMENT (SBD)



GOVERNMENT OF SINDH

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

“PROCUREMENT OF STATIONERY ITEMS ON FRAMEWORK CONTRACT BASIS (SPPRA RULE 15(B))”

TENDER REFERENCE # PROC/SMBBIT/(STAT)/2024-25

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

Procuring Agency	SMBB Institute of Trauma, Karachi
Address	Chand Bibi Road, Karachi
Bid Validity	90 Days, As per SPPRA Rule 2010 (amended till date)
Amount of Bid Security	5% of Total Bid Quoted Price
Last date of Selling of Bid	As per mentioned in NIT
Date of Submission of Bid	As per mentioned in NIT
Place of Submission	Electronic Bid Submission at EPADS SPPRA.
Performance Security	5% of the Contract Value
Language of Bid	English
Currency of Bid	PKR
Bidding Procedure	Single Stage One Envelope Procedure 46(1)
Advance Payment	No Advance Payment will be allowed
Period of Completion	Financial Year 2024-25
Liquidity Damages	@0.03 percent of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the purchaser may consider termination of the contract.
Inspection Authority	Nominated Inspection Committee of SMBB Institute of Trauma or Centers Inspection committees.
Place of Delivery	Store Department of SMBB Institute of Trauma, Karachi, and satellite trauma centers in different locations of Sindh Province.

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 **Manufacturers, Importers, Sole Agents, or Authorized Distributors** 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. Submission of Tender Fee and Bid Security:

Tenders will only be considered if the **Tender Fee** and **Bid Security** are submitted before the bid opening date at **EPADS SPPRA**.

3. Complete Tender Documents:

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

4. 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.

5. Submission of Tender Fee:

A **pay order** for the tender fee, made out to **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**, must be submitted before the bid opening at the **Planning & Procurement Department, SMBBIT**. Failure to do so will result in rejection of the bid.

6. 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)** before the bid opening at **EPADS SPPRA**.

7. 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.

8. Pricing:

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

9. 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.

10. 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.

11. 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.

12. No Unauthorized Changes:

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

13. 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.

14. 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.

15. Submission of Complete Documents:

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

16. Contract Agreement:

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

17. 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.

18. 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.

19. Conditional Tenders Not Allowed:

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

20. Bid Validity:

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

21. No Hand-Delivered or Mailed Bids:

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

22. Evaluation of Bids:

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

23. Fixed Prices:

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

24. Contract Period:

The quoted prices must be valid for the entire contract period, which is one year (or until the next tender is finalized). Orders will be placed based on demand from SMBBIT and its satellite centers in Sindh.

25. Free Samples:

Bidders must provide free samples of all quoted products.

26. Sample Submission:

Samples must be submitted in commercial packaging at least two days before the tender submission. Each sample should be marked with the relevant section and item number. Failure to submit samples will result in rejection of the item.

27. Inclusive of Taxes:

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

28. Government Taxes:

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

29. Paginated Documents:

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

30. Firm Prices:

The bidder must quote a firm price for each item, stated both in figures and words, for delivery to SMBBIT and its satellite trauma centers.

31. Fixed Distributor:

Once a distributor is nominated by the manufacturer/importer, they cannot be changed during the contract period.

32. Single Representation:

No manufacturer/importer is allowed to authorize their distributor or any other entity to quote the same item that they are bidding for themselves. Failure to comply will result in the rejection of both bids.

TERMS & CONDITIONS OF TENDER

- **Performance Security:**

Successful bidders must submit **Performance Security** in the form of a **Pay Order, Demand Draft, or Bank Guarantee** in favor of **SMBBIT, Karachi** (amount specified in the bidding data). The security deposit will be returned after successful completion of the supply and contract period. Failure to comply with the contract terms at any stage may result in the forfeiture of the security deposit.

- **Inclusive of Taxes:**

The bid price should include all applicable government taxes, excluding **Withholding Tax**.

- **Delivery Location:**

The bidder is responsible for the delivery of items to the **SMBBIT** in Karachi and its satellite trauma centers in Sindh. Failure to deliver as agreed will result in the forfeiture of the security deposit.

- **Disqualification for False Information:**

The **Procurement Committee** reserves the right to disqualify any bidder if it is found that false or misleading information was provided about the bidder's qualifications, competence, or experience.

- **Adjustment of Quantities:**

The **Procuring Agency** reserves the right to increase, decrease, or remove items or quantities without changing the unit price or other terms.

- **Correction of Errors:**

In case of an arithmetic error, the **unit price** will prevail, and the total price will be adjusted accordingly. If the bidder does not accept the correction, their bid may be rejected, and the bid security forfeited.

- **Sales Tax Deductions:**

As per Government policy.

- **Bid Security Requirement:**

Bids submitted without **Bid Security** will not be considered. If a bidder fails to submit performance security within seven days of receiving the **Letter of Acceptance**, their bid security will be forfeited.

- **Estimated Quantities:**

The quantities listed are estimates and may change based on the approved budget and the discretion of the **Procurement Committee**.

- **Compliance with Specifications:**

All items must comply with the specifications and instructions provided in the tender documents.

- **Signing of Integrity Pact:**

Bidders must sign and stamp the **Integrity Pact** included in the bidding documents. Failure to do so will result in rejection of the bid.

- **Liquidated Damages for Delays:**

If the supplier fails to deliver goods or services on time, **liquidated damages** will be applied, as outlined in the bidding data, until delivery is completed. Repeated delays may result in contract termination.

- **Prompt Delivery:**

Bidders are required to strictly comply with the delivery timelines outlined in the "Schedule of Requirements." Failure to provide precise and accurate delivery timelines as per the specified clauses will result in bid rejection for non-compliance.

- **Final Technical Evaluation:**

The technical evaluation will be carried out by the **Procurement Committee** based on the **ANNEX-A**. The committee's decision will be final.

- **Purchaser's Right to Adjust Quantities:**

SMBBIT reserves the right to increase or decrease the quantity of goods/services at the time of contract award and even during the contract period without changing the unit price.

- **Purchaser's Right to Accept/Reject Bids:**

SMBBIT reserves the right to accept or reject any bid or cancel the tender altogether in accordance with **SPPRA Rules 2010 (amended)**.

- **Grievances and Dispute Resolution:**

Any grievances or disputes will be resolved according to **SPPRA Rules 2010 (amended)**.

- **Bid Evaluation:**

Bids will be evaluated based on the criteria mentioned in **Annexure A**.

- **Alternative Bids:**

Not allowed.

- **Replacement of Short Shelf Life Items:**

If an item with a short shelf life before its consumption, **SMBBIT** will notify the supplier six months in advance. It is the supplier's responsibility to replace the item with a longer shelf life. If the supplier fails to do so, the expired stock must be replaced free of charge. Expired stock will be destroyed by **SMBBIT**.

• **Required Shelf Life:**

No item with less than **70% shelf life** will be accepted for locally manufactured items. For imported items, standard shelf-life requirements apply.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

CNIC NO. _____ **(Copy must be attached).**

Full Address _____

Rubber Stamp _____

CRITERIA FOR EVALUATION OF BID

(Bidders are required to submit following documents in mentioned sequence)

Technical Evaluation Criteria (Mandatory)			
S.#	List of Documents	Yes	No
1.	Compliance of Terms & Conditions / Instructions mentioned in the SBD. 1. Attached authorized person CNIC copy. 2. Signed & stamped each and every page of Terms & Condition & all bidding documents. (If compliance of above points not found offer will be rejected).		
2.	Relevant Experience with documentary proof (at least Last Three Years) Attach Supply / Purchase Order / Award of Contract (Public / Private Sector / / Semi - Government Organizations) Provincial / Federal / Local must be attached.		
3.	Registration with Income Tax – NTN (Attach Valid Certificate)		
4.	Copy of Financial year Paid Income tax and return (Recent Last Three Years)		
5.	Copy of Professional Tax (Attach Recent Valid Certificate Copy)		
6.	a) General Sales Tax (Mandatory) b) Sindh Sales Tax (If applicable) / Sindh Board of Revenue (Registration is not required for procurement of Goods)		
7.	Annual Turnover during last three (03) financial years up till PKR 25 million & above. (Audited Statements of Accounts and Income Tax Return Forms must be attached as supporting documents)		
8.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / Autonomous body or Private Sector Organization anywhere in Pakistan. (Undertaking should be as per given sample as per attached Table of Content Point # 11). (ANNEXURE-D)		
9.	Bidders must submit an undertaking on legally valid, attested stamp paper, confirming their commitment to supply the required items within the stipulated time frame as per the "Schedule of Requirements." Any modification or deviation in the delivery timelines will result in bid rejection. (ANNEXURE-E).		
10.	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.		
11.	Authorization / Distributors Agency Agreement with Manufacturer. (Where Applicable)		
12.	Quoted items must be CE Certified / FDA Approved / DRAP Registered (Certificate should also be attached). (Where Applicable)		
13.	Bid Letter Form on bidder's letter head as per sample of this bidding documents duly sign and stamp. (ANNEXURE-C)		

S.#	List of Documents	Yes	No
14.	Bid security Original Pay Order / Bank Draft should be submitted prior to the opening of the bid in EPADS SPPRA at office of Planning & Procurement Department, SMBBIT - Karachi.		
15.	Tender fee Original Pay Order / Bank Draft should be submitted prior to the opening of the bid in EPADS SPPRA at office of Planning & Procurement Department, SMBBIT - Karachi.		

NOTE:

1. The offer will not be entertained if the above mentioned documents are not found attached.
2. Bidder should take their unapproved samples within 30 days after the BER announcement, Institute will not be responsible for any claim made after 30 days.
3. The technical evaluation carried out by the Procurement Committee, SMBBIT, Karachi will be final, which will be assessed on technical aspect and clinical experience basis of the Consultant(s) in the relevant specialty.
4. All bidder(s) must submit samples (in commercial pack) of all quoted items as per specification mentioned in the technical bid; each sample pack should be marked with Section & Item # (as mentioned in bill of quantities and price schedule). List of sample along with item brochures / leaflet duly acknowledged should also be submitted in the office of Planning & Procurement Dept. 13th floor SMBB Institute of Trauma **at least 2 days before** the submission of the tender. Non submission of the samples will lead to rejection of item(s).
5. Specifications approved by the Consultant(s) in the relevant specialty will be considered by the Procurement Committee.

SCHEDULE OF REQUIREMENT

FOR SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA KARACHI (SMBBIT)

The Shaheed Mohtarma Benazir Bhutto Institute of Trauma Authority reserves right to increase / decrease or delete the quantities., at the time of award of contract and also reserves the right to enhance the quantity of goods / services originally specified in the schedule of requirement without any change in unit price or other terms and conditions of goods at any time during contract period **i.e. 1 year or (Till the finalization of next tender) from the signing of Contract Agreement.**

Item(s) mentioned in Bill of quantities & Price schedule are on estimate basis procurement committee and end user purchase item(s) as and where required basis, after the acceptance of the tender by the bidder(s) / Firm(s), signing of the contract, purchase order will be issued during the Contract period and if purchase order is not executed by the bidder(s) / Firm(s), the performance security shall be forfeited to the Government Accounts without any notice.

1. The bidder must supply 50% of the total quantity within two weeks or earlier, with the remaining 50% to be delivered within one month from the date of the supply order or tender award. Liquidated damages will apply for any delays beyond the specified schedule, as outlined in the bidding data sheet. In case of non-compliance, the hospital reserves the right to take appropriate action in accordance with SPPRA Rules 2010 (Amended till date). Bids proposing a delivery time exceeding one month will not be considered or accepted.

2. NAME AND ADDRESS OF THE CONSIGNEE: Store Department of SMBB Institute of Trauma, Karachi, and satellite trauma centers in different locations of Sindh Province.

3. DISPATCH INSTRUCTION: Free Delivery to the Consignee. i.e. Store Dept. SMBB Institute of Trauma, Karachi and satellite trauma centers in different locations of Sindh Province, Between 09:00 am to 03:00 pm.

4. PART SUPPLY / PART PAYMENT: Allowed

(Note: It should be mentioned on the Delivery Note 1st Supply, 2nd Supply and Final Supply & on Invoice / Bill that this is 1st Bill, 2nd Bill and in the last supply Final Bill) else in delay of payment the firm will be held responsible).

BILL OF QUANTITIES (BOQ)

**“PROCUREMENT OF STATIONERY ITEMS ON FRAMEWORK
CONTRACT BASIS (SPPRA Rule 15(B))”**

Tender Ref. #: PROC/SMBBIT/(STAT)/2024-25

S.#	Name of Item	Tentative Qty.	U.O.M	Quoted Product Description / Make / Brand Name	Country of Origin	Unit Price	Total Price
1	Attendance Register 500 Pages	20	Pcs				
2	Simple Register 400 Pages	600	Pcs				
3	Ball Pen (Blue, Blue, Red) (Best Quality)	5000	Pcs				
4	Binder Clip Small	80	Box				
5	Binder Clip Medium	80	Box				
6	Binder Clip Large	80	Box				
7	Board Marker (Blue, Black, Red, Green)	350	Pcs				
8	Box File best quality	600	Pcs				
9	Calculator Casio DJ-120T or better	60	Pcs				
10	Carton Tape 2.5" x 350 Yds or better	45	Pcs				
11	Color Paper A4 various colors 50gsm	2000	Sheets				
12	Heavy Duty Small Double Hole Punch Machine (Best Quality)	60	Pcs				
13	Gum Stick 21Gram or equivalent	200	Pcs				
14	Highlighter (Various colors)	280	Pcs				
15	Paper Clip (jam Clips) Small	100	Each Box				
16	Paper Clip (jam Clips) Medium	100	Each Box				
17	Paper Clip (jam Clips) Large	100	Each Box				
18	Paper Cutter	50	Pcs				

S.#	Name of Item	Tentative Qty.	U.O.M	Quoted Product Description / Make / Brand Name	Country of Origin	Unit Price	Total Price
19	Paper Cutting Scissor Small	100	Pcs				
20	Paper Rim A4 70gsm (same as existing or Best Quality)	2000	Rim				
21	Paper Rim Legal 70gsm (same as existing or Best Quality)	10	Rim				
22	Paper Rim A3 70gsm (same as existing or Best Quality)	10	Rim				
23	Pencil with eraser	970	Pcs				
24	Permanent Marker (Blue, Black, Red, Green)	802	Pcs				
25	Pin Opener Small	50	Pcs				
26	Pin Opener / Heavy Duty Stapler Pin Remover	10	Pcs				
27	Plastic Clip File With 2 Hole Binder Clip	200	Pcs				
28	Ring Binder Box File (patient bedside file)	500	Pcs				
29	Gel Pen (Uni-Ball) - Blue, Black (Vision elite or equivalent)	400	Pcs				
30	Eraser	200	Pcs				
31	Ruler - Large (Stainless Steel or Best Quality)	80	Pcs				
32	Scotch Tape 1" 40 Yds Deer or Equivalent	100	Pcs				
33	Scotch Tape 1/2 50 Yds Deer or equivalent	150	Pcs				
34	Scotch Tape 2" 50 Yds Deer or equivalent	458	Pcs				
35	Sharpener	300	Pcs				
36	Stamp Pad various colors	70	Pcs				
37	Stapler Machine 24/6 & 26/6 (Best Quality)	200	Pcs.				
38	Stapler Pins 24/6 & 26/6 (Best Quality)	2000	Box				
39	Heavy Duty Stapler Machine Size 23/24- Best Quality	5	Pcs.				

S.#	Name of Item	Tentative Qty.	U.O.M	Quoted Product Description / Make / Brand Name	Country of Origin	Unit Price	Total Price
40	Heavy Duty Stapler Pins 23/24 - Best Quality	100	Pcs.				
41	Tags (Sticky Notes) - (Pack of 05 Different colors)	230	Pcs				
42	Tape dispenser	20	Pcs				
43	Thumb Pin	100	Box				
44	White Board With Easel and Duster (Medium)	20	Pcs				
45	White Board With Easel and Duster (Large)						
46	Whito / Correction Pen	270	Pcs				
47	Stamp Pad Ink (Blue, Black, Red)	90	Pcs.				
48	Paper Marker (Blue, Black)	100	Pcs.				
49	Lamination Sheet size A4 80gsm	800	Sheets				
50	Thermal Paper Roll (Same as Existing)	50	Rolls				
51	Black Copper Premium Wax Ribbon (Size 110 x 300 Meter)	150	Pcs				
52	Zebra GT-888 T-premium	150	Pcs				
53	Pointer Pen (Blue, Black)	100	Pcs				
54	Printer tonner refiling Model M-102 HP	200	Cartridges				
55	Printer tonner refiling Model M-402 HP	200	Cartridges				
56	Photocopier drum refiling	100	Drums				
	TOTAL AMOUNT						
	BID SECURITY 5%						

Note:

1. The technical evaluation carried out by the Procurement Committee, SMBBIT, Karachi will be final.

Signature of Manufacturers /Importers/Sole Agents/Contractors: - _____

Name of Firm: - _____

Full Address: - _____

Telephone No. Office: - _____ Cell No: - _____

Email Address (if any) _____

BID LETTER FORM

From:
(Registered name and address of the bidder)

To:
Executive Director,
Shaheed Mohtarma Benazir Bhutto Institute of Trauma,
Karachi – 74200

Dear Sir / Madam,

Having examined the bidding document and amendment thereon we undersigned, offer to provide services to the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following work in response to your tender call dated _____

Tender Title:

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents for an estimated sum of Rs. _____ (Rupees - _____) (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by SMBBIT or its user organization.

If our bid is accepted, we undertake to;

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

Place:
Date:

Bidder's signature
and seal.

CONTRACT AGREEMENT

Tender Title

This Contract Agreement (hereinafter called the Agreement) made on ___ day of _____ Year.

BETWEEN

M/s.

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

AND

SHAHEED MOHTARMA BENAZIR BHUTTO ISTITUTE OF TRAUMA A department under Government of Sindh, having its office at SMBBIT, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as "the Client", which expression shall be deemed to mean and include its successors-in-interest and permitted assigns; WHEREAS the Contractor has agreed to render certain services i.e. "**Tender Title**" to SMBBIT Karachi and has necessary know how and staff in the respect.

AND

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

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

Item. #	DESCRIPTION	Unit Quantity	Unit	Quoted Rate

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Purchase order(s)/ Letter of Acceptance where applicable.
 - b. The completed Form of Bid along with Schedules to Bid.
 - c. Condition of Contract & Contract Data
 - d. The priced Scheduled of prices
 - e. The specifications

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Contract Price of tender will be Rs: _____/Year;
6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

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

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

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

FORM OF PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No.: _____

Executed on: _____

Expiry date: _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

Penal Sum of Security (express in words and figures):

Letter of Acceptance No. _____ Dated: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and the said Principal we, the Guarantor above named, are held and firmly bound unto the Chief Operating Officer (COO), SMBBIT, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents - during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

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

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and

the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

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

Witness:

Guarantor (Bank)

1. _____
(Name, Title, Signature & Seal)

Signature: _____

2. _____
(Name, Title, Signature & Seal)

Name: _____

Title: _____

AFFIDAVIT (on Judicial Stamp Paper)

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

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

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

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____ (**Copy must be attached**)

For Messrs. [Name of Supplier]

UNDERTAKING (Stipulated Time)

I/We, the undersigned [**Name of the Supplier**] hereby solemnly declare and undertake that: Supply of Quoted items will be delivered in stipulated time as mentioned in Schedule of requirement.

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.**

Dated:

Contract Value: **Rs.**

Contract Title: **Tender Title**

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



**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA - KARACHI**

No: PROC/SMBBIT/2024-25/105

Dated: 21 – October - 2024

o/s **The Director Information (Advertisement),**
Information Department,
Government of Sindh,
Barrack No. 96,
Karachi.

SUBJECT: ADVERTISEMENT OF TENDER

Enclosed please find attached herewith seven copies of the following NIT- Reference # **PROC/SMBBIT/2024-25/105, Dated: 21-October-2024** for getting the same printed, in three leading Newspapers, preferably Daily DAWN (English), Daily Jang (Urdu)& Daily Kawish (Sindhi) for advertisement as early as possible.

One copy each of the Newspapers containing the advertisement in question may please sent to this department for further action in the matter.

du

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

23/10/2024
S&I Incharge
Advertisement
Information Department
Govt. of Sindh, Karachi

Copy submitted to the following for information and necessary action please;

1. PS to Secretary Health, Government of Sindh, Karachi.



SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/105
DATED: 21 – October - 2024

TENDER NOTICE

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI INVITES BIDS ON SINGLE STAGE ONE ENVELOP PROCEDURE 46 (1) OF SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (AMENDED TILL 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.

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.	Procurement of Laundry Consumables On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(CONS-01)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
2.	Procurement of CSSD Consumables On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(CONS-02)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
3.	Procurement of Diet for Patients (Diet-Enteric, Feeding and Food Supplements) On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(DIET-01)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
4.	Procurement of Misc. Items (HVAC, Mechanical, Electrical & Genset Parts, Paint & Plumbing) On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(HEP-01)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
5.	Procurement of General Items On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(OTHERS-01)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
6.	Procurement of Printing & Publication Articles On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(PP)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively
7.	Procurement of Stationery Items On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(STAT)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively

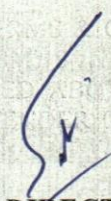


SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/105
DATED: 21 – October - 2024

S.#	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
8.	Procurement of Uniform & Protective Clothing On Framework Contract Basis (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(UP)/2024-25	Rs. 5,000/-	05% of Quoted Amount	From 25-10-2024 To 11-11-2024	Till 12-11-2024 Upto 10:00 AM	12-11-2024 at 11:00 AM Respectively

1. 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. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://portalsindh.eprocure.gov.pk) AND 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 PROCURMENT 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 SHALL BE SUBMITTED IN HARDCOPY AT ABOVE MENTIONED ADDRESS IN SEALED ENVELOPE FOR EACH TENDER SEPARATELY ON THE SAME DAY OF OPENING OF TENDER. THE BID SECURITY SHALL BE FURNISH 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

**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA**

o: Admin/SMBB-IT/May-24/Memo/Notice/Circular/033

May 23, 2024

NOTIFICATION

PROCUREMENT COMMITTEE

With the approval of Board of Governors of Institute in 12th meeting held on 17th May 2024, A **Procurement Committee** under Rule-7 of Sindh Public Procurement rules 2010 (Amended 2019) is hereby constituted, for all the procurement procedures of Shaheed Mohtarma Benazir Bhutto Institute of Trauma Karachi for the fiscal year **2024-25, 2025-26 and 2026-27.**

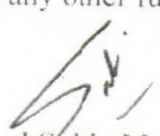
PROCUREMENT COMMITTEE (PC)		
a.	HOD ICU & Anesthesiology Department Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Chairperson
b.	Professor / Assistant Professor Dow Medical College & Dr. Ruth K.M Pfau, Civil Hospital, Karachi	Member
c.	HOD Interventional Radiology Department Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Member
d.	HOD Orthopaedic Department Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Member
e.	Bio-Medical Engineer Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Member
f.	Sr. Pharmacist / Pharmacist Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Member
g.	Manager Supply Chain Management Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi	Member

Committee can co-opt any member as technical expert if needed.

Terms of Reference (TORs):

The TORs / Functions / Responsibilities of Procurement Committee(s) in accordance with Rule-8 SPPRA (Amended till Date) shall be as under:

- Preparing and/or Reviewing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45;
- Making recommendations for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.


Dr. Muhammad Sabir Memon
Executive Director
SMBB Institute of Trauma

Copy to:

- Chairperson of Board of Governors
- All concerns
- Planning & Procurement Department, SMBBIT
- Store Department, SMBBIT

**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA**

Admin/SMBB-IT/May-24/Memo/Notice/Circular/032

May 23, 2024

NOTIFICATION
COMPLAINT REDRESSAL COMMITTEE

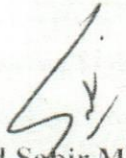
In pursuance Sindh Public Procurement Rules 2010 amended till date, Rule-31 (2), The Board of Governors of Institute in 12th meeting held on 17th May 2024 is hereby constituted the "**Complaint Redressal Committee (C.R.C)**" of Shaheed Mohtarma Benazir Bhutto Institute of Trauma Karachi for the fiscal year **2024-25, 2025-26 and 2026-27**, to scrutinized the complaints of aggrieved bidders.

COMPLAINT REDRESSAL COMMITTEE (CRC)		
a.	Secretary Health, Govt. of Sindh	Chairperson
b.	Representative of the Accountant General, Govt. of Sindh	Member
c.	Technical Professional from relevant field	Member

Terms of Reference (TORs):

The TORs/functions/responsibilities of the complaint redressal committee in as under:

- To scrutinize the complaints aggrieved bidders and decide the cases strict in accordance with SPPRA Rule (Amended till date)


Dr. Muhammad Sabir Memon
Executive Director
SMBB Institute of Trauma

Copy to:

- Chairperson of Board of Governors
- All concerns
- Planning & Procurement Department, SMBBIT
- Store Department, SMBBIT