

International Center for Chemical and Biological Sciences

INSURED LIST OF MOTOR VEHICLES					
Sr. No.	Center	Vehicle Name	Reg No	Model	C.C
1	CBSCR	TOYOTA HIACE	GA-4601	2007	3000
2	CBSCR	SUZUKI BOLAN HI-ROOF	CT-7117	2010	800
3	H.E.J.	SUZUKI RAVI	GA-9510	1989	796
4	H.E.J.	TOYOTA HILUX	GL-7252	2004	2446
5	H.E.J.	STAR M/CYCLE	KBC-1601	2006	70
6	H.E.J.	SUZUKI RAVI CNG	GL-7338	2005	800
7	H.E.J.	MITSUBISHI PAJERO	GL-3022	1993	2800
8	H.E.J.	HYUNDAI SHEHZORE	GL-7317	2005	2600
9	H.E.J.	HYUNDAI SHEHZORE+FIRE STRIKER (Rs. 1+0.5=1.5mn)	GL-7316	2005	2600
10	H.E.J.	SUZUKI BALENO JXR	GL-7486	2005	1300
11	H.E.J.	SUZUKI BALENO JXR	GL-7487	2005	1300
12	H.E.J.	DAEWOO BUS	GS-5900	2010	3500
13	H.E.J.	SUZUKI BOLAN HI-ROOF (AC/CNG)	GL-5112	2005	800
14	H.E.J.	SUZUKI RAVI CNG (New Murree)	GL-4714	2005	1300
15	H.E.J.	SUZUKI RAVI CNG (New Murree)	GL-4727	2005	1300

16	H.E.J.	SUZUKI BOLAN HI-ROOF (AC/CNG) (Dr. Khalid's Use R & D)	GL-7340	1990	800
17	H.E.J.	SUZUKI MARGALLA	GL-0216	1994	1298
18	H.E.J.	SUZUKI KHYBER	GL-0217	1994	1000
19	H.E.J.	SUZUKI BOLAN HI-ROOF	GL-5058	1990	800
20	H.E.J.	SUZUKI BOLAN HI-ROOF	GL-5316	1990	800
21	H.E.J.	SUZUKI RAVI	GL-5314	1990	800
22	H.E.J.	SUZUKI POTOHAR STD	Y-0445	1990	1000
23	H.E.J.	HONDA CIVIC	GL-0289	1985	1200
24	H.E.J.	TOYOTA HIACE	GL-5315	1986	2500
25	H.E.J.	TOYOTA COROLLA GL	GL-0009	1994	1300
26	H.E.J.	TOYOTA HIACE	EB-0051	1986	2300
27	H.E.J.	HONDA CITY EXIS MT	GL-7032	2002	1300
28	H.E.J.	HONDA CITY EXIS MT	GL-7033	2003	1300
29	H.E.J.	TOYOTA ALTIS 1.8 SR	BBM-610	2014	1800
30	H.E.J. (II)	TOYOTA COROLLA GLI	GS-7459	2005	3500
31	H.E.J. (II)	SUZUKI RAVI CNG	GL-4713	2005	1300
32	HEJ (II)	MILLAT LIFTER (SALOON RED)	EN: MTL- HF:489 CH:MTL-FD- 30MI	2005	3 TN
33	HEJ (II)	HYDROLIC FORK LIFTER	FD60ZB: 30C02684	2008	6 TN

34	PCMD	TOYOTA HIACE	GL-7036	2003	2800
35	PCMD	TOYOTA HIACE	GL-7037	2003	2800
36	PCMD	SUZUKI CULTUS	AZK-015	2013	1000
37	SGP	TOYOTA HIACE	JF-5589	2012	3000
38	TWC	MAZDA HIACE	GL-0488	1993	2200
39	TWC	MAZDA HIACE	GL-0489	1993	2200
40	TWC	MAZDA HIACE	GL-0490	1998	2200
41	TWC	MAZDA COASTER	GL-9017	1988	3500
42	TWC	MAZDA COASTER	GL-9018	1988	3500
43	TWC	TOYOTA HIACE	GL-7437	2005	2800
44	TWC	HINO COASTER	GL-7191	2004	114
45	TWC	HINO BUS	GL-7175	2004	42
46	TWC	ISUZU RHD ISUZU	GS-6281	2009	210
47	TWC	TOYOTA HIACE	GL-7235	2004	2800
48	TWC	ISUZU RHD ISUZU	GS-6273	2009	210
49	TWC	HONDA CDI-70	KDL-9137	2007	70
50	TWC	MASTER MINI TRUCK	GS-6149	2010	3300
51	TWC	SUZUKI BOLAN HI-ROOF	GS-6004	2010	800
52	TWC	SUZUKI BOLAN HI-ROOF	GS-6100	2010	800
53	TWC	DAEWOO BUS	GS-5899	2010	3500

54	TWC	SUZUKI VAN APV EN: 207188 CH: 00301138	CU-1552	2010	800
55	TWC	TRACTOR (RED) MESSY FERGUSON 240	EN: 1867501 CH: 011131/043/03	2004	50 HP
56	TWC	TRACTOR (RED)	EN: 500959-S & CH:84031/01/09	2009	87 HP
56		TOTAL ICCBS INSURED COST OF VEHICLES			

H.E.J. Research Institute of Chemistry

International Center for Chemical and Biological Sciences

University of Karachi

FIRE INSURANCE BUILDING & EQUIPMENT

LOCATION	ITEMS
HEJ Main Building	Building, Furniture & Fixture and Air-conditioning System
	Generator Room and UPS Room
	Gas Fight and Diesel Generator
	Scientific Equipments with spares, Electrical Equipments, Laboratory and Clinical Equipments, Switch Panels, Wirings and Cabling, Glasswares, Lab Equipments, UPS System, Compressors, Sound System, Video Conferencing System, Multimedia, Switches and Hubs w
	Database and Books Journals and Others
	TOTAL (A)

Industrial Analytical Center (I.A.C.)	Building, Furniture & Fixture and Air-conditioning System
	Generator Room and UPS Room
	Diesel Generator Set
	Scientific Equipments with spares, Electrical Equipments, Laboratory and Clinical Equipments, Switch Panels, Wirings and Cabling, Glasswares, Lab Equipments, UPS System, Compressors, Sound System, Video Conferencing System, Multimedia, Switches and Hubs w
	Database and Books Journals and Others
	TOTAL (B)

LEJ National Sciences Information	Building, Furniture & Fixture and Air-conditioning System
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Centre	Generator Room and UPS Room
	Diesel Generator Set
	Scientific Equipments with spares, Electrical Equipments, Laboratory and Clinical Equipments, Switch Panels, Wirings and Cabling, Glasswares, Lab Equipments, UPS System, Compressors, Sound System, Video Conferencing System with projectors and LCD screens
	Database and Books Journals and Others
	TOTAL (C)

Animal House	Building with UPS and Generator Room, Furniture & Fixture and Air-conditioning System
	Animal with Cage and Scientific Equipments
	TOTAL (D)

Pilot Plant Workshop	Building with UPS and Generator Room, Furniture & Fixture and Air-conditioning System
	Scientific Equipment, Glasswares, Nitrogen / Helium Plant and CCTV Camera and Fire Alarm with cabling
	TOTAL (E)

Dinning Hall	Main Building, Air-conditioning System, Furniture & Fixture
	TOTAL (F)
New Store Building	Main Building, Air-conditioning System, Furniture & Fixture and Cold Room
	Scientific Equipments, Spare Parts, Chemicals and Absorbent, Fire Alarm System, CCTV Camera System with Cabling
	TOTAL (G)
Bio-technology Building	Main Building, Air-conditioning System, Furniture & Fixture
	Diesel Generator Set
	TOTAL (H)
	GRAND TOTAL (A+B+C+D+E+F+G+H)

- BUILDING, FURNITURE, FIXTURE & FITTINGS
- GENRATOR AND UPS ROOM
- GENRATOR SETS
- SCIENTIFIC EQUIPMENT AND OTHERS
- DATABASE, BOOKS AND JOURNALS

TOTAL

Third World Center for Chemical Sciences
International Center for Chemical and Biological Sciences
University of Karachi

FIRE INSURANCE BUILDING & EQUIPMENT

LOCATION	ITEMS
TWC Main Building	Building, Furniture & Fixture and Air-conditioning System
	Generator Room and UPS Room
	Diesel Generator Set
	Scientific Equipments with spares, Electrical Equipments, Laboratory and Clinical Equipments, Switch Panels, Wirings and Cabling, Glasswares, Lab Equipments, UPS System, Compressors, Sound System, Video Conferencing System, Multimedia, Switches and Hubs w
	TOTAL (A)
Auditorium Building	Main Building, Air-conditioning System, Furniture & Fixture
	Sound System, Fire Alarm System, CCTV Camera System with Cabling, Multimedia with Projector
	TOTAL (B)

Guest House Building	Main Guest House Building, Air-conditioning System, Furniture & Fixture
	Fire Alarm System, CCTV Camera System with Cabling, PABX System, LCD Monitors, Refrigerator, Crockery's with Utensils, Microwave Ovens, TV Sets, Multimedia with Projector and Others
	Single Room Building, Air-conditioning System, Furniture & Fixture, Fire Alarm System, CCTV Camera System with Cabling, PABX System, LCD Monitors, Refrigerator, Crockeriess with Utensils, Microwave Ovens, TV Sets, Multimedia with Projector and Others
	Two Room Buildings, Air-conditioning System, Furniture & Fixture, Fire Alarm System, CCTV Camera System with Cabling, PABX System, LCD

	Monitors, Refrigerator, Crockeris with Utensils, Microwave Ovens, TV Sets, Multimedia with Projector and Others
	TOTAL (C)

	GRAND TOTAL (A+B+C)
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- BUILDING, FURNITURE, FIXTURE & FITTINGS
- GENERATOR AND UPS ROOM
- GENERATOR SETS
- SCIENTIFIC EQUIPMENT AND OTHERS
- DATABASE, BOOKS AND JOURNALS

TOTAL

Dr. Panjwani Center for Molecular Medicine and Drug Research
International Center for Chemical and Biological Sciences
University of Karachi

FIRE INSURANCE BUILDING & EQUIPMENT

LOCATION	ITEMS
PCMD Main Building	Building, Furniture & Fixture and HVAC System
	Generator and UPS Room
	Gas Fight and Diesel Generator
	Scientific Equipments with spares, Electrical Equipments, Laboratory and Clinical Equipments, Switch Panels, Wirings and Cabling, Glasswares, Lab Equipments, UPS System, Compressors, Sound System, Video Conferencing System, Multimedia, Switches and Hubs w
	Building with Air-conditioning System and Fire Alarm and CCTV Camera
	TOTAL

- BUILDING, FURNITURE, FIXTURE & FITTINGS
- GENERATOR AND UPS ROOM
- GENERATOR SETS
- SCIENTIFIC EQUIPMENT AND OTHERS
- DATABASE, BOOKS AND JOURNALS

TOTAL

	TOTAL FIRE INSURANCE HEJ , TWC , PCMD
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I.C.C.B.S is currently Seeking Tenders from qualified Insurance Firms having valid Registration with Income Tax and Sales Tax Dept. for the Provision of General Insurance Cover of ICCBS Assets.

The Insurer, with minimum Credit Rating of A+ by JCR VIS, may either provide coverage on wordings of existing Insurance Policies or may specifically design new Insurance policy tailored to our specific needs. The Insurance Policy may comprehensively cover loss of Assets belonging to ICCBS that includes sensitive Scientific Equipment utilized for Research Purposes caused by Fire and Allied Perils including Burglary / Theft and Terrorism Losses as well as losses due to legal liability to Third Parties. Moreover, the Settlement of Claims must be based on NRV Basis (New Replacement Value Basis) for Machineries and other Building Items excluding Vehicles.

A Complete Performa of insurance Policy(s) should be provided by the Insurer for the perusal and approval of our Technical Team before issuance of the same.

Moreover, the Insurer may also conduct the Valuation of subject matter of Insurance through their own appointed Evaluators / Surveyors for the purpose of avoiding conflicts regarding Underinsurance (Average) issues at the time of Insurance Claims".

The insurance companies fulfilling criteria may participate in the bidding process.

Minimum 10 years of experience of handling general insurance business dealing insured assets of individual, corporate clients and government organizations GST and Income Tax registered company

Terms and Conditions

Following information is required with the sealed bids:

Technical Proposal and Commercial Proposal) in two separate envelopes on Proposed plans of benefits:

Technical Proposal:

Technical proposal should contain following and any additional information:

- a) A brief description of the organization
 - Complete organizational portfolio.
 - Company size (complete hierarchy of the organization)
 - Company rating evidence
 - Experience with government, semi government and autonomous bodies
 - Claim settlement to premium ratio
 - List of policy exclusion
 - Time period for settlement of claims
- b) Prices quoted shall remain valid for a period of 12 months from the closing date of proposal
- c) Rates quoted should be inclusive of all applicable taxes

- d) The insurance company will be bound to provide the service within 7 days after issuance of work order.
- e) Services contract will be for a period of 12 months subject to extension upon mutual consent.
- f) The ICCBS has the right to cancel the policy or increase or decrease the insured assets depends upon new induction or deduction.

Commercial or Financial Proposal:

Commercial proposal should be based on following information:

The Comprehensive insurance should include own damages, theft/snatching, accident, fire, riot/strike and malicious damage, any legal liability out of any accident to third party and terrorism.

All bids/proposals must be accompanied by:

Earnest money of two percent (2%) for the value of the one year quoted price in the form of pay order or demand draft favoring the DIRECTOR ICCBS.

- Late receiving bids after due time will be rejected and returned to the bidders unopened.
- No alteration or amendment will be allowed in any case at the time of bid opening.
- Insurance companies submit their best possible lowest prices with their bids.
- The ICCBS will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
- The bidder should submit list of their preferred surveyors
- Pre-bid meeting will be called one week prior to the opening of bid
- List of estimated cost of assets are attached

Tenders received through any other mode / addressed to any other person will not be entertained.

The bids should be submitted in sealed envelope clearly mentioned "TENDER NOTICE FOR INSURANCE OF ICCBS ASSETS"

Contact:

MehtabQanar | Chief Accounts Officer | **H.E.J. Research Institute of Chemistry (I.C.C.B.S.)** | University of Karachi |
Karachi-75270 | UAN: 111-222-292 Ext. 147 | Fax: 021-4819018 & 021-99261713 | web: www.iccs.edu

Instructions to bidders

Preparation of Bids

- 1. Scope of Work** The I.C.C.B.S., plans to develop / acquire a comprehensive integrated solution for insurance of fixed assets like buildings, equipment and machinery and vehicles etc. all the functional needs and requirements of improvement of internet connectivity and services, as described in later pages.
- 2. Method and procedure of Procurement** National Competitive Bidding Single Stage Two Envelope Procedure as per SPP Rules 2010 (updated 2013)
- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency , shall be written in the English language
- 3. Documents Comprising the Bid** The bid prepared by the Bidder shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
- 4. Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of chemicals and consumables it proposes to supply under the contract.
 - 4.2 the prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 5. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating chemicals to be supplied, description of the chemicals and prices.
- 6. Bid Currencies** Prices Shall be quoted in Pak Rupees after conversion from the foreign currency rates on C&F basis.

- 7. Documents Establishing Bidder's Eligibility and Qualification**
- The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- (a) that the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 8. Documents' Eligibility and Conformity to Bidding Documents**
- The documentary evidence of conformity of the solvents to the bidding documents may be in the form of Cat number, CAS number, and shall consist a detailed description of the essential technical and performance characteristics of the solvents.
- 9. Bid Security**
- 9.1 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture
The bid security shall be denominated in the currency of the bid:
- (a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank ;
 - (b) be submitted in its original form; copies will not be accepted;
 - (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity
- 9.2 bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- 9.3 The successful Bidder's bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.
- 9.4 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity or
 - (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance or
 - (ii) to furnish performance security
- 11. Format and Signing of Bid**
- 11.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 11.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

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

Submission of Bids

12. Sealing and Marking of Bids

- 12.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and ONE COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BIDS, and carry statement "DO NOT OPEN BEFORE 3.00 P.M. on 30-06-2015.
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no responsibility for the bid's misplacement or premature opening.

13. Deadline for Submission of Bids

- 13.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. in such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

15. Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

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| 16. Opening of Bids by the Procuring agency | <p>16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.</p> <p>16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.</p> |
| 17. Clarification of Bids | <p>During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.</p> |
| 18. Preliminary Examination | <p>18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.</p> <p>18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.</p> <p>18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.</p> <p>18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.</p> |
| 19. Evaluation and Comparison of Bids | <p>19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.</p> <p>19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location.</p> |

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| 20. Contacting the Procuring agency | <p>20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.</p> <p>20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.</p> |
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Award of Contract

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| 21. Post-qualification | <p>21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.</p> <p>21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.</p> <p>21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p> |
| 22. Award Criteria | <p>The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</p> |
| 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids | <p>23.1 Subject to relevant provisions of SPP Rules 2010 (updated 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.</p> <p>23.2 Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.</p> |
| 24. Notification of Award | <p>24.1 Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.</p> <p>24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will</p> |

promptly notify each unsuccessful Bidder and will release their bid security.

25. Signing of Contract

- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

26. Performance Security

- 26.1 Within the period specified in BDS, of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 26.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

27. Corrupt or Fraudulent Practices

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

(a) **"Corrupt and Fraudulent Practices"** means either one or any combination of the practices given below;

(i) **"Coercive Practice"** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) **"Collusive Practice"** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

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

Introduction	
ITB 1	Name and address of Procuring Agency: International Center for Chemical and Biological Sciences, University of Karachi
ITB 1	Name of Contract. <i>Insurance Cover of Fixed Assets of ICCBS</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>in Pak rupees</i>

Preparation and Submission of Bids	
ITSB 19	<p><i>Qualification requirements:</i></p> <ol style="list-style-type: none"> 1. The Company with minimum Credit Rating of A+ by JCR VIS, is required 2. Minimum 10 years of experience of handling general insurance business dealing insured assets of individual, corporate clients and government organizations is required. 3. Complete Company profile and organizational portfolio is required, which will include: <ol style="list-style-type: none"> a) Company size (complete hierarchy of the organization) b) Company rating evidence c) Experience with government, semi government and autonomous bodies d) Claim settlement to premium ratio e) List of policy exclusion f) Time period for settlement of claims g) Valid Registration with relevant tax authorities
ITB 7	<p>Amount of bid security. 2 % of Bid</p>
ITB 8	<p>Bid validity period. 12 months</p>
ITB-9	<p>Performance Guarantee 5% of the P.O./ W.O. Value</p>
ITB 10	<p>Number of copies. One original One copy</p>
ITB 19.1	<p>Deadline for bid submission. 30-06-2015 at 2.30 p.m.</p>
ITB 20	<p>Bid Evaluation: Lowest evaluated bid</p>
	<p>Under following conditions, Bid will be rejected:</p> <ol style="list-style-type: none"> 1. Conditional and Telegraphic tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any Entity of it

Summary Sheet

Serial No.	Bid Value	Foreign Currency (If applicable)	Conversion Rate (If applicable)	Price in PKR

Total Bid Value in PKR		
Earnest Money @ ____ % in PKR		
Pay Order/ Demand Draft No:		Date:

SCHEDULE OF REQUIREMENTS

S.No.	Description of service / goods	Quantity	Required Delivery Schedule in Days from the Date of Contract Award	Location
1	Insurance cover of ICCBS Fixed Assets	As per tender document		I.C.C.B.S., Karachi
2				
3				

Sample Forms

Date: _____

To:

International Center for Chemical and Biological Sciences
University of Karachi,
Karachi-75270.

Dear Sir:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **Five (5) percent** Of the Contract Price/Pay order for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 90days from the date fixed for Bid opening under Clause 16 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this _____ day of _____ 2015 _____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 2014 to deploy *[description of goods and services]* (hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guar-*

antee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of _____ 2015 ____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]