



# JINNAH SINDH MEDICAL UNIVERSITY, KARACHI

## **BIDDING DOCUMENT FOR**

**SUPPLY OF DOCUMENTS SCANNER WITH OMR & OCR  
SOFTWARE FOR EXAMINATION DEPARTMENT, J.S.M.U,  
KARACHI.**

October, 2015

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**Jinnah Sindh Medical University**  
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**JINNAH SINDH MEDICAL UNIVERSITY KARACHI.  
PLANNING & DEVELOPMENT DEPARTMENT**

Ref: JSMU/P.D/NIT/1029

Dated: 15<sup>th</sup> October, 2015

**NOTICE INVITING TENDER**

Bids are invited on Single Stage Two Envelope procedure under sealed covered from **Reputable Firms** registration with G.S.T and Income Tax department having vast experience in Supply as per specifications given in the bid documents.

- The Bidding shall be Single Stage – **Two Envelopes** Procedure. **First Envelope** should contain Technical Proposal only and be clearly marked as **TECHNICAL PROPOSAL**.
- **Second Envelope** should contain Financial Proposal (Rates) along with earnest money @ 2% of the quoted rates in shape of Pay Order / Demand Draft (Refundable).
- **Both the Envelopes** should be sealed separately and placed in a **Third Envelope**. The Name of the **Bidder** to be clearly marked on all Envelopes.
- Bidding Documents can be purchased from on **Planning & Development Department, 3<sup>rd</sup> Floor Jinnah Sindh Medical University, Karachi** with application & tender fee in shape of pay order / demand draft **Rs. 3000/-** in favor of **Vice Chancellor, Jinnah Sindh Medical University, Karachi**. (Non – Refundable).
- Through TCS & Downloaded documents are not acceptable.

**1. SUPPLY OF DOCUMENTS SCANNER WITH OMR & OCR SOFTWARE FOR EXAMINATION DEPARTMENT, J.S.M.U, KARACHI.**

**TERMS AND CONDITIONS:**

1. Bidding Documents can be collected from the Planning & Development Department, 3<sup>rd</sup> Floor, Jinnah Sindh Medical University, Karachi. Telephone No. 021-35223812-15 Ext-350, Fax 021-99201372 from **19-10-2015** to **05-11-2015** during office hours.
2. Bidding Documents can also be downloaded from SPPRA i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and this university website [www.jsmu.edu.pk](http://www.jsmu.edu.pk). (For Further Information)
3. The details / specifications are mentioned in bidding documents.
4. The tenders will be received back up to **05-11-2015** at 11:00 AM and will be opened on the same day at 11:30 AM in the presence of Procurement Committee and the bidders or their authorized representatives who wish to be present.
5. Bid Security amounting to 2% of Bid Price should be submitted along with Bid in shape of Pay Order in favor of Jinnah Sindh Medical University, issued by any scheduled Bank of Pakistan.
6. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.
7. The bidder must compulsory participate in complete package on Bid.
8. Conditional Bid and Bid without bid security shall not be considered.
9. GST / Income Tax certificates, as the case may be, must be accompanied with the tender/Bid.
10. **Government Notified Blacklisted Firms / Suppliers** shall not be entertained. In case tenders are not opened on the schedule date due to unscheduled holiday or any other reason / reasons, the same shall be opened on the next working day. The other terms and conditions of the tenders however remain unchanged
11. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPPRA Rules-2010 (amended 2013).

**Advisor P&D / Procurement**

Planning & Development Department  
Jinnah Sindh Medical University,  
Karachi.

## Part-II

### Instruction to bidders

#### Preparation of Bids

1. **Scope** 1.1 The Jinnah Sindh Medical University, Karachi intend to Purchase **DOCUMENTS SCANNER WITH OMR & OCR SOFTWARE** through National Competitive Bidding Single Stage Two Envelope Procedure as per SPPRA Rules-2010 (Amended 2013).
2. **Language of Bid** 2.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the English language.
3. **Documents Comprising the Bid** 3.1 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 the goods 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 of the incidental services.
  - 4.3 Prices quoted by the 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** 5.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
6. **Bid Currencies** 6.1 Prices Shall be quoted in Pak Rupees.
7. **Documents Establishing Bidder's Eligibility and** 7.1 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.

- Qualification**
- a) that, in the case of a Bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the good Manufacture or producer to supply the goods in the Islamic Republic of Pakistan.
  - b) that the Bidder has the financial ,technical ,and production capability necessary to perform the contract;
  - c) that the Bidders meets the qualification criteria listed in the Bid Data Sheet.
- 8. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 8.1 The documents evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and Data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods;
  - (b) the Bidder shall note that standards for workmanship, material ,and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specification are intended to be descriptive only and not restrictive :till stated otherwise in Technical Specifications or Bid Data Sheet .The Bidder may substitute alternative standards, brand names , and /or catalogue numbers in its bid , provided that demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the in the Technical Specifications
- 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 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 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

10. **Period of Validity of Bids** 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.

10.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitable extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required not be required nor per mitted to modify its bid.

11. **Format and Signing of Bid** 11.1 The Bidder shall prepared 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** 12.1 The Bidder shall seal the original and each copy of the bid in

#### **Marking of Bids**

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 BDS, and carry statement "**DO NOT OPEN BEFORE 05-11-2015 at 11.30 AM**"

12.2 If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no res4ponsibility 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 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.
14. **Late Bids**
- 14.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribes 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

16. **Opening of Bids by the Procuring agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidder's 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.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presences or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening.
17. **Clarification of Bids**
- 17.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

18. **Preliminary Examination**
- 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.
- 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 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.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the 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.
- 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.
19. **Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 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 and shall exclude any allowance for price adjustment during the period of execution of the contract.
20. **Contacting the procuring agency**
- 20.1 No Bidder shall contact the procuring agency on any matter relating to its bid, from the time of bid opening to the time the 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.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decision on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.



### Award of contract

21. **Post – Qualification**
- 21.1 In the absence of prequalification, the procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluation responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Claus-7 as well as such other information as the Procuring agency deems necessary and appropriate.
- 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 perform satisfactorily.
22. **Award Criteria**
- 22.1 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.
23. **Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP Rules 2010 (Amended 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.
- 23.2 Pursuant to Rule 45 of SPP Rules 2010 (Amended 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.
24. **Notification of Award**
- 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.

- 24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its 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 fourteen (14) days, or any other 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 seven (07) days, or any other 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 there under:
- (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.

**Part – III**  
**General Conditions of Contract**

**1. Definitions**

- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) **“The Contract”** means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) **“The Contract Price”** means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
  - (c) **“The Goods”** means all of the equipment, machinery, and/or other materials, which the Supplier is required to supply to the Procuring agency under the Contract.
  - (d) **“The Services”** means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
  - (e) **“GCC”** means the General Conditions of Contract contained in this section.
  - (f) **“SCC”** means the Special Conditions of Contract.
  - (g) **“The Procuring agency”** means the Sindh Public Procurement Regulatory Authority (SPPRA), Government of Sindh.
  - (h) **“The Supplier”** means the individual or firm supplying the Goods and Services under this Contract.
  - (i) **“SPP Rules 2010”** means the Sindh Public Procurement Rules 2010 (Amended 2013).
  - (j) **“Day”** means calendar day.

**2. Standards**

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such

standards shall be the latest issued by the concerned institution.

**3. Patent Rights**

The Supplier shall indemnify the Procuring agency against all third- party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Islamic Republic of Pakistan.

**4. Performance Security**

- 4.1 Within seven (07) days, or any other duration as specified in SCC, of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 4.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 4.3 The performance security shall be denominated in the Pak rupees and shall be an unconditional bank guarantee, pay order, call deposit as, provided in the bidding documents or another form acceptable to the Procuring agency;
- 4.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**5 Inspections and Tests**

- 5.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 5.2 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 5.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Manufacturer.
- 5.5 Nothing in GCC Clause 5 shall in any way release the Supplier from any warranty or other obligations under this Contract.

**6. Packing**

The Supplier shall provide such packing of the Goods as is

required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

**7. Delivery and Documents**

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping/ transportation and/or other documents to be furnished by the Supplier are specified in SCC.

**8. Insurance**

The Goods supplied under the Contract shall be delivered consignee's end under which risk is transferred to the Procuring agency after having been delivered; hence insurance coverage is Supplier's responsibility.

**9. Transportation**

The Supplier is required under the Contract to transport the Goods to a specified place of destination and shall be arranged by the Supplier, and related costs shall be deemed to have been included in the Contract Price.

**10. Incidental Services**

10.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

**11. Spare Parts**

11.1 The Supplier should provide any or all of the notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:

- (i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

## **12. Warranty**

12.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of desired models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

12.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract

12.3 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

## **13. Payment**

13.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

13.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and upon fulfillment of other obligations stipulated in the Contract.

13.3 Payments shall be made promptly by the Procuring agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

13.4 The currency of payment is Pak. Rupees.

## **14. Prices**

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid,

- 15. Contract Amendments** No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 16. Delays in the Supplier's Performance**
- 16.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.
- 16.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 16.2 Except as provided under GCC Clause 17 a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages unless an extension of time is agreed upon pursuant to GCC Clause 16.2 without the application of liquidated damages.
- 17. Liquidated Damages** Subject to GCC Clause 20, 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 SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 18.
- 18. Termination for Default**
- 18.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 16; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.



## Part-V

### Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

#### **1. Definitions (GCC Clause 1)**

GCC 1 (g)—The Procuring Agency is: Office of the Planning & Development Department Jinnah Sindh Medical University, Karachi.

#### **2. Performance Security (GCC Clause 4)**

GCC 4—The amount of performance security, as a percentage of the Contract Price, shall be: 10%.

#### **3. Inspections and Tests (GCC Clause 5)**

Inspection of JSMU shall inspect the procured good and ensure that it meets the tender specifications before its acceptance

#### **4. Delivery and Documents (GCC Clause 7)**

GCC 10—Supplier shall supply and install the good within **45 Days** after signing the contract and shall submit the following.

- (i) Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Packing List identifying the contents of Supply;
- (iii) Delivery note.
- (iv) Warranty and guarantee certificate;

#### **7. Warranty (GCC Clause 12)**

The equipment shall bear Standard warranty (with free parts & labor) from the date of installation / acceptance. Upon expiration of warranty, Purchaser at its option may enter it to a Service Level Maintenance Agreement upon expiry of the warranty period in accordance with terms embodied in Appendix-A hereto

**8. Payment (GCC Clause 13)**

Hundred percent (100%) of the Contract Price shall be paid upon delivery, and satisfactory Installation, integration and testing of the products at the Project site (s), subject to the production of installation and Operational Acceptance certificates duly signed by authorized Inspection Committee of JSMU.

**9. Liquidated Damages (GCC Clause 18)**

If the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.07 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.

**10. Resolution of Disputes (GCC Clause 21)**

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the (SPPR 2010) Amended 2013

**11. Applicable Law (GCC Clause 23)**

GCC 29.1 Contract shall be interpreted in accordance with the Sindh Public Procurement law of Sindh.

**Part-VI**

**SCHEDULE OF REQUIREMENTS**

The delivery schedule hereafter expressed the date of delivery required.

**LIST OF DOCUMENT SCANNER WITH OMR & OCR SOFTWARE FOR  
EXAMINATION DEPARTMENT, JSMU, KARACHI**

S.No.	Product	Quantity	Required Delivery Schedule from the Date of Contract Award	Location
1.	DOCUMENT SCANNER WITH OMR & OCR SOFTWARE AND HEAVY DUTY COLOR COPIER	01 No.	Delivery within 45 Days	Store Section, JSMU.

Note: Specifications of above items are attached

**Part-VII**  
**SAMPLE FORMS**

**Form-I**

**Letter of Acceptance**

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

To:

Advisor Planning & Development Department,  
Jinnah Sindh Medical University,  
Karachi,

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item 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 deliver the goods 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 15 days from the date fixed for Bid opening under Clause 10 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 \_\_\_\_\_ 2014 \_\_\_\_\_.



**Experience of Similar Supply and Installation**

S. No	Assignment Description	Name /Contact Details of Client	Cost	Start Date	End Date	Remarks

**Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *Jinnah Sindh Medical University, Karachi*. (hereinafter called "the Procuring agency") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *SUPPLY OF DOCUMENT SCANNER WITH OMR & OCR SOFTWARE FOR EXAMINATION DEPARTMENT, J.S.M.U, KARACHI*. has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications.
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

**Performance Security Form**

To:

**Planning & Development Department  
Jinnah Sindh Medical University,  
Karachi.**

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 2014 \_\_\_\_\_ to supply *[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 guarantee]* 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 \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*



**Manufacturer's Authorization Form**

To:

**Planning & Development Department  
Jinnah Sindh Medical University,  
Karachi.**

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently sign the Contract with you against NIT No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 12 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

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*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

**DOCUMENTS SCANNER WITH OMR & OCR SOFTWARE FOR EXAMINATION**

**DEPARTMENT,**  
**JINNAH SINDH MEDICAL UNIVERSITY,**  
**KARACHI**

**PACKAGE-A**

ITEM #	DESCRIPTION OF STORE	QUANTITY REQUIRED	UNIT PRICE (FOR, KAR)	UNIT PRICE (C&F, KAR)
1	<p><b><u>OMR &amp; OCR SOFTWARE (WITH HARDWARE KEY)</u></b></p> <p><b><u>DOCUMENT &amp; DATA CAPTURING SOFTWARE</u></b></p> <p><b><u>Software Requirements:</u></b></p> <ul style="list-style-type: none"><li>• State-of-the-art Artificial Intelligence based International Software (off-the-shelf)</li><li>• Capturing of Data from single/multi page fixed format documents</li><li>• Maximum Volume processing every year is 100,000 pages</li></ul> <p><b><u>Software Specifications:</u></b></p> <p>The software should be compatible with a wide range of scanning devices supporting TWAIN, ISIS and WIA scanning protocols.</p> <p><b><u>Automated Documents Classification</u></b></p> <p>The software should identify the document type and assemble single and multi-page documents out-of the mix of sheets.</p> <p><b><u>Data and Text Extraction</u></b></p> <p>The software should accurately extract data and text from the set of fields specific for each document type. The software should offer:</p> <ul style="list-style-type: none"><li>• ICR for hand written text</li><li>• OCR to recognize the mixed font types (dot-matrix printer, typewriter, Gothic, OCR-A, OCR-B, MICR (E13B) and CMC7</li><li>• Checkmark recognition for a wide spectrum of checkboxes</li><li>• Barcode recognition for a variety of 1D and 2D barcodes</li></ul> <p><b><u>ICR Pattern</u></b></p> <ul style="list-style-type: none"><li>• Solution must support all of the following ICR pattern / Marking Type</li></ul> <p>(i) SIMPLE (ii) UNDERLINE (iii) S.I.M.P.L.E C.O.M.B (iv) TEXT IN FRAME (v) C.O.M.B I.N F.R.A.M.E</p> <p><b><u>ICR Data Type</u></b></p> <p>Solution must support the following ICR data type</p> <ul style="list-style-type: none"><li>• (i) Text</li><li>• (ii) Number</li><li>• (ii) Date</li></ul>	01 NO.		

	<ul style="list-style-type: none"> <li>• (iv)Time</li> <li>• (v)Amount</li> <li>• (vi)Address</li> <li>• (vii)Name</li> <li>• (viii)Code</li> </ul> <p><b><u>Automated Validation of Data</u></b></p> <p>The software should support a set of predefined validation rules to ensure data accuracy. By applying these rules, data should be automatically checked against a database to satisfy the format and brought to a standard. There should also be the provision for adding any custom rule using scripting language.</p> <p><b><u>Verification</u></b></p> <p>The software should support for:</p> <ul style="list-style-type: none"> <li>• Verification for manually checking the accuracy of recognized data and document structure, as well as manual data entry. Data not automatically recognized can be entered manually. There should be a reference image of the targeted field with space to key in the data.</li> <li>• Speeding up and simplifying the verification process. Verification should be an optional step that can be skipped, in which case data should be automatically exported after recognition.</li> </ul> <p><b><u>Export</u></b></p> <p>Extracted data and document images should be able export to various destinations:</p> <ul style="list-style-type: none"> <li>• Files, External databases (via ODBC), Microsoft SharePoint 2003/2007/2010, Any business application, ERP or ECM/DMS system , Documents should also be capable to be saved as searchable PDF/PDF-A files for archiving purposes.</li> </ul> <p><b><u>Virtualization</u></b></p> <p>Support to Run on Virtual Machine  Solution must support following VM environment  (i)VM Ware Workstation 6.5 or Higher  (ii)VM Ware Server 2.0 or higher  (iii)VM-ware ESXI 4.0 or higher  (iv) Hyper-V</p> <p><b><u>Flexible Customization and Integration tools</u></b></p> <p>The software should support:</p> <ul style="list-style-type: none"> <li>• Scriptable rules should provide the ability to apply any actions to document fields, e.g., apply validation rules, fill in with data, normalize, etc.</li> <li>• Scriptable Export event should provide the ability to create custom export modules that deliver data and images directly to any external application, e.g., ECM, CRM, ERP, etc</li> <li>• Web Service API should provide SOAP access to the software from an external application. By using the API, the software may be integrated into various business applications and workflows as an automated document classification and data capture service.</li> </ul>			
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	<p><b>File Type</b></p> <ul style="list-style-type: none"> <li>• Solution must support input format PDF,PDF/A, BMP, PCX, PNG, JPEG, JPEG 2000, TIFF, DjVu &amp; DCX etc</li> </ul> <p><b>Report For Examination Process</b></p> <ul style="list-style-type: none"> <li>• Following Report must be support which further help out for examination process</li> <li>✓ Pre-Compile</li> <li>✓ Post Compile</li> <li>✓ Raw Data Report</li> <li>✓ Combine Packet</li> <li>✓ Cronbach alpha Report</li> </ul> <p>Difficulty &amp; Discrimination report Complete with standard accessories UK/USA/JAPAN/ OR EQUIVALENT</p>														
2	<p><b>SCANNER</b> Combined with one unit Hi-Speed Duplex Document Scanner</p> <p><u>SPECIFICATION:</u> Scanner Type: Production Document Scanner, Size: A3 Minimum, Document Feeding: Automatic, Manual, Continuous Manual Document, Feeder Capacity: 500 Sheets, Grayscale: 24-bit, Scanning Element: Three-Line Contact Image Sensor (CMOS), Light Source: RGB LED, • Light Scanning Mode: Advance Text Enhancement, Color Dropout: RGB and Custom, Optical Resolution 600 dpi, Scanning Mode: Simplex, Duplex, Blank Page Skip, Scanning Speed: Black and White/Grayscale/Color-Upto 100 ppm Upto 200ipm, Interface: Hi-Speed USB 2.0, File Creation Option: Scan Batch to File, Scan Batch to Presentation, Scan Batch to Sharepoint, Scan Batch to Printer, Scan Batch to Email, Color Dropout: Red, Green, Blue, Customized, OCR Support: Yes, Suggested Daily Volume: 25,000 Scans and Bundled/Optional Software: Included.</p>	01 NO.													
	<p>Complete with standard accessories UK/USA/JAPAN/ OR EQUIVALENT</p>														
3	<p><b>HEAVY DUTY COLOR COPIER</b></p> <table border="1" data-bbox="209 1582 927 1910"> <tr> <td>Type</td> <td colspan="2">Reader-Printer Separated, Desktop</td> </tr> <tr> <td>Maximum Original Size</td> <td colspan="2">A3</td> </tr> <tr> <td rowspan="2">Copy Sizes</td> <td>Cassette</td> <td>A3, A4, A4R, A5R, B4, B5, B5R</td> </tr> <tr> <td>Stack Bypass</td> <td>A5R - SRA3 (320 x 450mm), Envelopes</td> </tr> </table>	Type	Reader-Printer Separated, Desktop		Maximum Original Size	A3		Copy Sizes	Cassette	A3, A4, A4R, A5R, B4, B5, B5R	Stack Bypass	A5R - SRA3 (320 x 450mm), Envelopes	01 NO.		
Type	Reader-Printer Separated, Desktop														
Maximum Original Size	A3														
Copy Sizes	Cassette	A3, A4, A4R, A5R, B4, B5, B5R													
	Stack Bypass	A5R - SRA3 (320 x 450mm), Envelopes													

Resolution	Reading	600dpi x 600dpi
	Copying	600dpi x 600dpi
	Printing	1200dpi x 1200dpi (text/line only)
Copy/Print Speed	A4 (B&W/Color)	B/W 40ppm / Color 35ppm
	A3 (B&W/Color)	B/W 20ppm / Color 18ppm
Magnification	Zoom	25-400%
First Copy Time	Black & White	5.4sec
	Full Color	8.1sec
Warm-Up Time	31 seconds	
Multiple Copies/Prints	1 to 999 sheets	
Duplexing	Standard automatic stackless	
Paper Weight	Cassette	52 to 220gsm
	Stack Bypass	52 to 256gsm
Paper Capacity	Standard	550 sheets x2 cassettes (80gsm)
		Stack Bypass: 100 sheets (80gsm)
CPU	1.66GHz	
Memory	2GB RAM	
Hard Disk Drive	160GB	
Interface Ethernet	(1000BaseT/100Base-TX/10Base-T)	
<b>Print Specification</b>		
PDL	UFRII	
Resolution	1200dpi x 1200dpi (Text/Line only), 600dpi x 600dpi	

Memory	2GB RAM	
CPU	1.2 ghz	
Hard Disk Drive	160GB	
UFR II	Windows 8.1/8/7/Vista/XP/Windows Server 2003/ Server 2008/Server 2012, Mac OS X 10.5 or later	
Mac-PPD	Mac OS 9 (9.1 or later), Mac OS X (10.3.9 or later)	
Interface	Ethernet (1000Base-T/100Base-TX/10Base-T)	
	Wireless Lan (Optional)	
Network Protocol	TCP/IP (LPD/Port9100/WSD/IPP/PPS/SMB/FTP), IPv6,	
	IPX/SPX (NDS, Bindery), AppleTalk	
Full Scan	Network TWAIN Driver	
	(75 to 600dpi 24bit Color/8bit Grayscale/2bit Black & White)	
<b>Send Specification (Standard)</b>		
Scan Resolution	100 x 100dpi, 150 x 150dpi, 200 x 100dpi, 200 x 200dpi,	
	200 x 400dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi	
Destinations	E-Mail/Internet FAX (SMTP), PC (SMB, FTP), iWDM, WebDAV	
Address Book	LDAP, Local (Max.1800)	
File Format	TIFF, JPEG, PDF, XPS, High compression PDF/XPS, PDF/A-1b,	
	Optimize PDF for Web	
<b>Color Image Reader &amp;ADF</b>		
Paper Size	A3, B4, A4, A4R, B5, B5R, A5, A5R, and B6	
Paper Weight	Single sided original	42 to 157gsm

	Double sided original	50 to 157gsm			
Max. Number of Originals	100 sheets (80gsm)				
Document Scanning Speed	Copying	1-sided scanning: 46 sheets/minute			
		(A4 in Black & White/Full Color at 600dpi)			
	Scanning	1-sided scanning: 51 sheets/minute			
		(A4 in Black & White/Full Color at 300dpi)			
Complete with standard accessories UK/USA/JAPAN/ OR EQUIVALENT					

**COMPULSORY DOCUMENTS TO BE SUBMITTED BY BIDDER**

<b>THE BIDDER MUST COMPULSORY PARTICIPATE IN COMPLETE PACKAGE ON BID</b>	
<b>Years in Business:</b>	Min (10 Years)
<b>Prime Business of the Firm:</b>	Providing Software & hardware Solutions for Document/Data Capture, Document Management, Work flow and Record Digitization.
<b>Recognized:</b>	ISO 9001:2008 or above. Income Tax, Sales Tax and ISO Certified
<b>Services:</b>	Service provider should have country wide network/offices to provide optimum level of support
<b>Authorized Distribution/Certified Partner Certificate from the Vendor</b>	
<b>Warranty &amp; Training:</b>	1 year complete warranty. On-site National / International Training of three staff members.
<b>Vendor Experience</b>	Quoted solution must be deployed at least 03 or more Medical Universities/ Medical Colleges in Pakistan