

## NOTICE INVITING TENDER

The Special Security Unit (SSU) Sindh, Karachi, invites sealed tenders from eligible Firms/ Druggist / Pharmacists registered with Sindh Sale Tax, Excise & Taxation, Income Tax and drug Licenses (Documentary proof required) for the supply of "Medicines" for Special Security Unit Sindh" on F.O.R, Destination, SSU Dispensary, Karachi during the Current Financial year 2016-17.

Detail List of Medicines is available in Tender documents, which can be purchased from the Department.

### **INSTRUCTIONS:**

- 1/- Single Stage – Two envelope by hand Procedure will be adopted for the tender process. Bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately sealed technical proposal and financial proposal. Envelopes shall be marked as "TECHNICAL PROPOSAL" AND FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion
- 2/- Interested Firms / Druggist/Pharmacists may obtain the tender document of Medicines from Commandant Special Security Unit, (SSU) PHQ Hassan Square Karachi by submitting an application on their letterhead (indicating for each item) along with tender fees (non-refundable) of **Rs.500/-** from **21-09-2016 to 06-10-2016**.
- 3/- Sealed tenders on prescribed Performa in duplicate separate for each item along with 1% earnest money of the total bid in the form of Pay Order should be dropped in the tender box kept in office of Commandant Special Security Unit, SSU, Sindh, Karachi by "**06-10-2016**" **up-to 1300 hours**.
- 4/- The tender shall be opened on the same day i.e. **06-10-2016 at 1330 hours** in presence of Committee and intending bidders who choose to be present on the occasion, in the Conference Room of Special Security Unit, (SSU) Sindh, Karachi.
- 5/- Only bids offered on the prescribed tender form issued by the Police department shall be accepted. However, additional sheets may be attached, if required.
- 6/- Conditional tender / application will not be entertained.
- 7/- Bid document can be download from Sindh Police website [www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk) and <http://www.pprasindh.gov.pk/> SPPRA website.
- 08/- The Procuring Agency may reject any or all bid or postpone date as per relevant provisions of SSP Rules, 2010.

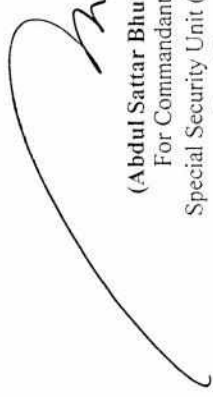
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**Lt. (R) Maqsood Ahmed TI, PSP**  
Commandant  
Special Security Unit (SSU)  
**Karachi.**

Contact Details: Tel: 021-99244643  
Fax: 021-99243865

**Annual Procurement Plan**  
(Works, Goods & Services)  
Financial Year 2016-2017

S.No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Purchase of Drugs and Medicine			01 Million Rupees	yes funds allocated	Sindh Police	Single Stage Two Envelops	1st Qtr				

  
**(Abdul Sattar Bhutto)**  
 For Commandant,  
 Special Security Unit (SSU)  
Karachi



**OFFICE OF THE COMMANDANT  
SPECIAL SECURITY UNIT, KARACHI**

Tel: +9221-99244643 Fax: +9221-99243865/99244646

Web Site: [www.ssusindhpolice.gos.pk](http://www.ssusindhpolice.gos.pk)



No. COMDT/SSU/GB/7456/Karachi, Dated: 16 -09-2016

**COMMITTEE NOTIFICATION**

With the approval of the competent authority, the following Committee is hereby constituted for the Tender Proceedings of Drugs and Medicines for Special Security Unit (SSU) Sindh, Karachi, for the Financial Year 2016-17.

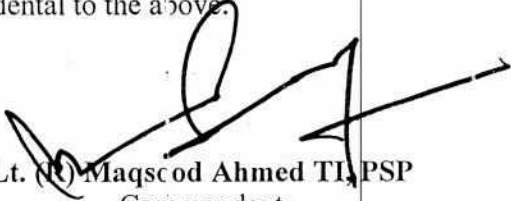
**Procurement Committee for Drugs and Medicines for the Financial Year 2016-17:-**

S. No.	Committee	Designation
1.	SP / Muhafiz Force	Chairman
2.	DSP /Ops, Special Security Unit, (SSU)	Secretary
3.	Senior Medical Officer, PTC Saeedabad	Member
4.	Rep. of Home Department, Sindh	Member
5.	Rep. of Civil Defence, Sindh	Member

**Functions and Responsibilities of Procurement Committee (s).**

As per SPPRA Rules 2010: Procurement committee(s) shall be responsible for:

1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids;
3. Preparing evaluation report;
4. Making recommendations for the award of contract to the competent authority; and
5. Perform any other function ancillary and incidental to the above.

  
Lt. (O) Maqsood Ahmed TI, PSP  
Commandant  
Special Security Unit (SSU)  
**Karachi.**

Copy to:

1. Home Department, Sindh
2. Civil Defence, Sindh
3. SP / Muhafiz Force
4. DSP /Ops, Special Security Unit, (SSU)
5. Senior Medical Officer, PTC Saeedabad
6. PS to IGP Sindh
7. PA to Addl:IGP Karachi, Range
8. Master file



OFFICE OF THE COMMANDANT  
SPECIAL SECURITY UNIT, KARACHI

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No. COMDT/SSU/GB/7454/Karachi, Dated: 16-09-2016

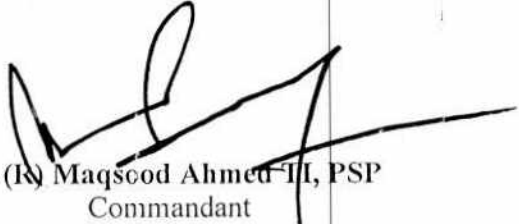


COMMITTEE NOTIFICATION

In pursuance of provision No. 31 of SPPRA Rules 2010, a committee known as "Redressal of Grievances and Settlement of Disputes Committee" consisting of the following officers is hereby constituted, with the approval of the competent authority, for the Financial Year 2016-17 for Special Security Unit (SSU), Karachi.

Redressal of Grievances and Settlement of Disputes Committee of SSU:-

S. No.	Committee	Designation
1.	SSP/Foreign Security Cell (FSC)	Chairman
2.	DSP / Court Police	Member
3.	DSP /Ops, Special Security Unit, (SSU)	Secretary
4.	Rep. of Accountant General, Sindh	Member
5.	Rep. of IG Prison, Sindh	Member

  
Lt. (R) Maqsood Ahmed, PSP  
Commandant  
Special Security Unit (SSU)  
Karachi.

Copy to:

1. Accountant General, Sindh
2. IG Prison, Sindh
3. SSP/Foreign Security Cell (FSC)
4. DSP / Court Police
5. DSP /Ops, Special Security Unit, (SSU)
6. PS to IGP Sindh
7. PA to Addl: IGP, Karachi, Range
8. Master file

**BIDDING DOCUMENTS  
FOR  
THE PURCHASE OF  
DRUGS & MEDICINES**

- 1) *Instructions to Bidders on pg # 2*
- 2) *Bid form is attached on pg # 4*
- 3) *Bid Security Form is attached on pg # 5*
- 4) *Performance Security Form is attached on pg # 6*
- 5) *Evaluation Criteria is attached on pg # 11*
- 6) *Sample Contract Agreement is attached as Annexure-A*
- 7) *Technical Proposal Form is attached as Annexure-B*
- 8) *Financial Proposal Form is attached as Annexure-C*
- 9) *List of Medicines (Generic Name) is attached as Annexure-D*

# Invitation to Bid

### Instruction to bidder

- i. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Biding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.
- ii. The Special Security Unit (SSU), Sindh, request Tender Bids in sealed envelopes as per information required in this document. Proponents applying for bids should submit Financial Proposal and Technical Proposal in two separate envelopes.
- iii. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial Bids of firms not obtaining minimum passing criteria on Technical basis will not be opened.
- iv. Interested /Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Commandant (SSU) Hassan Square near Expo Center, Karachi.
- v. All bids must be accompanied by an earnest money (1%) of total bid amount, and must be delivered to the office of the Commandant (SSU) on or before 1300 hours on 06.10.2016. The bids will be publicly opened in the office of Commandant (SSU), Hassan Square near Expo Center at 1330hours on the same day in presence of bidders who wish to remain present.
- vi. The Special Security Unit (SSU) Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery bids.
- vii. Bidders shall submit bids, which comply with the bidding documents, for alternate bids, bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.



- viii. Procuring Agency reserves the right to accept or reject one or all the tenders in accordance with SPPRA Rules-2010.
- ix. All prices quoted must include any Taxes applicable, i.e. Income Tax, Sales Tax or any other tax imposed by government by law. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
- x. Enquiries regarding this RFP shall be submitted in writing to:  
Commandant (SSU),  
Hassan Square, Near Expo Center, Karachi  
Phone: (92-21) -99244645, Fax (92-21) -99243865
- xi. Every page of the tender document should be signed and sealed by the bidder.
- xii. The details of this notice are also available on website of Police department ([www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk)) and SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).

-sd-

**LT (R) Maqsood Ahmed) TI, PSP**  
Commandant  
Special Security Unit, (SSU)  
**Karachi.**

# BID FORM for

To:

Add:Inspector General of Police,  
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and Financial proposals are attached as annexure-B and annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our Bid is accepted, to complete the supply in accordance with the delivery time mention in this tender documents.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 10% percent of the Contract Price i.e.,Rs..... for the due performance of the Contract as per bid Security Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

**WITNESS**

\_\_\_\_\_  
BIDDER (Sign + Seal)

Signature: -----

Signature: -----

Name:-----

Name:-----

Title:-----

Title:-----

Address:-----

Address:-----

CNIC #:-----

CNIC #:-----

# **BID SECURITY FORM**

**WHEREAS** \_\_\_\_\_ (hereinafter called “**the Bidder**” has submitted its bid dated \_\_\_\_\_ for the purchase of \_\_\_\_\_  
\_\_\_\_\_, (hereinafter called “**the Bid**”).

**KNOW ALL MEN** by these presents that We \_\_\_\_\_ (Name of Bank) of \_\_\_\_\_ (Name of Country) having our registered office at \_\_\_\_\_ (address of Bank) hereinafter called “**the Bank**”) are bound into the Additional Inspector General of Police Karachi, (hereinafter called “**the Purchaser**”) in the sum of -----  
-----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

**THE CONDITIONS** of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)  
By \_\_\_\_\_  
(Title)  
**Authorized Representative**

# **PERFORMANCE SECURITY FORM**

**(Applicable in case of bank guarantee)**

To: Addl:Inspector General of Police,  
Karachi.

**WHEREAS** (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for the purchase of hardware including "\_\_\_\_\_", dated \_\_\_\_\_201\_\_\_\_, (hereinafter called "the Contract").

**AND WHEREAS** we have agreed to give the Contractor a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs.... ..10% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 10% of the total contract value (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 \_\_\_ day of \_\_\_\_\_201\_\_\_\_, or the warranty period.

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Seal \_\_\_\_\_

## 1. General Terms & Conditions

(i) **Bid Bond**

A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of Commandant (SSU) equivalent to 1% of the total cost of bid should be submitted along with the tender.

(ii) **Validity of the proposal**

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) **Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

(iv) **Withholding Tax, Sales Tax and other Taxes**

The responding organization is hereby informed that the Government shall deducted tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Police department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

(v) **Stamp Duty**

Stamp duty for contract documents shall be borne by responding organization/bidder at the time of signing of contract.

(vi) **OEM relationships & Warranties**

- Hardware Arms & Ammunition/Equipment should have warranty, including parts and labour and license (if any).
- All Management Software provided should have warranties for one year against defects/bugs as well as updates.
- The responding organization (RO) to be authorized Partner / reseller, of **THE ORIGINAL MANUFACTURER.**

**(vii) Supply Capabilities**

Responsive Organization should clearly indicate the duration of delivery of quoted item(s) specified in Annexure-D

Sr. No.	Item	Action Item	Response time (in hours)
1		Replacement	
		Repair	
		Re-configuration	
		Backup Replacement	

**(viii) Compliance to Specification**

The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

**(ix) Financial Capabilities**

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

**(x) Liquidated damages.**

- a) It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulate period Security deposit will be forfeited in favor of the Special Security Unit (SSU) Sindh, Karachi as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.



- d) Liquidated damages of 0.25% per day up to 10% of the contract price will be deducted for delayed supply/delivery of Medicines then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.

(xi) **Delivery Time**

- **90 days** after issuance of purchase order.
- **Mode of payment:** 100% after supply of Medicines and successful testing on the laboratory.
- Release of performance guarantee after completion of warranty period (if applicable).

Execution / Delivery of Medicine(s) of the Bid will be at Special Security Unit (SSU) Sindh, Karachi.

- xii. The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive bidders, on request after opening of financial bids or when award / placement of purchase order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letter head addressed to Commandant (SSU).
- xiii. The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of Commandant (SSU). The same will be returned on due completion of the contract and warranty period.
- xiv. To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of evaluation committee and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.

- xv. Date of opening of the Financial Proposals will be announced separately. The proposal of only those bidders will be considered/ opened which are declared qualified after evaluation of technical bids and upon fulfilling all the condition by the Purchase Committee. Further enquiry can be made from Commandant (SSU) telephone No. 021-99244645
- xvi. Conditional tenders/bids will not be acceptable.
- xvii. Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xviii. Special Security Unit (SSU), Sindh Police reserves the right to increase or decrease the scope of work/number of items without assigning any reason.

## 2. Mode of Delivery and Address

Technical & Financial proposals (2 copies each) should be submitted by **1300** hours at the address given below:

Office of Commandant (SSU),  
Hassan Square, Near Expo Center, Karachi  
Phone: (92-21) –99244645, Fax (92-21) –99243865

(i) The technical proposals will be opened on **06.10.2016** at **1330** hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, sealed and labeled as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” (one Original and one copy), labeled as such on their respective envelopes. The bid security of 1% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope marked “FINANCIAL PROPOSAL” without the financial proposal shall not be considered and bid shall be rejected.

(ii) Proposals shall be dropped in the sealed tender box kept in the office of **Commandant (SSU)**, upto **1300** hours. Samples / Brochures should however be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

(iii) **Submission of Proposal**

The complete proposals should be submitted by **1300** hours on 06.10.2016 at the address given in 2(ii) above.

The format of submission of proposal is attached as Annexure-A and Annexure-B. Please provide original brochures and samples of all the items proposed.

**CNIC copies of Owner/Authorized person along with witness should be enclosed.**

**(Please provide photocopies of relevant documents).**

**(iv) Opening of Proposals**

The proposals submitted against this RFP will be opened on date mentioned above at **1330** hours in front of the **Purchase Committee** of Sindh Police.

### 3. Evaluation and Comparison of Technical and Financial Bids

The evaluation will be performed assuming the Contract will be awarded to the bid confirming to Eligibility Criteria and most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.

a. Eligibility Criteria

- Valid registration with income tax.
- Valid registration with Sales tax.
- Valid registration with Excise and Taxation.
- Valid Drug License.
- Company history years in business?
- Undertaking on stamp paper that firm is not involved in any litigation, Department rift, abandoned or unnecessary delay in completion of any work in the government department.
- Affidavit or undertaking or stamp paper that the firm has not been blacklisted previously by any executing agency.

(Note: All documents are mediatory and must be provided otherwise the bid will not be considered)

## Evaluation Criteria and Comparison of Bid

The proposals shall be evaluated on the basis of following parameters.

S.No	Evaluation parameters	Marks	Brief Questionnaire						
1.	Specification	300	Compliance with required specification mentioned at annexure "D". Attach Brochures/Samples of Quoted items						
2.	Financial Capabilities'	200	<ul style="list-style-type: none"> <li>• Bank statement of last 3 Years</li> </ul> <table border="1" style="width: 100%;"> <tr> <td>Minimum three years</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25- Marks</td> </tr> </table>	Minimum three years	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks
			Minimum three years	Marks 75					
			More than three year	Marks 100					
			Less than three year	Each year obtain 25- Marks					
			<ul style="list-style-type: none"> <li>• Annual turnover of last 3 years</li> </ul> <table border="1" style="width: 100%;"> <tr> <td>Minimum three years</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25- Marks</td> </tr> </table>	Minimum three years	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks
			Minimum three years	Marks 75					
More than three year	Marks 100								
Less than three year	Each year obtain 25- Marks								
<ul style="list-style-type: none"> <li>• Bidder should provide work order relating to work / supply mentioned in the Tender Notice</li> </ul> <table border="1" style="width: 100%;"> <tr> <td>Minimum three work order</td> <td>Marks 150</td> </tr> <tr> <td>More than three work order</td> <td>Marks 200</td> </tr> <tr> <td>Less than three work order</td> <td>Each year obtain 50- Marks</td> </tr> </table>	Minimum three work order	Marks 150	More than three work order	Marks 200	Less than three work order	Each year obtain 50- Marks			
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More than three work order	Marks 200								
Less than three work order	Each year obtain 50- Marks								
<b>Total Marks</b>		<b>700</b>							

N.B

Minimum passing / qualifying marks is 80% i.e. 560 marks out of 700 marks. The bid did not obtaining minimum qualifying score shall not be consider and rejected. Out of the bid qualifying the evaluation criteria, the bid with lost cost shall awarded contact provided it meets all other procedural requirements.

# Information Required

# **A General Information**



- 1 Name of Bidder
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company
  - Public Limited Company
  - Entity registered / incorporated outside Pakistan (Give details)
  - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information).

#### **4. Contacting the Purchaser**

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

#### **5. Purchaser's Right to Accept the Bid or Reject the Bid**

The Purchaser reserves the right to accept or reject the bid in according with PPRARules-2004, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action

# Definitions

**In this Contract, the following terms shall be interpreted as indicated:**

- **“Purchaser”** means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan
- **“Contractor”** means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- **“Contract”** means the agreement entered into between the Purchase and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and the Contractor.
- **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- **“Contractor Value”** means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.
- **“Services”** means services, such as testing and other such obligations of the Contractor covered under the Contract.
- **“Works”** means all items to be provided and work to be done by the Contractor under the Contract.
- **“RO”** means Responding Organization/ Bidder Firm.
- **“RFP”** means Request for Proposal.

# Sample Contract Agreement

1. This contract agreement is made and entered into on \_\_\_\_\_, 201\_\_, BY AND BETWEEN.

i) **Additional Inspector General of Police Karachi, New CCPO Complex, Off Shahra-e-Faisal, Karachi.** hereinafter referred as Purchaser, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of various units of Sindh Police department of ONE PART.

AND

ii) **M/s \_\_\_\_\_**  
\_\_\_\_\_ having its registered office at hereinafter referred as supplier, which expression shall, unless repugnant to the context of meaning thereof, be deemed to include its successors and permitted assigns of the OTHER PART.

2. WHEREAS the Additional Inspector General of Police Karachi, is entrusted with responsibility of procurement of item / articles during current financial year 2013-2014 as per description, with specification and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES WITH SPECIFICATION	QUANTITY/ NUMBER	Delivery
---	---	---	
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3. AND WHEREAS, the **Additional Inspector General of Police Karachi**, in accordance with The Public Procurement Rules,2010 as adopted by Government of Sindh vide notification No.SORI(SGA&CD) 2-30/2010, **dated 8<sup>th</sup> March 2010**

**Annexure-A-2/4**

4. That **M/s.** \_\_\_\_\_ participated in the response of open tenders, floated by IGP Sindh, by submitting technical and financial bids, after necessary evaluation of the item / articles described above; the Departmental Committee opened the financial bids in front of all bidders on \_\_\_\_\_.
5. That \_\_\_\_\_ the rates offered by **M/s.** \_\_\_\_\_ for the item / articles as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the IGP Sindh has accorded approval to place purchase/procurement order with **M/s.** \_\_\_\_\_ on terms and conditions specified below:-

**NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS**

- i) That **M/s.** \_\_\_\_\_ shall supply products/items, articles described and specified alongwith quantity the above within \_\_\_\_ **days** from the date of signing of this agreement.
- ii) That all deliveries shall be made at the office of Commandant (SSU), Hassan Square, Near Expo Center, Karachi, between 0900 hours to 1600 hours on working days only.

- iii) That every article shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee which shall be at liberty to reject any item/article or part thereof if it is not in accordance with approved sample and specification mentioned in the tender documents submitted by supplier at the time of bidding, and evaluated and approved for this purchase order and such rejection shall be final. The no appeal or review will be permissible against the decision of inspection committee.
- iv) That the **Commandant Special Security Unit (SSU)**, shall give written receipt signed by him giving out complete details, exhibiting the number of items/articles delivered and the number items/articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- v) That all articles rejected shall be taken back and removed by the M/s. \_\_\_\_\_ and nothing shall become due or recoverable by the M/s. \_\_\_\_\_ in respect on account of items/articles so rejected.
- vi) That all articles accepted shall be paid for the **Commandant (SSU)** at the rate of specified below (F.O.R Destination) within financial year \_\_\_\_\_.

ITEM / ARTICLE	RATE PER UNIT

- vii) In case M/s. \_\_\_\_\_ makes default, in the due performance of this agreement/contract in part or full, **Commandant (SSU)**, shall be at liberty to impose and recover L.D. Charges not exceeding 0.25% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.

- viii) The **Commandant (SSU)**, shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
  - ix) The **Commandant (SSU)**, shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **M/s. \_\_\_\_\_** by the said **Commandant (SSU), Sindh** , whether by virtue of agreement or otherwise.
  - x) The Addl:IGP Karachi shall not be responsible for non-performance of this agreement due to change in law, rules and policy of the government as notified in official gazette from time to time.
  - xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
6. This contract agreement shall be construed, and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.
7. Any notice required under this contract agreement shall be in writing and shall be effective when received by the addressee at its given address.
8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.



9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

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Commandant/Special Security Unit (SSU)

On behalf of Addl: IGP Karachi

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**Witness:**

1) \_\_\_\_\_

2) \_\_\_\_\_

**Technical Proposal Form**

Bidder's Profile					
Name					
Official Address					
Telephone(s) No.					
Official Fax No.					
GST Registration No.					
Income Tax Reg. No.					
Sr. No.	Specifications	Make & Model	Country of Origin	Supply During (in Days)	
1					

**Note:** Please read carefully the whole document and provide all necessary details with proof of evidence.

\_\_\_\_\_  
BIDDER (Sign + Seal)

**Financial Proposal Form**

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
No. of years in business				
Sr. No.	Equipment(s)Name	Quantity	Unit Cost (Rs)	Total Cost (Rs)
<b>Total Cost in Pak Rupees</b>				
(in words. _____)				

**Note:** Earnest money will be equivalent to 1% of the total bid cost.

Only Pay Order/Bank Draft for earnest money will be acceptable in favour of  
Commandant (SSU), Hassan Square, Near Expo Center, Karachi.

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BIDDER (Sign + Seal)

# List of medicines

S#	GENERIC NAME	QUANTITY
	<b>TAB-CAP</b>	
1	AMOXICILINE/CALUVANIC	100 BOTTLE
2	LEVOFLOXACIN	100 PACKET
3	CIPROFLOXACIN	100 PACKET
4	OMEPRAZOLE	120 PACKET
5	DROTAVERIN	70 PACKET
6	MEFNAMIC ACID	100 PACKET
7	RANITIDINE	100 PACKET
8	KLRITHROMYCIN	70 PACKET
9	CETRIZINE	150 PACKET
10	METRONIDAZOLE	40 PACKET
11	IBUPROFEN	40 PACKET
12	PARACETAMOL+ORPHENADRINE CITRATE	120 PACKET
13	IBUPROFEN/PSEUDEOPHEDRINE HCl	70 PACKET
14	CEPHRADINE	70 PACKET
15	CEFIXIME	70 PACKET
16	DIMENHYDRINATE	30 PACKET
17	MULTIVITAMIN WITH IRON	50 PACKET
18	CALCIUM+VITAMIN	150 PACKET
19	AMPICILLNE+CLOXACILLINE	70 PACKET
20	ASPIRIN	20 PACKET
21	BROMAZEPAM	10 PACKET
22	DICLOFENIC SODIUM	150 PACKET
23	B VITAMIN	50 PACKET
24	DICLOFENIC SODIUM	70 PACKET
25	DICLOFENIC SODIUM	70 PACKET
26	LORATIDINE	80 PACKET
27	FEXOFENIDINE	80 PACKET
28	DOMPERIDONE	75 PACKET
29	TRYPSIN,CHYMOTRYPSIN	30 PACKET
30	SERRATIOPEPTIDASE	40 PACKET
31	DILOXANIDE FUROATE+METRONIDAZOLE	80 PACKET
32	LOPERAMIDE HYDROCHLORIDE	75 PACKET
33	SACCHAROMYCES BOULARDII	120 PACKET
34	IRON+B COMPLEX	50 PACKET
35	PIPEMIDIC ACID TRIHYDRATE	30 PCKET
36	PARACETAMOL	120 PACKET
37	FLUBIPROFEN	50 PACKET
38	CAPTOPRIL	40 PACKET
	<b>INJECTION</b>	
39	METRONIDAZOLE	100 NOS
40	LINCOMYCIN	10 PACKET
41	RANITIDINE	40 PACKET
42	OMEPRAZOLE	10 PACKET

43	TORADOL HYDROCHLORIDE	30 PACKET
44	DEXAMETHAXONE	10 PACKET
45	0.9 % SODIUM CHLORIDE	100 BOTTLE
46	SODIUM CHLORIDE, POTASSIUM CHLORIDE, SODIUM LACTATE AND CALCIUM	100 BOTTLE
47	0.9 % SODIUM CHLORIDE	125 BOTTLE
48	CIPROFLOXACIN	70 BOTTLE
49	AMOXICILINE/CALUVANIC	3 PACKET
	<b>SYRUP</b>	
50	ALUMINUM,MAGNASIUM HYDROXID	80 BOTTLE
51	MULTIVITAMIN+LYSINE	100 BOTTLE
52	CHLOROPHENARMINE+PSEUDEOPHEDRINE	100 BOTTLE
53	VITAMIN B COMPLEX+VIT C PLUS LYSINE	80 BOTTLE
54	ALUMINUM HYDROXIDE, MAGNESIUM TRISILICATE	80 BOTTLE
55	PARAFIN+MAGNESIUM HYDROXIDE	50 BOTTLE
56	DIPHENHYDRAMINE + DEXTROMETHORPHAN	100 BOTTLE
	<b>OTHERS</b>	
57	ISPHAGHOL JAR	60 BOTTLE
58	SICATRIN POWDER	50 BOTTLE
59	LIGNOCAINE/ATHENOL,CATYLPYRIDINIUM CHLORIDE	100 TUBE
60	CLOTRIMAZOLE	100 TUBE
61	CHOLINE SALICYLATE	50 TUBE
62	POLYMIXIN B, BACITRICINE	100 TUBE
63	SILVER SULFADIAZINE	50 TUBE
64	FUSIDIC ACID	40 TUBE
65	LIDOCAINE,POLYMIXIN,NEOMYCIN	100 TUBE
66	LIGNOCAINE HCl	50 TUBE
67	DICLOFENIC GEL	100 TUBE
68	HYDROCARTISONE,NEOMYCIN,POLYMIXIN B	100
69	BETAMETHASONE	150
70	IPRATROPIUM BROMIDE	50 PACKET
71	NYSTATIN	20
72	PROLIEN 3-0	5 PACKET
73	B.P APPARATAS	2
74	NEBULIZE MASK	12
75	I/V SET	10 PACKET
76	D/S 3 CC	20 BOX
77	D/S 5 CC	12 BOX
78	D/S 1CC	5 BOX
79	FOLYCATHETER 16	3
80	N/G TUBE 16	3
81	THERMAMETER	5 PACKET
82	STETHEOSCOP	2
83	HAND SANITIZER	5
84	PYODINE SOLITION	10 BOTTLE
85	SUFRATOL	10 PACKET
86	LATEX GLOVES	5 PACKET
87	LIQUID PARAFIN	5 BOTTLE

88	HYDROGEN PER OXIDE	5 BOTTLE
89	TINCTURE BEUZOYEN	5 BOTTLE
90	SUNNYPLAST	10 PACKET
91	PAPER TAPE	30 NOS
92	ORS	20 BOX
93	PARAGON PLASTER	30 NOS
94	CRAP BANDAGE 2"	100
95	CRAP BANDAGE 4"	100
96	CRAP BANDAGE 6"	80
97	I/V CANULA 22"	50
98	BUTTERFLY CANULA 24"	70
99	COTTON BANDAGE 2"	100
100	COTTON BANDAGE 4"	100
101	COTTON BANDAGE 6"	100