**GS.TIFBidding Documents**

**For**

**Procurement Items**

**(In-Class Material & Supplies, Lib. & Lab , Sports & Stationary)**

**of Districts**

**(Hyderabad,Jamshoro, Dadu, Thatta, Sujawal, Badin ,T.M.khan, Tando Allahyar &Matiari.**

**Hyderabad Region Hyderabad**

**School Specific Budget for the year 2016-17**

**(FINANCIAL PROPOSAL**

**DIRECTORATE OF SCHOOL EDUCATION (PRIMARY)**

**HYDERABAD REGIONHYDERABAD.**

**Part Two**

**Sample Forms**

I. BID FORM ""

1. PRICE SCHEDULES .
2. BID SECURITY FORM .
3. CONTRACT FORM .
4. PERFORMANCE SECURITY FORM .
5. BANK GUARANTEE FOR ADVANCE PAYMENT.. .
6. MANUFACTURER'S AUTHORIZATION FORM .

**RECEIPT**

**Issued to *Mis.*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

RB. ~ (Non-Refundable Non-Transferable)

- **Cash / Pay order / Demand Draft No.** \_\_\_\_\_\_\_**Date \_\_\_\_\_\_\_\_**

Deputy Director (Primary)

Directorate of Schools Education

Hyderabad Region Hyderabad

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**1. Bid Form and Price Schedules**

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

IFBN: \_\_\_\_\_\_\_\_\_\_\_

*To: [name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers],* the receipt of   
which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of   
goods and services]* 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 Bidl is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_   
percent of the C10ntract Price for the due performance of the Contract, in the form prescribed by the   
Procuring agency.

We agree e abide by this Bid for a period of *[number]* days from the date fixed for Bid opening   
under Clause 21 of the Instructions to Bidders, and it shall remain binding upon us and may be   
accepted at any lime 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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to   
contract execution if we are awarded the contract, are listed below:

Name and address of agent Amount and Currency

(if none, state "n ne")

Purpose of Commission or gratuity

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

Dated this day of 20 \_

Note: The supply orders will be placed as per provision of budget released by the Govt:

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

Signature & Seal bidder

Dated this-----------------------------------day-------------------------20----------------

*[signature]*

*[in the capacity*

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**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IFB Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Items** | **Description** | **Quantity** | **Unit price**  **Delivered**  **duty paid**  **(DDP)** | **Unit Price in words** | **Total** |
| **SCHOOL STATIONERY ITEMS** | |  |  |  |  |
| 01 | A-3 Envelop (BUNDLE OF 50, BROWN THICK CRAFT) |  |  |  |  |
| 02 | A-4 Envelop (BUNDLE OF 50, BROWN THICK CRAFT) |  |  |  |  |
| 03 | Attendance Register (SIZE 8"X12",96 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 04 | Muster Roll (SIZE 8"X12",96 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 05 | Dead Stock Register (SIZE 8"X12",200 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 06 | General Register (SIZE 8"X12",200 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 07 | Out Ward Register (SIZE 8"X12",200 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 08 | In-Ward Register (SIZE 8"X12",200 PAGES, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 09 | Stapler (SIZE NO 24.GOOD QUALITY, METAL BODY) |  |  |  |  |
| 11 | Punch Machine (PUNCHING CAPACITY 2.2MM,GOOD QUALITY.) |  |  |  |  |
| 12 | Stapler Pins (NO 24.GOOD QUALITY.) |  |  |  |  |
| 13 | White Paper A-4 (PACK OF 500 SHEETS 80 GMS.) |  |  |  |  |
| 14 | Office Register (200 pages, SIZE 8"X13",, HARD BOUND, 68 GMS PAPER.) |  |  |  |  |
| 15 | Stamp Pad (SIZE 4.75x3.2") |  |  |  |  |
| 16 | Pacca File (HARD BOARD FILE TWO SIDES.) |  |  |  |  |
| 17 | Ball Pen (Black) PACK OF 10 PENS, GOOD QUALITY,NEEDLE POINT, |  |  |  |  |
| 18 | Ball Pen (Blue) PACK OF 10 PENS, GOOD QUALITY,NEEDLE POINT, |  |  |  |  |
| 19 | Ball Pen (Red) PACK OF 10 PENS, GOOD QUALITY,NEEDLE POINT, |  |  |  |  |
| 20 | Glue Bottle (1000 ML) |  |  |  |  |
| 21 | Dust Bin (PLASTIC, 12"HIGH) |  |  |  |  |
| 22 | Flag Large (BIG SIZE APPROX 2'X3'. ) |  |  |  |  |
| 23 | Teacher Diary (SIZE 7"X9", 200 PAGES, PRINTED ON 68 GMS PAPER, CARD BOUND.) |  |  |  |  |
| 24 | Student Dairy (SIZE 5"X8", 200 PAGES, PRINTED ON 68 GMS PAPER, CARD BOUND.) |  |  |  |  |
| 25 | Foot Scale (STEEL, 12 ") |  |  |  |  |
| 26 | Pencil Box (PACK OF 12 PENCILS, HB#2.5) |  |  |  |  |
| 27 | Rubber Box (PACK OF 45 PCS, SOFT) |  |  |  |  |
| 28 | Meter Scale (STEEL) |  |  |  |  |
| 29 | Eclectic Bell (REMOTE TYPE) |  |  |  |  |
| 30 | Sharpener (JAR OF 50 PCS) |  |  |  |  |
| 31 | Color Chalk Packet (12 packets of 20 sticks) |  |  |  |  |
| 32 | Permanent Marker (PACK OF 12 MARKERS). |  |  |  |  |
| 33 | Name Tag (TRANSPARENT CARD COVE, WITH CLIP, SIZE A1) |  |  |  |  |
| 34 | A-3 Envelop (BUNDLE OF 50, BROWN THICK CRAFT) |  |  |  |  |

**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IFB Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Items** | **Description** | **Quantity** | **Unit price**  **Delivered**  **duty paid**  **(DDP)** | **Unit Price in words** | **Total** |
| **SCHOOL IN-CLASS MATERIAL ITEMS** | |  |  |  |  |
| 01 | **Duster** (MINIMUM 6", CUSSIONED, COVERED WITH VALVET.) |  |  |  |  |
| 02 | White Chalks (PACK OF 12 SMALL BOXES, EACH OF 20 STICKS.) |  |  |  |  |
| 03 | Irion Slate (THICK IRON SLATE, SIZE MINIMUM 10"X8".) |  |  |  |  |
| 04 | Answer Copy (6.5"X8", FOUR SHEETS, 16 PAGES, 63 GMS, RULLED.) |  |  |  |  |
| 05 | ABC Chart with Picture (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 06 | Sindhi Alphabet with Picture (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 07 | Body Parts Chart. (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 08 | Animal Charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,). |  |  |  |  |
| 09 | Fruit CHART. (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 10 | Table Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 11 | Bird Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 12 | Color Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 13 | Every Day Science Chart with Picture (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,). |  |  |  |  |
| 14 | Wall Clock (MINIMUM 1' WIDTH, GOOD QUALITY, WITH ALARM AND TEMPERATURE, DIGITS VISIBILITY FROM DISTANCE.) |  |  |  |  |
| 15 | PAKISTAN Map (SIZE 3'x4' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 16 | District Map (SIZE 3'x4' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 17 | Province Map (SIZE 3'x4' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 18 | Life Cycle Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,). |  |  |  |  |
| 19 | Flash Cards Animal (SIZE 7"X9" MINIMUM,PRINTED ON CARD, LAMINATED, PACKED IN BOX) |  |  |  |  |
| 20 | Flash Cards Vegetable (SIZE 7"X9" MINIMUM,PRINTED ON CARD, LAMINATED, PACKED IN BOX) |  |  |  |  |
| 21 | Flash Cards Bird (SIZE 7"X9" MINIMUM,PRINTED ON CARD, LAMINATED, PACKED IN BOX) |  |  |  |  |
| 22 | Flash Cards Fruits (SIZE 7"X9" MINIMUM,PRINTED ON CARD, LAMINATED, PACKED IN BOX) |  |  |  |  |
| 23 | Number Block Standard (PLASTIC, PACK OF 15 BLOCKS, 2” EACH BLOCK) |  |  |  |  |
| 24 | Water Color (PACK OF TWELVE TUBES. LOCAL BRAND) |  |  |  |  |
| 25 | Urdu Alphabet Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,). |  |  |  |  |
| 26 | National Heroes Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,).. |  |  |  |  |
| 27 | Globe plastic large size(HARD PLASTIC, 8" BALL SIZE.) |  |  |  |  |
| 28 | Puzzle (MADE OF THICK CARD BOARD, BOTH SIDE PICTURES, BIG SIZE, PACKED IN BOX. ) |  |  |  |  |
| 29 | Compass needle (MADE OF THICK CARD BOARD, BOTH SIDE PICTURES, BIG SIZE, PACKED IN BOX. ) |  |  |  |  |
| 30 | Mp3 |  |  |  |  |
| 31 | TEACHERS Geometrical boxes. (FOR BOARD USE, PLASTIC, 6 Pcs ) |  |  |  |  |
| 32 | Board Markers. (PACK OF 12 MARKERS) |  |  |  |  |
| 33 | White Board (Size 3’x4’. GOOD QUALITY CHIP BOARD, LAMINATED WITH SPECIAL WHITE BOARD FORMICA,U SHAPE ALUMINIUM BOARDER) |  |  |  |  |
| 34 | Wall tape Solution (1", PAPER TAPE, WHITE COLOUR) |  |  |  |  |
| 35 | Pair of sessior. (MINIMUM 6" LONG, safety tip) |  |  |  |  |
| 36 | Drawing Paper (Size 20”x30”. 120 gm.100 sheet pkt.) |  |  |  |  |
| 37 | Respiratory system charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,).. |  |  |  |  |
| 38 | Water Color (PACK OF TWELVE TUBES. LOCAL BRAND)  . |  |  |  |  |
| 39 | Digestive system charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,)... |  |  |  |  |
| 40 | SOLAR SYSTEM charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,).. |  |  |  |  |
| 41 | Earth Moon charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,).. |  |  |  |  |
| 42 | 10 ways to be good charts (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,)... |  |  |  |  |
| 43 | Symbol of math (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 44 | Soft Board Large 3’x4’ORIGINAL SOFT BOARD, COVERED WITH GREEN VALVET,U SHAPE ALUMINIUM BOARDER |  |  |  |  |
| 45 | Fraction Decimal Chart (SIZE 2'x3' PRINTED ON PANAFLEX, WITH PLASTIC ROLLING ROD & HANGING HOOK,) |  |  |  |  |
| 46 | **Duster** (MINIMUM 6", CUSSIONED, COVERED WITH VALVET.) |  |  |  |  |
| 47 | White Chalks (PACK OF 12 SMALL BOXES, EACH OF 20 STICKS.) |  |  |  |  |

|  |  |  |
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**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IFB Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Items** | **Description** | **Quantity** | **Unit price**  **Delivered**  **duty paid**  **(DDP)** | **Unit Price in words** | **Total** |
| **SCHOOL LIB: & LABORATORY ITEMS** | |  |  |  |  |
| 01 | Comprehensive English to Sindhi Dictionary |  |  |  |  |
| 02 | Comprehensive English to Sindhi Dictionary (SIZE 6” X 8”, HARD BOUND, 840 PAGES NEW EDITION) |  |  |  |  |
| 03 | Comprehensive English to Urdu Dictionary (SIZE 6”X9”, HARD BOUND, APPROX 475 PAGES) |  |  |  |  |
| 04 | Islamic Book (SIZE APPROX 6” X8.5”, CARD BOUND, MINIMUM 200 PAGES) |  |  |  |  |
| 05 | Kids Magazine (SIZE 8” X10” MINIMUM 24 PAGES) |  |  |  |  |
| 06 | Heart Model |  |  |  |  |
| 07 | Eye Model |  |  |  |  |
| 08 | Bran Model |  |  |  |  |
| 09 | Story Book (SIZE 7”X9”, CARD BOUND, APPROX 24 PAGHES) |  |  |  |  |
| 10 | MODEL of Teeth |  |  |  |  |
| 11 | Sindhi Boli jo Grammar (SIZE 5.5” X8.5”, CARD BOUND, 300 PAGES) |  |  |  |  |
| 12 | Shah-Jo-Risalo (SIZE 7”X10”, HARD BOUND, APPROX 425 PAGES) |  |  |  |  |
| 13 | Model of Stomach |  |  |  |  |

**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IFB Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Items** | **Description** | **Quantity** | **Unit price**  **Delivered**  **duty paid**  **(DDP)** | **Unit Price in words** | **Total** |
| 1 | Cricket stamp / wickets  (30" SET OF THREE WICKETS) |  |  |  |  |
| 2 | Cricket Ball (Lather, CORCL BALL, STANDARD SPEC) |  |  |  |  |
| 3 | Cricket Ball Plastic |  |  |  |  |
| 4 | Cricket Ball SOFT(TENNIS BALL STANDARD SIZE) |  |  |  |  |
| 5 | Air Pump (MANUAL PUSH TYPE) |  |  |  |  |
| 6 | Foot ball (28" CIRCUMFERENCE, GOOD QUALITY) |  |  |  |  |
| 7 | Bad Minton Net (22' LONG) |  |  |  |  |
| 8 | Bad Minton Racket (PAIR OF TWO, GOOD QUALITY ) |  |  |  |  |
| 9 | Shuttle Cock FEATHER (PACK OF SIX) |  |  |  |  |
| 10 | Shuttle Cock Plastic (PACK OF SIX). |  |  |  |  |
| 11 | Stop Watch (DIGITAL TYPE) |  |  |  |  |
| 12 | Volley Ball (26" CIRCUMFERENCE, GOOD QUALITY) |  |  |  |  |
| 13 | Whistle for Refry (STEEL, GOOD QUALITY) |  |  |  |  |

2. **Bid Security Form**

Whereas *[name of the Bidder)* (hereinafter called "the Bidder") has submitted its bid dated *[date of   
submission of bid)* for the supply of *[name and/or description of the goods)* (hereinafter called "the Bid").

KNOW ALL PEOPLE 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 unto *[name of Procuring   
agency)* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly   
to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these

presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_\_\_\_\_\_ day of 20

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, having been notified of the acceptance of its Bid by the Procuring agency during   
the period of bid validity:

(a) fails or refuses to execute the Contract Form, if required; or (b) fails or refuses to furnish   
the performance security, in accordance with the

Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first   
written demand, without the Procuring agency having to substantiate its demand, provided that in   
its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the   
occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including Thirty (30) days after the period of   
bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[signature)*

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**3. Contract Form**

THIS AGREEMENT made the \_\_ day of 20 \_\_ between *[name of Procuring Agency]*of *[country of Procuring agency]* (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.,

*[brief description of goods and services]* and 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)

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**4. Performance Security Form**

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 20 \_\_ 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}*

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1. 

**5. Bank** Guarantee **for** Advance Payment

To: *[name of Procuring agency}*

*[name of Contract}*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which   
amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and   
address of Supplier}* (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank   
guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an   
amount of *[amount of guarantee in figures and words).*

We, the *[bank or financial institution},* as instructed by the Supplier, agree unconditionally and irrevocably   
to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its   
first demand without whatsoever right of objection on our part and without its first claim to the   
Supplier, in the amount not exceeding *[amount of guarantee in figures and words}.*

We further agree that no change or addition to or other modification of the terms of the Contract to be   
performed there under or of any of the Contract documents which may be made between the Procuring   
agency and the Supplier, shall in any way release us from any liability under this guarantee, and we   
hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by   
the Supplier under the Contract until *[date}.*

Yours truly,

Signature and seal of the Guarantors

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[name of bank or financial institution}*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[address}*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[date}*

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**6. Manufacturer's Authorization Form**

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

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 negotiate and sign the   
Contract with you against IFB 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 15 of the General Conditions of   
Contract for the goods offered for supply by the above firm against this Invitation for Bids.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[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.

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