

Bidding Documents

For

Procurement of Books

**For Govt. English Medium School in
Cambridge System in Different Districts of
Sindh**

**OFFICE OF THE PROJECT DIRECTOR
PROJECT MANAGEMENT & IMPLEMENTATION UNIT**

**SCHOOL EDUCATION DEPARTMENT
KARACHI**

(FINANCIAL PROPOSAL)

Part Two

Sample Forms

1. BID FORM
2. PRICE SCHEDULES.....
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4. CONTRACT FORM.....
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RECEIPT

Issued to M/s. _____

Rs. _____ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. _____ Date _____

PROJECT DIRECTOR
Project management & Implementation Unit
Karachi

1. Bid Form and Price Schedules

Date: _____

IFB N: _____

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 Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 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.

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	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule in Pak. Rupees

Name of Bidder _____ . IFB Number _____ . Page of _____

1	2	3	4	5	6
Item	Description	Quantity	Unit price Delivered duty paid (DDP)	Unit Price in words	Total
1	Primary Global English 1-6	750			
2	Cambridge Reading Adventures	750			
3	Express English	750			
4	Cambridge Primary Mathematics	750			
5	I Did It Mathematics	750			
6	Cambridge Primary Science	750			
7	Inspiring Science	750			
8	Cambridge Global English 7-9	750			
9	Introduction to English as a Second Language	750			

10	Express English	750			
11	Cambridge Checkpoint Mathematics	750			
12	I Did It Mathematics	750			
13	Cambridge Checkpoint Science	750			
14	Inspiring Science	750			
15	Cambridge IGCSE* Core English as a Second Language	750			
16	Cambridge IGCSE* English as a Second Language	750			
17	Success International English Skills for IGCSE	750			
18	Recycling Advanced English	750			
19	Cambridge IGCSE* Mathematics	750			
20	Cambridge O Level Mathematics	750			

21	Cambridge IGCSE* & O Level Additional Mathematics	750			
22	Cambridge O Level Statistics	750			
23	Cambridge Breakthrough to CLIL Biology	750			
24	Cambridge Breakthrough to CLIL Chemistry	750			
25	Cambridge Breakthrough to CLIL Physics	750			
26	Cambridge IGCSE* Science	750			
27	Cambridge IGCSE* Biology	750			
28	Cambridge IGCSE* Chemistry	750			
29	Cambridge IGCSE* Physics	750			
30	Cambridge O Level Physics	750			
31	Cambridge O Level Biology	750			

32	Cambridge IGCSE* Combined and Co- ordinate Sciences	750			
33	Cambridge IGCSE* Physics Science	750			
34	Cambridge IGCSE* and O Level Environment Management	750			
35	Cambridge International AS and A Level Mathematics	750			
36	Cambridge Pre-U Mathematics	750			
37	Cambridge International AS and A Level Science	750			
38	Cambridge International AS and A Level Chemistry	750			
39	Cambridge International AS and A Level Physics	750			
40	Cambridge International AS and A Level Biology	750			
41	Cambridge International AS and A Level Marine Science	750			

42	Cambridge Pre-U Physics	750			
43	Cambridge Pre-U Biology	750			
44	Cambridge Pre-U Chemistry	750			
45	ICT Starters	750			
46	Click Start	750			
47	Coding Ciub	750			
48	Cambridge IGCSE* ICT	750			
49	Cambridge IGCSE* and O Level Computer Science	750			
50	Cambridge IGCSE* Geography	750			
51	Cambridge IGCSE* History	750			
52	Cambridge IGCSE* Development Studies	750			
53	Cambridge IGCSE* Economics	750			

54	Cambridge O Level Economics	750			
55	Cambridge IGCSE* Business Studies	750			
56	Cambridge IGCSE* and O Level Business Studies	750			
57	Cambridge IGCSE* Accounting	750			
58	Cambridge O Level Principles of Accounts	750			
59	Cambridge O Level Commerce	750			
60	Cambridge IGCSE* Travel and Tourism	750			
61	Cambridge IGCSE* Sociology	750			
62	Cambridge IGCSE* and O Level Global Perspectives	750			
63	Cambridge IGCSE* French as a Foreign Language	750			
64	Cambridge IGCSE* Mandarin as a Foreign Language	750			

65	Cambridge IGCSE* Spanish as a Foreign Language	750			
66	Cambridge IGCSE* Spanish as a First Language	750			
67	Cambridge IGCSE* Arabic as a First Language	750			
68	Cambridge O Level Urdu as a Second Language	750			
69	Cambridge International AS Level History	750			
70	Cambridge International AS and A Level Economics	750			
71	Cambridge International AS and A Level Business	750			
72	Cambridge International AS and A Level Accounting	750			
73	Cambridge International AS and A Level Travel & Tourism	750			
74	Cambridge International AS and A Level	750			

	Sociology				
75	Cambridge International AS and A Level Global Perspectives	750			
76	Thinking Skills	750			
77	Critical Thinking and Problem Solving	750			
78	Structuring Drama Work	750			
79	Visual Arts for the IB Diploma	750			
80	The Cambridge Teacher Series	750			
81	The Cambridge Education Research Series	750			
82	Teaching Probability	750			
83	Mathematical Thinking	750			
84	Teaching Shakespeare	750			

85	Suniay, Parhiay aur Rung Bhariay	750			
86	Alif Bay Pay Geet aur Awazain	750			
87	Agar Nagar Ki Nanhi Nazmain	750			
88	Parhiay aur Seekhiay	750			
89	Huroof Ki Kahaniyan	750			
90	Urdu Khushkhati Silsila	750			
91	Gulistan-e-Urdu	750			
92	Nardban-e-Urdu	750			
93	Urdu Ka Guldasta	750			
94	Urdu Reading Scheme	750			
95	Oxford Urdu Silsila	750			
96	Cambridge O Level First Language Urdu	750			

97	Cambridge O Level Second Language Urdu	750			
98	Hamari Urdu	750			
99	Laddu Paida Hua	750			
100	Layla aur Munni Guriya	750			
101	Bachan Kay Geet	750			
102	Anna Bua Ki Kahanian	750			
103	Aik Chaman Kay Phool hain Saaray	750			
104	Bachon Ka Adabi Khazaana	750			
105	Roshni Kay Meenar	750			
106	Zikr Hamari Riwayaton Ka	750			
107	Azeem Pakistani	750			
108	A Childern's History of Sindh	750			

109	Bhooli Bisri Suni Sunai	750			
110	Abdul Sattar Edhi	750			
111	Mohtarma Fatima Jinnah	750			
112	Sauwli Sindhi Set of 5 Books	750			
113	Oxford Childern's Colour Dictionary	750			
114	Oxford English Dictionary for Schools	750			
115	Oxford English for Cambridge Primary	750			
116	Oxford English Grammar Course	750			
117	Oxford English-Urdu Dictionary	750			
118	Oxford First Dictionary	750			
119	Oxford History for Pakistan	750			
120	Oxford International English	750			

121	Oxford Junior Dictionary	750			
122	Oxford Junior Illustrated Dictionary	750			
123	Oxford Learner's French Dictionary	750			
124	Oxford Learner's German Dictionary	750			
125	Twelfth Night	750			
126	Macbeth	750			
127	Romeo and Juliet	750			
TOTAL					

Total Price in Word: _____

Signature of Bidder: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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 twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature]

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)

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]

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 thereunder 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]

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.