

# **Bidding Documents**

**For**

## **Procurement of Science Material**

**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)**

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## Part Two

### Sample Forms

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

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

PROJECT DIRECTOR  
Project management & Implementation Unit  
Karachi

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## 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”)

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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\_\_\_\_\_.

\_\_\_\_\_  
*[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	Am-Meter Bench Type ED 205 triple range China / Equivalent	525			
2	Volt Meter Bench Type ED 205 triple range / Equivalent	525			
3	Am Meter Small China	225			
4	Volt Meter Small China	180			
5	Beaker 1000ml China / Equivalent	750			
6	Beaker 100ml China / Equivalent	750			
7	Beaker 250ml China / Equivalent	600			
8	Beaker 200ml China / Equivalent	120			
9	Beaker 300ml China / Equivalent	90			

10	Beehive Shelf	525			
11	Bench wooden Small	525			
12	Bunsen Burner Best Heavy	525			
13	Burette 50ml China / Equivalent	750			
14	Burette Clamp	150			
15	Spectro Meter	45			
16	Capillary Tube	750			
17	Different Charts for Class Room	2700			
18	China / Equivalent Dish 60cc	750			
19	Compass Small 3/4"	525			
20	Concave Mirror	525			
21	Conical Flask 250ml China / Equivalent	750			

22	Conical Flask 500ml China / Equivalent	750			
23	Convex Lens	525			
24	Drawing Board Best Pulley	525			
25	Stop Watch Digital	525			
26	Test Tube 3" China / Equivalent	1500			
27	Test Tube 6" China / Equivalent	1500			
28	Test Tube Brush	750			
29	Test Tube Holders	750			
30	Test Tube Stand Fine Quality	750			
31	Thermometer 360c	750			
32	Thermometer 110C	750			
33	Thistle Funnel	525			

34	Tripod Stand	750			
35	Cylinder 1000ml China / Equivalent	525			
36	Cylinder 100ml China / Equivalent	525			
37	Cylinder 250ml China / Equivalent	525			
38	Cylinder 500ml China / Equivalent	525			
39	Flat Bottom Flask 250ml	525			
40	Funnel 3"	525			
41	Fusion Tube Germany	525			
42	Galvanometer ED 205 China / Equivalent	525			
43	Gas Jar	525			
44	Gas Jar Cover w/Hole or W/o Hole	525			
45	Glass Prism 1 -1/2"	525			



46	Glass Slab	525			
47	Hooks Law Apparatus With Slotted Weight	525			
48	Iron Bob Different Sizes (Set of 3)	525			
49	Iron Stand Big Size	525			
50	Iron Stand Medium Size	525			
51	Litmus Paper R/B	525			
52	Magnifying Glass 75mm	525			
53	Meter Rod Full	525			
54	Meter Rod Half	525			
55	Microscope Student China / Equivalent	405			
56	Milli / Micro Am Meter ED 205China / Equivalent	525			
57	Pipette Germany Bulb Type 10ml	525			

58	Pipette Germany Bulb Type 25ml	525			
59	Round Bottom Flask 250ml China / Equivalent	525			
60	Round Bottom Flask 500ml China / Equivalent	525			
61	Triangular File China / Equivalent	525			
62	Trough 8"	525			
63	Uprights Stand	525			
64	Vernier Calliper-0- 150mm China / Equivalent	525			
65	Optical Bench Metal Best	525			
66	Pendulum Bob (Set of 3)	525			
67	Photo Cell Apparatus	525			
68	Physical Balance China / Equivalent	525			
69	Pinch Cock	525			

70	Plane Mirror with Stand Wooden	525			
71	Platinum Wire	525			
72	Plumb Line Brass	525			
73	Power Supply	525			
74	S. Pulley Brass Simple	525			
75	S.G Bottle 25ml Best	525			
76	Sand Bath Copper	525			
77	Sand Paper	525			
78	Screw Gauge 25mm China / Equivalent	525			
79	Slide Glass Plain China / Equivalent	525			
80	Water Bath Copper	270			
81	Reagent Bottle 60ML	180			

82	Screen For Projector 60 x 60 inch with adjustable Tripod	30			
83	Weight Box China / Equivalent	525			
84	Weight Hanger-100g	525			
85	Wire Connecting w/Clips	525			
86	Wire Gauze	525			
87	Wolf Bottle	525			
88	Water Distillation Plant 10 Liters	45			
89	2Cell Holder	150			
90	Connecting Lead & Crocodile clips	150			
91	Aqueous ammonia	7500ml			
92	Aqueous barium Nitrate	7500gram			
93	Aqueous potassium dichromate	7500 gram			

94	Aqueous potassium iodide	7500 gram			
95	Aqueous potassium manganate	3750 gram			
96	Aqueous silver nitrate	375 gram			
97	Aqueous Silver hydroxide	7500 gram			
98	Hydrochloric acid	7500 ml			
99	Limewater	7500 ml			
100	Nitric acid	7500 ml			
101	Sulfuric acid	7500 ml			
102	Iodine	1500 gram			
103	Aluminium foil	15 pkt			
<b>TOTAL</b>					

Total Price in Word: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

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

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## 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.

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*[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)

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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]*

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*[address]*

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*[date]*



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## 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

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*[name of bank or financial institution]*

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*[address]*

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*[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.

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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.