

# TENDER DOCUMENT

- Annual Maintenance/ Repair contract for CT-Scan Canon (Toshiba) CT-Scanner Model Alexion Edition-Access (4 Slice).
- Annual Maintenance/ Repair contract for CT-Scanner Model Aquilion-64.

**(Single Stage One Envelope Procedure)**



Issued By

Account Section Medical Superintendent  
Office Saidu Wing

Saidu Group of Teaching Hospital, Swat  
Khyber Pakhtunkhwa, Pakistan

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OFFICE OF THE MEDICAL SUPERINTENDENT  
SAIDU GROUP OF TEACHING HOSPITAL, SWAT  
Phone # 0946-9240126 Fax # 0946-9240122 Email: mssthsawat@yahoo.com

**Under National Competitive Bidding (NCB) For the Financial Year 2023-24**

Office of the Medical Superintendent Saidu Group of Teaching Hospital, Swat invites sealed bids under National Competitive Bidding from reputed national / manufacture and authorized agents for procuring of following heads, items etc, to meet the requirement of the hospital. through Single Stage-One Envelope bidding procedure on FOR Basis as per Rule 06 (2a) of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014, for financial year 2023-24. The rates will be valid till 30 June 2024 as per KPPRA Rule 31(A) framework contract.

S#	Name of Items	CDR as Security Deposit (Rs)
1.	Medical Gas Re-Filling	10,00,000
2.	Purchase of Lab chemicals and blood bank Items	600,000
3.	Car Parking Saidu Wing (Monthly Rent)	500,000
4.	Annual Maintenance/ Repair contract for CT scan 64	500,000
5.	Annual Maintenance/ Repair contract for Alexion VRV System	500,000
6.	Annual Maintenance/ Repair contract for Elevators Machine	500,000
7.	Annual Maintenance & Repair of Building	500,000
8.	Hospital Canteen Central Wing Monthly Rent	500,000
9.	Canteen TMO (Training Medical Officers) Hostel Monthly Rent	50,000
10.	Purchase of X-Ray films different sizes	100,000
11.	Washing Charges	20,000
12.	Purchase of Tyres and Tubes	20,000
13.	Purchase of Sanitary items	20,000
14.	Purchase of hardware items	20,000
15.	Purchase of HV-AC Tools items	20,000
16.	Purchase of Electric Items	20,000
17.	Purchase of Stationery Items	20,000
18.	Purchase of Printing Items	20,000
19.	Purchase of Bedding Clothing Items	20,000
20.	Purchase of Surgical & Disposable Items	20,000
21.	Purchase of Contingency Items	20,000
22.	Purchase of Computer Toner Items	20,000
23.	Purchase of Computer and I.T Accessories	20,000
24.	Purchase of Anesthesia OT Items	20,000
25.	Purchase of Plumber Tools Items	20,000
26.	Purchase of Welding Tools Items	20,000

1. The rates approved will remain effective till **30-06-2024**.
2. Bidding documents can be obtained from Purchase & Procurement Department Saidu Group of Teaching Hospital, Swat in personal representatives during office hours before the tender opening.
3. Original company prescribing letter pad sealed & signed (Every Page) should be submitted corporatized print in words & figures (**Hand Writing tender would be rejected**).
4. Tender opening will be held on **26-06-2023**, in the Conference Room of Purchase Committee, at 11:00 am.
5. Bids shall be delivered at the address given below before 10:30 am **26-06-2023**.
6. Any bids received late shall be rejected as per KPPRA rules (37-4).
7. All the firms shall be registered with Khyber Pakhtunkhwa Revenue Authority (KPRRA) where applicable.
8. Tender/bid will be opened by the tender / selection committee of Saidu Group of Teaching Hospital, Swat, in front of Firm / bidders in the conference room of Purchase Committee.
9. The firm must be on FBR Active Tax payer list.
10. The taxes will be deducted as per rules.
11. The firms must provide detail of NTN #, Sales Tax #, Income Tax # and professional Tax # & all other Taxes to Saidu Group of Teaching Hospital, Swat.
12. No conditional tender will be acceptable.
13. During Selection of the above heads the firms shall bring the sample (Mandatory).

**Note:** - *The competent authority has the right to reject all bids under the rule 47 of the Khyber Pakhtunkhwa, Public Procurement Regulatory Authority (KPRRA) Procurement Rules 2014.*

Bid submission / Opening:  
Office of the Medical Superintendent Saidu Group of Teaching Hospitals, Swat  
Telephone 0946-9240126-27 fax No.0946-9240122

Signature of CEO Bidder

Dated \_\_\_ / \_\_\_ /2023

# METHOD OF PROCUREMENT

Single stage - one envelope procedure. -

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

Signature of CEO Bidder

Dated \_\_\_\_ / \_\_\_\_ / 2023

## Terms & Conditions

For Services Maintains Contract of Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 Slice For Financial Year 2023-24

1. The contract will be for the period of one year for financial year 2023-24 from the date of issuance of contract, further extendable for further 01 year if agreed by both parties on the satisfactory report by the end user and Bio Medical Engineer.
2. Sealed bids are invited from the reputed firms, with established credential in terms of technical, financial and managerial capabilities and registered with income & sale tax departments for the Annual Service and Maintenance contract of C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 with all parts including (X-Ray Tube and consumable).
3. The firm will be bound for the Service & Maintenance with all parts including Tube of the mentioned equipment during the contract period.
4. The sealed bids are required to be brought in person by the authorized representative of the interested bidders on the proposed dates and to be dropped in the tender box by the closing time. The late arrivals and bids sent by post will not be entertained. The tenders will be opened by the purchase committee in the presence of the bidders or their authorized bidders (who choose to be present) in the Committee Room of Saidu Group of Teaching Hospital, Swat.
5. Offer of the firm not quoting rates both in words/figures shall not be considered for competition.
6. Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored.
7. The offer must be in Pak Rupees.
8. **Technical Evaluation Criteria**
  - For evaluation of bids KNOCKED DOWN CRITERIA will be applied.
  - The firm must provide Valid Authorization letter and spare parts availability certificate from original manufacturer.
  - Infrastructure for execution of after sales services mentioned by the bidder shall be evaluated for its suitability as per provisions given in specification of other requirements mentioned in the bidding documents.
  - The firms shall also declare the make, model, country of origin of all accessories to be replaced with new one of the C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64.
  - An affidavit from bidders shall be submitted on stamp paper of Rs.100/- stating that their firm (s) has never been blacklisted by any of the Federal and Provincial Government or organizations of the State/ Central Government in Pakistan in the past three years.
  - Bidders are required to submit the following information in the following format along with documentary evidence as under.

a) **Profile of the Bidder**

Sr. #	Particulars		
1.	Name of the company		
2.	Registered Office		
	Address		
	Office Telephone Number		
	Fax Number		
3.	Contact Person		

	Name		
	Personal Telephone Number		
	Email Address		
4.	Local Office if any		
	Address		
	Office Telephone Number		
	Fax Number		
5.	Bid Signing Authority		
	Name		
	Address		
	Personal Telephone Number		
	Email Address		
	Please enclose Authorization or power of Attorney to sign and submit the Bidding		
6.	Address for communication under the current bidding		
7.	Registration Details		
	NTN Registration Number		
	GST Registration Number		
	Banker's Name, Address and Account Numbers		

**b) Bid Security**

Sr. #	Particulars	Please furnish details
1.	Name of the Bank	
2.	CDR	
3.	Date	

**c) Details of Balance Sheet (Last three years)**

Sr. #	Audited Balance Sheets		
1.			
2.			
3.			
4.	Please enclose audited annual balance sheets		

**d) Details of Income Tax (Last three years)**

Sr. #	Years		
1.			
2.			
3.			
4.	Please enclose Income Tax Returns		


**d) Details about Annual Turnover (Last three years)**

Sr. #	Years		
1.			
2.			
3.			

9. For the public interest the institution authority reserves the rights to cancel the work order without any assigning any reason.
10. The payment will be made through cheque which will be issued by the Medical Superintendent Saidu Group of Teaching Hospital, Swat, on production of satisfactory report / certification from the End-user as well as from Bio Medical Engineer, Saidu Group of Teaching Hospital, Swat.
11. In case of any dispute and violation of aforementioned clauses of the agreement, the decision of the Institution will be final.
12. The firm will be bound to replace the brand new parts after proper entry into the stock register of the store and duly checked & verified by Authority and Bio Medical Engineer of this hospital prior to be replaced/ installed in the relevant equipment.
13. The envelopes must be properly sealed.
14. In case the offer is withdrawn, amended or revised during the validity period of the offer, the earnest money is liable to be forfeited.
15. The Medical Superintendent, Saidu Group of Teaching Hospital, Swat reserves the right to claim compensation for the loss caused by the delay or damage during repair process.
16. Tenders should be addressed to the Medical Superintendent Saidu Group of Teaching Hospital, Swat.
17. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening the tenders shall be entertained.
18. Tenderer should indicate in their tenders, the complete address of office as well as workshop.
19. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed and stumped by the person signing the tender. Moreover, all pages of the tender must also be properly signed, offers with any over-writing shall in no circumstances be accepted.
20. The firm quoting the rates must be registered with the Income Tax Department and Sales Tax Department.
21. All rates must be quoted including Sales Tax.
22. The firm / bidder quote the rate with parts (if any).
23. Any offer not fulfilling any terms and condition shall be straight way rejected.
24. Offer of the firm not quoting rate both in words / figures shall be rejected.
25. The firm must have past performance in the relevant field. The certificate must be attached to this effect.
26. **NO OFFER SHALL BE CONSIDERED IF:**
  - i. It is received after the time and date fixed for its receipt
  - ii. The tender is unsigned.
  - iii. The offer is ambiguous.
  - iv. The offer is conditional.
  - v. The offer submitted JVA.
  - vi. The offer is from a firm black listed by any Govt. authority.
  - vii. The offer is received by the telegram/fax.
  - viii. The offer is received with shorter validity than required in the tender enquiry.
  - ix. The offer is without copy of registration of sales tax and income tax.
  - x. The offer is without call deposit already mentioned in the tender advertisement.
  - xi. The firm shall keep the stock of all the spare parts to minimize down time: If any part or parts of the C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 become unserviceable during the contract period, it shall be promptly replaced with a new part / parts.
  - xii. The service record of each C.T. Scanner Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 including details of parts replaced or any additional information that the authority may require shall be maintained at the end of concerned firm and end user/ bio medical engineering.
  - xiii. The firm will base a permanent technical person whole time in KPK.

27. The firms shall be bound to hand over the part or parts replaced, to the concerned department under proper report and detail of entry of such parts in breakage book.
28. The firm shall be bound to keep up time of C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 of (95%) uptime during the period of contract. It will be the responsibility of the firm failing which the down time calculated by the Radiology Department and firm on the log book duly verified by Bio- Medical Engineer of Saidu Group of Teaching Hospital, Swat. The down time will not be paid.
29. The following formula will be applied for down time calculation.
  - I. 100-95% No penalty.
  - II. 95-85% the service contract will be extended by 2 times the number of days as extra down time.
  - III. 85-75% the service contract will be extended by 3 times the number of days as extra down time.
  - IV. 75% or below the service contract will be extended by 4 times the number of days as extra down time.
  - V. Planned preventive maintenance (PPM) will not be considered as downtime.
  - VI. The firm shall be bound to keep the system fully functional during office hours defined as the hours of 03:00 AM to 05:00 PM Monday to Friday except gazetted Holidays. The down time calculation will be on the basis of 365 days a year.
30. Performance of the firm and bills of firm will be cleared on the satisfactory report of the firm duly satisfied by Head of Radiology Deptt and Bio-Medical Engineer of Saidu Group of Teaching Hospital, Swat of every quarter of the contract.
31. Quoting firm would not be allowed to withdraw his offer during the contract period.
32. The decision of the committee / authority will be considered as final and would be decided as per law.
33. Tender form should be signed for acceptance of terms and conditions by the tenderer and submit along with quotation.
34. Tender must be submitted under sealed cover.
35. Firms should indicate in their tenders, the complete address of the office and workshop with telephone No. and cell No.
36. The tenderers must have their own workshop physically and can be checked at any time by the committee / authority. In case of bogus information and if the workshop does not exist physically, then the tender will be cancelled. CDR and security will be forfeited and the firm will be blacklisted.
37. The contract is subject to agreement in writing on judicial paper worth Rs. 1200/-. It should be made within 07 days after the finalization of contract. In case of failure the contract will be cancelled and call deposit/security will be forfeited.
38. The firm shall pay the income tax chargeable @ prescribed by the Government (if any) and all other taxes levied during their contract period, will also be paid by the firm.
39. The firm will abide by any condition, rules and regulations issued from the Govt. of the Punjab or any competent authority during the period of contract.
40. The firm shall be bound to complete the repair, service and maintenance work of C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 inside the hospital premises. If any part is needed to take outside hospital premises for repair work it should be done only with prior permission from the authority.
41. In the light of section 22(a) of schedule-I of Stamp Duty Act 1899 read with Finance Act 1995 (Act VI of 1995), the firm will pay stamp duty on the amount of the contract.
42. Call deposit / security will be released after the expiry of contract period and satisfactory report from the end user / bio medical engineer.

43. In case of violation of any terms and conditions of the contract / agreement the call deposit / security will be forfeited and the firm will be blacklisted.
44. In case of any dispute and violation of aforesaid clause of the agreement the decision of the Medical Superintendent Saidu Group of Teaching Hospital, Swat will be final and will not be challenged in any court of Law.
45. The firm will be bound to repair, service and maintenance of the C.T.Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 from the fully qualified/trained engineers.
46. The bidder should have at least Five (05) foreign trained engineers on CT-Scanner, documentary proof should have to be provided in this regard.
47. Quoting firm is required to provide certificate from manufacturer that firm will provide Field Modification Instruction (FMI) / Software up-gradation as and when required / advised by the original manufacturer. There should be confirmation from Factory.
48. The firm will be bound to repair, service and maintenance of the C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 within prescribed period according to the satisfaction of the End user & Bio Medical Engineer, failing in 95% uptime, the contract can be extended free of cost. Old parts / replaced parts will be handed over to the firm under proper receipt.
49. The firm will be bound to make the C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64 fully functional according to the satisfaction of the Head of Radiology Department, failing which payment will not be made.
50. The firm will be responsible to rectify any loss occurred during its repair /service, at its own cost and expenses.
51. The firm will directly be responsible for maintaining and full functioning of the C.T. Scanner Model Canon (Toshiba) CT-Scanner Model (Canon, Toshiba) Alexion Edition-Access (4-Slice) & (Canon, Toshiba) Aquilion-64, in case of replacement of any part / parts, the firm is bound to inform Bio-Medical department & Radiology Department and will also include it in Log book held by Department.
52. The response time of the firm for any complaint or any non-functionality of the machine in whatever condition is 24 hours.
53. Firm must have tools, calibration equipment regarding repair and calibration of C.T Scan and a certificate must be provided regarding list of calibration tools.
54. The services agreement is payable in 04 equal installments per year.
55. The company should have proper workshop with required test tools for calibration for the system which can be verified by the hospital if required.
56. Manufacture confirmation that factory technical support will be available in case of a major fault.

  
 Medical Superintendent  
 Saidu Teaching Hospital, Swat

*B.A.*

**UNDERTAKING**

**It is certified that the above terms & conditions have been read, learned & accepted.**

Signature of CEO Bidder

Dated \_\_\_\_ / \_\_\_\_ /2023



## CHECK LIST FOR SUPPORTING DOCUMENTS

Bidder Name: \_\_\_\_\_

S.No	Item Name	Yes	No
1.	Original CDR (Bid Security)		
2.	Tender Documents for Record. Offered terms as per attached proposal.		
3.	Price Schedules/Quotation with Computerized Print		
4.	Copy of FBR Active Income Tax Certificate Attached		
5.	Copy of FBR Active Sales Tax Certificate Attached		
6.	Copy of Professional Tax Certificate.		
7.	Copy of NTN Certificate.		
8.	Company Bank Account Maintenance Certificate.		
9.	Financial Capabilities (Last Three Year)		
10.	Copy of KPPRA Certificate Attached		
11.	Non Black Listing Certificate Attached Proved on Affidavit RS 100/-		
12.	Copy OF Experience Certificate of Five Year Govt/Private Hospital		
13.	Copy of Manufacturer's Authorization Form		
14.	Copy of Spare parts availability certificate from original manufacturer.		
15.	Copy of ISO Certification.		
16.	Company Profile.		
17.	Copy of Company Registration Certificate.		
18.	List of Technical Staff.		
19.	List of Test Tools		
20.	Services Maintenance Contract Proposal.		
21.	Availability of Office, Workshop in KPK.		

**Note:** *Submit document as per mentioned check list incase if the bidder filled or not submitted above mention required documents will be rejected. The above copy of certificate should be attested stamped & sign from the CEO/Authorized bidders. All above mention mandatory documents will be submitted annexure wise.*

Signature of CEO Bidder

Dated \_\_\_\_ / \_\_\_\_ /2023

*P. Qureshi*

# PRICE SCHEDULES

(To be printed computerized at company letter head)

To,

Medical Superintendent

Saidu Group of Teaching Hospital, Swat.

Subject:-

**Financial Proposal for services maintenance contract of canon (Toshiba)  
CT-Scanner Model Aquilion-64**

S No	Method of Contract	Specifications of Items	Charges in PKR	
			Figure	Words
1.	A1	Service And Maintenance canon (Toshiba) CT-Scanner Model Aquilion-64 with parts including X-Ray Tubes & all other consumable items		
	A2	Service And Maintenance canon (Toshiba) CT-Scanner Model Aquilion-64 with parts without tube & other consumable items.		
2.	A1	Service And Maintenance canon (Toshiba) CT-Scanner Model Alexion Edition-Access (4-Slice) with parts including X-Ray Tubes & all other consumable items		
	A2	Service And Maintenance canon (Toshiba) CT-Scanner Model Alexion Edition-Access (4-Slice) with parts without tube & other consumable items.		

**Note: -** The rate will be quoted computerized both figure & words and included all applicable taxes.

- The Purchase committee will be decided that contract will be awarded to successful bidder above method of contract A1 or A2.
- Contract will be awarded to successful & lowest bidder.

Signature of CEO Bidder

Dated \_\_\_\_ / \_\_\_\_ /2023



# WARRANTY/GUARANTEE CERTIFICATE

Firm Name: \_\_\_\_\_

Contract No: \_\_\_\_\_

1. I hereby guarantee that the items supplied against the above contract are in accordance with the relevant specifications and terms of the contract and that material used (whether or not of our manufacture) are in accordance with the latest approved standard specifications are of good quality throughout, and that we shall replace free of cost, every Parts/Disposable or part thereof which before use or in use, shall be defective or not within the limits and tolerance of specifications requirements, or in any way not in accordance within the terms of the contract.
2. In case of our failure to replace the defective Items free of cost within the period specified by the purchaser, we will refund the cost involved.

Signature of CEO Bidder

Dated \_\_\_\_/\_\_\_\_/2023

# Contract Agreement

(To be enclosed with Bid Document)

THIS CONTRACT is made at \_\_\_\_\_ day of \_\_\_\_\_ between the Saidu Group of Teaching Hospital, Swat (hereinafter called the "Purchaser") of the First Part and M/S \_\_\_\_\_ a firm registered under the laws of Pakistan and having its registered office at \_\_\_\_\_. (Hereinafter called the "Supplier") of the Second Part.

WHEREAS the Purchaser invited bids for procurement of items, in pursuance whereof M/S \_\_\_\_\_ being the supplier/manufacturer/authorized Agent of \_\_\_\_\_ (Item name) in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Purchaser has accepted the bid by the Supplier for the Contract of \_\_\_\_\_ (item name) and services in the sum of Rs (PKR) \_\_\_\_\_ cost per unit.

Whereas: the Saidu Group of Teaching Hospital, Swat is interested to Service Maintenances contract of (item name) at Saidu Group of Teaching Hospital, Swat on the following terms & conditions.

Now, therefore the party agree as under:-

1. A
2. B
3. C

IN WITNESS Whereof the Parties here to have caused this Contract to be executed at the place and shall enter into force on the day and year first above mentioned.

For & on behalf of  
(Second party)

For & on behalf of  
(First party)

Signed/sealed by the  
Supplier/authorized agent

Medical Superintendent  
Saidu Group of Teaching Hospital, Swat

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Stamp: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Witness 1 of the Second Party

Witness 1 of the Second Party

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC No: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Note:- CNIC of photo copy will be attached of both party.



**Non-Black Listing Certificate**  
(TO BE ENCLOSED WITH BID DOCUMENT)

I \_\_\_\_\_ S/O \_\_\_\_\_ working  
as Proprietor/Managing Partner/Director of M/S \_\_\_\_\_  
having its registered office at \_\_\_\_\_ do hereby solemnly of firm  
and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/Director of M/S \_\_\_\_\_
2. That M/S \_\_\_\_\_ proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/S \_\_\_\_\_ and my/our firm/group/company/ sister concern I associate company have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the University of Swat.

**(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT**

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of  
paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of  
this is false and nothing material has been concealed or falsely stated therein.

Signature of CEO Bidder

Dated \_\_\_\_/\_\_\_\_/2023

# 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.

