



**Drug Regulatory Authority of Pakistan**  
Central Drugs Laboratory, Karachi

**Tender No. CDL-02/2024**

### **INVITATION TO BID**

Drug Regulatory Authority of Pakistan (DRAP)/ Central Drugs Laboratory (CDL) invites sealed bids from authorized suppliers registered with the Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of Fourier Transform Infrared Spectrophotometer (FTIR) to CDL Karachi using single stage-single envelope bidding procedure under the Public Procurement Rules, 2004.

2. Bidding documents, containing detailed terms and conditions etc. are available at Public Procurement Regulatory Authority (PPRA)'s Online Portal e-Pak Acquisition and Disposal System (EPADS) as well as DRAP website i.e. [www.dra.gov.pk](http://www.dra.gov.pk) for free download.

3. The bids, prepared in accordance with instructions in the bidding documents, may be uploaded through EPADS i.e. [www.eporucre.gov.pk](http://www.eporucre.gov.pk) or printed bids may be submitted in the office of undersigned on or before 17<sup>th</sup> June 2024 at 11:00 AM. Bids will be opened the same day at least 30 minutes after the closing time at Central Drugs Laboratory, 4-B, SMCHS, Block B, Karachi in the presence of representatives of bidders, if they chose to attend the proceedings. This advertisement is also available on PPRA website i.e. [www.ppra.org.pk](http://www.ppra.org.pk), PPRA Online Portal i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and DRAP website i.e. [www.dra.gov.pk](http://www.dra.gov.pk).

4. Both e-bids and printed bids, duly completed and signed/ stamped by the bidders, will be accepted.

Dr. Saif Ur Rehman Khattak)  
Director CDL  
Ph.021-34392159



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## **Bidding Documents**

**For Supply of Fourier Transform Infrared  
Spectrophotometer (FTIR) to CDL Karachi**

**(National Competitive Bidding)**

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Date & Time for Submission of Proposals: As mentioned in Invitation to Bid  
Date & Time for Opening of Proposals: As mentioned in Invitation to Bid



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## **BIDDING DOCUMENTS**

### **SECTION I: INSTRUCTIONS TO BIDDERS**

#### **1. Scope of Bid**

1.1. Central Drugs Laboratory, Drug Regulatory Authority of Pakistan (hereinafter referred to as the Procuring Agency or DRAP or CDL) invites financial proposals from authorized suppliers of original manufacturers for supply of Fourier Transform Infrared Spectrophotometer (FTIR) during the financial year 2023-24 as per specifications/ technical requirements/ financial proposal at **Annex-I**.

1.2. The procurement process will be governed by the Public Procurement Rules, 2004 and the e-Pak Procurement Regulations, 2023.

1.3. The suppliers who did not fulfill the requisite specifications/ requirements and lacking certificate of authorized supplier from the original manufacturer of the given supplies are not eligible to participate in this tender.

1.4. The financial bid of an authorized supplier that complies with the prescribed specification/ terms and conditions and offers the lowest bid price will be accepted in accordance with PPRA rules.

#### **2. Preparation and submission of proposals**

2.1. 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.

2.2. Technical Bids must be submitted on prescribed form attached herewith and accompanied by supporting documents, detailed specifications, warranties disclosure, certificate of authorized reseller, literature and annexes, which shall be typed and signed by the bidder or his authorized representative. Financial proposals be prepared and submitted on prescribed financial bid form and duly signed/ stamped by authorized representative or CEO of the bidder company.

2.3. Any literature furnished by the bidder in another language shall be accompanied by an English translation, which shall govern for purposes of interpretation of the bid.

2.4. Bids may be prepared in accordance with single stage-single envelope bidding procedure as per the given instructions and submitted through the PPRA's E-Pak Acquisition and Disposal System (EPADS) as per procedure for submission of encrypted



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electronic bids in the e-Pak Procurement Regulations, 2023 or bids may be submitted in printed form, duly completed/ signed/ stamped, in the office of procuring agency as per instructions herein contained.

2.5. Technical Bid and Financial Bid separately prepared and then sealed in a single package must reach the procuring agency through EPADS or in printed form on or before the closing date as mentioned in the invitation to bid.

### **3. Bid security, performance security and penalties**

3.1. Bid security in the amount @ 5% of the total bid price in the shape of a bank draft/ pay order drawn in favor of Drug Regulatory Authority of Pakistan must be submitted with the financial bid. Bids without valid bid security shall be rejected.

3.2. Bid security of unsuccessful bidders will be released after award of contract to the successful bidders. Whereas bid security of successful bidder will be converted into performance security and retained till successful completion of the contract.

3.3. In case of delay in supplies beyond the prescribed delivery period, a penalty @ 0.5% per day maximum up to 5% of the total value of work order will be imposed and recovered from the invoice/ bill or performance security of the bidder.

### **4. Opening of bids/ financial proposals.**

4.1. The Procuring Agency will open the bids/ financial proposals in the presence of the applicants or their representatives, if they choose to attend, as per date, time and venue mentioned in the notice.

### **5. Eligibility Checklist**

<b>S. No.</b>	<b>Eligibility Evaluation Criteria</b>	<b>Requirement</b>
1.	<b>Technical Proposal/ Application Form-I</b> containing detailed specifications of the items (indicating the make, model, warranty & performance details, where applicable)	Mandatory
2.	<b>Financial Proposal/ Application Form-II</b> containing detailed specifications with units rates, quantity and total bid prices inclusive of taxes	Mandatory
3.	Registration with Tax Authorities/FBR(NTN & Sales Tax Registration Certificates	Mandatory



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4.	Copy of CNIC in case of Sole Proprietor or Copy of Firm Registration/ Partnership Deed in case of partnership firm or copy of Incorporation certificate in case of company.	Mandatory
5.	Affidavit/ undertaking on judicial stamp paper that the firm has never been blacklisted by any organization/ government.	Mandatory
6.	Earnest Money/Bid security @ 5% of the total bid price in the shape of a bank draft/ pay order drawn in favor of Drug Regulatory Authority of Pakistan (original be provided at the time of bid opening).	Mandatory
7.	Audited Statements of Accounts or Annual Tax Returns for the last three years of the firm.	Mandatory
8.	Certificate of Authorized Reseller/ Supplier issued by the original manufacturer.	Mandatory
9.	Certificate of country of origin	Mandatory

## **6. Evaluation and comparison of bids/ proposals.**

6.1. The bids/ proposals will be checked for compliance to the eligibility criteria, required technical specifications and the bids fully complied with the eligibility criteria/ technical specifications will be considered for further evaluation of financial bids.

6.2. Financial proposals will be evaluated on the basis of least-cost basis and a comparative statement of rates offered by bidders will be prepared.

6.3. The bid that is fully complied with the eligibility criteria/ required specifications and offering the lowest rates will be declared as successful bidder and offered the contract for supply of specified items as a whole during the financial year 2023-24.

## **7. Procuring Agency's Right to Accept or reject:**

7.1. The Procuring Agency reserves the right to accept or reject any or all bids/ financial proposals and to cancel the bidding process at any time prior to the award of the Contract in accordance with public procurement rules, 2004.

## **8. Announcement of results and purchase orders.**

8.1. Prior to the issuance of purchase order, the bid evaluation report will be announced to all participants in a reasonable time as well as uploaded on PPRA website as per rules.

Central Drugs Laboratory, 4-B, SMCHS, Block B, Karachi. Phone: 021-34392159



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8.2. The successful bidders who has offered the lowest rates and whose bids have been accepted will be issued purchase orders for supply of FTIR by CDL, DRAP during the FY 2023-24.

Ijaz Mustafa  
Assistant Director-V (MIS)  
Friday, 31 May, 2024, 11:31:52 AM

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Assistant Director-V (MIS)  
Friday, 31 May, 2024, 11:31:52 AM



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## **SECTION II: TERMS AND CONDITIONS OF CONTRACT**

### **1. Payments**

- 1.1. The Supplier request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the job delivered and upon fulfillment of other obligations stipulated in the Contract/ purchase order.
- 1.2. Separate invoice/ bill shall be generated for each purchase order.
- 1.3. Payments shall be made promptly by the procuring agency, but not later than thirty (30) days after submission of an invoice or claim by the Supplier.
- 1.4. Full (100 %) payment in Pak Rupees of the items supplied against each purchase order will be made upon receipt of invoices/delivery challan, after supply of the items duly verified by the concerned officer of CDL.
- 1.5. Provided that if the supplier delivered any item of inferior quality, such items will be returned and payment thereof will be deducted from invoice besides other action as per bidding document/ rules.

### **2. Taxes**

- 2.1. The Supplier will be responsible for all taxes in accordance with the laws of Pakistan. Production of Sales Tax Invoice shall be mandatory for receiving payments under the contract.
- 2.2. All taxes as per applicable rates shall be deducted at source by the procuring agency and deposited with concerned tax office. Tax deduction/ deposit certificates will be issued to the suppliers upon request.

### **3. Bid Validity and prices**

- 3.1. The bids/ rates offered by the bidders shall remain valid for minimum 120 days from the date of submission of financial bids. However, the bid validity period may be extended with the prior consent of the bidder.
- 3.2. Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its financial proposals.



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#### **4. Inspections**

4.1. The inspections may be conducted at point of delivery or at the final destination. If inspections are conducted, all reasonable facilities and assistance shall be provided by the supplier at no charge to the procuring agency.

#### **5. Force Majeure**

5.1. Either party may terminate the Contract by giving a thirty (30) days' notice to the other party for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

**6. Warranty:** Warranty period for the equipment (FTIR) shall be minimum five years from the date of delivery or as per original manufacturer's warranty. The supplier will provide full support during the warranty period including repair and maintenance of the equipment. They will also replace the associated parts without any cost for two years from the start of the warranty period, however, maintenance without any part replacement will be continued for further three years.

#### **7. Termination:**

**7.1 Termination for Default.** The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver the equipment within the period(s) specified in the contract;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract;
- (c) if the Supplier, in the judgment of the procuring agency has engaged in corrupt or fraudulent practices, as defined in Rule 19 of Public Procurement Rules, 2004, in competing for or in executing the Contract; or
- (d) if the Supplier becomes bankrupt or otherwise insolvent.

**7.2 Termination for Convenience:** The Procuring Agency, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the supplier under the Contract is terminated, and the date upon which such termination becomes effective.





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Ijaz Mustafa  
Assistant Director-V (MIS)  
Friday, 31 May, 2024, 11:31:52 AM

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**FORM-I**

## **Letter of Application**

**(THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID)**

*[Letterhead paper of the Applicant firm/ company including full postal address, telephone Nos. fax nos., telex nos., cable and e-mail address]*

Date:.....

To: **Director**  
Central Drugs Laboratory  
Drug Regulatory Authority of Pakistan  
4-B, SMCHS, Block B,  
Karachi.

Sirs,

1. Being duly authorized to represent and act on behalf of M/S ..... (hereinafter “the bidder”), and having reviewed and fully understood all the information provided, the undersigned hereby submit this tender/ bid for “**Supply of FTIR at CDL, Karachi during the FY 2023-24**”, which is strictly in accordance with the terms and conditions of tender document and fully in compliance with the specifications of items (statement of compliance to specifications is **given hereunder**).
2. Attached to this letter are copies of original documents defining:
  - (a) Registration with Tax Authorities/ FBR (NTN & Sales Tax Registration Certificates
  - (b) Copy of CNIC in case of Sole Proprietor or Copy of Firm Registration/Partnership Dead in case of partnership firm or copy of Incorporation certificate in case of company.
  - (c) Affidavit /undertaking on judicial stamp paper that the firm has never been blacklisted by any organization / government.
  - (d) Audited Statements of Accounts or Annual Tax Returns for the last three years of the firm.
  - (e) Certificate of Authorized Reseller/ Supplier issued by the original manufacturer.
  - (f) Certificate of country of origin
  - (g) Detailed specifications/ original literature of items including make, model & performance details (where applicable)
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application/ bid form. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized



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representative to verify statements and information provided in this application, or with regard to the resources and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

<b>Owner(s)/ Chief Executive of the Business/ firm</b>	
Name of Owner/ CEO:	<b><u>Other Partners:</u></b>
CNIC Number:	Name Partner 1:
Phone Number:	CNIC:
	Name Partner 2:
	CNIC:
	Name Partner 3:
	CNIC:

<b>Technical Inquiries related to the bid/ tender</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by applicants will be subject to verification of all information submitted for qualification at the time of bidding;
  - (b) your Agency reserves the right to:
    - (i) amend the scope and quantity of any item/ service under this contract; and
    - (ii) Reject any bid of firms/ companies who did not apply for all the tender items/ services;
    - (iii) reject or accept any bid, cancel the bidding process, and
  - (c) your Agency shall not be liable for any such actions at Sr. No. 5 above and shall be under no obligation to inform the Applicant of the grounds for actions.
  - (d) your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.

6. We hereby submit the specifications of supplies/ item(s) as under, which fully comply with the required specifications of the procuring agency:

S.No.	Specifications Required	Detailed Specifications offered by the Bidder Company (indicate make and model along with necessary printed literature)
1.	<b>Fourier Transform Infra-Red Spectrophotometer (FTIR)</b>	



	<ol style="list-style-type: none"><li>1. The interferometer must be permanently aligned or equivalent. Interferometer designs that require alignment (either manual or automatic) are not acceptable.</li><li>2. The interferometer should be capable of acquiring data in both scanning directions to ensure the maximum signal-to-noise ratio in the shortest possible time.</li><li>3. The interferometer must utilize retro-reflecting cube corners for instantaneous correction of instability due to mirror tilt. Systems employing electro-optical actuators (dynamic alignment) with flat mirrors to correct for interferometer instability are acceptable only if the frequency of correction is four times the Fourier frequency of the highest wavelength to be measured using the maximum scan speed of the instrument.</li><li>4. The FTIR spectrometer should have high humidity preventive beam splitter like ZnSe beam splitter and ZnSe windows should be available to cover the spectral range from 6,000 – 500 <math>\text{cm}^{-1}</math> or equivalent.</li><li>5. All mirrors should be gold-coated to maximize optical throughput in the Mid-IR spectral range or equivalent.</li></ol> <p>Signal-to-noise ratio: Typically</p>	
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	<p>&gt;40,000:1 (1 min measurement time, spectral resolution 4 cm<sup>-1</sup>) Spectral resolution: Better than 2 cm<sup>-1</sup>, optional better than 0.75 cm<sup>-1</sup>, free adjustable resolution from 0.75 cm<sup>-1</sup> to 256 cm<sup>-1</sup> or equivalent.</p> <p>6. The wavenumber accuracy should be better than or equal to 0.05 cm<sup>-1</sup>.</p> <p>7. The wavenumber precision should be better than 0.0005 cm<sup>-1</sup> or equal.</p> <p>8. The FTIR spectrometer should not have a sample compartment in which different accessories may be placed, but should consist of a basic spectrometer including the electronics and the interferometer. Modules for ATR, transmission or diffuse and specular reflection are attached to the spectrometer module to result in a dedicated spectrometer.</p> <p>9. Each spectrometer module should automatically be recognized by electronic coding.</p> <p>10. Each spectrometer module should individually be calibrated to guarantee highest wavenumber accuracy for each spectrometer configuration or equivalent.</p> <p>11. After any change of a spectrometer module a self-test</p>	
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	<p>of the spectrometer performed automatically.</p> <p>12. After any change of a spectrometer module appropriate measurement settings loaded and applied automatically.</p> <p>13. Electronic recognition of all different crystal plates for ATR should be implemented. The system should automatically load the appropriate parameter set for measurement upon the exchange of an ATR crystal plate.</p> <p>14. Diamond-ATR module:</p> <ul style="list-style-type: none"><li>a. The ATR module should include a very robust diamond crystal. The diamond crystal should be mounted in the plate by soldering. The fixation of the crystal by glue does not assure the required stability and will therefore not be accepted.</li><li>b. The diamond-ATR crystal should be monolithic to allow the measurement over the full MidIR spectral range according to the optical configuration of the spectrometer. No optical components should be used which limit the spectral range.</li></ul>	
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	<p>c. Another version of the ATR diamond crystal plate with a dish-like form for the analysis of fluids should be available. This version should also include a pressure applicator in order to measure solid samples.</p> <p>d. Another version of the ATR diamond crystal plate with a dish-like form and temperature control for the analysis of fluids should be available, too. The controller for the temperature regulation should be fully included in the spectrometer.</p> <p>e. An adaptor for flow-through measurements of fluids with the ATR diamond crystal plate should be available. Using this adaptor the samples might be injected by a syringe or applied by a pump system.</p> <p>15. All components of the spectrometer like source, laser, electronics and interferometer should be permanently monitored for correct operation. Any failures should be indicated instantly to the user.</p> <p>16. The FTIR spectrometer should be equipped with fully automated</p>	
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	<p>instrument performance tests (OQ, PQ). These automated test series should determine if the spectrometer is operating within specification.</p> <p>17. The FTIR spectrometer should be equipped with an integrated certified reference standard and fully automated instrument performance tests fulfilling PhEur 2.2.24, PhJP 2.25 and USP &lt;854&gt;.</p> <p>18. The operating software must be validated.</p> <p>19. The spectrometer software should be equipped with all necessary routines to assist laboratories that must confirm GMP standards. Extensive user management with multiple user levels, noneditable data files and complete audit trails should be provided by this software. It further should support the demands of the 21 CFR Part 11 regulation (electronic records, electronic signatures) issued by the American FDA.</p> <p>20. The spectrometer system should contain a powerful spectroscopic software that can be scaled in its appearance from very easy-to-use to function-rich.</p> <p>21. The spectroscopic spectrometer software should provide wizards for routine applications such as quality control but also for</p>	
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	<p>special applications like the analysis of diamonds &amp; kidney stones. These wizards should guide the user through the full measurement and evaluation process and should change its appearance at each step for highest convenience.</p> <p>22. The spectroscopic spectrometer software should be easy-to-use but powerful. It should control the data acquisition, data control, data evaluation and data reporting.</p> <p>23. The spectroscopic spectrometer must provide real time display of the infrared spectrum before accumulation of scans.</p> <p>24. The software must include a spectra comparison function for the verification of material identity:</p> <ul style="list-style-type: none"><li>a. The spectra comparison function shall provide a clear result stating if a tested spectrum is identified, or if it may be mixed up with other reference spectra, or if cannot be identified.</li><li>b. The spectra comparison function shall provide the option to verify an expected identity of a measured spectrum against a user-selected</li></ul>	
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	<p>reference compound in the method.</p> <ul style="list-style-type: none"><li>c. The spectra comparison function shall provide an identification option to identify a measured spectrum without defining any expectation.</li><li>d. The spectra comparison method set-up should provide the option to define one or several spectral ranges, and data-preprocessing functions, and threshold that are used for evaluation.</li><li>e. The spectra comparison method set-up should contain a validation function that verifies if every spectrum can be differentiated from the others.</li></ul> <p>25. The software must offer optional packages for dedicated applications:</p> <ul style="list-style-type: none"><li>a. Creation of customized spectral libraries and Search with spectral libraries. Next to single component search this package should allow multicomponent search and mixture analysis to be useful for analyzing spectra showing contributions of several components.</li></ul>	
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	<p>b. Structure editor and search of structures in libraries</p> <p>c. Identification of substances and substance classes. The identification software package must include cluster analysis and an unlimited number of hierarchical structured libraries.</p> <p>d. Quantification of substances using the PLS algorithm. The quantification software package must have self-optimizing calibration models.</p> <p>26. As well the measurement as the processing and evaluation of the spectra including the generation of reports has to be performed with one integrated software program. This includes performing advanced evaluation functions like multivariate quantification (partial least squares, PLS), factorization (principle component analysis, PCA), curve fit and interactive peak picking. The need to use different software programs for measurement and data evaluation is not accepted.</p> <p>27. The software should provide customizable work spaces.</p> <p>28. All spectral data resulting from one measurement must be stored within one single file.</p>	
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	<p>Additionally the results of manipulations (e.g. calculation of derivatives) and evaluations (e.g. peak picking, quantification) performed on this data shall be stored in the same spectrum file for easy data handling and well-arranged filing.</p> <p>29. An advanced ATR correction function must be available that includes the correction of:</p> <ul style="list-style-type: none"><li>a. anomalous dispersion of sample refractive index (even if the critical angle requirement is not met)</li><li>b. wavelength dependence</li><li>c. wavenumber shifts</li><li>d. The function must allow correction of anomalous dispersion effects of dark/high absorbing sample in diamond ATR-spectra. As a result the use of Germanium as crystal material for dark samples should not be required anymore.</li></ul> <p>30. The spectrometer software should include functions for automated water vapor compensation without the need for measuring reference spectra.</p> <p>31. Functions for the removal of different shaped base lines should also be included.</p> <p>32. The software must include macro capability.</p> <p>The software must provide the possibility to store spectral data and evaluation results either in</p>	
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	<p>an internal or a user-defined database.</p> <p>33. The life time of the spectrometer should be extremely long. The warranty period is expected to be 10 years for the interferometer, 10 years for the Laser and 5 years for the IR source, respectively.</p> <p>34. Warranty Period of diamond ATR module, Laser, Interferometer should be extremely long. The warranty period is expected to be 10 years and for Light Source 5 Years.</p> <p>35. Libraries Required: Pharmaceutical ATR Spectras Excipients, API's etc at least 8,000.00 or better.</p>	
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8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed & Stamped
Name of Owner/ CEO
For and on behalf of (name of bidder company)



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**FORM 2**

*[Letterhead of the Firm Containing Address, Phone Numbers]*

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

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

GST: \_\_\_\_\_

**“Supply of FTIR at CDL Karachi”**

**FINANCIAL BID FORM**

S.No.	Item Description/ Specifications/ URS	Qty.	Unit	Unit Price (Without GST)	GST Amount	Total Price (Price+GST)
1.	<b>Fourier Transform Infra-Red Spectrophotometer (FTIR)</b>  As per detailed specifications in technical proposal/ bid	01	Nos			
					<b>Total Bid Price</b>	
<b>Total (In Words)</b>						

**We agree and understand:**

- That quoted price is inclusive of all the applicable taxes in Pakistan.
- That our rate is firm and final and unconditional.
- That incase our bid (Price) is found conditional, you are not bound to accept our Proposal and same will be liable to be rejected straightaway without any further consideration.
- That the rates are valid for minimum \_\_\_\_ days from date of opening of bids.

Signed & Stamped
Name of Owner/ CEO
For and on behalf of (name of bidder company)