



**COMMITTEE FOR THE WELFARE OF PRISONERS
(CWP)**

**TENDER DOCUMENT
SEWING & EMBROIDERY MACHINES**

Tender Reference No: CWP/KHI/05/05/26/009

Date of Issue: 05 May 2026



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SECTION 1 — INVITATION FOR SEALED BIDS

The Committee for the Welfare of Prisoners (CWP) invites sealed bids from well-reputed and eligible registered firms, companies, or authorised dealers/distributors of industrial sewing and embroidery machines, for the supply and delivery of Sewing & Embroidery Machines as described in the Scope of Work and Technical Specifications (Section 5).

Who May Apply

Bids are invited from registered companies, firms, authorised dealers, or distributors of industrial sewing and embroidery machines meeting all of the following minimum eligibility requirements:

- Valid and active National Tax Number (NTN) registration with the Federal Board of Revenue (FBR).
- Valid GST / Sales Tax registration with FBR, where applicable.
- Valid Sindh Sales Tax (SST) registration with the Sindh Revenue Board, where applicable for taxable goods/services.
- A valid bank account in the name of the company / firm / authorised signatory.
- Registered business entity (sole proprietor, partnership, or company) with documentary proof.
- Documentary evidence of all of the above must be submitted with the bid.
- The bidder must meet the eligibility and technical requirements set out in Sections 5 and 6.

Where to Obtain the Tender Documents

This tender document and all related details are available on CWP's official tenders page:
<https://www.lao.org.pk/get-involved/tenders>

Submission Deadline and Bid Opening

Submission deadline (hard copy only): Sealed and signed bids with all required documents must reach the postal address below by Monday, 08 June 2026, at 02:00 PM (PST).

Bid opening: Monday, 08 June 2026, at 03:00 PM (PST), at the CWP Head Office, in the presence of bidders or authorised representatives who choose to attend.

Holiday or unforeseen closure: If the submission or opening date falls on a public holiday or in case of unforeseen closure, the activity will be held on the next working day at the same time and venue.

Right to Accept or Reject

CWP reserves the right to accept or reject any or all bids in accordance with applicable Sindh Public Procurement Regulatory Authority (SPPRA) rules, with reasons recorded in writing.

Postal Address for Bid Submission

Mr. Sheikh Zaid Ahmed (Procurement & Inventory Coordinator)

Procurement Department, Committee for the Welfare of Prisoners

1st Floor, Block C, FTC Building, Shakra-e-Faisal, Karachi, 75350

Phone: 0317-0269963 | PABX: 021-35634112-5

Email (queries only): Sheikh.zaid@lao.org.pk

Website: www.lao.org.pk



SECTION 2 — BID DETAILS

Sr. No	Activity / Detail	Date and Time	Location
1	Date of publication of tender	05 May 2026	CWP website: lao.org.pk/get-involved/tenders
2	Last date and time for receipt of sealed bids	Monday, 08 June 2026 — 02:00 PM	CWP Head Office, Karachi
3	Date and time of bid opening	Monday, 08 June 2026 — 03:00 PM	CWP Head Office, Karachi
4	Bid evaluation period	08 June to 10 June 2026	Internal — CWP Procurement Committee
5	Tentative date of award (after mandatory 7-day SPPRA notice)	On or about 12 June 2026	Notification by CWP
6	Delivery of machines to Karachi location	Within 15 working days of contract signing	CWP-designated location, Karachi
7	Delivery of machines to Hyderabad location	Within 15 working days of contract signing	CWP-designated location, Hyderabad
8	Installation, testing & commissioning	Within 3 working days of delivery at each location	Karachi & Hyderabad (as applicable)
9	Submission of delivery/installation report	Within 3 working days of commissioning	Email / hard delivery to CWP Procurement
10	Contact for queries	Sheikh.zaid@las.org.pk	Mr. Sheikh Zaid Ahmed

Note: Bids will be opened in the presence of the company's authorised representative who chooses to attend. Attendance is optional but encouraged.



SECTION 3 — ABOUT THE COMMITTEE FOR THE WELFARE OF PRISONERS (CWP)

The Committee for the Welfare of Prisoners (CWP) is a government-funded, privately managed non-profit organisation working to protect the rights and welfare of prisoners across Sindh. Established in 2004 as a pilot initiative at the Women's Prison, Karachi, under the chairpersonship of Justice Nasir Aslam Zahid, the Committee began by providing legal aid and rehabilitation support to women and juvenile prisoners.

Over the years, CWP's scope expanded to include male prison facilities across Sindh, transforming into a model public-private partnership for prison reform. With the continued support of the Home Department, Government of Sindh, CWP now operates in 24 prisons across Karachi, Hyderabad, Larkana, Sukkur, Dadu, Khairpur, Sanghar, and Shaheed Benazirabad.

CWP's work focuses on providing free legal aid, legal awareness, and welfare assistance to underprivileged and under-trial prisoners, many of whom are first-time offenders. The Committee also supports juvenile inmates, women prisoners, and children living with their mothers in prison, offering education, health, and rehabilitation support to improve their reintegration prospects.

The Committee operates under the Government of Sindh and was notified under Section 55 of the Sindh Prisons and Corrections Services Act, 2019.

SECTION 4 — TENDER OBJECTIVE

CWP is procuring industrial-grade Sewing and Embroidery Machines for use in its vocational training and rehabilitation programmes across its prison facilities in Karachi and Hyderabad. These machines will be used to provide skills training to prisoners — including women and juvenile inmates — enabling their rehabilitation and economic reintegration upon release.

The objective of this tender is to procure the following items through a transparent, competitive, and compliant procurement process in accordance with applicable SPPRA rules:

Sr. No	Item Description	Total Qty	Karachi	Hyderabad
1	Single Needle Sewing Machine (Industrial)	12	4	8
2	Embroidery Machine	4	2	2
	GRAND TOTAL	16	6	10



SECTION 5 — SCOPE OF WORK & TECHNICAL SPECIFICATIONS

5.1 Engagement Overview

This tender procures two (2) categories of machines — Single Needle Industrial Sewing Machines (Qty: 12) and Embroidery Machines (Qty: 4) — for delivery, installation, testing, and commissioning at CWP-designated locations in Karachi and Hyderabad. CWP reserves the right to increase or decrease the quantities by up to $\pm 25\%$ at the same unit rates during the validity of the contract.

5.2 Delivery Locations & Quantity Split

Item	Total Qty	Karachi	Hyderabad
Single Needle Sewing Machine (Industrial)	12	4	8
Embroidery Machine	4	2	2

The exact delivery addresses at each location shall be communicated to the successful bidder in writing upon contract award.

5.3 Technical Specifications

Item 1: Single Needle Sewing Machine (Industrial)

Specification	Requirement
Type	Single-needle, lockstitch industrial sewing machine
Drive	Direct-drive servo motor (energy-efficient, low noise)
Sewing Speed	Minimum 4,000 stitches per minute (SPM)
Stitch Length	Adjustable 0–5 mm
Needle System	Standard industrial needle (e.g., DBx1 / 135x17 or equivalent)
Thread Tension	Automatic or manual adjustable tension system
Feed System	Drop feed with presser foot lift (manual or knee lever)
Lubrication	Automatic lubrication system
Work Surface	Heavy-duty industrial table / stand included
Motor	Servo motor 220V / 50Hz
Bobbin	Large-capacity rotary hook
Accessories	Standard set of presser feet, bobbins, needles, oil, and user manual included
Warranty	Minimum 1 year on machine; 6 months on accessories
After-Sales Service	Service centre or authorised technician available in Karachi & Hyderabad



Brand	New, unused machines from a reputable brand (brand and model to be specified in bid)
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Item 2: Embroidery Machine

Specification	Requirement
Type	Multi-function computerised embroidery machine (single or multi-head)
Heads / Needles	Minimum 1 head; minimum 6 needles per head
Embroidery Area	Minimum 200mm x 300mm per head
Sewing Speed	Minimum 800 stitches per minute (embroidery mode)
Design Input	USB port for design transfer; compatible with standard embroidery formats (DST, PES, or equivalent)
Display	LCD/touch-screen panel for design selection and parameter setting
Thread Colours	Automatic colour change capability
Built-in Designs	Minimum 50 built-in embroidery designs
Frame System	Multiple hoop/frame sizes included (at least 3 sizes)
Drive	220V / 50Hz; servo/stepper motor driven
Software	Compatible with embroidery design software (software or licence to be provided or specified)
Accessories	Frames/hoops, bobbins, needles, USB cable, digitising software (if applicable), and user manual included
Warranty	Minimum 1 year on machine; 6 months on accessories
After-Sales Service	Service centre or authorised technician available in Karachi & Hyderabad
Brand	New, unused machines from a reputable brand (brand and model to be specified in bid)

Item 3: Hand-guided embroidery machine

Specification	Requirement
Type	Hand-guided chain stitch embroidery machine (manual operation)
Operation	Manually guided by operator using both hands; no computer/auto-feed required
Needle Type	Single needle; chain stitch mechanism



Specification	Requirement
Embroidery Area	As per operator-guided frame/hoop size (minimum 250mm x 350mm hoop recommended)
Sewing Speed	300 – 600 stitches per minute (manual operation dependent)
Design Input	Operator follows pre-printed or hand-drawn pattern on fabric; no digital input required
Frame System	Wooden or metal embroidery hoop/frame; multiple sizes (minimum 3 sizes included)
Thread Type	Compatible with standard embroidery threads (cotton, silk, rayon)
Thread Colours	Manual thread change by operator
Drive	220V / 50Hz; motor-assisted or foot-pedal operated
Built-in Designs	N/A – freehand/pattern-guided embroidery
Software	Not required
Accessories	Hoops/frames (min. 3 sizes), bobbins, needles, foot pedal, oil/maintenance kit, user manual
Warranty	Minimum 1 year on machine; 6 months on accessories
After-Sales Service	Service centre or authorised technician available in Karachi & Hyderabad
Brand	New, unused machine from a reputable brand (brand and model to be specified in bid)

5.4 Delivery, Installation & Commissioning

- All machines shall be delivered in new, unused condition, in original manufacturer's packaging, to the CWP-designated locations in Karachi and Hyderabad.
- Delivery shall be completed within fifteen (15) working days of contract signing / work order acceptance.
- The bidder shall be responsible for transportation, handling, and off-loading of machines at each delivery location.
- The bidder shall install, test, and commission all machines at the delivery location within three (3) working days of delivery.
- Installation shall include mounting on the work table/stand, electrical connection, initial lubrication, test-stitching/embroidery, and confirmation of correct machine operation.
- The bidder shall conduct a hands-on operational demonstration for CWP staff at each location upon installation.
- Any machine found to be defective or not matching the specifications upon delivery shall be replaced at the bidder's cost within seven (7) working days.



5.5 Training

- The successful bidder shall provide basic operational training (minimum 2 hours per location) to CWP designated staff at both Karachi and Hyderabad upon installation.
- Training shall cover: machine operation, basic maintenance, thread replacement, bobbin loading, tension adjustment, and basic troubleshooting.
- Training shall be conducted in Urdu or Sindhi (or both).

5.6 Warranty & After-Sales Support

- All machines must carry a minimum manufacturer's warranty of one (1) year from the date of commissioning.
- The bidder shall provide free-of-charge warranty repairs or replacement for any manufacturing defects within the warranty period.
- The bidder shall ensure the availability of an authorised service technician in both Karachi and Hyderabad for warranty calls.
- Response time for warranty service calls shall not exceed five (5) working days from the date of reporting a defect.
- Spare parts availability shall be guaranteed for a minimum of three (3) years from delivery.

5.7 Deliverables Summary

Deliverable	Description	Timeline
Supply of Machines	12 x Single Needle Industrial Sewing Machines and 4 x Embroidery Machines, new, per specifications.	Within 15 working days of contract signing
Delivery to Karachi	4 x Sewing Machines + 2 x Embroidery Machines delivered to CWP-designated location, Karachi.	Within 15 working days
Delivery to Hyderabad	8 x Sewing Machines + 2 x Embroidery Machines delivered to CWP-designated location, Hyderabad.	Within 15 working days
Installation & Commissioning	Full installation, testing, and commissioning at each location.	Within 3 working days of delivery
Operational Training	Minimum 2 hours hands-on training per location.	Upon installation
Delivery / Installation Report	Signed delivery note and commissioning report for each location, submitted to CWP.	Within 3 working days of commissioning
Warranty Certificate	Manufacturer or authorised dealer warranty certificate for each machine.	At time of delivery

5.8 Key Performance Indicators (KPIs)

Acceptance of delivery and release of final payment milestone are subject to the following minimum KPIs:

KPI	Minimum Target
Delivery of all machines within agreed timeline	100%



Machines meeting technical specifications as tendered	100%
Installation and commissioning at both locations	100%
Operational training provided at both locations	100%
Defective machine replacement (if any) within 7 working days	100%
Submission of signed delivery and commissioning reports	100%
Warranty certificates provided for all machines	100%

SECTION 6 — ELIGIBILITY OF THE BIDDER

Only registered, licensed and compliant bidders are eligible to participate in this tender. The bidder must satisfy all of the following:

- Be a registered business entity (sole proprietor, partnership, or company) with documentary proof of registration (SECP / Trade Licence).
- Provide a valid NTN certificate.
- Provide a valid GST / SST / Sales Tax registration certificate, where applicable.
- Provide evidence of an official bank account in the company / firm name, or in the name of the authorised signatory.
- Submit the bid on the bidder's official letterhead bearing the official stamp / seal, with a company profile and complete contact details.
- Be an authorised dealer, distributor, or manufacturer's representative of the brands / machines offered, or demonstrate capacity to supply new machines of the specifications required.
- Not be blacklisted by any Local / International organisation, Government / semi-Government department, NGO, or any other company / organisation.
- Not be in litigation or under investigation for any offence relating to professional conduct.
- Have demonstrable experience of supplying industrial sewing and/or embroidery machines (prior supply references required).

General order suppliers unable to demonstrate prior experience with industrial sewing / embroidery machinery, unregistered individuals, or entities that do not meet the above shall not be eligible to participate.



SECTION 7 — BID SUBMISSION REQUIREMENTS

Format of Submission

- **Sealed-Envelope Method:** The bidder shall submit the bid in one (1) single sealed envelope containing this tender document, all required annexes, the priced schedule (Annex C), and the supporting documents listed in Section 8.
- **Envelope Marking:** The envelope shall be clearly marked on the right-hand side with the tender title in bold: "SEWING & EMBROIDERY MACHINES (Sealed Bid) — CWP/KHI/05/05/26/009".
- **Hard Copy Only:** Electronic submissions (email, fax, etc.) shall not be entertained.
- **Binding and Pagination:** The bid shall be properly bound or filed, with all pages serially numbered and securely arranged so that no papers are loose or likely to tear during scrutiny.
- **Address for Submission:** As stated in Section 1 above (Mr. Sheikh Zaid Ahmed, CWP Procurement Department, Karachi).

Pricing

- **All-Inclusive Pricing:** Quoted prices shall be all-inclusive of applicable Government taxes, stamp duties, supply cost, transportation, handling, delivery to both locations (Karachi and Hyderabad), installation, commissioning, operational training, warranty, and any other costs. No additional cost shall be charged after award.
- **Unit Rate and Total:** The bidder shall quote a unit rate for each item and a total cost (unit rate × quantity), as well as a grand total for all items.
- **Currency:** All prices shall be quoted in Pakistani Rupees (PKR), in figures and in words.
- **Tax Treatment:** Applicable Sales Tax / GST / SST (if any) shall be clearly indicated. Where tax exemption is claimed, a copy of the valid tax-exemption certificate shall be attached; otherwise, applicable taxes shall be deemed included in the quoted price.
- **Payment Terms:** Payments shall be made in PKR against detailed invoices, after deduction of applicable withholding taxes as per Pakistani law, in accordance with the milestones in Section 10.

Validity, Modifications and Withdrawal

- **Bid Validity:** The bid shall remain valid for sixty (60) days from the bid-submission deadline. Any bid with shorter validity shall be liable to rejection.
- **No Post-Opening Negotiation:** Bidders are advised to quote their best prices, as no price negotiation shall be held after bid opening.
- **Withdrawal:** A bidder may withdraw its bid only by written notice received by CWP before the bid-submission deadline. No bid shall be withdrawn after the deadline.
- **Late Bids:** Any bid received after the deadline shall be treated as non-responsive and disqualified.
- **Alternative Offers:** If the bidder offers alternative brands or models, these shall be stated separately and shall not replace the main compliant offer. Compliance with the minimum technical specifications is mandatory.



SECTION 8 — REQUIRED DOCUMENTS CHECKLIST

The following documents shall be submitted with the bid. Bids missing any of these documents will be treated as non-responsive.

#	Document	Tick (✓)
1	Bid / cover letter on bidder's official letterhead, signed and stamped by the authorised signatory	
2	Annex A — Declaration of Eligibility (signed and stamped on bidder's letterhead)	
3	Annex B — Conflict of Interest Declaration (signed and stamped)	
4	Annex C — Price Schedule (completed, signed and stamped)	
5	Copy of valid NTN certificate	
6	Copy of valid GST / SST registration certificate (where applicable)	
7	Copy of bank account proof in the channel / company / authorised signatory name	
8	Copy of CNIC of the owner / authorised signatory	
9	Copy of company / firm registration certificate (SECP / Trade Licence / Partnership Deed)	
10	Company profile with complete contact details and product catalogue / brochure for offered machines	
11	Proof of authorisation (authorised dealer/distributor certificate from manufacturer, where applicable)	
12	Portfolio / prior supply references — at least 3 prior supply orders for industrial sewing and/or embroidery machines (with client name, contact, and date)	
13	Client reference list (Pakistan-based clients)	
14	Manufacturer warranty documentation / warranty policy for offered machines	
15	Tax exemption certificate (where applicable)	
16	Authorisation letter / board resolution naming the authorised signatory (where applicable)	



SECTION 9 — EVALUATION CRITERIA

Responsiveness Check

CWP shall first scrutinise each bid to determine whether it is complete, properly signed and stamped, properly submitted, and responsive to the Scope of Work, Technical Specifications, and the Required Documents Checklist (Section 8). Any bid containing incorrect or false information, or not supported with the required documentary evidence, shall be treated as non-responsive and rejected. CWP may waive only minor informalities or irregularities that do not affect the bid's substance, price, competition or ranking, and any such waiver shall be duly recorded.

Basis of Award

Subject to compliance with the responsiveness check above, the contract shall be awarded to the lowest evaluated responsive bidder, in accordance with applicable SPPRA rules.

Right to Select a Superior Responsive Offer (within 10%)

CWP reserves the right not to award the contract to the lowest-priced responsive bid where the second-lowest responsive bid is found to be superior against the requirements stated in this tender, the price is higher by not more than ten percent (10%), and the available budget can sufficiently cover the difference. For this clause, 'superior' refers to demonstrably better machine specifications, stronger brand/warranty support, more favourable after-sales service terms, or stronger prior supply references — without changing the required scope.

Variation in Scope (±25%)

At the time of award, or during the validity of the contract, CWP reserves the right to increase or decrease the quantities of any or all items by up to twenty-five percent (25%) at the same unit rates and on the same terms and conditions. Any such variation shall be confirmed in writing.

Other Evaluation Rules

- **Clarifications:** CWP may seek written clarifications from any bidder during evaluation. Clarifications shall not be used to change the bid price or the material substance of the bid. Failure to respond within the stipulated time may result in rejection.
- **Arithmetic Correction:** In case of any discrepancy between unit rate and total price, the unit rate shall prevail and the total price shall be corrected accordingly. If the bidder does not accept the corrected price, the bid shall be treated as non-responsive.
- **No Price Variation:** During bid validity and after bid submission, no price variation due to escalation, inflation, exchange-rate fluctuation or any other market factor shall be accepted.
- **Splitting of Award:** CWP reserves the right, where required for operational reasons, to split the award between two or more responsive bidders without changing the unit rates / terms, subject to competent-authority approval.
- **Currency:** The financial bid shall be quoted in PKR, in figures and in words. Any over-writing or erasing in rates / amounts without proper attestation (signature / initial of the authorised signatory) may render the bid non-responsive.
- **Technical Compliance:** All offered machines must meet the minimum technical specifications stated in Section 5.3. Any machine not meeting minimum specifications shall render the relevant line item non-responsive.



SECTION 10 — PAYMENT TERMS

Payment to the successful bidder shall be released in three (3) milestones against verified deliverables, in PKR, after deduction of applicable withholding taxes:

Milestone	Trigger Event	% of Contract Value
Milestone 1 — Mobilisation	Signing of contract / acceptance of work order	20%
Milestone 2 — Delivery & Installation	CWP-verified delivery, installation, commissioning, and training at both Karachi and Hyderabad locations, confirmed by signed delivery / commissioning report	70%
Milestone 3 — Closure	Submission and CWP acceptance of all warranty certificates, completion of any defect replacements, and close-out	10%

- All invoices shall be raised against verified deliverables, with supporting evidence (signed delivery notes, commissioning report, warranty certificates, etc.).
- No advance payment shall be released beyond Milestone 1.
- Milestone 2 payment shall only be released after CWP verifies delivery, installation, and commissioning at both locations.
- Payment shall be processed within thirty (30) working days of receipt of a complete and verified invoice.

SECTION 11 — PENALTIES AND NON-PERFORMANCE

- **Late Delivery:** Liquidated damages of zero point five percent (0.5%) of the total contract value shall be deducted for each calendar day of delay beyond the agreed delivery date at either location, capped at a maximum of ten percent (10%) of the contract value.
- **Non-Conforming Machines:** Any machine delivered that does not meet the minimum technical specifications stated in Section 5.3 shall not be accepted. The bidder shall replace such machines at its own cost within seven (7) working days of rejection. Failure to replace within the stipulated period shall be treated as a delivery delay for the purpose of liquidated damages.
- **Failure to Install / Commission:** Where the bidder fails to install, commission, or provide operational training at either location within the agreed timelines, CWP reserves the right to withhold proportionate payment or arrange for installation through a third party, with costs recoverable from the bidder.
- **Failure to Meet KPIs:** Where the bidder fails to meet any of the KPIs listed in Section 5.8, CWP reserves the right to withhold or reduce the final-milestone payment proportionately.
- **Warranty Default:** Where the bidder fails to respond to warranty claims within the stipulated period, CWP reserves the right to arrange for repairs through a third party, with costs recoverable from the bidder.
- **Material Non-Performance:** Material non-performance, wilful misrepresentation, or repeated breach of contractual obligations may result in cancellation of the contract, recovery of mobilisation payment, and blacklisting in accordance with applicable SPPRA rules.
- **Force Majeure:** Liquidated damages shall not apply where delay is caused by an event of force majeure, evidenced in writing and accepted by CWP.



SECTION 12 — GENERAL TERMS AND CONDITIONS

- CWP is not bound to accept the lowest or any bid and may reject any or all bids at any time prior to award, with reasons recorded in writing in accordance with applicable SPPRA rules.
- CWP reserves the right to re-tender the procurement, where required, in accordance with applicable rules and approvals.
- CWP shall not incur any liability for any costs or expenses incurred by bidders in the preparation or submission of bids, whether or not the procurement is awarded, cancelled, or re-tendered.
- CWP may modify or clarify the bidding documents (terms, conditions, or specifications) through a written addendum issued before the bid-submission deadline; such addendum shall form part of the bidding documents and shall be communicated to all bidders. Where necessary, the bid-submission deadline may be extended accordingly.
- Any canvassing or attempt to influence the procurement process shall result in disqualification and may lead to debarment / blacklisting in accordance with applicable rules and CWP procedures.
- Stamp Duty: All stamp duty payable on the contract / work order (where applicable under Pakistani law) shall be borne **exclusively by the successful bidder / vendor**. CWP shall not be liable for any stamp duty costs whatsoever. The vendor shall ensure that the contract document is duly stamped before or at the time of signing, and proof of stamp duty payment shall be submitted to CWP."
- Bidders shall avoid conflicts of interest and must disclose to CWP if the bidder, its affiliates, or its personnel were involved in the preparation of the requirements, design, specifications, cost estimates, or any other information used in this tender (see Annex B).
- The successful bidder shall not sub-contract the supply, delivery, installation, or commissioning obligations under this tender without prior written approval from CWP.
- All machines supplied shall be new, unused, in original manufacturer's packaging, and free from any defects. Second-hand, refurbished, or used machines shall not be accepted and shall be returned at the bidder's cost.
- Risk and title in the machines shall pass to CWP only upon CWP's written confirmation of acceptance following successful installation and commissioning at each location.

SECTION 13 — BID OPENING AND AWARD PROCESS

- CWP shall open the bids in public, in the presence of bidders' authorised representatives who choose to attend, at the date, time and place stated in Section 2.
- Representatives attending the opening shall sign an attendance sheet as evidence of their presence. If the scheduled opening is delayed for administrative reasons, the bids shall be opened at the same venue as soon as practicable, on the notified date / time, or as duly notified through an addendum.
- Only responsive bids (i.e., bids meeting all mandatory technical, compliance and document requirements) shall be considered for award.
- The contract shall be awarded to the lowest evaluated responsive bidder, in accordance with applicable SPPRA rules and the evaluation criteria in Section 9, after the mandatory seven (7) day notice period from the publication of the Bid Evaluation Report.
- Placement of Order: The successful bidder shall provide written acceptance of the purchase order / work order within five (05) working days from the date of issuance. Failure to accept within the stipulated time may result in cancellation of the order, and CWP may proceed to award to the next lowest evaluated responsive bidder, or re-tender, as applicable.



SECTION 14 — REJECTION, MODIFICATION AND WITHDRAWAL OF BIDS

Grounds for Rejection

A bid shall be treated as non-responsive and liable to rejection by CWP, in accordance with applicable SPPRA rules, if it:

- Is submitted through fax, email, Telegram, or any other electronic mode (electronic submission is not permitted under this tender).
- Is submitted without this tender document duly signed and stamped by the authorised signatory.
- Is submitted without Annex A (Declaration of Eligibility), Annex B (Conflict of Interest), or Annex C (Price Schedule).
- Is received after the bid-submission deadline.
- Is incomplete, including non-submission of any of the documents listed in Section 8; is conditional; or does not conform to the Scope of Work, specifications, terms or conditions stated in this tender document.
- Offers machines that do not meet the minimum technical specifications stated in Section 5.3.
- Contains incorrect, false, or misleading information (which may also lead to disqualification or debarment).

Modification of Bids

- Bids, once submitted, shall be treated as final. No modification shall be accepted after the deadline for submission.
- CWP may seek written clarifications during evaluation, but no clarification shall be used to change the bid price or the material substance of the bid.

Withdrawal of Bids

- A bidder may withdraw its bid only by written notice received by CWP before the bid-submission deadline.
- No bid may be withdrawn after the deadline. The successful bidder shall not be permitted to withdraw and shall be required to sign the contract / work order as per tender terms.

SECTION 15 — CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, CWP may, at its discretion, request any bidder for written clarification of its bid. Such clarification shall be in writing only, and no change in the price or material substance of the bid shall be sought, offered, or permitted. Clarifications received outside this written process shall be disregarded.

SECTION 16 — GOVERNING LAW AND DISPUTE RESOLUTION

This tender document and the resulting contract / work order shall be governed by the laws of the Islamic Republic of Pakistan. Where applicable, the procurement shall be conducted under the rules of the Sindh Public Procurement Regulatory Authority (SPPRA).

Any dispute or difference arising between the parties shall first be resolved amicably through good-faith negotiation. Failing amicable settlement within thirty (30) days, the dispute shall be referred to arbitration in accordance with applicable Pakistani laws. The arbitrator(s) shall issue a reasoned award, which shall be final and binding on the parties. The seat of arbitration shall be Karachi, Pakistan.



SECTION 17 — AUTHORISED SIGNATORY AND APPEALS

Authorised Signatory

The bidder shall clearly indicate the authorised signatory or official(s) empowered to discuss and correspond with CWP, sign agreements / contracts, submit invoices, and receive payments. The bidder shall provide documentary proof of authorisation (authorisation letter or board resolution) and specimen signature(s) of the authorised person(s), as required by CWP.

Appeals

Any bidder who believes it has been harmed by an error or irregularity in the procurement process may submit a written complaint to CWP in accordance with applicable SPPRA rules. Complaints shall be submitted by email to hr@lao.org.pk within the time specified under the applicable rules, along with all supporting evidence and documents.



ANNEX A — DECLARATION OF ELIGIBILITY

(To be submitted on the bidder's official company letterhead, signed and stamped)

Date: _____

To: The Procurement Department, Committee for the Welfare of Prisoners (CWP), Karachi

Subject: Declaration of Eligibility — Tender Reference No: CWP/KHI/05/05/26/009

I, the undersigned authorised representative of M/s _____, having its registered office at _____, do hereby affirm and declare that our company / firm is eligible to participate in this tender because we:

- Are a registered company / firm (sole proprietor, partnership, or company).
- Are registered with the Federal Board of Revenue (FBR) and hold a valid NTN.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for any offence concerning professional conduct.
- Have not been guilty of grave professional misconduct, as may be proven by any means that the contracting authorities can justify.
- Have fulfilled all obligations relating to payment of taxes.
- Are not guilty of serious misrepresentation in supplying information.
- Are not in any situation of conflict of interest, including any prior relationship to the project, or any family or business relationship with any party in CWP.
- Have not been declared at serious fault of implementation owing to any breach of contractual obligations.
- Have no relation, direct or indirect, with any terrorist or banned organisation.
- Are not on any list of sanctioned parties issued by the Government of Pakistan, FCDO (UK), USAID, UN agencies, the European Union, or any similar body.
- Are not blacklisted by any local or international organisation, Government / semi-Government department, NGO, or any other company / organisation.
- Have not been reported for, or are not under litigation for, child abuse.
- Have read the tender document, Tender Reference No: CWP/KHI/05/05/26/009, and fully understand and agree with all its terms and conditions.

Declared by	Witnessed by
Signature: _____ Name: _____ Designation: _____ Company / Firm: _____ Address: _____ <i>(Affix company stamp / seal)</i>	Signature: _____ Name: _____ Designation: _____ CNIC: _____ Date: _____



ANNEX B — CONFLICT OF INTEREST DECLARATION

(To be completed and submitted by the Tendering Organisation, signed and stamped on the bidder's letterhead)

Please indicate whether any of your officers, the officers of your proposed partners, or the relatives of such officers, fall within any of the situations described below.

Sr.	Question for Declaration	Yes	No
1	Is, or has ever been, an employee of CWP?		
2	Has a relative who is, or has ever been, an employee of CWP?		
3	Has any involvement, as an Officer, or has a relative who is an Officer, in any organisation that currently provides services to CWP?		
4	Has any involvement, as an Officer, or has a relative who is an Officer, in any other organisation that is responding to this tender?		
5	Has any financial, political, personal or other interest that is, or may be perceived to be, a conflict of interest?		
6	Are there any other issues, current or likely, regarding your organisation or proposed partners that may give rise to any conflict of interest?		

If you have answered 'Yes' to any of questions 1 to 6 above, please provide full details on a separate page and attach to this declaration.

Declaration

I declare that the answers given to questions 1 to 6 above are entirely accurate, complete and true. Should any circumstance arise, that would cause the answers given above to be no longer entirely accurate, complete and true, I will immediately inform the person nominated as Senior Responsible Officer at CWP.

Full Name: _____

Position: _____

Company Name: _____

Signature: _____

Date: _____

(Affix company stamp / seal)



ANNEX C — PRICE SCHEDULE

(To be completed by the bidder, signed and stamped on the bidder's letterhead. All amounts in Pakistani Rupees, PKR.)

Bidder / Company / Firm Name: _____

Tender Reference No: CWP/KHI/05/05/26/009

#	Item Description	Brand / Model (Bidder to specify)	Unit Rate (PKR)	Total Qty	Total Amount (PKR)
1	Single Needle Sewing Machine (Industrial) — 4 units to Karachi, 8 units to Hyderabad			12	
2	Embroidery Machine — 2 units to Karachi, 2 units to Hyderabad			4	
3	Hand-guided chain stitch embroidery machine			4	
3	Delivery, Installation & Commissioning (Karachi & Hyderabad — lump sum if not included above)			Lump Sum	
4	Operational Training (lump sum if not included above)			Lump Sum	
5	Any other cost (specify)				
	Sub-Total (A)				
	Applicable Taxes — GST / SST (specify rate)				
	Withholding Tax adjustment, if any				
	GRAND TOTAL (PKR, all-inclusive)				

Grand Total in words (PKR):

Bidder Declaration

I confirm that the prices quoted above are all-inclusive of applicable Government taxes, stamp duties, supply cost, transportation, handling, delivery to both locations (Karachi and Hyderabad), installation, commissioning, operational training, warranty, and any other costs. The prices shall remain valid for sixty (60) days from the bid-submission deadline. No additional cost shall be charged after award.

Authorised Signatory: _____ Designation: _____

Name: _____ CNIC: _____

Date: _____ Company Stamp: _____