



**PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION  
(PGSHF)**

**BIDDING DOCUMENT**

**FOR THE PROCUREMENT OF COMPUTER SATATIONERY, PRINTING MATERIAL,  
FURNITURE & FIXTURE, COMPUTER HARDWARE, OTHER ITEMS, STATIONERY ITEMS,  
PLANT & MACHINERY.**

Package Name	<b>COMPUTER SATATIONERY, PRINTING MATERIAL, FURNITURE &amp; FIXTURE, COMPUTER HARDWARE, OTHER ITEMS, STATIONERY ITEMS, PLANT &amp; MACHINERY.</b>	
Method of Procurement	<b>(Single Stage Two Envelop)</b>	
Last Date & Time of Receipt of Bids	30.03.2026	<b>11:00 AM</b>
Opening Date & Time	30.03.2026	<b>11:30 AM</b>

Note. This procurement shall be carried out in accordance with PPRA Rules.

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## Section-I: Invitation to Bids

### 1.1 INVITATION TO BID

Sealed Bids are invited from firms/ manufacturers/ companies/sole proprietors/ General order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab sales tax etc. for the purchase of computer stationery, Printing Material, Furniture & Fixture, Computer Hardware, other items, stationery related items and plant & machinery, . The Bids shall be received as per **Single Stage – Two envelope procedures (Technical & Financial) as per rule 38 (2)(a) of PPRA Rules, 2014, shall be applied through EPADS too.**

Bidding Document, in English language, can be obtained by the interested Bidders on submission of a written application to the addressee below, free of cost.

Sr. No.	Description of services	Estimated amount (in rupees)	Remarks
Lot-1	Purchase of Computer Stationery	2,266,000	Quantity, Mode of Procurement, and Warranty of the particular item required should be mentioned in the specifications of that particular item
Lot-2	Printing Material	1,726,000	
Lot-3	Purchase of Furniture & Fixture	639,000	
Lot-4	Purchase of Computer Hardware	4,408,450	
Lot-5	Purchase of Others items	294,900	
Lot-6	Purchase of Stationery items	473,450	
Lot-7	Purchase of Plant & Machinery	1,150,000	

Bids must be delivered to the addressee below on or before **30.03.2026 at 11.00. A.M.** All Bids must be accompanied by a Bid Security of **2%** of the estimated price in the form of a Bank Guarantee/CDR for each lot. Late Bids shall be rejected. The Bids will be opened on the same day at **11.30. A.M** in the presence of the bidders or their representatives who may choose to be present at the address below. Interested eligible Bidders may obtain further information from the office of the Director (Administration), PGSHF, at the address given below.

Bidding Documents are immediately available after the date of publication. PGSHF will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids, samples, or testing thereof. In case of an official holiday on the day of submission, the next day will be treated as the closing date. The Bidding document carrying all details can also be downloaded from the website of the Punjab Procurement Regulatory Authority, <http://ppra.punjab.gov.pk>

**Assistant Director (Admin)**

PGSHF, 14-A Upper Mall Scheme, Lahore.

## Section-II: Instructions to Bidders (ITB)

**Note: - All the procurement procedures will be conducted in accordance with the Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014 (Amended). In case of any conflict between the provisions of this document and the PPRA Act-2009/ PPRA Rules-2014, the latter shall prevail.**

### 2.1. Introduction

- 2.1.1 Scope of Bid**
- i) The Punjab Government Servants Housing Foundation, as indicated in the Bid Data Sheet (BDS), invites Bids for the procurement of computer stationery, Printing Material, Furniture & Fixture, Computer Hardware, other items, stationery related items and plant & machinery, related items as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- i) The procuring agency named in the Bid Data Sheet has allocated a budget approved by the Board. Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to Bids has been issued.
- 2.1.3 Eligible Bidders**
- i) This Invitation for Bids is open to all firms/sole proprietor/Companies/traders/general suppliers, etc., in Pakistan. The bidders shall also submit an affidavit that it is not under a declaration of ineligibility for corrupt and fraudulent practices, declared by any Government (Federal/Provincial/District), a Local Body or a Public Sector Organization, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.

- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- v) In the case of a joint venture if allowed in bid data sheet, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
- vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.
- vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of Procuring Agency and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.
- x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

- a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
  - b) have controlling shareholders in common; or
  - c) receive or have received any direct or indirect subsidy from any of them; or
  - d) have the same legal representative for purposes of this Bid; or
  - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of Procuring Agency regarding this Bidding process; or
  - f) Submit more than one Bid in this Bidding process; however, this does not limit the participation of subcontractors in more than one Bid.
- xi) A Bidder may be ineligible if –
- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
  - (b) payments in favor of the Bidder are suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
  - (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation

Entailing the total or partial loss of the right to administer and dispose of the property;

(d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.

xii) Bidders shall provide to Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as Procuring Agency shall reasonably request.

xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

**2.1.4. Cost of Bidding**

i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process-

**2.1.5. One person one bid**

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement whichever is applicable.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

**2.1.6. Work i)** The Bidder shall be responsible for the provision of bids as per **Plan/Deputation** work plan/deputation plan formulated by Procuring Agency **Plan** and same may also, from time to time amend the same as per its requirement.

## **2.2. The Bidding Documents**

### **2.2.1. Content of Bidding Documents**

- i) the services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding Documents, inter alia, include:
  - (a) Invitation to Bids
  - (b) Instructions to Bidders (ITB)
  - (c) Technical Specifications
  - (d) Bid Data Sheet
  - (e) General Conditions of Contract (GCC)
  - (f) Special Conditions of Contract (SCC)
  - (g) Schedule of Requirements
  - (h) Bid Form
  - (i) Bidder Profile Form
  - (j) General Information Form
  - (k) Affidavit
  - (l) Bid Security Form
  - (m) Contract Form
  - (n) Financial Bid Form / Price Schedule
  - (o) Performance Guarantee Form
  - (p) Check List

- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR14, will take precedence.
- iv) The Punjab Government Servants Housing Foundation is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from Procuring Agency or from its website or website of PPRA. Re-confirming from Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

**2.2.2. Clarification of Bidding Documents**

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify Procuring Agency in writing at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than **seven (7)** days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.

- iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
  - v) Should Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
  - vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
  - vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
- 2.2.3. Amendment of Bidding Documents**
- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.
  - ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

- iii) Before the deadline for submission of Bids, Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

## **2.3. Preparation of Bids**

### **2.3.1. Language of Bid**

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

### **2.3.2. Bid Form**

- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the services etc. to be provided.

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### **2.3.3. Bid Prices**

The Bidder shall indicate on form 8.10 the total Bid price of the per unit price including all taxes for services of which it proposes to provide under the contract.

Prices indicated on the Price Schedule shall be per unit including all taxes on form 8.10.

The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of

facilitating the comparison of Bids by Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

**2.3.4. Bid Currencies**

- i) Prices shall be quoted in **Pak. Rupees** unless otherwise specified in the Bid Data Sheet.

**2.3.5. Documents Establishing Bidder's Eligibility and Qualification**

- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
  - (a) that the Bidder has the financial, technical capability necessary to perform the contract;
  - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**2.3.6. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank Guarantee, valid for (90) Ninety Days, beyond the validity.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by Procuring Agency as nonresponsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than Thirty (30) days after the expiration of the period of Bid validity

prescribed by Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.*

- vi) The successful Bidder’s Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
  - a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
  - b. in the case of a successful Bidder, if the Bidder:
    - i. fails to sign the contract in accordance with ITB Clause 2.6.3; or
    - ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
    - iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

**2.3.7 Period of validity of bids**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect Procuring Agency (PA) against the risk of Bidder’s conduct which would warrant the security’s forfeiture Pursuant to ITB Clause 2.3.8. (vii).

- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
- (a) Bank Guarantee, valid for (180) Days, beyond the validity  
of Bid. *[to be decided by Procuring Agency (PA) keeping in view the time to be taken till award of contract or signing of contract agreement and chances of extension in Bid validity if any. The number of days will be expressed in word and figures].*
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by Procuring Agency (PA) as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than ( 7 ) days *[to be inserted by Procuring Agency (PA) in word and figures]* after the expiration of the period of Bid validity prescribed by Procuring Agency (PA) pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that Procuring Agency (PA) may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of Procuring Agency (PA)”.*

- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and

furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

- vii) The Bid security may be forfeited:
  - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
  - b. In the case of a successful Bidder, if the Bidder:
    - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
    - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
    - iii. If the blacklisting proceedings under Section 17A of the PPRA Act, 2009, read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

**2.3.8. Format and Signing of Bid**

- i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed by the person or persons signing the Bid.
- iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the

signature. All pages of the Bid shall be initialed by the person or persons signing the Bid.

- v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

#### **2.4. Submission of Bids through e-PADS.**

- The bidder shall:
  - Upload all required documents in **PDF format**.
  - Ensure that the documents are **complete and properly signed**.
  - Upload the **technical proposal and financial proposal** in their respective sections on the e-PADS portal.
  - The system shall automatically **close bid submission after the deadline**, and no bid shall be accepted thereafter.
  - Late submissions shall **not be entertained under any circumstances**.

##### **2.4.(a) Bid Security**

- Where applicable, the bidder shall furnish **Bid Security** as specified in the bidding document.
- The bidder shall:
  - Upload a **scanned copy of the Bid Security** on the e-PADS portal.
  - Submit the **original Bid Security (CDR / Pay Order / Bank Draft)** to the office of the Procuring Agency **before the bid opening time**.

##### **2.4.1 Sealing and Marking of Bids**

- i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

- ii) The inner and outer envelopes shall:
  - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
  - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: **“DO NOT OPEN BEFORE the date mentioned,”***[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid’s misplacement or premature opening.
- v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be securely sealed in an outer envelope in such a manner that opening and resealing cannot be achieved undetected.
 

**Note:** The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
- vi) The inner and outer envelopes shall:
  - a) be addressed to the Procuring Agency at the address given in the **BDS**; and
  - b) bear the title of the subject procurement or Project name, as the case may be, as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: **“DO NOT OPEN BEFORE,”** to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**
- vii) In case of Single Stage Two Envelope Procedure, the Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other the Financial Proposal. Both envelopes are to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit their bid as under:

- a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.
  - b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
  - (c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed/identified as given in BDS.
- viii) The inner and outer envelopes shall:
- a) be addressed to the Procuring Agency at the address provided in the BDS;
  - b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2;
  - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to ITB.2.4.3. ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

**2.4.2 Deadline for Submission of Bidi)**

Bids must be received by Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.

- ii) Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii) Bids shall be received by Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

**2.4.3. Late Bids**

- i) Any Bid received by Procuring Agency after the deadline for submission of Bids prescribed by Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

**2.4.4. Modification and Withdrawal of Bids**

- ii) Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
- i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by Procuring Agency prior to the deadline prescribed for submission of Bids.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by Procuring Agency prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

**2.5. Opening and Evaluation of Bids**

**2.5.1. Opening of Bids by the Procuring Agency**

- i) Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.

- ii) First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- iii) Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- vi) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee. In case of Single Stage Two Envelope Procedure, Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of Procuring Agency until the specified time of their opening.

- vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as Procuring Agency may consider appropriate.
- viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- ix) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- x) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xi) Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the  
name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
- xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

**2.5.2. Confidentiality**

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

**2.5.3. Clarification of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by Procuring Agency in the Evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
  - evaluation & qualification criteria;
  - a) Required scope of *services etc.* and related materials.
  - b) all securities requirements;
  - c) tax requirements;
  - d) Terms and conditions of bidding documents.
  - e) change in the ranking of the Bidder

- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

#### **2.5.4. Preliminary Examination**

- i) Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis: -
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive Bid is one that conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law**
- iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

- v) Prior to the detailed evaluation of Bids, Procuring Agency will determine whether each Bid:
  - a) meets the eligibility criteria defined in **ITB 2.1.3**;
  - b) has been prepared as per the format and contents defined by Procuring Agency in the Bidding Documents;
  - c) has been properly signed;
  - d) is accompanied by the required securities; and
  - e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

**2.5.5. Examination of Terms and Conditions; Technical Evaluation**

- i) Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

- ii) Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.

- iii) If after the examination of the terms and conditions and the technical evaluation, Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

**2.5.6. Correction of Errors**

- I Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a)
  - b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - C) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern

- D) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure

- ii) for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.8.

a) Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

- ii) The amount stated in the Bid will, be adjusted by Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7**.

**2.5.7. Conversion to Single Currency**

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

**2.5.8. Post qualification & Evaluation of Bids**

- i) In the absence of **pre-qualification**, Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as Procuring Agency deems necessary and appropriate.
- iii) Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid from 8.10 to be decided by Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

**2.5.9. Contacting Procuring Agency**

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded.
- II) If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- III) Any effort by a Bidder to influence Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

**2.5.10. Grievance Redressal**

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.

- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, Procuring Agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. The mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## **2.6. Award of Contract**

### **2.6.1. Notification of Award**

Prior to the expiration of the period of Bid validity, Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted or may be communicated on e-pads.

- ii) The notification of award will constitute the formation of the Contract.
  - iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).
- 2.6.2. Performance Guarantee**
- i) Within fifteen (05) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
  - ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
- 2.6.3. Signing of Contract/ Issuance of work Order**
- i) At the same time as Procuring Agency notifies the successful Bidder that its Bid has been accepted, Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*.
  - ii) Under rule-63 of PPR-14, where Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
  - iii) Where no such formal signing is required by the procuring agency, Procuring Agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

- 2.6.4. Award Criteria**
- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
- 2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**
- i) Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of *services etc.* originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).
- 2.6.6. Procuring Agency's Right to Accept or Reject All Bids**
- i) As per rule 35 of PPR-14, Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. However, the Authority (i.e. PPRA) may call from Procuring Agency the justification of those grounds.
  - ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
  - iii) Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.
- 2.6.7. Re-Bidding**
- i) If Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

**2.6.8. Corrupt or Fraudulent Practices**

- i) Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

*“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive Procuring Agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of Procuring Agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it*

*from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

**ii) Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

**Substantial Requirements & Procedure for Blacklisting & Debarment:**

As per S-17A of PPRA, Act, 2009:

**“17A. Blacklisting.** – (1) *A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

**21. Blacklisting.** – (1) *A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

(a) *acted in a manner detrimental to the public interest or good practices;*

(b) *consistently failed to perform his obligation under the Contract;*

(c) *not performed the Contract up to the mark; or (d) indulged in any corrupt practice.*

(2) *If a procuring agency debar a bidder or Contractor under sub-rule (1), the procuring agency:*

(a) *shall forward the decision to the Authority for publication on the website of the Authority; and*

(b) *may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

(3) *The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.*

(4) *Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.*

(5) *Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.*

(6) *The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.*

*As per Schedule appended with PPR-14:*

#### **SCHEDULE**

*see sub-rule (6) of rule 21*

#### **BLACKLISTING MECHANISM OR PROCESS**

1. *Procuring Agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
2. *The show cause notice shall contain:*
  - (a) *precise allegation, against the bidder or Contractor;*
  - (b) *the maximum period for which Procuring Agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
  - (c) *the statement, if needed, about the intention of Procuring Agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurement's of all the procuring agencies.*

3. *Procuring Agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, Procuring Agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and Procuring Agency shall decide the matter on the basis of available record and personal hearing, if availed.*
5. *In case the bidder or Contractor submits written reply of the show cause notice, Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *Procuring Agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of Procuring Agency for personal hearing.*
7. *Procuring Agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *Procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
9. *Procuring Agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *Procuring Agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If Procuring Agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, Procuring Agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting.*

*The parties may file written statements and documents in support of their contentions.*

14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, Procuring Agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*

iv) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

### **Section-III. Technical Specifications**

#### **3.1. Technical Specifications**

#### **3.2 Scope of Services**

#### **LIST OF ITEMS TO BE PROCURED ALONGWITH SPECIFICATIONS**

##### **Lot No 1 Computer Stationery**

<b>SR NO</b>	<b>Name of Item</b>	<b>Specification</b>	<b>Total</b>	<b>2 % Bid Security (in Rupee)</b>
<b>1</b>	Paper Rim A3 size	80gm AA or Equivalent	10	45,320
<b>2</b>	Paper Rim A4 Size	80gm AA or Equivalent	600	
<b>3</b>	Paper Rim Legal Size	80gm AA or Equivalent	600	

4	Ream Extra Legal Size	80gm AA or Equivalent	10	
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**Note. Samples must be submitted at the time of technical bid opening.(mandatory)**

**Lot No. 2 Printing**

SR NO	Name of Item	Unit	Specification	Total	2 % Bid Security (in Rupee)
01	Envelop	No.	SIZE 12x15 Khaki color With 1 Color Printing (khaki)	1000	34,520
02	Envelop	No.	A4 Size Khaki color With 1 Color Printing (khaki)	1000	
03	Envelop	No.	Window 4"x9"With 1 Color Printing (khaki)	30,000	
04	File Cover (Legal Size)	No.	Legal Size 2 Color printing with stud & die cutting	10,000	
05	File Cover (A4 Size)	No.	A4 Size 2 Color printing with stud & die cutting	10,000	
06	File Cover (A4 Size)	No.	A4 Size 2 Color printing with plastic clip	10,000	
07	Letter Head	No.	Legal size 100 gram paper with one color printing	50,000	

**Lot No. 3 Furniture & Fixture**

Sr.No	Name of Item	Unit	Specification	Total	2 % Bid Security (in Rupee)
1	Locker	No.	Double Key Lockers as per following specification Height 2'.5" Width 1'.8" Length 1'.3" Weight approx. 80 kg plus	1	12,780
2	Almirah	No.	Steel Almira 2 door 24 Guage 6-1/1	5	
3	Table with Side Rack	No.	Office Table (Wooden) (approx. Size (4`.4" x 2`.3")) Good Quality Table Side Rack Wooden (approx. Size 3`x1`.4") Good Quality	2	
4	Revolving Chair	No.	Medium back Revolving Chair, seat size 20inch width 19 inch depth, seat Hight Adjustable, back Hight 24 inch Good Quality, local made	12	

**Lot No. 4 COMPUTER HARDWARE/IT EQUIPMENT**

Sr. No.	Name of Item	Unit	Specification	Total	2 % Bid Security (in Rupee)
1	Computer Brand new with all Accessories	No.	<p><b>Processor:</b> intel 14<sup>th</sup> Generation Core  <b>Chipset:</b> Intel Integrated  <b>Graphics:</b> Intel Integrated  <b>System Memory:</b> 16GB or Higher  <b>Hard Disk:</b> 512 GB NV Me SSD or higher  <b>Audio:</b> integrated  <b>Display Screen:</b> 19" or higher FHD Monitor preferably same brand.  <b>I/O interfaces:</b> USB ports, HDMI port, Audio jack, RJ-45 Ethernet Port  <b>Mouse &amp; Keyboard:</b> USB Wired keyboard, USB Optical Mouse  <b>Operating system:</b> Windows 11 professional  <b>Warranty:</b> One (01) year Parts and labor warranty for all components on site</p>	4	88,169
2	Computer LCD 19"	No.	FHD Montier 19" or higher	4	
3	Laptop with bag	No.	<p><b>Processor:</b> Processor Intel Core Ultra 5, (Cache 12 MB up to 4.3 Ghz) or higher  <b>Chipset:</b> intel integrated  <b>Graphics:</b> intel integrated  <b>Memory:</b> 16GB DDRS (Upgradable up to 64GB)  <b>Storage:</b> 512GB PCIe NVMe M.2 SSD or higher  <b>Keyboard/Touchpad:</b> Backlit keyboard with Multitouch Touchpad  <b>Display:</b> 15" or higher with minimum WUSGA (1920x1200), IPS and Antiglare  <b>Wireless:</b> Wi-Fi 6 with Bluetooth 5.2 or higher  <b>Audio:</b> Built in speakers and Dual Microphone  <b>I/O ports:</b> Audio / Microphone jack, USB A, USB C, thunderbolt, Ethernet (RJ-45) port and HDMI port.  <b>Camera:</b> Built in FHD Camera with privacy shutter  <b>Battery:</b> integrated battery with USB-C adapter or better  <b>Mouse:</b> Original wireless Optical Mouse of same brand  <b>OS:</b> Windows 11 Pro (Genuine)  <b>Carrying Case:</b> Original Carrying cse of same brand  <b>Warranty:</b> one (01) year parts and labor warranty for all compnents on site.</p>	3	
4		No.	<b>Print Technology:</b> Laser		

	Printer		<b>Print Speed (A4):</b> 40ppm A4 or Higher <b>Print Resolution:</b> 1200x1200 <b>Duplex Printing:</b> Auto <b>Connectivity/interfaces:</b> USB, RJ/45, Wifi. <b>Input:</b> up to 250 Sheet with 2 input Trays <b>Output:</b> 100 Sheets <b>Monthly Duty Cycle:</b> 70000 page or higher <b>Warranty:</b> one year parts and labor warranty for all components on site.	5
5	SSD 256 GB	No	SSD 256 GB SanDisk or Equivalent	5
6	SSD 512 GB	No.	SSD 512 GB SanDisk or Equivalent	2
7	RAM 16 GB	No.	RAM 16 GB DDR4 SanDisk or Equivalent	4
8	Bluetooth USB Adopter	No.	Bluetooth USB Adapter	6
09	Keyboard Manual	No.	Keyboard Wired A4Tech or Equivalent	10
10	Mouse Manual with pad	No.	Mouse Wired with pad A4Tech or Equivalent	10
11	Wifi USB adopter	No.	Wifi USB adopter TP-Link or Equivalent	4
12	VGA Cable	No.	VGA Cable 1.5m	5
13	Printer Cable	No.	Printer Cable 1.5m	15
14	USB 32 GB	No.	USB 32 GB SanDisk or Equivalent	15
15	USB 64 GB	No.	USB 64 GB SanDisk or Equivalent	15
16	Tonner 12 A (China)	No.	Tonner 12 A (China)	12
17	Tonner HP laser jet MFP 135 WI	No.	Tonner HP laser jet MFP 135 China	15
18	Tonner HP 212 Cortege Color & Black (M554dn) original	No.	Tonner HP 212 Cortege Color & Black (M554dn) original	1
19	Tonner HP laser jet 1050 (China)	No.	Tonner HP laser jet 1050 (China)	15
20	Tonner HP laser jet 1005 (China)	No.	Tonner HP laser jet 1005 (China)	5
21	Tonner HP laser jet 107 A (China)	No.	, Tonner HP laser jet 107 A (China)	7
22	Tonner 26 A (China)	No	Tonner 26 A (China)	10
23	Tonner 83 A	No	Tonner 83 A (China)	7

	(China)			
24	Tonner 53 A (China)	No	Tonner 53 A (China)	10
25	Tonner 80/05 A (China)	No.	Tonner 80/05 A (China)	10
26	Tonner 64 A (China)	No.	Tonner 64 A (China)	10
27	Tonner 76-A (China)	No.	Tonner 76-A (China)	5
28	UPS for Computer (1KVA)	No.	<b>Brand:</b> Riello, ADC Or Higher <b>Capacity:</b> 1 KVA Line interactive UPS with Maintenance free batteries <b>Power factor:</b> 0.6 or higher <b>Recharge time:</b> 6-8 hour rechargetime <b>Backup:</b> At least 5-6 minutes backup time, or higher on 70% load <b>Features:</b> Surge protection,/ USB port with other standard feature, 3 pin universal plug, LCD/LED Display Screen <b>Compliance:</b> CE/FCC/ISO/RoHs/IEC <b>Warranty:</b> one year parts and labor warranty for all components on site	15

#### Lot No. 05 OTHERS

Sr. No.	Name of Items	Unit	Specification	QTY	2 % Bid Security (in Rupee)
1.	Hand wash	Bottle	maximum 500ml Dettol or Higher	30	5,898
2.	Glint	Bottle	Maximum 500ml glass cleaner	10	
3.	Soap	No.	Stander size soap maximum 160g Equivalent to Dettol	50	
4.	Tissue box 2 Ply	Box.	2 Ply Rose petal or Higher	150	
5.	Tissue Box 3 Ply	Box.	3 Ply Rose petal or Higher	50	
6.	Tissue party	Pkt.	Party pack Multipurpose equivalent to Rose petal	10	
7.	Towel (Large Size)	No.	Soft & Fluffy maximum 800g Wight	5	
8.	Mosquito Killer	No.	Mosquito Killer Maximum 600ml bottle	20	
9.	Air Freshener	No.	Insta Safe Antibacterial Air Spray 300ml bottle	30	
10.	Extension Lead	No.	Extension Lead with 3 meters wire heavy duty copper cable	10	
11.	Energy saver	No.	30 watt Osaka or Higher	50	

12.	Cell	No.	Cell for Bell Size AA	50
13.	Cell	No.	Cell for Bell size AAA	50
14.	Tissue Roll	No.	Tissue Roll Mexob rose petal or higher	50
15.	Phenyl	Bottle.	300ml bottle Good Quality	20
16.	Acid	Bottle.	500ml bottle	50
17.	Broom	KG.	Broom Stick (Bansi) Good Quality	10
18.	Surf	kg.	Washing powder maximum 1 kg pack brite or higher	20
19.	Harpic/Toilet Cleaner	Bottle.	Toilet cleaner 500ml bottle	20
20.	Mop Brush	No.	Brush viper mop with cleaner	5
21.	Towel	No.	Towel for Cleaning (Tapri) Standard size	20
22.	Dustbin	No.	Dustbin Plastic material maximum 30 ltr. capacity	20
23.	Dustbin Shopper(Garbage bag)	Kg.	Garbage bag Good Quality	4
24.	Duster	No.	All Purpose Cleaning Duster Small	30
25.	Doorbell (Remote)	No.	Wireless Remote Doorbell – Easy Installation, No Wiring 150M Long Range Wireless Door Bell4-5 Sound Options for Personalized Door Chimes	10

#### Lot No.6 STATIONERY

Sr. No.	Name of Items	Unit	Specification	QTY	2 % Bid Security (in Rupee)
1.	Ball point	Pkt.	0.7 mm needle Picasso or higher	50	
2.	Calculator	No.	DJ 240D Plus 300 step Check	5	
3.	Dak Pad	No.	Dak Pad Rexine Leather Legal size	10	
4.	Diary/Dispatch Register	No.	8 No. Register with good quality page.	20	
5.	Drafting pad	No.	A4 SIZE	50	
6.	Drafting pad	No.	Medium Size	50	
7.	Double Punch Machine	No.	Double Punch Machine Good Quality	5	

8.	Eraser	No.	Eraser dollar or higher	20	9,469
9.	Flapper	No.	Two Flap Cardboard/File Flapper Color Green with ribbon Standard size	3000	
10.	Flapper	No.	Two Flap Cardboard Flapper with Chip along with Monogram of Govt. of Punjab	500	
11.	Fluid pen white	No.	Fluid Pen/correction pen Dux or higher	50	
12.	Gum liquid	bottle.	Gum liquid bottle maximum 145g	10	
13.	Gum stick	No.	Gum Stick maximum 80g	10	
14.	Sticky Note	Pkt.	Arrow Flag Sticky note	10	
15.	Scotch tape	No.	Scotch tape 4"	5	
16.	Scotch tape 2"	No.	Scotch tape 2"	5	
17.	Binding tape 4"	No.	Binding tap 4"	10	
18.	Binding sheets	Pkt.	A4 size Good Quality	5	
19.	Stapler machine	No.	Heavy duty 23/24 good quality	2	
20.	Stapler pin	Pkt.	Size 23/24	5	
21.	Hard file box	No.	PVC Box file good quality	120	
22.	Highlighter	No.	MARKER (Yellow ,Green, Pink, good quality	100	
23.	Permanent marker	No.	Permanent Marker Doller or higher	30	
24.	Uni ball	Pkt.	SIGNO or Higher	18	
25.	Paper clip (box)	Box.	30 mm Paper Clip Good Quality	50	
26.	Paper cutter	No.	Paper cutter regular size Good Quality	20	
27.	Paper punch (single)	No.	Good quality	50	
28.	Pencil lead	Pkt.	A mixture of powdered graphite (a form of carbon) and clay	10	
29.	Pin remover	No.	Good Quality	10	
30.	Post it pad	No	SIZE 3"x3"	10	
31.	Pointer	Box	Blue, Doller or higher	7	
32.	Sharpener	No.	Metal Sharpener	50	
33.	Short hand book	No.	Good Quality	10	
34.	Stamp pad	No.	Artline Stamp Pad	15	
35.	Stapler machine	No.	6/24 20-page staple capacity deli or equivalent	10	
36.	Stapler pin	Box	6/24	100	
37.	Steel scale	No.	12"	20	
38.	Tags guchi	Pkt.	6"	300	

39.	Magnifying glass	No.	Magnifying Glass 2.25 Lab Quality	05
40.	Ball point (red)	Box	Ball point (red)	10
41.	Attendance register	No	Staff Attendance register with fine page	15
42.	Double punch machine	No.	Heavy Duty 2-Hole Punch Machine for 300 Pages/Sheet	5
43.	Stapler pin	Pkt.	23/8	5
44.	Stapler pin	Pkt.	23/10	5
45.	Stapler pin	Pkt.	23/13	5
46.	Stapler pin	Pkt.	23/15	5
47.	Stapler pin	Pkt.	23/20	5
48.	Stamp pad ink blue	bottle.	Stamp pad ink blue	4
49.	Notice board pin	No.	Notice board pin, Good Quality	25
50.	Cash book	No.	columns for Date, Particulars (Details), Ledger Folio (LF), Cash, and Bank, split into Debit (Receipts) and Credit (Payments) sides,	3
51.	Ledger	No.	12"x17" size, page count, binding) and its internal structure, which features columns for Date, Description/Account Name, Debit (Payment/Expense), Credit (Deposit/Income), and Balance	3

### Lot No. 7 PLANT & MACHINERY

Sr.,No	Items	Unit	Specification	Qty.	2 % Bid Security (in Rupee)
1.	Dispenser	No.	220-240V/ 400 Watts, Process Capacity Cool: 3L / H, Process Capacity Hot: 5L/H, Storage Capacity Cool: 3.5 L, Storage, three tab, Daw lance or higher	6	23,000
2.	Photocopier	No.	<b>Brand:</b> Xerox, Toshiba, Konika Minolta or Equivalent <b>Print Technology:</b> Laser <b>Machine Type:</b> A3 monochrome Laser Multifunctional <b>Functions:</b> Print, Copy, Scan, Send <b>Speed:</b> 25ppm or above <b>Copy and Scan Resolution:</b> 600dpi <b>Print Resolution:</b> 600dpi x 600 dpi /	1	

		1200dpi x 1200 dpi <b>Number of copies:</b> 1 to 999 copies <b>Memory:</b> 2GB or above <b>Storage:</b> 30gb emmc or above <b>Scan Speed:</b> 1 sided 35/25 @ 300dpi or above <b>ADF:</b> 50 Sheets or above <b>Paper Capacity:</b> 350 Sheets or above <b>Monthly Duty Cycle:</b> 15000 pages or above <b>Tonner Consumption:</b> 10000 pages or above <b>Note:</b> Authorization (MAL/MAF) is mandatory from Principal.	1
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**2% of estimated cost of bid value in PKR for**

**Lot 1 is Rs.45,320/-      Lot -2 is Rs.34,520/-      Lot-3 is Rs.12,780/-**  
**Lot-4 is Rs.88,169/-      Lot-5 is Rs.5,898/-      Lot-6 is Rs.9,469/-**  
**Lot-7 is Rs.23,000/-**

**Note:**

- a) The Department reserves the right to increase or decrease the Quantity of items to be procured in compliance of PPRA Rules 2014.
- b) At least one-year warranty if applicable

**Section-IV: Bid Data Sheet**

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses which may be deleted while submitting the Bids.]*

<b>A. Introduction</b>		
<b>BDS Clause Number</b>	<b>ITB Number</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
1.	2.1.1	Name of Procuring Agency: [Punjab Government Servants Housing Foundation. subject of procurement is:  <b>FOR THE PROCUREMENT OF COMPUTER SATATIONERY, PRINTING MATERIAL, FURNITURE &amp; FIXTURE, COMPUTER HARDWARE, OTHER ITEMS, STATIONERY ITEMS, PLANT &amp; MACHINERY.</b> 14-A Upper Mall Scheme Lahore.

		Contact: (042) 35776286
2.	2.1.2	Financial year for the operations of the Procuring Agency: [2025-26] Non Development Name of financing institution: PGSHF
3.	2.1.3	i-joint venture, consortium or association are not allowed

### **B. Bidding Documents**

4.	2.2.1	The address for clarification of Bidding Documents is the office of The Managing Director, PGSHF, Lahore
5.	2.2.2	Pre-bid meeting will not be held:
6.	2.3.3	The number of documents to be completed and returned is one original only

### **C. Bid Price, Currency, Language, and Country of Origin**

7	2.3.1	<i>[Language of the bid shall be English]</i>
8	2.3.4	The price quoted shall be in Pak Rupee, <u>including all taxes and charges</u> <i>[The related provisions shall be reflected accordingly in SCC and Price Schedules.]</i>
9.	2.3.4	<i>[Price shall be fixed for the contract period].</i>

### **D. Preparation and Submission of Bids**

10.	2.1.3	Qualification Criteria/Knockdown Criteria.  <ul style="list-style-type: none"> <li>i. <i>The bidder must have done at least 1 such assignment</i></li> <li>ii. <i>Registration with the relevant tax authority, i.e., FBR/PRA, etc., as an active taxpayer. And active on e-pads.</i></li> <li>iii. <i>Minimum financial soundness based on average turnover for the last three years: 10 Million</i></li> </ul>
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		<p><b>iv. Affidavit to the effect that:-</b></p> <ul style="list-style-type: none"> <li>• Bidder is not currently blacklisted by the Procuring Agency.</li> <li>• The documents/photocopies provided with the bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per the law/ Rules.</li> <li>• The provided information is correct.</li> </ul>
<b>11.</b>	<b>2.2.2</b>	<p>Bid shall be submitted to:</p> <p><b>Office of the Director ADMN PGSHF, 14-A Upper Mall Scheme, Lahore.</b></p> <p>Telephone : (042) 35776286</p>
<b>12.</b>	<b>2.4.2</b>	<p>The deadline for the bid submission is</p> <p>Date:[30.03.2026]</p> <p>Time: [11:00 AM]</p>
<b>13.</b>	<b>2.5.1</b>	<p><b>Place and time/date for opening of bid</b></p> <p>11:30, 30.03.2026, and the Committee Room of PGSHF.</p>
<b>14</b>		<p>Amount of Performance Guarantee is: 5%</p> <p>The performance guarantee shall be deposited in the shape of a callable deposit at call from commercial banks. The said security will be released after successful completion of the contract.</p>
<b>15.</b>	<b>2.3.8</b>	<p>Estimated Contract Price is: for Lot-1- Rs= 2,266,000/-</p> <p>For Lot-2- Rs= 1,726,000/-</p> <p>For Lot -3- Rs= 639,000/-</p> <p>For Lot -4- Rs=4,408,450/-</p> <p>For Lot -5- Rs= 294,900/-</p> <p>For Lot -6- Rs=473,450/-</p> <p>For Lot -7- Rs=1,150,000/-</p> <p>Amount of Bid security is:</p> <p>For Lot -1 Rs. 45,320</p> <p>For Lot-2 Rs. 34,520</p> <p>For Lot-3 Rs. 12,780</p> <p>For Lot-4 Rs. 88,169</p> <p>For Lot-5 Rs. 5,898</p> <p>For Lot-6 Rs. 9,469</p> <p>For Lot-7 Rs. 23,000</p> <p><i>Earnest money 2% of the estimated cost will be in the shape of call deposit issued in favour of Punjab Government Servants Housing Foundation. The original bid security shall be attached with financial proposal whereas all photocopies shall be attached with the technical bid.</i></p>
<b>16</b>	<b>2.3.8</b>	<p>Bid validity period after opening of the Bid is: 60 days.</p>

17.	2.3.8	Number of copies of the Bid to be provided is: 01 original
<b>E. Opening and Evaluation of Bids</b>		
18.	2.5.1	The Bid will be opened at opening shall take place at 14-A Upper Mall Scheme, Lahore. Date: [ 30.03.2026 ]Time: 11: 30 AM
19.	2.3.4	Pakistan Rupee
<b>F. Bid Evaluation Criteria</b>		
20.	2.5.8	Criteria to Bid evaluation.

### Evaluation Criteria

Sr. No.	Description	Allocated Marks	Total Marks
1	<b>Company Profile &amp; Experience</b>		
i.	<b>Company Profile</b> Years of operations (From Registration date of NTN / FBR) <input type="checkbox"/> E.g.: Two (2) marks for one (1) year of experience may be awarded. <input checked="" type="checkbox"/> Maximum marks may be awarded if the firm has 5 years or more of experience.	10	35

ii.	<b>Relevant Experience</b> Similar assignments/supplies over the last 3 years. 2 similar project= 5 marks 3 similar projects= 10 marks 4 similar projects = 15marks <b>Purchase orders / supply orders / completion certificates must be attached; otherwise, no marks shall be awarded.</b>	15	
iii.	<b>Value of Projects</b> Capital Cost of projects / Supplies completed over the last 05 years <b>If the total value is equal to or more than the value of Current project, i.e., PKR [Rs. 10,957,800/-.]</b> For one project = 5 marks may be awarded For two projects = 10 marks may be awarded <b>Purchase orders/supply orders / must be attached; otherwise, no marks shall be awarded.</b>	10	
2	<b>Financial Position</b>		

i.	<b>Annual Turnover (last 03 years)</b> <b>If the total annual turnover of the last three years is equal to or above PKR: [10,957,800/-], then maximum allocated marks may be awarded.</b>  If the total turnover during the last three years is up to PKR [4,000,000] = 4 marks If the total turnover during the last three years is up to PKR [6,000,000] = 6 marks If the total turnover during the last three years is up to PKR [8,000,000] = 8 marks If the total turnover during the last three years is up to PKR [10,000,000] = 10 marks <b>Audit statement of the last three financial years must be attached; otherwise, no marks shall be awarded.</b>	10	35	
ii.	<b>Tax Return</b> Active Taxpayer for the last three financial years	15		
iii.	<b>Bank Balance / Credit Limit</b> If the bank balance/credit limit up-to 30 <sup>th</sup> June, 2025, is equal to or more than the estimate of the current purchase, full marks may be awarded. Otherwise, the marks may be awarded as:	10		
	$\frac{\text{Closing Balance or Credit Limit} \times 05}{\text{Estimate of Current Purchase}}$			
3.	<b>Human Resource</b>			
i.	<b>Total HR strength of the firm/company (Payroll of January, 2026 mandatory)</b> <i>Should have 03 full-time staff members</i> <b>A list of staff will be provided by Bidder with the necessary details (Payroll of January 2026).</b>	15	15	
4.	<b>Office / Infrastructure</b>			
	List of offices that any other city = 5 marks (Maximum 15 Marks) Required details are as follows, Complete address ownership/rent agreement, year of office established in the same place. In case of missing information, no mark may be awarded	15	15	
	<b>Total</b>		<b>100</b>	

## Section-V: General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the Goods & Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.
- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.

(j) "The Project Site," where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

**2. Application** 2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

**3. Country of Origin**

3.1. All Goods and Services supplied under the Contract shall have

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from **where** the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

3.3. The origin of Goods and Services is distinct from the nationality of the Supplier. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

**4. Standards**

4.1. The Goods supplied under this Contract shall conform to the their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. *[where applicable]*

**5. Use of Contract Documents and Information;**

**Inspection and Audit by the procuring agency.**

5.1. The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance

Except for purposes of executing the Contract. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of Procuring Agency and shall be returned (all copies) to Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency. The Supplier shall permit Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the

Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

## **6. Patent Rights**

6.1. The Supplier shall indemnify Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.

## **7. Performance Guarantee**

7.1. Within fifteen (15) days *[to be decided by the procuring agency]* of receipt of the notification of Contract award, the successful Bidder shall furnish to Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

7.2. The proceeds of the Performance Guarantee shall be payable to Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to Procuring Agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

(b) a Bank Guarantee, OR

7.4. The performance guarantee will be discharged by Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Inspections and Tests**

8.1. Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests Procuring Agency requires and where they are to be conducted. Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

8.2. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s) (if so allowed by the Procuring Agency), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.

8.3. Should any inspected or tested Goods fail to conform to the Specifications, Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency.

8.4. The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by Procuring Agency or its representative prior to the Goods' shipment from the country of origin.

8.5. Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

**9. Packing** be expressly provided for in the contract including additional requirements, if any specified in SCC, and in any subsequent instruction ordered by the procuring agency

**10. Delivery & Documents.** Documents to be submitted by the Supplier are specified in SCC.

**11. Insurance** 11.1. ( N.A)

**12. Transportation**

12.1. All expenses of transportation will be borne by bidder.

**13. Incidental Services**

13.1. The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

*[If required and decided by the Procuring Agency]*

- (a) satisfactory performance for specified time/ quantity onsite and/or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring Agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:

- (i) the prevailing rates charged for other parties by the Supplier for similar services; and
- (ii) original price of goods.

**14. Spare Parts**

14.1. As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*[If required and decided by the Procuring Agency]*

- (a) such spare parts as Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and

- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to Procuring Agency of the pending termination, in sufficient time to permit Procuring Agency to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for 1 year *[to be decided by the Procuring Agency]* year/months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for \_\_\_\_\_ *[to be decided by the Procuring Agency]* year/months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency.

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

**16. Payment**

16.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2. The Supplier's request(s) for payment shall be made to Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier, provided the work is satisfactory after inspection by committee.

16.4. The currency of payment is *[to be decided by the Procuring Agency]*

**17. Prices**

17.1. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC.

**18. Change Orders**

18.1. Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
- (b) the method of shipment or packing;

- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

**19. Contract Amendments**

19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

**20. Assignment**

20.1. The Supplier shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.

**21. Sub-contracts**

21.1. The Supplier shall notify Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2. Subcontracts must comply with the provisions of GCC Clause 20.

**22. Delays in the Supplier's Performance**

22.1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by Procuring Agency in the Schedule of Requirements-

22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.

**23. Liquidated Damages**

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

**24. Termination for Default**

24.1. 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 any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of Procuring Agency has engaged in corrupt practices in competing for or in

executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

*“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:*

- (d) *“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive Procuring Agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*
  - vi. *coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
  - vii. *collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of Procuring Agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
  - viii. *offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
  - ix. *any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
  - x. *obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators*

*in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

24.2. In the event Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure".

25.3. If a Force Majeure situation arises, the Supplier shall promptly notify Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.

**26. Termination**

26.1. Procuring Agency may at any time terminate the Contract by

**for Insolvency**

giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

**27. Termination for Convenience**

27.1. 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.

27.2. The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by Procuring Agency on the Contract terms and prices. For the remaining Goods, Procuring Agency may choose:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**28. Resolution of Disputes**

28.1. After signing the contract or issuance of purchase order, Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2. If, after thirty (30) days from the commencement of such informal negotiations, Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

- 29. Governing Language** 29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law** 30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
- 31. Notices** 31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
- 31.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties** 32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by Procuring Agency as the case may be.

## **Section-VI. Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Special conditions of contract shall be concluded between Procuring Agency and the successful bidder(s) during purchase committee meeting for approval of tender(s) in addition to following: -

- 1. Bid Security**  
Earnest money 2% of the estimated cost will be in the shape of Bank Guarantee favor of Punjab Government Servants Housing Foundation attached with the quoted documents.
- 2. Performance Guaranty / Security**  
On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guaranty/Security in accordance with the Special Conditions of Contract, in the Performance

Guarantee/Security Form.(If applicable) The Performance Guarantee will be 5% of the contract amount. The performance security shall be deposited in the shape of Bank Guarantee. The said security will be released after successful completion of the contract.

**3. Delivery Schedule**

- I. The Department may issue special Work Order other than as per the Contract and approved rates and the Firm will be bound to execute the Work Order

**4. Payment terms and payment office**

- I. The Firm shall submit invoices and an original Work Order in accordance with the Contract. The Firm shall be paid in Pak Rupees after receipt and acceptance of an invoice after inspection.
- II. invoice shall include:
  - a. Firm name and address
  - b. Contract number and the subsequent Work Order number and date
  - c. invoice number
  - d. Goods Delivery Note and services.
- III. Each voucher submitted by the Firm shall contain the following certification, signed by an authorized representative of the Firm:

**The undersigned hereby certifies that (1) this voucher and any attachments have been prepared from the books and records of the Firm in accordance with the terms of the Contract, and to the best of my knowledge and belief, that they are correct; that the sum claimed is proper and due; which have been satisfactorily provided / performed; that the quantities and amounts involved appropriate refund shall be made to PGSHF promptly upon requests of PGSHF determines that any amount previously paid was not properly payable.**

**5. Insurance:**

**6. Penalties/ Liquidated Damages:**

- a) In case of late delivery of goods beyond the periods specified in the schedule of requirements, penalty @ 0.67 Per Day
- b) In case of total failure in Supply the amount of bid security will be forfeited the firm shall be blacklisted minimum for a period of two years. Or till the of proof of innocence shall be on the Firm.

**8 Schedule of Requirement:**

The successful bidders will be responsible for delivery of supplies as per delivery schedule given in work order issued as per the signed agreement/Contract.

9. **Arbitration and Resolution of Disputes:** In case of any dispute concerning the interpretation and/or application of this Supply Order shall be settled through arbitration. The Executive Director (A&F) PGSHF shall act as the sole ARBITRATOR. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.

10 **Price Reasonability Certificate:**

Where the response to a tender inquiry will be poor or a single offer will have been received or the rate received will otherwise be considered to be on the higher side, the following certificate shall be demanded from the bidder to ensure the reasonableness of the quoted price: **“CERTIFIED THAT THE PRICE QUOTED TO THIS**

**DEPARTMENTS IN THIS BID ARE NOT MORE THAN THE PRICES CHARGED FROM ANY DEPARTMENT/ORGANIZATION IN THE COUNTRY AND IN CASE OF DISCREPENCY, THE BIDDER HEREBY UNDERTAKES TO REFUND THE PRICE IN EXCESS”**

**Note:** All assessments and procuring procedures, i.e., receiving, opening, and awarding, etc., shall be governed by the Punjab Procurement Rules, 2014.

## **Section-VII. Schedule of Requirements/Work Plan/ Deputation Plan**

### **Section-VIII: Sample Forms**

#### **8.1 Bid Form**

*[To be signed & stamped by the Service Provider and reproduced on the letter head. To be attached with the Bid, in case of Single Stage One Envelope Procedure and with the Financial Bid, in case of Single Stage Two Envelope Procedure]*

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

*To: [name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the Bidding documents, including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, as specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for a period of *[180]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

***[In case of single stage two envelope bidding procedure],***

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

**Technical bid includes the following: -**

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments *i.e. Bank Guarantee* valid for Ninety (90) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by Procuring Agency not inconsistent with PPR-14.

**Financial bid includes the following: -**

- a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

- b) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.10**) along with Original financial instrument *i.e. Bank Guarantee / valid for thirty (30) Days, beyond the validity of Bid.*
- d) *Any other document required by Procuring Agency not inconsistent with PPR-14.*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of service provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## 1.2 Bidder's JV Members Information Form

1.3

*{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}*

*{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.*

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>

7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*
- Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
  - In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 8.3. Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

Sr.#	Particulars
1.	Name of the company:
2.	<b>Registered Office:</b>
	Address:
	Office Telephone Number:
	Fax Number:
3.	<b>Contact Person:</b>
	Name:
	Personal Telephone Number:
	Email Address:
4.	<b>Local office if any:</b>
	Address:
	Office Telephone Number:
	Fax Number:
5.	<b>Registration Details:</b>

**a) Audited Financial Statement Attachment (Last 3 years)**

Yes	No
-----	----

**b) Details of Experience (Last Three Years)**

(i)	<b>Similar Project (Agency/Department)</b>	<b>Item Name</b>
(ii)	<b>Value of total Projects/Tenders/POs</b>	<b>Amount</b>

**c) Staff Detail and Payroll of January, 2026**

Yes	No
-----	----

*[Procuring Agency should formulate Bidder Profile Form in accordance with PPR-14 keeping in view its requirements, nature of procurement. i.e. simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. However, for a standard procurement/contract, contents of a generalized Bidder Profile Form may be as provided above.]*

**8.4. General Information Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

	<b>Particulars</b>			
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	

<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of</b>	
			<b>Formation</b>	

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		State/Province	
<b>City/Town</b>		Postal Code	
<b>Phone</b>		Fax	
<b>Email Address</b>		Website Address	

### 8.5. Affidavit

*[To be printed on PKR 300 Stamp Paper, duly attested by oath commissioner. To be attached with Bid]*

**Name:** \_\_\_\_\_  
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary. The undersigned hereby authorize and request the bank, person, company or corporation to

furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) \*\*\*\*\*omitted\*\*\*

*[Name of the Contractor/ Bidder/ Service Provider]* undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

### **8.6. Performance Guarantee Form (If applicable)**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

**To,**

*[name and address of the Procuring Agency]*

**WHEREAS** (Name of the Contractor/ Service Provider) \_\_\_\_\_ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE **"PROVISION OF Tender for**

\_\_\_\_\_ " procurement of the following:

1. **[Please insert details]**.

(Here in after called "the Contract").

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance

with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee;  
**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of \_\_\_\_\_(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

**[NAME OF GUARANTOR]**

Signature\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

Address\_\_\_\_\_

Seal\_\_\_\_\_

Date\_\_\_\_\_

**8.7. Technical Bid Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

Sr. No.	Description	Quantity	Specifications dimensions

**Stamp & Signature of Bidder** \_\_\_\_\_

## 8.8. Contract Form

*[To be signed & stamped by the Bidder and reproduced on the letter head].*

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called “the Service Provider”) on the other part:

WHEREAS Procuring Agency invited Bids for certain services, viz., *[brief description of services]* and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the General Conditions of Contract;
  - (d) the Special Conditions of Contract; and
  - (e) the Procuring Agency’s Notification of Award.
  - (f) Contract agreement
  - (g) Complete Bid document
3. In consideration of the payments to be made by Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/Work Plan/ Deputation Plan.
4. Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by Agency) the (for the Procuring

Signed, sealed, delivered by Provider) the (for the Service

**8.9. Financial Bid Form/Price Schedule**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

MINIMUM RATE SHOULD BE STRICTLY ADHERED

Sr. No.	Item name	Specifications/ dimensions	Unit price (inclusive of all taxes& duties etc.)	Quantity	Total price (inclusive of all applicable taxes & duties etc.)	Total price (in words)
Total price in figures						
Total price in words						

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

Detail of all applicable taxes/duties/charges, which must be included in the rates quoted by bidder, is given as below:

**Note:**

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.

**Stamp & Signature of Bidder** \_\_\_\_\_

## 8.10. Bid Security Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE*[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by Procuring Agency during the period of Bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to Procuring Agency up to the above amount upon receipt of its first written demand, without Procuring Agency having to substantiate its demand, provided that in its demand Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
*[signature of the bank]*

## Section IX- Checklist

*[To be signed, stamped, and presented on Bidder's letterhead pad]*

The provision of this checklist is an essential prerequisite along with the submission of tenders.

Sr. #	Detail	Responsive	Non-responsive
1.	The tender document can be downloaded free of cost, and is only acceptable through the e-PADS tender, along with the Standard Bidding Documents.		
2.	2% Bid Security of the estimated cost of articles/items given by the department. The Bid security must be submitted with the bidding document.		
3.	All required samples (demanded) have been submitted in <i>[name of the Procuring Agency]</i> sample store.		
4.	Active Registration with Income Tax Authorities (National Tax Number NTN) and Active registration on E-pads		
5.	Copy of active Registration with Sales Tax Authorities (STRN)		
6.	Copy of active Registration (Professional Tax Certificate)		
7.	At least 03 of similar nature, having similar cost or above, have been performed/executed in a public organization during the last 03 years		
8.	Bid Form (as per <b>form 8.1</b> of Bidding documents) on letterhead of the firm, duly signed and stamped.		
9.	Bid Security Form (as per <b>form 8.10</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
10.	<b>Performance Guarantee Form (If applicable) (as per form 8.6 of Bidding documents) on letterhead of the firm, duly signed and stamped.</b>		
11.	General Information Form (as per <b>form 8.4</b> of Bidding documents) on letterhead of the firm, duly signed and stamped.		

12.	<p>Affidavit (as per <b>form 8.5</b>) on non-judicial Stamp Paper of Rs. 300/-</p> <p>(i) The firm is not currently blacklisted by the Procuring Agency.</p> <p>(ii) The documents/photocopies provided with the Bid are authentic. In case of any fake/bogus document, look</p>		
13.	<p>Affidavit/stamp Paper of Rs. 300/- for compliance of specification</p>		
14.	<p>at any stage. They shall be black listed as per the rules / Laws.</p> <p>(iii) Affidavit for correctness of information.</p> <p>(iv) ****omitted***</p> <p>(v) All pages Proper Marking &amp; Signed Stamp Affidavit for correction of information Form (as per <b>form</b> of Bidding documents) on letterhead of the firm, duly signed and stamped.</p>		
15.	<p>i. Work order/supply order/purchase order of previous relevant experience.</p> <p>ii. Company profile. Staff list along with location and address <i>[where applicable]</i>.</p> <p>iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year).</p> <p>iv. Bidders' profile Form (as per <b>form</b> of Bidding documents) on letterhead of the firm, duly signed and stamped.</p>		

**Stamp & Signature of Bidder** \_\_\_\_\_

*[Procuring Agency may alter or modify the details of this form in accordance with PPR-14, keeping in view the nature and scope of the procurement and as per its requirements. i.e., simple services/janitorial services/security services/repair and maintenance/any other services, etc., etc.]*