



**PROJECT IMPLEMENTATION UNIT – IWRPP**  
Industries, Commerce, Investment & Skills Development  
Department  
Government of the Punjab



## ***E-TENDER NOTICE***

### **FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY ITEMS, JANITORIAL ITEMS, AND COMPUTER STATIONERY**

Electronic Bids through EPADS (Punjab) for the Framework Contract for the **Supply Of Stationery Items, Janitorial Items, and Computer Stationery** are invited from Bidders i.e., firms or companies engaged in providing security services, registered with relevant Registration Authorities (SECP/Registrar of Firm/FBR etc.) and Tax Departments/ Authorities (Income Tax & Sales Tax). The Bids shall be received as per the **Single Stage Single Envelope** procedure, Least Cost Selection Method.

Bidding Document, in the English language, can be downloaded by interested Bidders from the official website of the e-Pak Acquisition & Disposal System (EPADS).

LOT	Description of services	Estimated Amount (in rupees)	Bid Security (2%)	Remarks
I	STATIONERY ITEMS	925,000	36,000	Bids Will Be Evaluated and Awarded Lot-wise but it is Compulsory to Bid for all items of lot.
II	JANITORIAL ITEMS	130,000		
III	COMOUTER STATIONAY	745,000		

- Bids must be submitted online through EPADS on or before **27.12.2024** by **10:00 A.M.**
- Bid Submitted by any medium other than EPADS will not be considered.
- All Bids must be accompanied by a Bid Security of **2%** of the estimated price in the form of the **Call Deposit Receipt (CDR)/Pay Order (PO)/Banker's Cheque (BC)** in favor of "Project Director – PIU (IWRPP)"
- Submission of Original Bid Security Instrument before **27.12.2024** by **10:00 AM**, at the given address is compulsory.  
Address: 299-A, New Muslim Town (Near Ayubia Market), Lahore.
- Bids without Bid Security shall be rejected.
- Bid Validity will be **90 Days**.
- A pre-bidding meeting is not required.
- In case of any query, interested bidders can Contact.
  - EPADS
  - Land Line: +92 42 99232052
  - Email: [dir.tne.iwrpp@punjab.gov.pk](mailto:dir.tne.iwrpp@punjab.gov.pk)
  - Address: 299-A, New Muslim Town (Near Ayubia Market), Lahore.
- The Bidding document carrying all details can also be downloaded from;
  - the website of the Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.
  - The website of the PIU-IWRPP <https://iwrpp.punjab.gov.pk/>
  - <https://punjab.eprocure.gov.pk/>

**Project Director**  
**Project Implementation Unit, IWRPP**  
**Industries, Commerce, Investment & Skills Development Department, Government of the Punjab.**  
**299-A New Muslim Town,**  
**Lahore, Pakistan**  
**+92 42 99232052    [dir.tne.iwrpp@punjab.gov.pk](mailto:dir.tne.iwrpp@punjab.gov.pk)**



# **BIDDING DOCUMENT**

**FRAMEWORK CONTRACT FOR THE SUPPLY OF STATIONERY ITEMS,  
JANITORIAL ITEMS AND COMPUTER STATIONERY**

**Selection Method: LCM (Technically Responsive)  
Bid Type: Single Stage, Single Envelope**

**PROJECT IMPLEMENTATION UNIT, IWRPP  
INDUSTRIES, COMMERCE, INVESTMENT & SKILLS  
DEVELOPMENT DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**Dec 2024**

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## Section I: Invitation to Bid

### 1.1 INVITATION TO BID

## ***TENDER NOTICE***

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## Section II: Instructions to Bidders (ITB)

### 2.1. Introduction

#### 2.1.1 Scope of Bid

- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of *[nature of services to be decided by the procuring agency]* 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 received budget from the Government of Punjab. The 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) The Invitation to Bids is open to all suppliers i.e. firms or companies engaged in providing security services registered with (registered with relevant Registration Authorities i.e. SECP, Registrar of Firm etc), Income Tax, Sales Tax, Professional Tax & Punjab Sales Tax)
- 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 the 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 any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).  
  
(JVs is not allowed by Procurement Agency So Clause V, VI, VII, VIII are N/A)
- v) In the case of a joint venture, 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 the 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 the 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 the 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 is 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 the 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 the 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 the 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.
  - 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 Plan/Deputation Plan**
  - i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency 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) Technical Bid Form
    - (n) Contract Form

- (o) Financial Bid Form / Price Schedule
  - (p) Performance Guarantee Form
  - (q) 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 PPR-14, will take precedence.
  - iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the 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**

Through EPADS

#### **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, the 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 the 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 Security Services. etc. to be provided.

### 2.3.3. Bid Prices

- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the person/guard *[to be decided by the procuring agency]* the services of which it proposes to provide under the contract.
- ii) Prices indicated on the Price Schedule shall be item wise/ package wise *[to be decided by the Procuring Agency on form 8.10]*
- iii) 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 the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
- iv) 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.

- ii) The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

#### **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 the 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) Call Deposit Receipt (CDR)/Pay Order (PO)/Banker's Cheque valid for ninety (90) Days, beyond the validity of bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 10 days after the expiration of the period of Bid validity prescribed by the 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 the 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) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

**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.

**2.3.9. Minimum Wage rates/all applicable taxes**

- i) The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

## **2.4. Submission of Bids**

Through EPDAS within the Stipulated Time.

## **2.5. Opening and Evaluation of Bids**

2.5.1. Opening of Bids by the Procuring Agency will be through EPADS.

**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 the 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 the 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, the 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 the 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 the 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:
  - a) evaluation & qualification criteria;
  - b) required scope of *Security Services*. and related materials.
  - c) all securities requirements;
  - d) tax requirements;
  - e) Terms and conditions of bidding documents.
  - f) 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 the 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) The 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, the 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 which 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** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 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, the 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 the 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) The 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) The 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, the 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) if there is a discrepancy between unit prices 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, unless in the opinion of the Procuring 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 the 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, the 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 **prequalification**, the 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 the Procuring Agency deems necessary and appropriate.
- iii) The 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 Form 8.10 to be decided by the 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 the Procuring Agency**

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the 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. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- ii) Any effort by a Bidder to influence the 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 the 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, the 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. 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**

- i) Prior to the expiration of the period of Bid validity, the 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.
- 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 **Ten (10) 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, the 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 the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the 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 the 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, the 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, the 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) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of *Security Services* 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, the 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 the Procuring Agency the justification of those grounds.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The 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 the 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) The 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 the 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 the 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 debars 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. The 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 the 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 the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
- 3. *The 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, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the 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, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
- 6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
- 7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
- 8. *The 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. *The 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. *The 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 the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the 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, the 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.”*
- iii) 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

#### LOT I: STATIONERY ITEMS

1	Ball Pen Blue Piano or equivalent 0.8mm	P/Pkt
2	Ball Pen Red Piano or equivalent 0.8mm	P/Pkt
3	Ball Pen Black Piano or equivalent 0.8mm	P/Pkt
4	Gel Pen Uniball Signo Mitsubishi or equivalent (Blue)	P/Pkt
5	Gel Pen Uniball Signo Mitsubishi or equivalent (Black)	P/Pkt
6	Gel Pen Uniball Signo Mitsubishi or equivalent (Red)	P/Pkt
7	Permanent marker Dollar or equivalent	P/Pkt
8	Marker Removable Dollar or equivalent	P/Pkt
9	Led pencil Goldfish HB or equivalent	P/Pkt
10	Gum sticks Medium Dux or equivalent	Nos.
11	Paper Rim A-4 80 GRM AA Indonesia or equivalent	Nos.
12	Paper Rim legal size AA Indonesia or equivalent	Nos.
13	Paper cutter (China)	Nos.
14	Single punch Large (Fine Quality China)	Nos.
15	Double punch medium 8250 China/Three Flower	Nos.
16	Stick Note 1" multi-colour China	Nos.
17	Cash book as per sample (Fine Quality Pakistan)	Nos.
18	Stapler 24/6 Three Flower China	Nos.
19	Stapler pin 24/6 Dollar or equivalent	Nos.
20	Stapler Pin 23/17 Washing China	Nos.
21	Eraser Dux or equivalent	Nos.
22	Sharpener Dux or equivalent	Nos.
23	Simple Register (Fine Quality Pakistan)	Nos.
24	Stock register as per sample (Fine Quality Pakistan)	Nos.
25	Dak Register in/out as per sample	Nos.
26	Log Book as per sample	Nos.
27	Green Diary (PIU-IWRPP) as per sample (100 leaves) (Fine Quality Pakistan)	Nos.
28	Highlighter Dollar or equivalent	P/Pkt
29	Stamp Pad Large (Blue) Crystal Executive Size	Nos.
30	Stamp Pad Large (Black) Crystal Executive Size	Nos.
31	Stamp Pad Large (Red) Sensa China	Nos.
32	Stamp Pad Ink Black (Crystal 28.5 ml)	Nos.
33	Stamp Pad Ink Red (Crystal 28.5 ml)	Nos.
34	Stamp Pad Ink Blue (Crystal 28.5 ml)	Nos.
35	Correction pen White Kita	Nos.
36	Scale (ruler steel) China Fine Quality	Nos.
37	Paper Clip Three Flower or equivalent	Nos.
38	Calculator 12 Digit Citizen 9300 or equivalent	Nos.

39	Box file Small Local (Fine Quality Pakistan)	Nos.
40	Binding sheet A4 Sensa or equivalent 18mm	Nos.
41	Sticky note 3" x 3" colour (Post it pad) Sensa China or equivalent	Nos.
42	Envelope White 70 gm legal (PIU - IWRPP) as per sample (Local)	Nos.
43	Envelope White A4 70 gm (PIU - IWRPP) as per sample (Local)	Nos.
44	Envelope White 5*11 70 gm (PIU - IWRPP) as per sample	Nos.
45	Envelope Khaki A4 size (Local)	Nos.
46	Envelope Khaki Letter size	Nos.
47	Writing pad PIU-IWRPP Printed (small) as per sample (Fine Quality Indonesia Paper) or equivalent	Nos.
48	Thumb pin Sensa China or equivalent	Nos.
49	Common pin China (Chrysanthemum)	Nos.
50	Binding tape 2" Deer or equivalent	Nos.
51	Scotch tape 1" Seven Star or equivalent	Nos.
52	Packing Tape 3" Diamond 40 Yard or equivalent	Nos.
53	Separator (Plastic No 10)	Nos.
54	Tag Dori 6" (Cotton Thread)	P/Guchi
55	File Flapper (Fine Quality Pakistan) or equivalent	Nos.
56	Water Damper (Silver-X) or equivalent	Nos.
57	Stapler Machine Heavy Duty (200 Pages) Three Flower or equivalent	Nos.
58	Paper Weight Round (Marble)	Nos.
59	Paper Clip Colour Fine (Fine Quality Pakistan) or equivalent	Nos.
60	Scissor Sensa 7" China	Nos.
61	Pin Remover (Fine Quality Pakistan) or equivalent	Nos.
62	Colour Flag 3x3 (Multicolour China)	Pkt
63	File Cover Printed with Logo (Fine Quality Pakistan) or equivalent	Nos.
64	Rail Holder File Plastic A4 Size (Bar File Grip File)	Nos.

## LOT II: JANITORIAL ITEMS

1	Tissue Box (Popup Box)	Nos.
2	Tissue Roll	Nos.
3	Handwash 1 Liter	Nos.
4	Air Freshener 350 ml	Nos.
5	Mourtien Spray 500 ml	Nos.
6	Dettol Surface Cleaner 1000 ml	Nos.
7	Harpic Cleaner 450 ml	Nos.
8	Wiper Medium Size	Nos.
9	Bhansi Jharoo	Nos.
10	Hand Soap / Lux or equivalent 175g	Nos.
11	Duster for office cleaning	Nos.
12	Disposable Garbage bags for dustbins 18X24	KG
13	First Aid Box China	Nos.

**LOT II: COMPUTER STATIONERY**

1	Tonner with Drum for photocopier machine model No. Konica Minolta Bizhub 450i	Nos.
2	Tonner with Drum for Pantum Printer model No. BP5100DW	Nos.
3	Tonner for HP Colour Printer model No. SHNGC-1600-01	Nos.
4	Wifi Router 6, Dual Band (2.4 GHz at least 300 Mbps & 5 GHz at least 1200 Mbps, Ports: At least 1 Gigabit WAN Port and 3 Gigabit LAN Ports	Nos.
5	Original Adapter- 45W, Input 100-240V Output 19.5V 2.31A (Compatible with HP 15s-fq5099TU Laptop)	Nos.

**Information for the Bidder:**

- a) Bidder should bid for all Lots.
- b) Bid will be evaluated and awarded LOT-wise, so it is compulsory to quote for all items in Lot.
- c) Delivery will be the responsibility of the bidder. i.e. PIU, IWRPP Office, 299-A New Muslim Town Lahore.

### 3.2 Scope of Services

<b>SCOPE OF WORK</b>	Supply of items as per Specifications mentioned above (3.1)
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## Section-IV: Bid Data Sheet

### 4.1. Bid Data Sheet (BDS)

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.

<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	<b>Name of Procuring Agency:</b> “Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of the Punjab” <b>The subject of procurement is:</b> A Framework contract for the <b>Supply of Stationery, Janitorial Items, and Computer Stationary.</b>
2.	2.1.2	<b>The financial year for the operations of the Procuring Agency:</b> FY 2024-25  <b>Name of financing institution:</b> “Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of the Punjab”  <b>Name and identification number of the Contract:</b> PIU-IWRPP/PROC/2024-25/032
3.	2.1.3 (iv)	<b>Allowed Bidders:</b> Firms or companies engaged in supplying items, registered with relevant Registration Authorities (SECP/Registrar of Firm/FBR, etc.)
4.		Bids are invited Only from Pakistan (National)
<b>B. Bidding Documents</b>		
6.	2.2.2	<b>The process for clarification of Bidding Documents is</b> Through EPADS
7.	2.2.2	<b>Pre-Bidding Meeting Details:</b> Not Required
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
9	2.3.1	English
10	2.3.4	The price quoted shall be in PKR
11.	2.3.4 & 2.3.9	The price shall Be fixed & include all applicable taxes by the government.
<b>D. Preparation and Submission of Bids</b>		
13.	2.1.3	Qualification Criteria/Knockdown criteria. i. Minimum two (02) years of company’s/Firm’s standing.

		<p>ii. Registration of the Bidder with relevant forums/ organizations i.e., SECP/Registrar of Firms/FBR, etc.)</p> <p>iii. Registration with FBR. as income tax and GST payer.</p>
	2.1.1	<p><b>The bid shall be submitted to:</b> PIU, IWRPP through EPADS</p>
15.	2.4.2	<p><b>The deadline for Bid submission is</b> 27.12.2024 10:00 AM.</p>
16.	2.5.1	<p><b>Time, date/ Month/ Year, and place for Bid opening.</b> <b>On</b> 27.12.2024 10:30 AM. <b>Through</b> EPDAS</p>
17.	2.6.2	<p><b>Performance Security Details:</b></p> <p>a. Performance Security is 05% of the Final Contract Value.</p> <p>b. Performance Security should be in the form of a Call Deposit Receipt (CDR)/Pay Order (PO)/Banker's Cheque (BC)/Bank Guarantee (BG)</p> <p>c. Performance Security should be submitted within Ten (10) Days of the issuance of LOI/LOA.</p> <p>d. Performance Security should be in the name of: PROJECT DIRECTOR, IMPROVING WORKFORCE READINESS IN PUNJAB PROJECT or PROJECT DIRECTOR PIU-IWRPP</p>
18.	2.3.6	<p>a) Estimated Contract Price is: 1,800,000/- PKR</p> <p>b) The amount of Bid security is: 2% of the Estimated Value which is 36,000/- PKR</p> <p>c) Bid Security should be in favor of: PROJECT DIRECTOR, IMPROVING WORKFORCE READINESS IN PUNJAB PROJECT or PROJECT DIRECTOR PIU-IWRPP</p> <p>d) Original Bid Security Should Reach the Officer of Procuring Agency, before the closing of submission time.</p>
19.	2.3.7	<p><b>Bid validity period after opening of the Bid is:</b> Ninety (90) Days</p>
20.	2.3.8	<p><b>The number of copies of the Bid to be provided are:</b> None</p> <p>Submission of Proposal through EPADS Only</p>
<b>E. Opening and Evaluation of Bids</b>		
21.	2.5.1	<p>The Bid opening shall take place at: <b>On</b> 27.12.2024 10:30 AM. <b>Through</b> EPDAS</p>
22.	2.3.4	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is <b>PKR</b></p> <p><b>The source of the exchange rate shall be:</b> <i>Not Applicable as Bid Required In PKR</i></p> <p><b>The date of exchange rate shall be:</b> <i>Not Applicable as Bid Required In PKR</i></p>

<b>F. Bid Evaluation Criteria</b>		
<b>23.</b>	<b>2.5.8</b>	100% Compliance of Requirement Mentioned in “Technical Specifications” <b><u>Section III Clause 3.1</u></b> & Clause mentioned in “Qualification Criteria/Knockdown criteria” <b><u>2.1.3</u></b>

### Marking Criteria:

Total Score: 100

Minimum Score to Qualify: 65

NO	DETAILS	ALLOCATED MARKS	TOTAL MARKS
<b>1</b>	<b>COMPANY PROFILE &amp; EXPERIENCE</b>		<b>60</b>
<b>A</b>	<b>Company Profile</b>		
	Years of operations (From Registration date of NTN / FBR) Four (04) marks for one (1) year of experience may be awarded. Maximum marks may be awarded 20 Marks against 5 or more years of age	20	
<b>B</b>	<b>Relevant Experience (As General Supplier/Contractor)</b>		
	1 project= 4 marks Maximum marks 20 marks (Against 5 Assignments) Purchase orders/supply orders/completion certificates must be Attached.	20	
<b>C</b>	<b>Value of Projects</b>		
	Current/Completed Assignments over the last 2 Years have more/equal to the value of this assignment. 1 Assignment = 4 Marks Maximum marks 20 marks (Against 5 Assignments) Purchase orders/supply orders/completion certificates must be Attached.	20	<b>40</b>
<b>2</b>	<b>FINANCIAL POSITION</b>		
<b>A</b>	<b>Annual Turnover (last 03 years)</b>		
	If the average annual turnover of the last three years is equal to or above PKR 3 Million, full marks will be awarded. 0.5 to 1 Million = 5 Marks 1 to 2 Million = 10 Marks 2 to 3 Million = 15 Marks 3 Million Above = 20 Marks [Attach Audited Financial Statements/Income tax Returns]	20	
<b>B</b>	<b>Income Tax Return FY-2023-24</b>	10	



<b>C</b>	<b>Bank Balance (Firm Account)</b> If the bank balance/credit limit up to 30th June 2024 is equal to or more than the estimate of the current assignment value, full marks may be awarded. Otherwise, the marks may be awarded as: (Closing Balance or Credit Limit / Estimate of Current Purchase) x 10	10	
<b>TOTAL MARKS</b>		<b>100</b>	<b>100</b>

#### G. Award of Contract

<b>24.</b>	<b>2.6.5</b>	<b>Percentage for quantity increase or decrease is:</b> 15%
<b>25.</b>	<b>2.6.2</b>	<b>The Performance Guarantee shall be:</b> 05% of the Contract Value
<b>26.</b>	<b>2.6.2</b>	<b>The Performance Security (or guarantee) shall be in the form of:</b> Call Deposit Receipt (CDR)/Pay Order (PO)/Banker's Cheque (BC)/Bank Guarantee (BG)
<b>27.</b>		<b>Contract Period and Extension</b> The Framework contract is for Six (06) months starting from the Signing of the Contract. E.g. Jan 2025 to Jun 2025

## 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 the Procuring Agency and the Service Provider, 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 Service Provider 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 Service Provider is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services *{detail to be provided by the Procuring Agency as per its requirements}* and other such obligations of the Service Provider 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 Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.
- (i) "The Service Provider" means the Bidder or firm supplying the 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

*[where applicable]*

3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

#### **4. Standards**

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

#### **5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.**

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider 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.

5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.

5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.

#### **6. Performance Guarantee**

6.1. 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 the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the 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 cashier's or certified cheque or CDR.

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

**7. Incidental material**

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:

**8. Payment**

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. 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 Service Provider, provided the work is satisfactory.

8.4. The currency of payment is *PKR*

**9. Prices**

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the procuring agency}.

**10. Change Orders**

10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes

within the general scope of the Contract, only if required for the successful completion of the job.

10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider'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.

**11. Contract Amendments**

11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**12. Assignment**

12.1. The Service Provider 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.

**13. Sub-contracts**

13.1. The Service Provider shall notify the 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 Service Provider from any liability or obligation under the Contract.

13.2. Subcontracts must comply with the provisions of GCC Clause 12.

**14. Delays in the Service Provider's Performance**

14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/Deputation Plan as prescribed by the Procuring Agency in Section VII.

14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the 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 Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's-time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

**15. Liquidated Damages**

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the 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, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

**16. Termination for Default**

16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the 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 the 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 the 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

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for

such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

**17. Force Majeure**

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider 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.

17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, 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 Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider 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.

**18. Termination for Insolvency**

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, 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.

**19. Termination for Convenience**

19.1. The Procuring Agency, by written notice sent to the Service Provider, 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 Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.



19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the 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 Service Provider-an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

**20. Resolution of Disputes**

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider 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.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider 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.

**21. Governing Language**

21.1. 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.

**22. Applicable Law**

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

**23. Notices**

23.1. 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.

23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**24. Taxes and Duties**

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.

**25. Change in minimum wage rate**

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.

**26. Extension in Contract period**

Contract will be for Twelve (12) Months.

## SECTION-VI. SPECIAL CONDITIONS OF THE CONTRACT

### 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.

#### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is:

**“Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of the Punjab”**

GCC 1.1 (h)—The Procuring Agency’s country is:

**PAKISTAN**

GCC 1.1 (i)—The Service Provider is: \_\_\_\_\_

#### 2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 05% of the Final Contract Value

#### 3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided are:

Any material/item required to fulfill the scope of work.

#### 4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

##### **Payment for Services provided:**

Payment may be made in Pak. Rupees in the following manner:

- (i) Though Cross Cheque in favor of Firm Account Title after successful inspection of the assignment.

#### 5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.

#### 6. Liquidated Damages (GCC Clause 15)

Any damage caused by the negligence of the bidder.

## **7. Resolution of Disputes (GCC Clause 20)**

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

## **8. Governing Language (GCC Clause 21)**

GCC 21.1—The Governing Language shall be: English

## **9. Applicable Law (GCC Clause 22)**

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

## **10. Notices (GCC Clause 23)**

GCC 23.1—Procuring Agency’s address for notice purposes:

**Project Director  
Project Implementation Unit, IWRPP –  
Industries, Commerce, Investment & Skills Development Department, Government of the  
Punjab.  
299-A New Muslim Town,  
Lahore, Pakistan**

—Service Provider’s address for notice purposes:

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

### LOT-I (STATIONERY ITEMS)

No	Items Details	UOM	Approx Qty
1	Ball Pen Blue Piano or equivalent 0.8mm	P/Pkt	60
2	Ball Pen Red Piano or equivalent 0.8mm	P/Pkt	5
3	Ball Pen Black Piano or equivalent 0.8mm	P/Pkt	5
4	Gel Pen Uniball Signo Mitsubishi or equivalent (Blue)	P/Pkt	15
5	Gel Pen Uniball Signo Mitsubishi or equivalent (Black)	P/Pkt	10
6	Gel Pen Uniball Signo Mitsubishi or equivalent (Red)	P/Pkt	5
7	Permanent marker Dollar or equivalent	P/Pkt	2
8	Marker Removable Dollar or equivalent	P/Pkt	2
9	Led pencil Goldfish HB or equivalent	P/Pkt	10
10	Gum sticks Medium Dux or equivalent	Nos.	24
11	Paper Rim A-4 80 GRM AA Indonesia or equivalent	Nos.	400
12	Paper Rim legal size AA Indonesia or equivalent	Nos.	5
13	Paper cutter (China)	Nos.	5
14	Single punch Large (Fine Quality China)	Nos.	5
15	Double punch medium 8250 China/Three Flower	Nos.	5
16	Stick Note 1" multi-colour China	Nos.	20
17	Cash book as per sample (Fine Quality Pakistan)	Nos.	2
18	Stapler 24/6 Three Flower China	Nos.	5
19	Stapler pin 24/6 Dollar or equivalent	Nos.	50
20	Stapler Pin 23/17 Washing China	Nos.	2
21	Eraser Dux or equivalent	Nos.	24
22	Sharpener Dux or equivalent	Nos.	12
23	Simple Register (Fine Quality Pakistan)	Nos.	5
24	Stock register as per sample (Fine Quality Pakistan)	Nos.	1
25	Dak Register in/out as per sample	Nos.	2
26	Log Book as per sample	Nos.	12
27	Green Diary (PIU-IWRPP) as per sample (100-leavs) (Fine Quality Pakistan)	Nos.	40
28	Highlighter Dollar or equivalent	P/Pkt	2
29	Stamp Pad Large (Blue) Crystal Executive Size	Nos.	5
30	Stamp Pad Large (Black) Crystal Executive Size	Nos.	2
31	Stamp Pad Large (Red) Sensa China	Nos.	1
32	Stamp Pad Ink Black (Crystal 28.5 ml)	Nos.	2
33	Stamp Pad Ink Red (Crystal 28.5 ml)	Nos.	2
34	Stamp Pad Ink Blue (Crystal 28.5 ml)	Nos.	2

35	Correction pen White Kita	Nos.	10
36	Scale (ruler steel) China Fine Quality	Nos.	5
37	Paper Clip Three Flower or equivalent	Nos.	10
38	Calculator 12 Digit Citizen 9300 or equivalent	Nos.	2
39	Box file Small Local (Fine Quality Pakistan)	Nos.	20
40	Binding sheet A4 Sensa or equivalent 18mm	Nos.	18
41	Sticky note 3" x 3" colour (Post it pad) Sensa China or equivalent	Nos.	20
42	Envelope White 70 gm legal (PIU - IWRPP) as per sample (Local)	Nos.	50
43	Envelope White A4 70 gm (PIU - IWRPP) as per sample (Local)	Nos.	100
44	Envelope White 5*11 70 gm (PIU - IWRPP) as per sample	Nos.	50
45	Envelope Khaki A4 size (Local)	Nos.	200
46	Envelope Khaki Letter size	Nos.	100
47	Writing pad PIU-IWRPP Printed (small) as per sample (Fine Quality Indonesia Paper) or equivalent	Nos.	50
48	Thumb pin Sensa China or equivalent	Nos.	10
49	Common pin China (Chrysanthemum)	Nos.	10
50	Binding tape 2" Deer or equivalent	Nos.	10
51	Scotch tape 1" Seven Star or equivalent	Nos.	6
52	Packing Tape 3" Diamond 40 Yard or equivalent	Nos.	2
53	Separator (Plastic No 10)	Nos.	10
54	Tag Dori 6" (Cotton Thread)	P/Guchi	25
55	File Flapper (Fine Quality Pakistan) or equivalent	Nos.	500
56	Water Damper (Silver-X) or equivalent	Nos.	3
57	Stapler Machine Heavy Duty (200 Pages) Three Flower or equivalent	Nos.	1
58	Paper Weight Round (Marble)	Nos.	5
59	Paper Clip Color Fine (Fine Quality Pakistan) or equivalent	Nos.	10
60	Scissor Sensa 7" China	Nos.	2
61	Pin Remover (Fine Quality Pakistan) or equivalent	Nos.	10
62	Colour Flag 3x3 (Multicolour China)	Pkt	5
63	File Cover Printed with Logo (Fine Quality Pakistan) or equivalent	Nos.	500
64	Rail Holder File Plastic A4 Size (Bar File Grip File)	Nos.	2

#### LOT-II (JANITORIAL ITEMS)

No	Items Details	UOM	Approx Qty
1	Tissue Box (Popup Box)	Nos.	50
2	Tissue Roll	Nos.	100
3	Handwash 1 Liter	Nos.	10
4	Air Freshener 350 ml	Nos.	18
5	Mourtien Spray 500 ml	Nos.	6

6	Dettol Surface Cleaner 1000 ml	Nos.	12
7	Harpic Cleaner 450 ml	Nos.	15
8	Wiper Medium Size	Nos.	7
9	Bhansi Jharoo	Nos.	2
10	Hand Soap / Lux or equivalent 175g	Nos.	6
11	Duster for office cleaning	Nos.	12
12	Disposable Garbage bags for dustbins 18X24	KG	3
13	First Aid Box China	Nos.	1

No	Items Details	UOM	Approx Qty
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**LOT-III (COMPUTER STATIONERY)**

1	Tonner with Drum for photocopier machine model No. Konica Minolta Bizhub 450i	Nos.	3
2	Tonner with Drum for Pantum Printer model No. BP5100DW	Nos.	15
3	Tonner for HP Colour Printer model No. SHNGC-1600-01	Nos.	2
4	Wifi Router 6, Dual Band (2.4 GHz at least 300 Mbps & 5 GHz at least 1200 Mbps, Ports: At least 1 Gigabit WAN Port and 3 Gigabit LAN Ports	Nos.	1
5	Original Adapter- 45W, Input 100-240V Output 19.5V 2.31A (Compatible with HP 15s-fq5099TU Laptop)	Nos.	5

## Section-VIII: Sample Forms

### 8.1 Bid Form

*[To be signed & stamped by the Service Provider and reproduced on the letterhead. To be attached with the Bid]*

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

To:

Project Implementation Unit, IWRPP –  
Industries, Commerce, Investment & Skills Development Department,  
Government of the Punjab.  
299-A New Muslim Town,  
Lahore, Pakistan

Gentlemen and/or Ladies:

Having examined the Bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of \_\_\_\_\_ 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, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **05% of the Final Contract Value** percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of 90 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.

The Composition of our Bid is:

- a) Complete the bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)



- c) All the required documents establishing the eligibility of bidders/goods shall be made part of the bid.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.
- e) Original Bid form (as per **form 8.1 of** Bidding documents) on the letterhead of the firm, duly signed and stamped.
- f) Copy of the Bid security form (as per **form 8.10**) along with the Original financial instrument (To Be Submitted to Procuring Agency Office Before the Closing Time of the Bid) valid for Ninety (90) Days, beyond the validity of the Bid.

**Financial bid includes the following: -**

- a) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letterhead of the bidder duly signed and stamped.
- b) *Any other document required by the 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 \_\_\_\_\_

### 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>

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

*[The Procuring Agency should formulate General Information Form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Security Services. etc. However, for a standard procurement/contract, contents of a generalized General Information Form may be as provided above.]*

### 8.5. Affidavit

***[To be printed on PKR 100 Stamp Paper, To be attached with Technical 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 the 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 *“Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of the Punjab”* 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 *“Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of Punjab”*. The undersigned further affirms on behalf of the firm that:

- (i) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department
- (ii) The documents/photocopies provided with the 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) The bidder is bound to provide any information required to verify the provided/claimed information.

*[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

*[To be signed & stamped by the Bidder and reproduced on the letterhead. 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 \_\_\_\_\_"** 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]***

### LOT-I (STATIONERY ITEMS)

No	Items Details	UOM	Approx Qty	Offered By The Bidder
1	Ball Pen Blue Piano or equivalent 0.8mm	P/Pkt	60	
2	Ball Pen Red Piano or equivalent 0.8mm	P/Pkt	5	
3	Ball Pen Black Piano or equivalent 0.8mm	P/Pkt	5	
4	Gel Pen Uniball Signo Mitsubishi or equivalent (Blue)	P/Pkt	15	
5	Gel Pen Uniball Signo Mitsubishi or equivalent (Black)	P/Pkt	10	
6	Gel Pen Uniball Signo Mitsubishi or equivalent (Red)	P/Pkt	5	
7	Permanent marker Dollar or equivalent	P/Pkt	2	
8	Marker Removable Dollar or equivalent	P/Pkt	2	
9	Led pencil Goldfish HB or equivalent	P/Pkt	10	
10	Gum sticks Medium Dux or equivalent	Nos.	24	
11	Paper Rim A-4 80 GRM AA Indonesia or equivalent	Nos.	400	
12	Paper Rim legal size AA Indonesia or equivalent	Nos.	5	
13	Paper cutter (China)	Nos.	5	
14	Single punch Large (Fine Quality China)	Nos.	5	
15	Double punch medium 8250 China/Three Flower	Nos.	5	
16	Stick Note 1" multi-colour China	Nos.	20	
17	Cash book as per sample (Fine Quality Pakistan)	Nos.	2	
18	Stapler 24/6 Three Flower China	Nos.	5	
19	Stapler pin 24/6 Dollar or equivalent	Nos.	50	
20	Stapler Pin 23/17 Washing China	Nos.	2	
21	Eraser Dux or equivalent	Nos.	24	
22	Sharpener Dux or equivalent	Nos.	12	
23	Simple Register (Fine Quality Pakistan)	Nos.	5	
24	Stock register as per sample (Fine Quality Pakistan)	Nos.	1	
25	Dak Register in/out as per sample	Nos.	2	
26	Log Book as per sample	Nos.	12	
27	Green Diary (PIU-IWRPP) as per sample (100-leaves) (Fine Quality Pakistan)	Nos.	40	
28	Highlighter Dollar or equivalent	P/Pkt	2	
29	Stamp Pad Large (Blue) Crystal Executive Size	Nos.	5	
30	Stamp Pad Large (Black) Crystal Executive Size	Nos.	2	
31	Stamp Pad Large (Red) Sensa China	Nos.	1	

32	Stamp Pad Ink Black (Crystal 28.5 ml)	Nos.	2	
33	Stamp Pad Ink Red (Crystal 28.5 ml)	Nos.	2	
34	Stamp Pad Ink Blue (Crystal 28.5 ml)	Nos.	2	
35	Correction pen White Kita	Nos.	10	
36	Scale (ruler steel) China Fine Quality	Nos.	5	
37	Paper Clip Three Flower or equivalent	Nos.	10	
38	Calculator 12 Digit Citizen 9300 or equivalent	Nos.	2	
39	Box file Small Local (Fine Quality Pakistan)	Nos.	20	
40	Binding sheet A4 Sensa or equivalent 18mm	Nos.	18	
41	Sticky note 3" x 3" colour (Post it pad) Sensa China or equivalent	Nos.	20	
42	Envelope White 70 gm legal (PIU - IWRPP) as per sample (Local)	Nos.	50	
43	Envelope White A4 70 gm (PIU - IWRPP) as per sample (Local)	Nos.	100	
44	Envelope White 5*11 70 gm (PIU - IWRPP) as per sample	Nos.	50	
45	Envelope Khaki A4 size (Local)	Nos.	200	
46	Envelope Khaki Letter size	Nos.	100	
47	Writing pad PIU-IWRPP Printed (small) as per sample (Fine Quality Indonesia Paper) or equivalent	Nos.	50	
48	Thumb pin Sensa China or equivalent	Nos.	10	
49	Common pin China (Chrysanthemum)	Nos.	10	
50	Binding tape 2" Deer or equivalent	Nos.	10	
51	Scotch tape 1" Seven Star or equivalent	Nos.	6	
52	Packing Tape 3" Diamond 40 Yard or equivalent	Nos.	2	
53	Separator (Plastic No 10)	Nos.	10	
54	Tag Dori 6" (Cotton Thread)	P/Guchi	25	
55	File Flapper (Fine Quality Pakistan) or equivalent	Nos.	500	
56	Water Damper (Silver-X) or equivalent	Nos.	3	
57	Stapler Machine Heavy Duty (200 Pages) Three Flower or equivalent	Nos.	1	
58	Paper Weight Round (Marble)	Nos.	5	
59	Paper Clip Colour Fine (Fine Quality Pakistan) or equivalent	Nos.	10	
60	Scissor Sensa 7" China	Nos.	2	
61	Pin Remover (Fine Quality Pakistan) or equivalent	Nos.	10	
62	Colour Flag 3x3 (Multicolour China)	Pkt	5	
63	File Cover Printed with Logo (Fine Quality Pakistan) or equivalent	Nos.	500	
64	Rail Holder File Plastic A4 Size (Bar File Grip File)	Nos.	2	

**LOT II (JANITORIAL ITEMS)**

<b>No</b>	<b>Items Details</b>	<b>UOM</b>	<b>Approx Qty</b>	<b>Offered By The Bidder</b>
1	Tissue Box (Popup Box)	Nos.	50	
2	Tissue Roll	Nos.	100	
3	Handwash 1 Liter	Nos.	10	
4	Air Freshener 350 ml	Nos.	18	
5	Mourtien Spray 500 ml	Nos.	6	
6	Dettol Surface Cleaner 1000 ml	Nos.	12	
7	Harpic Cleaner 450 ml	Nos.	15	
8	Wiper Medium Size	Nos.	7	
9	Bhansi Jharoo	Nos.	2	
10	Hand Soap / Lux or equivalent 175g	Nos.	6	
11	Duster for office cleaning	Nos.	12	
12	Disposable Garbage bags for dustbins 18X24	KG	3	
13	First Aid Box China	Nos.	1	

**LOT-III (COMPUTER STATIONERY)**

<b>No</b>	<b>Items Details</b>	<b>UOM</b>	<b>Approx Qty</b>	<b>Offered By the Bidder</b>
1	Tonner with Drum for photocopier machine model No. Konica Minolta Bizhub 450i	Nos.	3	
2	Tonner with Drum for Pantum Printer model No. BP5100DW	Nos.	15	
3	Tonner for HP Colour Printer model No. SHNGC-1600-01	Nos.	2	
4	Wifi Router 6, Dual Band (2.4 GHz at least 300 Mbps & 5 GHz at least 1200 Mbps, Ports: At least 1 Gigabit WAN Port and 3 Gigabit LAN Ports	Nos.	1	
5	Original Adapter- 45W, Input 100-240V Output 19.5V 2.31A (Compatible with HP 15s-fq5099TU Laptop)	Nos.	5	

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



## 8.8. Contract Form

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

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **“Project Implementation Unit, IWRPP – Industries, Commerce, Investment & Skills Development Department, Government of the Punjab, of PAKISTAN** (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 the 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 Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring Agency’s Notification of Award.
  - (g) Contract agreement
  - (h) Complete Bid document
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the 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. The 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 \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

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

### 8.9. Financial Bid Form/Price Schedule

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

#### **LOT I : Stationery Items:**

No	Items Details	UOM	RATE (Inclusive of All Taxes)	Approx Qty	TOTAL AMOUNT (Inclusive of All Taxes)
1	Ball Pen Blue Piano or equivalent 0.8mm	P/Pkt		60	
2	Ball Pen Red Piano or equivalent 0.8mm	P/Pkt		5	
3	Ball Pen Black Piano or equivalent 0.8mm	P/Pkt		5	
4	Gel Pen Uniball Signo Mitsubishi or equivalent (Blue)	P/Pkt		15	
5	Gel Pen Uniball Signo Mitsubishi or equivalent (Black)	P/Pkt		10	
6	Gel Pen Uniball Signo Mitsubishi or equivalent (Red)	P/Pkt		5	
7	Permanent marker Dollar or equivalent	P/Pkt		2	
8	Marker Removable Dollar or equivalent	P/Pkt		2	
9	Led pencil Goldfish HB or equivalent	P/Pkt		10	
10	Gum sticks Medium Dux or equivalent	Nos.		24	
11	Paper Rim A-4 80 GRM AA Indonesia or equivalent	Nos.		400	
12	Paper Rim legal size AA Indonesia or equivalent	Nos.		5	
13	Paper cutter (China)	Nos.		5	
14	Single punch Large (Fine Quality China)	Nos.		5	
15	Double punch medium 8250 China/Three Flower	Nos.		5	
16	Stick Note 1" multi-colour China	Nos.		20	
17	Cash book as per sample (Fine Quality Pakistan)	Nos.		2	
18	Stapler 24/6 Three Flower China	Nos.		5	
19	Stapler pin 24/6 Dollar or equivalent	Nos.		50	
20	Stapler Pin 23/17 Washing China	Nos.		2	
21	Eraser Dux or equivalent	Nos.		24	
22	Sharpener Dux or equivalent	Nos.		12	
23	Simple Register (Fine Quality Pakistan)	Nos.		5	

24	Stock register as per sample (Fine Quality Pakistan)	Nos.		1	
25	Dak Register in/out as per sample	Nos.		2	
26	Log Book as per sample	Nos.		12	
27	Green Diary (PIU-IWRPP) as per sample (100-leaves) (Fine Quality Pakistan)	Nos.		40	
28	Highlighter Dollar or equivalent	P/Pkt		2	
29	Stamp Pad Large (Blue) Crystal Executive Size	Nos.		5	
30	Stamp Pad Large (Black) Crystal Executive Size	Nos.		2	
31	Stamp Pad Large (Red) Sensa China	Nos.		1	
32	Stamp Pad Ink Black (Crystal 28.5 ml)	Nos.		2	
33	Stamp Pad Ink Red (Crystal 28.5 ml)	Nos.		2	
34	Stamp Pad Ink Blue (Crystal 28.5 ml)	Nos.		2	
35	Correction pen White Kita	Nos.		10	
36	Scale (ruler steel) China Fine Quality	Nos.		5	
37	Paper Clip Three Flower or equivalent	Nos.		10	
38	Calculator 12 Digit Citizen 9300 or equivalent	Nos.		2	
39	Box file Small Local (Fine Quality Pakistan)	Nos.		20	
40	Binding sheet A4 Sensa or equivalent 18mm	Nos.		18	
41	Sticky note 3" x 3" colour (Post it pad) Sensa China or equivalent	Nos.		20	
42	Envelope White 70 gm legal (PIU - IWRPP) as per sample (Local)	Nos.		50	
43	Envelope White A4 70 gm (PIU - IWRPP) as per sample (Local)	Nos.		100	
44	Envelope White 5*11 70 gm (PIU - IWRPP) as per sample	Nos.		50	
45	Envelope Khaki A4 size (Local)	Nos.		200	
46	Envelope Khaki Letter size	Nos.		100	
47	Writing pad PIU-IWRPP Printed (small) as per sample (Fine Quality Indonesia Paper) or equivalent	Nos.		50	
48	Thumb pin Sensa China or equivalent	Nos.		10	
49	Common pin China (Chrysanthemum)	Nos.		10	
50	Binding tape 2" Deer or equivalent	Nos.		10	
51	Scotch tape 1" Seven Star or equivalent	Nos.		6	
52	Packing Tape 3" Diamond 40 Yard or equivalent	Nos.		2	
53	Separator (Plastic No 10)	Nos.		10	

54	Tag Dori 6" (Cotton Thread)	P/Guchi		25	
55	File Flapper (Fine Quality Pakistan) or equivalent	Nos.		500	
56	Water Damper (Silver-X) or equivalent	Nos.		3	
57	Stapler Machine Heavy Duty (200 Pages) Three Flower or equivalent	Nos.		1	
58	Paper Weight Round (Marble)	Nos.		5	
59	Paper Clip Colour Fine (Fine Quality Pakistan) or equivalent	Nos.		10	
60	Scissor Sensa 7" China	Nos.		2	
61	Pin Remover (Fine Quality Pakistan) or equivalent	Nos.		10	
62	Colour Flag 3x3 (Multicolour China)	Pkt		5	
63	File Cover Printed with Logo (Fine Quality Pakistan) or equivalent	Nos.		500	
64	Rail Holder File Plastic A4 Size (Bar File Grip File)	Nos.		2	
<b>TOTAL OF LOT 1 (INCLUSIVE OF ALL TAXES)</b>					

### **LOT II (JANITORIAL ITEMS)**

No	Items Details	UOM	RATE (Inclusive of All Taxes)	Approx Qty	TOTAL AMOUNT (Inclusive of All Taxes)
1	Tissue Box (Popup Box)	Nos.		50	
2	Tissue Roll	Nos.		100	
3	Handwash 1 Liter	Nos.		10	
4	Air Freshener 350 ml	Nos.		18	
5	Mourtien Spray 500 ml	Nos.		6	
6	Dettol Surface Cleaner 1000 ml	Nos.		12	
7	Harpic Cleaner 450 ml	Nos.		15	
8	Wiper Medium Size	Nos.		7	
9	Bhansi Jharoo	Nos.		2	
10	Hand Soap / Lux or equivalent 175g	Nos.		6	
11	Duster for office cleaning	Nos.		12	
12	Disposable Garbage bags for dustbins 18X24	KG		3	
13	First Aid Box China	Nos.		1	
<b>TOTAL OF LOT II (INCLUSIVE OF ALL TAXES)</b>					

**LOT-III (COMPUTER STATIONERY)**

No	Items Details	UOM	RATE (Inclusive of All Taxes)	Approx Qty	TOTAL AMOUNT (Inclusive of All Taxes)
1	Tonner with Drum for photocopier machine model No. Konica Minolta Bizhub 450i	Nos.		3	
2	Tonner with Drum for Pantum Printer model No. BP5100DW	Nos.		15	
3	Tonner for HP Color Printer model No. SHNGC-1600-01	Nos.		2	
4	Wifi Router 6, Dual Band (2.4 GHz at least 300 Mbps & 5 GHz at least 1200 Mbps, Ports: At least 1 Gigabit WAN Port and 3 Gigabit LAN Ports	Nos.		1	
5	Original Adapter- 45W, Input 100-240V Output 19.5V 2.31A (Compatible with HP 15s-fq5099TU Laptop)	Nos.		5	
<b>TOTAL OF LOT III (INCLUSIVE OF ALL TAXES)</b>					

Total Bid value (Lot-Wise) (against which a Bid shall be evaluated) in the figure.

LOT	TOTAL (Inclusive of All Taxes)	TOTAL (Inclusive of All Taxes)
I	Stationery Items	
II	Janitorial Items	
III	Computer Stationery	
	<b>TOTAL</b>	

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.

**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 Technical 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 the Procuring Agency during the period of Bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

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

This guarantee will remain in force up to and including 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- Check List

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

Sr. #	Detail	Include In	Remarks	Responsive/ non-responsive
1	2% Bid Security of the estimated cost of Services.	Technical Proposal	Attach a Copy and Submit the Original In the Office Before The Closing Time of The Bid	
2	Registration with relevant Registration Authorities (SECP/Registrar of Firm/FBR, etc.)	Technical Proposal	Attach Certificate	
3	Registration With Tax Authorities: A. Income Tax B. Sales Tax	Technical Proposal	Attach Certificates/Online Verification Reports Confirming the firm as an "Active" Taxpayer	
4	Bidder Profile Form – as per <u>Form 8.3</u>	Technical Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped Paper.	
5	General Information Form – as per <u>Form 8.4</u>	Technical Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped Paper.	
6	Affidavit as per <u>Form 8.5</u>	Technical Proposal	On 100 PKR Stamp Paper	
7	Performance Guarantee Form – as per <u>Form 8.6</u>	Technical Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped Paper.	
8	Technical Bid Form – as per <u>Form 8.7</u>	Technical Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped Paper.	
9	Bid Security Form – as per <u>Form 8.10</u>	Technical Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped with Technical Bid	



10	Purchase orders/supply orders/completion certificates of assignments (General Supplies and General workers)	Technical Proposal	Attach Copies of Purchase order/Work Order/Completion Certificate	
11	Audited Financial Statements of FY 2021-22, FY 2022-23 and FY 2023-24	Technical Proposal	Copy of Audited Financial Statements	
12	Firms Bank Accounts Statement As At 30 Jun 2024 OR Credit limit As at 30 Jun 2024	Technical Proposal	Certificate by the Bank.	
13	Complete bidding document (without filling) signed and stamped by the bidder.	Technical Proposal	Attach Copy	
14	Financial Bid Form – as per <u>Form 8.9</u>	Financial Proposal	Re-Produce on the Firm's Letterhead and attach signed stamped Paper	

The provision of this checklist is an essential prerequisite along with the submission of tenders (with technical proposals).

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