



Subject: MINUTES OF MEETING - CLARIFICATIONS/AMENDMENTS REGARDING FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

Project Management Unit, Primary & Secondary Healthcare Department invited bids for Procurement of Janitorial Consumables for Health Facilities of Punjab under P&SHD. The advertisement was published vide IPL No. 3255 and the bidding document was uploaded on the official website of PPRA as well as uploaded on the websites of the P&SH Department. The date for pre-bid meeting was affixed on 15.05.2023 and the date for submission and opening of bids was affixed on 24-05-2023.

2. The pre-bid meeting was held on 15.05.2023 at 11 am in the committee room of PMU-P&SHD, 31 E/1, Gulberg III, Lahore. A total of 09 firm's representatives participated in the pre-bid meeting and different clarifications were sought from potential bidders. The Procurement Committee discussed these clarifications and requests for amendments in the bidding document and the final decisions of the Committee are as under;

Sr. No.	CLARIFICATIONS REQUESTED	CLARIFICATIONS / DECISION OF COMMITTEE
1	Bid security against each advertised item(s) may be revisited / decreased.	The stated bid security against all products (13 items) shall remain unchanged.
2	Product composition verification from third party (PCSIR / equivalent) may be eliminated.	Third-party testing provides an objective and unbiased evaluation of products or services. Since the testing is conducted by an independent entity, it eliminates any potential conflicts of interest and ensures impartial results. The product composition verification from third party shall remain unchanged.
3	Currently mentioned performance bank guarantee release tenure must be revisited as the advertised items are of consumable nature with limited shelf life, so the PBG release to the successful bidder must be clarified.	Performance bank guarantee shall remain valid for the tenure already mentioned in the bidding document however the procuring agency has right to release the guarantee upon the stock exhaustion of the

Sr. No.	CLARIFICATIONS REQUESTED	CLARIFICATIONS / DECISION OF COMMITTEE
		consumables.
4	The delivery location of the items must be clarified for better cost / value calculation.	Procuring agency will receive inbound delivery at the central location (Multan Road, Lahore warehouse).
5	Article named "Hand wash liquid", packing size must be cleared as the hand pumped articles and pouches for the wall mounted dispensers, both are available.	Since beneficiary hospitals are well equipped with the wall mounted hand wash dispensers in their toilet blocks, so the procuring agency will require the pouch sized packaging of the cited product category.
6	In technical evaluation criteria part, availability / presence of cited products in 06 retail chain stores must be eliminated or atleast decreased to 03 retail chain stores. Further the clarification of retail chain stores must be further elaborated for better understanding.	Availability of products in retail chain stores reflects indirect indicators of the utilization of that products complacent towards human health / interaction on mass scale, in addition to that it also reflects various attributes of that specific product which includes; product reputation, sustainability of sales record, established quality standards and reliability. In the best interest of procuring agency & prospective bidders the cited evaluation criteria is hereby fixed to 04 retail chain stores. In addition to that a retail chain store would be considered which have more than 03 or more branches in at least 02 major cities.

Sr. No.	CLARIFICATIONS REQUESTED	CLARIFICATIONS / DECISION OF COMMITTEE
7	The pack size of various items (Sr. No. 6,7,10,12) reflects the particular packaging size of the product(s), which needs to be reconsidered as different firms offered different packaging sizes for consumers.	The advertised bidding document is self-explanatory, however the packaging size and consolidated framework quantity of each item is hereby clarified for better understanding towards the prospective bidders. In this regard, the respective table in section III of the bidding document is hereby attached (Annex-A) for better clarification.
8	The specifications of disinfectant needs to be clarified for better understanding with clear categorization of products.	
9	The SKU sizes / packaging of various articles needs to be elaborated for clear understanding.	
10	Consolidated framework quantity needs to be further clarified for each item(s).	

3. The Committee clarified open ended points in the pre-bid meeting and also deliberated various points in closed session for the better clarification of all the raised points from the prospective bidder. The Committee unanimously agreed upon the declared clarifications and also recommends to incorporate the above explained clarifications in the bidding document as well as issuing the updated bidding document as **Annexure- B** with these pre-bid meeting minutes.

FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (IPL – 3255) SECTION III - CLARIFICATION					
Sr No	Items	Specifications	Pack Size	Framework Quantity	Bid Security (PKR)
1	Brooms	<ul style="list-style-type: none"> • Approx. weight 1 kg • Hand grip with clip for gripping bristles 	Packed in Dozen	56,480 kgs	94,886/-
2	Wiper 2.5 ft. width	<ul style="list-style-type: none"> • High Quality base rubber with solid handle (Plastic / Iron) 	Packed in Dozen	73,120 Articles	219,360/-
3	Normal waste bags	<ul style="list-style-type: none"> • High-Density Poly Ethylene (HDPE) / Poly Ethylene High-Density (PEHD) • White color • Sizes: Small (21 x 28), Medium (30 x 30), Large (39 x 45) [size in inches] \pm 2 inches <p>* Quantities of sizes as per hospital requirement.</p>	Packed in 20 kg	213,360 kgs	582,473/-
4	Color coded waste bags	<ul style="list-style-type: none"> • High-Density Poly Ethylene (HDPE) or Poly Ethylene High-Density (PEHD) • Colored bags • Sizes: Small (21 x 28), Medium (30 x 30), Large (39 x 45) [size in inches] \pm 2 inches <p>* Quantities and colors of sizes as per hospital requirement.</p>	Packed in 20 kg	213,360 kgs	582,473/-
5	Furniture dusters	<ul style="list-style-type: none"> • Cotton cloth overlapped at all edges • Size: 30 x 20 (inches) \pm 2 inches 	Packed in Dozen	73,120 Articles	52,646/-
6	Disinfectant	<p>Type A-</p> <ul style="list-style-type: none"> • Acid based active ingredient • Perfumed Phenyl for floor mopping <p style="text-align: center;">AND / OR</p> <p>Type B-</p> <ul style="list-style-type: none"> • Chloroxylenol as an active agent • Non-toxic for Human Health • Effective Infection Protection • PCSIR / Equivalent Certification / Safety Data Sheet 	2000 ml or Above (Bottle) 1000 ml or Above (Bottle)	691,920 Liters	415,152/-

**FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES
UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (IPL – 3255)
SECTION III - CLARIFICATION**

Sr No	Items	Specifications	Pack Size	Framework Quantity	Bid Security (PKR)
7	Hand Wash liquid	<ul style="list-style-type: none"> Germ protection liquid hand wash Non-toxic for human health Easily soluble in cold water PC SIR or equivalent Certification 500 ml high quality bottle packing 	500 ml or Above (Pouch)	98,880 Liters	711,936/-
8	Air Freshener	<ul style="list-style-type: none"> CFC 300 ml bottle High quality with pleasant scent 	300 ml or Above (Bottle)	17,472 Liters	111,821/-
9	Hand wash towels (Medium)	<ul style="list-style-type: none"> High quality made of cotton Size: 16 x 27 inches \pm 2 inches Minimum Surface Area 350 inch² 	Packed in Dozen	58,240 Articles	209,664/-
10	Liquid Toilet Cleaner	<ul style="list-style-type: none"> Liquid toilet cleaner with Sodium Hydro chlorite or Hydrochloric acid as an active agent PC SIR or equivalent Certification 	750 ml or Above (Bottle)	23,260 Liters	178,637/-
11	Floor Mops Standard	<ul style="list-style-type: none"> Handle bar length not less than 45 inches Handle with washable coarse strings bundle 	Packed in Dozen	106,640 Articles	332,717/-
12	Surface Liquid Cleaner	<ul style="list-style-type: none"> Liquid surface cleaner with antibacterial effectiveness Benzalkonium Chloride / Quaternary Ammonium Compounds / equivalent product for cleaning & disinfection No toxic, environment friendly 	1000 ml or Above (Bottle)	30,080 Liters	324,864/-
13	Floor cleaning towels (small size)	<ul style="list-style-type: none"> Towel for 2.5 ft. wiper High quality absorbent cotton Hemmed on four sides Size: ~ 2.5 ft. x 3.5 ft. 	Packed in Dozen	161,760 Articles	135,878/-



Primary & Secondary
Healthcare Department

BIDDING DOCUMENT

(Including all clarifications of Pre-Bid Meeting)

FOR

FRAMEWORK CONTRACT OF JANITORIAL
CONSUMABLES FOR HEALTHCARE
FACILITIES UNDER PRIMARY & SECONDARY
HEALTHCARE DEPARTMENT

NO.PMU/PROC/01-63/2022-23

(YEAR 2022 -23)

(IPL-3255)

**PROJECT MANAGEMENT UNIT
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT**

31 E/I, SHAHRHA-E-IMAM HUSSAIN, GULBERG-III, LAHORE

(+924299231210)

Preface

Project Management Unit, Primary & Secondary Healthcare Department invites sealed bids for Framework Contract of Janitorial Consumables for Healthcare Facilities under Primary & Secondary Healthcare Department. The list of goods to be procured along with their quantity, specifications, bid security and other mandatory details are available in this bidding document.

Table of Contents

PREFACE	2
SECTION-I: INVITATION TO BIDS	6
1.1 INVITATION TO BIDDERS	6
SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)	8
2.1. INTRODUCTION	8
2.1.1 <i>Scope of Bid</i>	8
2.1.2 <i>Source of Funds</i>	8
2.1.3 <i>Eligible Bidders</i>	8
2.1.4 <i>Eligible Goods and Services</i>	10
2.1.5 <i>Cost of Bidding</i>	11
2.1.6 <i>One person one bid</i>	11
2.2. THE BIDDING DOCUMENTS	11
2.2.1 <i>Content of Bidding Documents</i>	11
2.2.2 <i>Clarification of Bidding Documents</i>	12
2.2.3 <i>Amendment of Bidding Documents</i>	14
2.3. PREPARATION OF BIDS	14
2.3.1 <i>Language of Bid</i>	14
2.3.2 <i>Bid Form</i>	15
2.3.3 <i>Bid Prices</i>	15
2.3.4 <i>Bid Currencies</i>	15
2.3.5 <i>Documents Establishing Bidder's Eligibility and Qualification</i>	15
2.3.6 <i>Documents Establishing Goods' Eligibility and Conformity to Bidding Documents</i>	16
2.3.7 <i>Bid Security</i>	18
2.3.8 <i>Period of Validity of Bids</i>	19
2.3.9 <i>Format and Signing of Bid</i>	19
2.4. SUBMISSION OF BIDS	20
2.4.1 <i>Sealing and Marking of Bids</i>	20
2.4.2 <i>Deadline for Submission of Bids</i>	22
2.4.3 <i>Late Bids</i>	22
2.4.4 <i>Modification and Withdrawal of Bids</i>	22
2.5. OPENING AND EVALUATION OF BIDS	23
2.5.1 <i>Opening of Bids by the Procuring Agency</i>	23
2.5.2 <i>Confidentiality</i>	25
2.5.3 <i>Clarification of Bids</i>	25
2.5.4 <i>Preliminary Examination</i>	26
2.5.5 <i>Examination of Terms and Conditions; Technical Evaluation</i>	27
2.5.6 <i>Correction of Errors</i>	27
2.5.7 <i>Conversion to Single Currency</i>	28
2.5.8 <i>Post-qualification & Evaluation of Bids</i>	28
2.5.9 <i>Contacting the Procuring Agency</i>	29
2.5.10 <i>Grievance Redressal</i>	29
2.6. AWARD OF CONTRACT	30
2.6.1 <i>Notification of Award</i>	30
2.6.2 <i>Performance Guarantee</i>	30
2.6.3 <i>Signing of Contract/ Issuance of Purchase Order</i>	31
2.6.4 <i>Award Criteria</i>	31
2.6.5 <i>Procuring Agency's Right to Vary Quantities at Time of Award</i>	31
2.6.6 <i>Procuring Agency's Right to Accept or Reject All Bids</i>	31
2.6.7 <i>Re-Bidding</i>	32
2.6.8 <i>Corrupt or Fraudulent Practices</i>	32
2.6.9 <i>Quantity and volume of the goods to be considered in mind</i>	36
SECTION-III. TECHNICAL SPECIFICATIONS	37
3.1. TECHNICAL SPECIFICATIONS	37

SECTION-IV: BID DATA SHEET	40
A. INTRODUCTION	40
B. BIDDING DOCUMENTS	41
C. BID PRICE, CURRENCY, LANGUAGE AND COUNTRY OF ORIGIN	41
D. PREPARATION AND SUBMISSION OF BIDS	41
E. OPENING AND EVALUATION OF BIDS	43
F. BID EVALUATION CRITERIA	43
G. AWARD OF CONTRACT	45
SECTION-V: GENERAL CONDITIONS OF CONTRACT	46
1. DEFINITIONS	46
2. APPLICATION	46
3. COUNTRY OF ORIGIN	47
4. STANDARDS	47
5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE PROCURING AGENCY.	47
6. PATENT RIGHTS	48
7. PERFORMANCE GUARANTEE	48
8. INSPECTIONS AND TESTS	48
9. PACKING	49
10. DELIVERY AND DOCUMENTS	49
11. INSURANCE	50
12. TRANSPORTATION	50
13. INCIDENTAL SERVICES	50
14. SPARE PARTS	51
15. WARRANTY	51
16. PAYMENT	52
17. PRICES	53
18. CHANGE ORDERS	53
19. CONTRACT AMENDMENTS	54
20. ASSIGNMENT	54
21. SUB-CONTRACTS	54
22. DELAYS IN THE SUPPLIER'S PERFORMANCE	54
23. LIQUIDATED DAMAGES	55
24. TERMINATION FOR DEFAULT	55
25. FORCE MAJEURE	60
26. TERMINATION FOR INSOLVENCY	60
27. TERMINATION FOR CONVENIENCE	60
28. RESOLUTION OF DISPUTES	61
29. GOVERNING LANGUAGE	61
30. APPLICABLE LAW	61
31. NOTICES	61
32. TAXES AND DUTIES	62
SECTION-VI. SPECIAL CONDITIONS OF CONTRACT	63
SPECIAL CONDITIONS OF CONTRACT	63
1. <i>Definitions (GCC Clause 1)</i>	63
2. <i>Country of Origin (GCC Clause 3)</i>	63
3. <i>Performance Guarantee (GCC Clause 7)</i>	63
4. <i>Inspections and Tests (GCC Clause 8)</i>	64
5. <i>Packing (GCC Clause 9)</i>	64
6. <i>Delivery and Documents</i>	64
7. <i>Insurance</i>	65
8. <i>Incidental Services (GCC Clause 13)</i>	65
9. <i>Spare Parts</i>	66
10. <i>Warranty</i>	66
11. <i>Sample provision</i>	67
12. <i>Payment (GCC Clause 16)</i>	68
13. <i>Prices (GCC Clause 17)</i>	68
14. <i>Liquidated Damages (GCC Clause 23)</i>	69

15. Resolution of Disputes (GCC Clause 28)	69
16. Governing Language (GCC Clause 29)	69
17. Applicable Law (GCC Clause 30)	69
18. Notices (GCC Clause 31)	69
SECTION-VII. SCHEDULE OF REQUIREMENTS.....	71
7.1 SCHEDULE OF REQUIREMENTS	71
SECTION-VIII: SAMPLE FORMS.....	72
8.1 BID FORM.....	73
8.3. MANUFACTURER’S AUTHORIZATION FORM	75
8.4. BIDDER PROFILE FORM	76
8.5. GENERAL INFORMATION FORM	77
8.6. AFFIDAVIT	78
8.7. PERFORMANCE GUARANTEE FORM	79
8.8. TECHNICAL BID FORM.....	80
8.9. CONTRACT FORM	81
8.10. FINANCIAL BID FORM/PRICE SCHEDULE	82
Stamp & Signature of Bidder	82
8.11. BID SECURITY FORM	83
SECTION IX- CHECK LIST.....	84

Section-I: Invitation to Bids

1.1 INVITATION TO BIDDERS



Primary & Secondary Healthcare Department

INVITATION FOR BIDS FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

BID REFERENCE NO: PMU/PROC/01-63/2022-23

Project Management Unit (PMU), Primary & Secondary Healthcare Department, Government of Punjab, invites sealed bids from eligible bidders for the Framework Contract of Janitorial Consumables for Healthcare Facilities under Primary & Secondary Healthcare Department.

2. Interested eligible bidders can download the Bidding Documents containing tendered item specifications, quantities and terms & conditions from the websites (www.ppra.punjab.gov.pk) & (www.pshealthpunjab.gov.pk). The bid security amount (1% of estimated cost) as mentioned in the bidding document must be attached with the technical bid.

3. A pre-bid meeting shall be held on **15th May, 2023 at 11 AM** in the Committee room of PMU at the address mentioned below to address any queries received in writing and the minutes of the Pre-bid meeting shall be uploaded on the websites of PMU and P&SHD within three days.

4. The bidders shall pay a non-refundable tender fee of Rs. 1,000 (One Thousand Rupees) in the Head Account of Government Treasury (C02871-Health others) in any branch of National Bank of Pakistan and attach the original paid challan with the Technical Bid.

5. Bidding shall be conducted through Single Stage – Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters in separate envelopes.

6. Sealed Bids are required to be submitted by interested bidders on **24th May, 2023, till 11 AM in Project Management Unit, 31/E-1 Shahra-e-Imam Hussain, Gulberg III, P&SHD, Lahore**. The Bids received till the stipulated date and time shall be opened on same day at **11:30 AM** in the presence of the representative of the firms who choose to attend. Late bids shall not be entertained.

NOTE: The procurement shall be conducted as per Punjab Procurement Rules, 2014

**Project Director
Project Management Unit, Primary & Secondary
Healthcare Department
31/E-1, Shahra-e-Imam Hussain, Gulberg III, Lahore
Tel: 042-99231210**



Primary & Secondary
Healthcare Department

INVITATION FOR BIDS
FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE
FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

BID REFERENCE NO: PMU/PROC/01-63/2022-23

Project Management Unit (PMU), Primary & Secondary Healthcare Department, Government of Punjab, invites sealed bids from eligible bidders for the Framework Contract of Janitorial Consumables for Healthcare Facilities under Primary & Secondary Healthcare Department.

2. Interested eligible bidders can download the Bidding Documents containing tendered item specifications, quantities and terms & conditions from the websites (www.ppra.punjab.gov.pk) & (www.pshealthpunjab.gov.pk). The bid security amount (1% of estimated cost) as mentioned in the bidding document must be attached with the technical bid.

3. A pre-bid meeting shall be held on **15th May, 2023 at 11 AM** in the Committee room of PMU at the address mentioned below to address any queries received in writing and the minutes of the Pre-bid meeting shall be uploaded on the websites of PMU and P&SHD within three days.

4. The bidders shall pay a non-refundable tender fee of Rs. 1,000 (One Thousand Rupees) in the Head Account of Government Treasury (C02871-Health others) in any branch of National Bank of Pakistan and attach the original paid challan with the Technical Bid.

5. Bidding shall be conducted through Single Stage – Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters in separate envelopes.

6. Sealed Bids are required to be submitted by interested bidders on **24th May, 2023, till 11 AM in Project Management Unit, 31/E-1 Shakra-e-Imam Hussain, Gulberg III, P&SHD, Lahore**. The Bids received till the stipulated date and time shall be opened on same day at **11:30 AM** in the presence of the representative of the firms who choose to attend. Late bids shall not be entertained.

NOTE: The procurement shall be conducted as per Punjab Procurement Rules, 2014

Project Director IPL-3255
Project Management Unit, Primary & Secondary Healthcare Department
31/E-1, Shakra-e-Imam Hussain, Gulberg III, Lahore
Tel: 042-99231210

© Express Newspaper (07 May, 2023)

Daily Times Tuesday, May 9, 2023

A3

NATIONAL

dailytimes.com.pk

[/DailyTimesPak](https://www.facebook.com/DailyTimesPak)

Lahore Edition



Primary & Secondary
Healthcare Department

INVITATION FOR BIDS
FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE
FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

BID REFERENCE NO: PMU/PROC/01-63/2022-23

Project Management Unit (PMU), Primary & Secondary Healthcare Department, Government of Punjab, invites sealed bids from eligible bidders for the Framework Contract of Janitorial Consumables for Healthcare Facilities under Primary & Secondary Healthcare Department.

2. Interested eligible bidders can download the Bidding Documents containing tendered item specifications, quantities and terms & conditions from the websites (www.ppra.punjab.gov.pk) & (www.pshealthpunjab.gov.pk). The bid security amount (1% of estimated cost) as mentioned in the bidding document must be attached with the technical bid.

3. A pre-bid meeting shall be held on **15th May, 2023 at 11 AM** in the Committee room of PMU at the address mentioned below to address any queries received in writing and the minutes of the Pre-bid meeting shall be uploaded on the websites of PMU and P&SHD within three days.

4. The bidders shall pay a non-refundable tender fee of Rs. 1,000 (One Thousand Rupees) in the Head Account of Government Treasury (C02871-Health others) in any branch of National Bank of Pakistan and attach the original paid challan with the Technical Bid.

5. Bidding shall be conducted through Single Stage – Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters in separate envelopes.

6. Sealed Bids are required to be submitted by interested bidders on **24th May, 2023, till 11 AM in Project Management Unit, 31/E-1 Shakra-e-Imam Hussain, Gulberg III, P&SHD, Lahore**. The Bids received till the stipulated date and time shall be opened on same day at **11:30 AM** in the presence of the representative of the firms who choose to attend. Late bids shall not be entertained.

NOTE: The procurement shall be conducted as per Punjab Procurement Rules, 2014

Project Director
Project Management Unit, Primary & Secondary Healthcare Department
31/E-1, Shakra-e-Imam Hussain, Gulberg III, Lahore
Tel: 042-99231210

IPL-3255

Section-II: Instructions to Bidders (ITB)

Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail. In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in 1.1 said Bidding Documents shall take precedence.

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 Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver the goods within 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. association of firms/companies/sole proprietor/ general order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax) except as provided hereinafter.
 - ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by 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 goods 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).
 - v) Joint venture, consortium, or association is not allowed for this tender.

- vi) N/A
- vii) N/A
- viii) N/A
- ix) The invitation for Bids is open to all prospective supplier, manufacturers, authorized agents/dealers or general order suppliers (except as provided in Bid Data Sheet) 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 goods 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.
- xii) 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, supplier and contractor is blacklisted/ debarred by any international organization.

- xiii) 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.
- xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- xv) 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. Eligible Goods and Services

- i) All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in

the *Bid Data Sheet (BDS)*, and all expenditures made under the contract will be limited to such goods and related services.

- ii) For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.
- iii) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of rules 10 & 26 of PPR-14, shall be followed.

2.1.5. 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.

2.1.6. 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 any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually 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.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The goods 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) Manufacturer's Authorization Form
 - (j) Bidder Profile Form
 - (k) General Information Form
 - (l) Affidavit
 - (m) Bid Security Form
 - (n) Technical Bid Form
 - (o) Contract Form
 - (p) Financial Bid Form / Price Schedule
 - (q) Performance Guarantee Form
 - (r) 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.
- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement/ Bid Data Sheet. The

2.2.2. Clarification of Bidding Documents

Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than days/date as mentioned in the Advertisement or prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the Procuring Agency's website.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) The Procuring Agency will within time specified in the Advertisement/ BDS, respond in writing or in electronic form to any request for clarification provided that such request is received not later than days/date as mentioned in the Advertisement or prescribed in the Bid Data Sheet as prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the Procuring Agency's response will be uploaded on the website of Procuring Agency and forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB

2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but not later than days/ date specified in the Advertisement/ BDS 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 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 goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 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 goods it proposes to supply under the contract.
 - ii) Prices indicated on the Price Schedule shall be item wise.
 - 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/ Technical Specifications.
- 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, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been solely authorized by the goods' Manufacturer [*Manufacturer's Authorization form No. 8.3*] where required or producer to supply the same in Pakistan;

- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **certificate of origin** issued at the time of shipment.
- iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:
 - (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and
 - (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **substantial responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished pursuant to ITB Clause 2.3.7 (iii) (c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical

Specifications, are intended to be descriptive only and not restrictive.

- v) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
 - (b) carriage paid;
 - (c) received on, or before, the closing time and date as intimated by the Procuring Agency; and
 - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.

- vi) The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency may reject the Bid if the sample(s)-
 - (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.

- vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.

- viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.

- ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).

- x) Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.

- xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period

specified in the BDS following commencement of the use of the goods by the Procuring Agency.

- xii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.

2.3.7. 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 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for 180 (One hundred Eighty) Days from the date of submission of bid(s).
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (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 30 (thirty) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (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.

2.3.8. 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 2.3.8 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.

2.3.9. Format and Signing of Bid

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

the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
 - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE..... (time and date),” *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid’s misplacement or premature opening.
- v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.

- vi) The inner and outer envelopes shall:
 - a) be addressed to the Procuring Agency at the address given in the **BDS**; and
 - b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.

- vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
 - a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
 - b) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
 - (c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in **BDS**.

- viii) The inner and outer envelopes shall:
 - a) be addressed to the Procuring Agency at the address provided in the **BDS**;
 - b) bear the name and identification number of the contract as defined in the **BDS**; and provide a warning not to open before the time and date for bid opening, as specified in the **BDS**, pursuant to **ITB 2.4.2**;
 - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to **ITB.2.4.3**.

- ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

2.4.2 Deadline for Submission of Bids

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

2.4.3. Late Bids

- i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

- i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).

- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

- i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.
- ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

- v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- vi) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.
- viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- ix) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder`s representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder`s Bid.
- x) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is

a withdrawal, substitution or modification, the Bid price if applicable.

- xii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
- xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

2.5.2. Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence 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 work or specifications;
 - 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 Supplier 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 2.3.8), **Applicable Law** (GCC Clause 30), **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** and **ITB 2.1.4**;
 - 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 III-Technical Specifications, 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 2.3.8**.

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 technical 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, pursuant to ITB Clause 2.3.6, 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, as per Technical Specifications required.
- 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 item wise evaluation inclusive of all prevailing taxes, duties, fees 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 2.3.8 (v).

2.6.2. Performance Guarantee

- i) Within seven (07) 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 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 Purchase 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 (Item Cost + 05 year SLA cost where demanded), provided that the Bidder has been determined to be qualified to perform the contract satisfactorily. Optional items are mandatory to quote but will not be considered while determining the lowest bidder.

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 goods and 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, Suppliers, 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.

Requirements & Procedure for Blacklisting & Debarment:

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*

debaring 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 debaring 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.

2.6.9. Quantity and volume of the goods to be considered in mind

- i) While quoting the rate in a contract, the Bidder must consider the following facts:
 - a. certain volume and quantity of the goods as prescribed in Bid Data Sheet/ Technical Specifications.
 - b. the Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

Section-III. Technical Specifications

3.1. Technical Specifications

The successful bidder shall provide the following along with the supply of goods :

Quality test certificate by the manufacturer.

FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (IPL – 3255)					
SECTION III - CLARIFICATION					
Sr No	Items	Specifications	Pack Size	Framework Quantity	Bid Security (PKR)
1	Brooms	<ul style="list-style-type: none"> • Approx. weight 1 kg • Hand grip with clip for gripping bristles 	Packed in Dozen	56,480 kgs	94,886/-
2	Wiper 2.5 ft. width	<ul style="list-style-type: none"> • High Quality base rubber with solid handle (Plastic / Iron) 	Packed in Dozen	73,120 Articles	219,360/-
3	Normal waste bags	<ul style="list-style-type: none"> • High-Density Poly Ethylene (HDPE) / Poly Ethylene High-Density (PEHD) • White color • Sizes: Small (21 x 28), Medium (30 x 30), Large (39 x 45) [size in inches] ± 2 inches <p>* Quantities of sizes as per hospital requirement.</p>	Packed in 20 kg	213,360 kgs	582,473/-
4	Color coded waste bags	<ul style="list-style-type: none"> • High-Density Poly Ethylene (HDPE) or Poly Ethylene High-Density (PEHD) • Colored bags • Sizes: Small (21 x 28), Medium (30 x 30), Large (39 x 45) [size in inches] ± 2 inches <p>* Quantities and colors of sizes as per hospital requirement.</p>	Packed in 20 kg	213,360 kgs	582,473/-
5	Furniture dusters	<ul style="list-style-type: none"> • Cotton cloth overlapped at all edges 	Packed in Dozen	73,120 Articles	52,646/-

		<ul style="list-style-type: none"> • Size: 30 x 20 (inches) \pm2 inches 			
6	Disinfectant	Type A- <ul style="list-style-type: none"> • Acid based active ingredient • Perfumed Phenyl for floor mopping 	2000 ml or Above (Bottle)	691,920 Liters	415,152/-
		Type B- <ul style="list-style-type: none"> • Chloroxylenol as an active agent • Non-toxic for Human Health • Effective Infection Protection • PCSIR / Equivalent Certification / Safety Data Sheet 	1000 ml or Above (Bottle)		
7	Hand Wash liquid	<ul style="list-style-type: none"> • Germ protection liquid hand wash • Non-toxic for human health • Easily soluble in cold water • PCSIR or equivalent Certification • 500 ml high quality bottle packing 	500 ml or Above (Pouch)	98,880 Liters	711,936/-
8	Air Freshener	<ul style="list-style-type: none"> • CFC 300 ml bottle • High quality with pleasant scent 	300 ml or Above (Bottle)	17,472 Liters	111,821/-
9	Hand wash towels (Medium)	<ul style="list-style-type: none"> • High quality made of cotton • Size: 16 x 27 inches \pm 2 inches • Minimum Surface Area 350 inch² 	Packed in Dozen	58,240 Articles	209,664/-
10	Liquid Toilet Cleaner	<ul style="list-style-type: none"> • Liquid toilet cleaner with Sodium Hydro chlorite or Hydrochloric acid as an active agent 	750 ml or Above (Bottle)	23,260 Liters	178,637/-

		<ul style="list-style-type: none"> • PCSIR or equivalent Certification 			
11	Floor Mops Standard	<ul style="list-style-type: none"> • Handle bar length not less than 45 inches • Handle with washable coarse strings bundle 	Packed in Dozen	106,640 Articles	332,717/-
12	Surface Liquid Cleaner	<ul style="list-style-type: none"> • Liquid surface cleaner with antibacterial effectiveness • Benzalkonium Chloride / Quaternary Ammonium Compounds / equivalent product for cleaning & disinfection • No toxic, environment friendly 	1000 ml or Above (Bottle)	30,080 Liters	324,864/-
13	Floor cleaning towels (small size)	<ul style="list-style-type: none"> • Towel for 2.5 ft. wiper • High quality absorbent cotton • Hemmed on four sides • Size: ~ 2.5 ft. x 3.5 ft. 	Packed in Dozen	161,760 Articles	135,878/-

Note: Samples for each category of items (from Sr # 01 to Sr # 13) are required at a time informed by the Procuring Agency before Technical Evaluation of Bids

Section-IV: Bid Data Sheet

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

A. Introduction										
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders								
1.	2.1.1	<p>Name of Procuring Agency: <i>Project Management Unit, Primary & Secondary Healthcare Department, Government of the Punjab.</i></p> <p>The subject of procurement is: “FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT”</p> <p>Period for delivery of goods:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Mode of penalty</th> <th style="width: 50%;">Shipping/Delivery Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Without Penalty</td> <td style="text-align: center;">60 Days on DDP basis</td> </tr> </tbody> </table> <p>Commencement date for delivery of Goods:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Mode of Procurement</th> <th style="width: 50%;">Commencement Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DDP</td> <td style="text-align: center;">From the date of signing of Contract or Issuance of Purchase Order</td> </tr> </tbody> </table>	Mode of penalty	Shipping/Delivery Period	Without Penalty	60 Days on DDP basis	Mode of Procurement	Commencement Date	DDP	From the date of signing of Contract or Issuance of Purchase Order
Mode of penalty	Shipping/Delivery Period									
Without Penalty	60 Days on DDP basis									
Mode of Procurement	Commencement Date									
DDP	From the date of signing of Contract or Issuance of Purchase Order									
2.	2.1.2	<p>Financial year for the operations of the Procuring Agency: 2022-2023 and 2023-2024</p> <p>Name of Project/ Grant (Non-Development): FRAMEWORK CONTRACT OF JANITORIAL CONSUMABLES FOR HEALTHCARE FACILITIES UNDER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT</p> <p>Name of financing institution: Government of the Punjab, Primary & Secondary Healthcare Department</p> <p>Name and identification number of the Contract: No.PMU/PROC/01-63/2022-23</p>								

3.	2.1.3 (iv)	<u>Joint Venture is not applicable for this contract.</u>
4.	2.1.4	Country of origin: Country of origin of goods could be from any geographical region of the world as per laws of Pakistan, unless otherwise any country of manufacturer mentioned in the specifications Ineligible country(s) is or are: If the Government of Pakistan prohibits commercial relations with any country, any bidder/goods of such countries/dealing with such countries are ineligible to apply.
5.	2.3.6(iii)	Demonstration of authorization by manufacturer (where required): Required form 8.3 should be followed.
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is “31/E-1, SHAHRA-E-IMAM HUSSAIN, GULBERG III, LAHORE”.
7.	2.2.2	Pre-bid meeting will be held in: Committee Room of Project Management Unit, P&SHD 31/E-1, SHAHRA-E-IMAM HUSSAIN, GULBERG III, LAHORE 15 th May, 2023 at 11:00 AM
8.	2.3.9	The number of documents to be completed and returned is one original only.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	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 English . Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
10	2.3.4	The price quoted shall be in PKR. Any other price such as incidental services etc. must be included in the main unit price.
11.	2.3.4	Prices shall be fixed.
12.	2.3.7 (ii) 2.3.8	The Bid security in the name of “ PMU Primary & Secondary Health ” shall be in Pakistan Rupees and shall be in one of the following forms: Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker’s Cheque valid for 180 (One hundred Eighty) Days from the date of submission of bid(s).
D. Preparation and Submission of Bids		
13.	2.1.3	Knock down criteria.

		<p>Minimum requirements for a Bidder to participate in the Bidding process which, may include but not limited to the following: -</p> <ol style="list-style-type: none"> i. Bidder is a legal registered entity having NTN and GST and must be an active tax payer. ii. Complete Audited Financial Statements and Income Tax Return for last three fiscal years. (2019-20, 2020-21, 2021-22) iii. (a) For items at Sr # 6, 7, 10 & 12 – Only Manufacturer or their Authorized Distributer / Agent are eligible to apply. (b) For items at Sr # 1, 2, 3, 4, 5, 8, 9, 11 & 13 – Manufacturer or their Authorized Distributer / Agent or General Order Suppliers are eligible to apply. iv. Minimum one-year local business history of the offered product. (Attach Purchase Order/Contract). Evidence of Market Retail presence in at least 04 retail chain stores for Sr # 6, 7, 10 & 12 must be submitted. v. Minimum Three years’ sales history of the applicant in Pakistan from the date of registration of the firm. vi. Affidavit to the effect that: - <ul style="list-style-type: none"> • Bidder is neither blacklisted from any government department nor is any litigation pending in this regard. • The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. • The provided information is correct. vii. Average Financial Turnover of firm for Last Three Financial Years duly supported by Audited financial statements. <ul style="list-style-type: none"> ▪ PKR. 30 Million (Thirty Million) for items at Sr # 3,4,6,7,11 & 12. ▪ PKR. 10 Million (Ten Million) for items at Sr # 1,2,5,8,9,10 & 13. viii. Bid Validity must be as per requirement of the bidding document. ix. Delivery Period must be compliant to the requirement of the bidding document. x. Bid Security as required must be attached with the Technical Bid. xi. Tender Fee Receipt attached with Technical bid.
14.	2.3.6	Spare parts are not applicable.
	2.3.6 (v)	Submission of Samples: Samples must be submitted by the bidders at a time informed by the Procuring Agency before the Technical Evaluation of bids.
15.	2.4.2	<p>Bid shall be submitted to:</p> <p>Street address : <i>Shahrah-e-Imam Hussain, Gulberg-III</i></p> <p>Building/Plot No. <i>31 E/I</i></p> <p>Floor/Room No.: <i>Procurement Wing</i></p> <p>City/Town : <i>Lahore</i></p>
16.	2.4.2	<p>The deadline for Bid submission is</p> <ol style="list-style-type: none"> a) Day: <i>Wednesday</i> b) Date: <i>24th May, 2023</i> c) Time: <i>11:00 AM</i>
17.	2.5.1	Time, date/ Month/ Year, and place for Bid opening.

		<p>a) Day: <i>Wednesday</i></p> <p>b) Date: <i>24th May, 2023</i></p> <p>c) Time: <i>11:30 AM</i></p>
18.	2.6.2	Performance Guarantee will be 5% of the Contract Value/ Purchase Order in the shape of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's Cheque from any scheduled bank valid for 18 months from its date of issuance in the name of " PMU Primary & Secondary Health ".
19.	2.3.8	<p>Bid Validity: 180 days from the date of submission/ opening of bids.</p> <p>Amount of Bid security is: Specified with the Technical Specifications in the shape of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's Cheque.</p>
20.	2.3.9	Number of copies of the Bid is not required.
E. Opening and Evaluation of Bids		
21.	2.5.1	<p>The Bid opening shall take place at:</p> <p>Street address: <i>Shahrah-e-Imam Hussain, Gulberg-III</i></p> <p>Building/Plot No.: <i>31 E/I</i></p> <p>Floor/Room No.: <i>Committee Room of PMU-P&SHD</i></p> <p>City/Town : <i>Lahore</i></p> <p>Country: <i>Pakistan</i></p> <p>Day : <i>Wednesday</i></p> <p>Date: <i>24th May, 2023</i></p> <p>Time: <i>11:30 AM</i></p>
22.	2.3.5	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <i>PKR</i></p> <p>The source of exchange rate shall be: <i>State Bank of Pakistan's foreign currency selling rate.</i></p> <p>The date of exchange rate shall be: <i>Date of Opening of Technical Bids</i></p>
F. Bid Evaluation Criteria		
23.	2.5.8	<p>Criteria to Bid evaluation.</p> <p><i>Bid Evaluation Criteria is as follows:</i></p>
<p>Package No/Item Number: -----</p> <p>Name of the Equipment and Qty: -----</p> <p>PART- I</p> <p>KNOCK DOWN CRITERIA - GENERAL EVALUATION</p> <p>(All evaluation parameters defined below are mandatory for compliance)</p>		

Sr. No.	Evaluation Parameters	M/S ABC
1.	Bidder is a legal registered entity having NTN and GST and must be an active tax payer.	Yes / No
2.	Complete Audited Financial Statements and Income Tax Return for last three fiscal years. (2019-20, 2020-21, 2021-22).	Yes / No
3.	(a) For items at Sr # 6, 7, 10 & 12 – Manufacturer or their Authorized Distributer / Agent are eligible to apply. (b) For items at Sr # 1, 2, 3, 4, 5, 8, 9, 11 & 13 – Manufacturer or their Authorized Distributer / Agent or General Order Suppliers are eligible to apply.	Yes / No
4.	Minimum one-year local business history of the offered product (Attach Purchase Order/Contract). Evidence of Market Retail presence in at least 04 retail chain stores for Sr # 6, 7, 10 & 12 must be submitted.	Yes / No
5.	Minimum Three years' sales history of the applicant in Pakistan from the date of registration of the firm.	Yes / No
6.	Affidavit to the effect that: - <ul style="list-style-type: none"> Bidder is neither blacklisted from any government department nor is any litigation pending in this regard. The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. The provided information is correct. 	Yes / No
7.	Average Financial Turnover of firm / bidder for Last Three Financial Years duly supported by Audited financial statements. a) PKR. 30 Million (Thirty Million) for items at Sr # 3,4,6,7,11 & 12. b) PKR. 10 Million (Ten Million) for items at Sr # 1,2,5,8,9,10 & 13	Yes / No
8.	Bid Validity must be as per requirement of the bidding document.	Yes / No
9.	Delivery Period must be compliant to the requirement of the bidding document.	Yes / No
10.	Bid Security as required must be attached with the Technical Bid.	Yes / No
11.	Tender Fee Receipt attached with Technical bid.	Yes / No
Remarks:		(Eligible/ Not Eligible for further evaluations of PART-II)

PART – II

KNOCK DOWN CRITERIA - PRODUCT EVALUATION

(All evaluation parameters defined below are mandatory for compliance.)

Item Sr. No	SPECIFICATION COMPLIANCE /EVALUATION PARAMETERS		
1	Name of Item	Brand Model	
Specifications/Sample Evaluation:		Technically Acceptable /Not (Mention the reasons)	Technically Acceptable /Not (Mention the reasons)
Technical Eligibility of Product:		Eligible / Not Eligible	Eligible / Not Eligible
Technical Eligibility of Firm:		Eligible / Not Eligible	Eligible / Not Eligible
BID STATUS:		Responsive/ Substantially Responsive/ Non-Responsive	Responsive/ Substantially Responsive / Non-Responsive

G. Award of Contract

24.	2.6.5	Percentage for quantity increase or decrease is 15%.
25.	2.6.2	The Performance Guarantee shall be 5%.
26.	2.6.2	The Performance Security (or guarantee) shall be in the form of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's Cheque.

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

2. Application

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

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

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

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

4. Standards 4.1. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.

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

5.2. The Supplier 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 Supplier’s performance under the Contract if so required by the Procuring Agency.

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

6. Patent Rights

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

7. Performance Guarantee

7.1. Within Seven (07) Days 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/ Technical Specifications & clause 2.6.2 of ITB.

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

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

- (a) a Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque cashier's or certified cheque or CDR.

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

8. Inspections and Tests

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

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

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

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

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

9. Packing

9.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

10. Delivery and Documents

10.1. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2. Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill".

10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them

by the current edition of *Incoterms* published by the International Chamber of Commerce, Paris.

10.4. Documents to be submitted by the Supplier are specified in SCC.

11. Insurance 11.1. The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) or CFR/CPT as mentioned under which risk is transferred to the buyer after having been delivered, hence marine and inland insurance coverage is responsibility is Supplier's / Sellers responsibility. The Supplier shall ensure insurance in advance in full on prevailing premium rates at the time of shipment of the Goods on the behalf of the Purchaser for which the cost is inclusive in the Contract Price.

12. Transportation 12.1. The Supplier is required under the Contract to transport the Goods and to prevent their damage or deterioration during transit to a specified place of destination within the Procuring Agency's country, including insurance and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.
12.2 Transportation including loading/ unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price. The addresses of destinations/ offices shall be provided at the time of signing of Contract.

13. Incidental Services 13.1. The Supplier is required to provide any or all of the following services, including additional services, if any, specified in SCC:

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

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

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

13.3 The Supplier shall be required to provide all the incidental service charges and the cost of such incidental services include in total Contract price.

13.4 The Procuring Agency will not pay any extra amount against any expenditure incurred on it, as the Contract shall be construed as fixed amount Contract and includes all costs.

13.5 The Procuring Agency will provide all the necessary documentations for facilitation but no amount to be given in any case except the Contracted amount.

13.6 The Procuring Agency will provide all necessary documents for facilitation and Custom Clearance but no amount be given in any case except the Contracted amount. The Octroi, Clearing Charges, transportation etc. will be borne by the Contracting firm.

14. Spare Parts Spare parts are not required.

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

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

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

15.4. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the

Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

15.5. The shelf life of consumable item will be 75 % at the time of delivery of goods or 18 months from the date of delivery. Warranty of the items till its expiry will be the responsibility of the firm. Moreover, under warranty replacement of the expired item will also be the responsibility of the firm (free of cost).

15.6. The warranty shall be monitored by PMU-P&SHD.

16. Payment

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

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

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

16.4. In case of imported goods to be procured on CFR/CPT basis; the payment will be made 100% via establishing the LC in favor of manufacturer/beneficiary/ Supplier at sight and receiving shipping documents/ Bill of lading Insurance, Inspection certificate of the manufacturer, Country of origin, compliance of International standards of quality as per INCOTERMS of latest version. The LC shall be in PKR/ foreign currency as per the choice of the Procuring Agency. The payment will be made in the following manner through a letter of credit to be opened by the Procuring Agency. Payment shall be made after pre-shipment inspection at the manufacturing site (where applicable). Furthermore, if charges incurred on extension of L/C to next quarter it will be on part of contracting firm.

16.5 In case of DDP; the payment will be made 100% after presentation of the delivery/ Installation/ commissioning/ completion/ execution report of the contract and all other works described in Contract. Part payment, part delivery may be admissible in case of huge quantity of the goods.

17. Prices

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

17.2 The Bidder shall indicate on the Price Schedule the unit prices and total Package Price of the goods; it proposes to supply under the Contract.

17.3 Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow marker.

17.4 The Bidder should quote the prices of goods according to the technical specifications for complete package/Tender/Item. Optional items are mandatory to quote but will not be considered while determining the lowest bidder. The specifications of goods, different from the demand of enquiry and packaged items, shall straightway be rejected.

17.5 The Bidder is required to offer competitive price. All prices must include relevant taxes and duties. If there is no mention of taxes/duties, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.

17.6 While tendering, it will be presumed that the bidder has kept in view the present trend/ inflation, the dollar parity etc. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.

17.7 The bidder shall have to quote the prices as per mode (DDP and CFR/CPT) specified in the technical specifications. In case both modes are mentioned in the technical specifications, the bidder shall have to quote both DDP & CFR/CPT prices, otherwise offer of the firm will straight away be rejected. For those equipment/items which do not require after sale services/calibration (specified in the technical specifications), the bidders are required to quote rate on DDP basis with one-year comprehensive warranty.

18. Change Orders

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

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

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

19. Contract Amendments

19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

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

21. Sub-contracts

21.1. The Supplier shall notify 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 Supplier from any liability or obligation under the Contract.

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

22. Delays in the Supplier's Performance

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

22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify 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 Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for

performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

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

23. Liquidated Damages

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, 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 24 along with other remedies available under PPR-14.

24. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of 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:

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

Blacklisting & Debarment:

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

Substantial Requirements & Procedure for Blacklisting & Debarment:

Asper 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.

(5) 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.

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

(7) 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.*

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

25. Force Majeure

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

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

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

26. Termination for Insolvency

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

27. Termination for Convenience

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

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

28. Resolution of Disputes

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

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

29. Governing Language

29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

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

31. Notices

31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

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

32. Taxes and Duties

32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency.

Section-VI. Special Conditions of 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 Management Unit, Primary & Secondary Healthcare Department 31 E/I Shahrah-e-Imam Hussain, Gulberg-III, Lahore.

GCC 1.1 (h)—The Procuring Agency's country is Pakistan.

GCC 1.1 (i)—The Supplier is the individual or firms supplying the goods under this Contract.

Sample Provision

GCC 1.1 (j)—The Project Site is: Selected Healthcare Facilities

2. Country of Origin (GCC Clause 3)

Country of origin of goods could be from any geographical region of the world as per laws of Pakistan, unless otherwise any country of manufacturer mentioned in the specifications.

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be 5% of the Total Contract amount in the shape of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's Cheque valid for a period of 18 months in the name of **"PMU Primary & Secondary Health"**.

GCC 7.4—the Performance Guarantee shall be retained for to cover the Supplier's warranty obligations or defect liability period in accordance with Clause GCC 15.2

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

1. The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency.
2. For the purpose of inspections and tests of equipment. The Supplier shall furnish all reasonable facilities and assistance, to the inspectors at no charge to the Procuring Agency. The inspection team will inspect & test the equipment prior to dispatch (where specified) and categorically mentioned in the LC clauses, the goods shall not be supplied unless a satisfactory inspection report has been issued in respect of those Goods by the Procuring Agency. However, if the Supplier proves delay in conducting the inspection by the Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such inspection/ lab tests shall be borne by the Manufacturer/ Supplier.
3. The Procuring Agency's reserve the right to inspect, test and, approve the installation and reject the goods after the goods have been installed at Procuring Agency's destinations.
4. Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract

5. Packing (GCC Clause 9)

GCC 9.1— The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

GCC 9.2. — The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

Packing: Usual export packing to ensure safe journey up to the site of consignee.

Marking: Each packing should be clearly marked in suitable size in bold letters as per requirement.

6. Delivery and Documents

(GCC Clause 10)

(DDP terms)

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring Agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring Agency:

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, delivery challan a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;
- (iv) insurance certificate (where applicable);
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report.
- (vii) certificate of origin.
- (viii) Goods Declaration filed for the purchase of imported goods; and
- (ix) Tax Exemption Certificates (if any).

GCC 10.4 – The Procuring agency may require any other document on demand which shall be provided by the supplier.

7. Insurance

(GCC Clause 11)

GCC 11.1— The goods supplied under the Contract shall be delivered duty paid (DDP) or CFR/CPT as mentioned under which risk is transferred to the buyer after having been delivered to final destination; hence, marine and inland insurance coverage is Supplier's responsibility. The Supplier shall ensure insurance in advance in full on prevailing premium rates at the time of shipment of the Goods on the behalf of the Purchaser for which the cost is inclusive in the Contract Price.

8. Incidental Services (GCC Clause 13)

GCC 13.1— The Supplier is required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) satisfactory performance for specified time/ quantity on-site and/or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring Agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

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

GCC 13.3— The Supplier shall be required to provide all the incidental service charges and the cost of such incidental services include in total Contract price.

GCC 13.4 — The Procuring Agency will not pay any extra amount against any expenditure incurred on it, as the Contract shall be construed as fixed amount Contract and includes all costs.

GCC 13.5 — The Procuring Agency will provide all the necessary documentations for facilitation but no amount to be given in any case except the Contracted amount.

GCC 13.6— The Procuring Agency will provide all necessary documents for facilitation and Custom Clearance but no amount be given in any case except the Contracted amount. The Octroi, Clearing Charges, transportation etc. will be borne by the Contracting firm

9. Spare Parts

(GCC Clause 14) [where applicable]

GCC 14.1— Spare parts are not required.

10. Warranty

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

GCC 15.2— In partial modification of the provisions, the warranty period shall be as per period mentioned in the technical specification from date of acceptance/ installation of the Goods or as per period mentioned in the technical specifications from the date of shipment (if applicable), whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

Or

- (b) pay liquidated damages to the Procuring Agency in case of failure to meet the contractual guarantees. The rate of these liquidated damages shall be decided by the Procuring Agency.

GCC 15.5— The shelf life of consumable item will be 75 % at the time of delivery of goods or 18 months from the date of delivery. Warranty of the items till its expiry will be the responsibility of the firm. Moreover, under warranty replacement of the expired item will also be the responsibility of the firm.

11. Sample provision

GCC 15.2—In partial modification of the provisions, the warranty period shall be as per period mentioned in the technical specification from date of acceptance/ installation of the Goods or as per period mentioned in the technical specifications from the date of shipment (if applicable), whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

Or

- (b) pay liquidated damages to the Procuring Agency in case of failure to meet the contractual guarantees. The rate of these liquidated damages shall be decided by the Procuring Agency.

GCC 15.4 & 15.6—The period for correction of defects in the warranty period is 72 hours after the receipt of formal complaint.

12. Payment (GCC Clause 16)

GCC 16.1— The method and conditions of payment to be made to the Supplier under this Contract shall be as under.

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

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

GCC 16.4— In case of DDP; the payment will be made 100% after presentation of the delivery/ Installation/commissioning/completion/execution report of the contract and all other works described in Contract. Part payment, part delivery may be admissible in case of huge quantity of the goods.

13. Prices (GCC Clause 17)

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

GCC 17.2— The Bidder shall indicate on the Price Schedule the unit prices and total Package Price of the goods, it proposes to supply under the Contract.

GCC 17.3— Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow marker.

GCC 17.4— The Bidder should quote the prices of goods according to the technical specifications for complete package/Tender. Optional items are mandatory to quote but will not be considered while determining the lowest bidder. The specifications of goods, different from the demand of enquiry and packaged items, shall straightway be rejected.

GCC 17.5— The Bidder is required to offer competitive price. All prices must include relevant taxes and duties. If there is no mention of taxes/duties, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.

GCC 17.6— While tendering, it will be presumed that the bidder has kept in view the present trend/ inflation, the dollar parity etc. No request for increase in price due to

market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.

GCC 17.7— The bidder shall have to quote the prices as per mode (DDP and CFR/CPT) specified in the technical specifications. In case both modes are mentioned in the technical specifications, the bidder shall have to quote both DDP & CFR/CPT prices, otherwise offer of the firm will straight away be rejected. For those equipment/items which do not require after sale services/calibration (specified in the technical specifications), the bidder are required to quote rate on DDP basis with one-year comprehensive warranty.

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate: 0.1% per Day for which the shipment is delayed after the schedule of requirements.

Maximum deduction: 10% of the Total Contract Value.

15. Resolution of Disputes (GCC Clause 28)

GCC 28.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940 and settled through arbitration. Secretary Primary & Secondary Health Care Department or his nominee shall act as arbitrator. The decisions taken and/or award made by the Arbitrator shall be final and binding on the Parties.

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be English.

17. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan).

18. Notices (GCC Clause 31)

GCC 31.1—Procuring Agency's address for notice purposes: Project Director, Project Management Unit P&SHD, 31 E/I, Shahrah-e-Imam Hussain, Gulberg-III, Lahore.

—Supplier's address for notice purposes:

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates a delivery date which is the date at which delivery is required.

Number	Description	Quantity	Delivery schedule (shipment) in days/weeks/months from
---------------	--------------------	-----------------	---

In order to determine the correct date of delivery hereafter specified, the Procuring Agency has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

Number	Description	Quantity	Delivery schedule (shipment) in days
01	DDP Based Contracts	As required	60 Days from the date of Signing of Contract

Place of Delivery: P&SHD Warehouse Lahore or any other place specified by the Procuring Agency.

Section-VIII: Sample Forms

8.1 Bid Form

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

Date: _____

To: **Project Director, Project Management Unit, P&SHD.**

Dear Sir,

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

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ 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 [number] days from the date fixed to Bid opening under Clause 2.3.9 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.

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 agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(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. Manufacturer's Authorization Form

[To be signed and stamped by the Manufacturer and to be attached with Technical Bid]

[See Clause 2.3.6 (iii) of the Instructions to Bidders.]

To: *Project Director, Project Management Unit, P&SHD.*

WHEREAS *[name of the Manufacturer]*, who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby solely authorize *[name and address of Agent]* to submit a Bid, and subsequently negotiate and sign the Contract with you against for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation to Bids.

[Signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its Bid.

8.4. 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.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:

a) Audited Financial Statement Attachment (Last 3 years)

Yes	No
-----	----

b) Details of Experience (Last Five Years)

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

c) Staff Detail and last month Payroll

Yes	No
-----	----

8.5. General Information Form

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

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
PRA Tax No.				
No. of Employees			Company's Date of Formation	

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

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

8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. 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 employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

- (i) The firm has not been blacklisted by any Department.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To,

“PMU Primary & Secondary Health”.

WHEREAS (Name _____ of _____ the _____ Contractor/ _____ Supplier) _____ 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.

This guarantee is valid until _____ day of _____, 20__, or _____ [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

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

Sr. No.	Item name	Brand name	Make & model	Quantity	Specifications dimensions

Stamp & Signature of Bidder _____

8.9. 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 *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and 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 Bidding document
 - (i) Letter of Credit for CFR/CPT based items
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, 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 Supplier)

8.10. Financial Bid Form/Price Schedule

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

Sr. No.	Item name	Specifications / dimensions / units of measurement	Country of Origin	Brand name, make & model (if any)	Unit price (exclusive of all taxes & duties etc.)	Taxes & Duties (If any)	Unit price (inclusive of all taxes & duties etc.)	Qty	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
	Total price in figures									
	Total price in words									

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

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

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.

The bids will be evaluated item wise.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

To,

PMU Primary & Secondary Health.

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 goods]* (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 letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1.	Original receipt for purchase of tender along with Standard Bidding Documents.		
2.	The Bid security as mentioned with the technical specifications must be submitted with technical proposal.		
3.	All required samples (if demanded) have been submitted in <i>[name of the Procuring Agency]</i> sample store.		
4.	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
5.	Copy of active Registration with Sales Tax Authorities (STRN)		
6.	Technical Bid Form (as per form 8.9 of Bidding documents) on letter head of the firm duly signed and stamped.		
7.	Financial Bid Form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8.	Bid Security Form (as per form 8.11 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9.	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
10.	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
11.	Affidavit (as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		

	Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
12.	<ul style="list-style-type: none"> i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address <i>[where applicable]</i>. iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per 8.5 form of Bidding documents) on letter head of the firm, duly signed and stamped. 		

Stamp & Signature of Bidder _____