

**BIDDING DOCUMENTS**  
**Procurement of Stationery Items for**  
**Punjab Saaf Pani Authority (on Framework**  
**Contract Basis)**



PUNJAB SAAF PANI AUTHORITY GOVERNMENT OF PUNJAB

**MAY 2026**

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## Invitation to Bids

Punjab Saaf Pani Authority (PSPA) (hereinafter referred to as the "client"), invites E-Bids (by uploading PDF File) from Contractors / Firms / Manufacturer / Authorized dealers / General Order suppliers registered with the registration system available on the e-PADS & registered with **FBR (NTN and GSTN)** for E-Procurement on "e-Pak Acquisition and Disposal system (e-PADS)". All e-bids must be submitted through e-PADS concerning "**Framework Contract (01 Year) for Procurement of Stationery for Official use of Punjab Saaf Pani Authority**".

2. The intending bidder(s) shall download the bidding documents from the E-PADS / website of the Authority and participate in the procurement process without paying any cost or fee. The Uniform Resource Locator (URL) of the website of the Authority and E-PADS are as follows:

<https://eproc.punjab.gov.pk>

<https://punjab.eprocure.gov.pk>

The response time shall be calculated exclusively from the date of publication of advertisement on the website of the Authority.

3. All E-bids must be accompanied by a Bid-Security in the shape of CDR / Bank Guarantee from any Scheduled Bank in Pakistan in favor of Director (Procurement & Contracts), PSPA for amounting to **Rs. 223,278/-**.

4. Original Bid Security instrument (2% of the estimated cost), as mentioned above, must be submitted in an envelope clearly marked with the Tender Title, before the E-bid Submission deadline at the Office of **Director (Procurement & Contracts)** situated at 4<sup>th</sup> Floor, EFU House, Main Gulberg, Jail Road, Lahore.

5. **The bidders shall complete and authenticate their complete E-bids (by uploading PDF File) and it must be submitted online on e-Procurement System (EPADS) website i.e. https://punjab.eprocure.gov.pk as per the following schedule:**

E-Bids Submission Date & Time	01 <sup>st</sup> June, 2026 at 11:00 AM
E-Bids Opening Date & Time	01 <sup>st</sup> June, 2026 at 11:30 AM

6. In case e-bid or proposal including record submitted on the e-PADS found corrupt, un-readable or contain virus, the e-bid or proposal shall be rejected.

7. **Single stage Two envelope** bidding procedure will be adopted. Submission of encrypted electronic file shall be deemed submission in "envelope" as mentioned in the rules.

8. The procuring Authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Punjab PP Rules 2014 (**Rule-35**).

9. Conditional tender will not be accepted.

10. Tendered rates and amount should be filled in figures as well as in words.

11. In case, the last date of bid submission falls in / within the official holiday(s), the last date for submission of the bids shall be the next working day.

12. The bids will be valid for 120 days.

13. Estimated cost is Rs. **11,163,894.00/-** (Technical Sanction issued vide No. Dir (P&C) /1905-06 dated 04.05.2026).

14. Pre-Bid Meeting to be scheduled at 20<sup>th</sup> May 2026 at 11:30AM PSPA Head Office 4<sup>th</sup> Floor EFU House, Jail Road, Lahore.

15. Bidders are advised to ensure uploading the Bids on E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. Punjab Saaf Pani Authority shall not be held responsible for any issue thereof. For any assistance regarding E-PADS Portal, system support email and phone numbers are provided hereunder:

**E-PADS Helpline: 051-111-137-237**

  
**Director (Procurement & Contracts)**  
**Punjab Saaf Pani Authority**

## 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, Punjab Procurement Regulations 2024. In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules- 2014, Punjab Procurement Regulations 2024 the later shall prevail.**

**E-Procurement:** Punjab PPRA Board vide Letter No. SO(I&C1) 5-4-2024 dated 09.05.2024 has directed that in order to improve governance, management, transparency, accountability and quality of public procurement of goods, works and services, Competent Authority has been pleased to direct that E-Procurement shall be mandatory for all Public Offices including Attached Departments, Autonomous Bodies, Companies and Authorities in Punjab with effect from 01.07.2024.

Therefore, all conditions pertaining to implementation of E-Procurement System *issued by PPRA Punjab* in Public Offices Punjab shall be observed in this bidding document and subsequent procedures.

- All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the advertisement, in the name of "*Director (P&C), PSPA*", and in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. The original Bid security will be submitted to the *Punjab Saaf Pani Authority* before or on closing date and time for submission of E Bids.
- Late E-bids *due to software glitch or whatsoever reason* shall be rejected.
- The complete E-bids must be submitted online on e-Procurement System (EPADS) website i.e., <https://punjab.eprocure.gov.pk> as per the schedule mentioned in BDS.
- Original Bid Security Instrument, Affidavit in an envelope clearly marked with the *Tender* Number and Title and Technical Samples (*in case demanded*), must be submitted before the E-bid Submission deadline at the office of

*Punjab Saaf Pani Authority, 4th Floor EFU House, Jail Road LHR.*

## 2.1. Introduction

**2.1.1 Scope of Bid** i) The Procuring Agency (PA) 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**. Successful Bidders will be expected to deliver, install/commission the goods or provision of services within the specified period and timeline(s) as stated in the BDS.

**2.1.2 Source of Funds** i) Punjab Government

**2.1.3 Eligible Bidders** i) The Invitation to Bids is open to all suppliers i.e. firms/companies/sole proprietor/ general order suppliers, registered with relevant Registration Authorities and Tax Departments/ Authorities, except as provided hereinafter.

Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

ii) Bidders shall not be under a declaration of blacklisting by the Procuring Agency/PPRA.

iii) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. 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 for the procurement of the goods to be purchased under this Invitation for Bids, 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.

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

A Bidder may be ineligible if –

v) (a) The Bidder is declared bankrupt or, in the case of company

or firm, insolvent;

- (b) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (c) 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.
- (d) 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.
- (e) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

**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/Technical Specification)*, 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 or any similar arrangement.

**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), if any.
  - (g) Schedule of Requirements

- (h) Bid Form/ Bid Submission Letter
  - (i) Manufacturer's Authorization Form (where applicable)
  - (j) Bidder Profile Form
  - (k) General Information Form
  - (l) Affidavit
  - (m) Bid Form
  - (n) Contract Form
  - (o) Financial Bid Form / Price Schedule
  - (p) Performance Guarantee Form
  - (q) Check List
- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
  - iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in [ITB 2.2.1 \(i\)](#) above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
  - iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

**2.2.2. Clarification of Bidding Documents**

- 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. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than **seven (07) days** prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify 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 three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of

alternate methods of Procurement.

- iv) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to 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 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 and by uploading same on the website of the procuring agency. 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 three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
- ii) 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/ package wise *as given on form 8.10*.

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) 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** for local/DDP items unless otherwise specified in the Bid Data Sheet.

**2.3.5. Documents Establishing Bidder's Eligibility and Qualification** i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that, 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 duly authorized by the goods' Manufacturer [*Manufacturer's Authorization form No. 8.3*] 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 **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, 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 for the submission of bids; and
  - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.

*{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}*
- vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. 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 attested by the embassy in country of manufacturer 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 thirty (30) Days, beyond the validity of Bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) 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 thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*"38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and*

*shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that 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. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

**2.3.8. Period of Validity of Bids**

- i) Bids shall remain valid for the period specified **(120 Days)** 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 Bidder shall authorize a person/persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- 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 duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.

- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- v) 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 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 signed and stamped by the authorized person.
- vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vii) 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. whereas in case of EPADs sealed means encrypted files uploaded on EPADs.
- 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) 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.
- /iii) 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. Bids received through courier services shall not be entertained.
- 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**    **⇒**    The Bidder may not modify or withdraw its Bid after the Bid's submission or as per clause 2.4.4.

## **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/attendance sheet as proof of their attendance.
  - ii) 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, 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.
  - iii) 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) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
  - iv) 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.
  - v) 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)**.
  - vi) 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.
  - vii) 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.
  - viii) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

*[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the procuring agency.]*

**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 to determine its reasonability. 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 responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a 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 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 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**.
- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

**2.5.7. Conversion to Single Currency**

**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 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 which must include clear cut instruction regarding item wise or package wise evaluation

inclusive of 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.

**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 and 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 fifteen (15) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

**2.6.3. Signing of Contract/ Issuance of 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 responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

**2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**

- i) The Procuring Agency reserves the right at the time of contract award **to Increase or Decrease the quantity of 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 (c)(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.
- 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 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 Bidders i.e. firms/companies/sole proprietors/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

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

As per S-17A of PPRA, Act, 2009: *As per rule 21 of PPR-14: or Sub rule (6) of 21.*

**Note:** The act of blacklisting the bidder/contractor/service provider by a procuring agency shall be limited to the extent that procuring agency. Furthermore, if a procuring agency intends to debar a bidder/contractor/service provider from participating in all the procuring agency of the Punjab it shall refer the matter to MD PPRA under section 17A (2) of PPRA act-2009 read with Rule 21(2) (b) of PPR-14.

## Section-III. Technical Specifications

### 3.1. Technical Specifications

Sr No.	Item Description	Unit	Quantity	Bidder to Specify
1	Provision of A4 Paper Reams (80 gsm), premium quality suitable for printing and photocopying Brand Double A or equivalent	Each	1500	
2	Provision of Legal Size Paper Reams (80 gsm), premium quality brand Double A or equivalent	Each	20	
3	Provision of A3 Paper Reams (80 gsm), superior quality Brand Double A or equivalent	Each	10	
4	Provision of A4 Binding Sheets (Packet), durable, high-grade material Brand Burooj or equivalent	Packets	30	
5	Provision of Black Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	50	
6	Provision of Blue Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	100	
7	Provision of Red Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	10	
8	Provision of Blue Pointer Pens (Packet), high-quality ink, fine tip, consistent flow Brand: Piano Fineliner or equivalent	Packets	20	
9	Provision of Box Files (Large) with lever, heavy-duty board, reinforced edges, long-lasting, suitable for record keeping Brand Sensa or equivalent	Each	2000	
10	Provision of Box Files (Small) with lever ,heavy-duty board, reinforced edges, long-lasting, suitable for record keeping Brand Link or equivalent	Each	800	
11	Provision of High Quality Cloth Binding Tape (1.5”), with strong adhesive 20 yards Brand Burooj or equivalent	Each	30	
12	Provision of High Quality Cloth Binding Tape (2.0") with strong adhesive 20 yards Brand Burooj or equivalent	Each	25	
13	Provision of High Quality Cloth Binding Tape (3.0") with strong adhesive 20 yards Brand Burooj or equivalent	Each	25	
14	Provision of Card Files with PSPA Logo Printing, premium quality, high-resolution printing	Each	5000	

15	Provision of Desk Calculator, standard office use, durable keys, clear display Brand Casio or equivalent	Each	15	
16	Provision of Diary/Notepad with PSPA Logo Printing, high-quality paper, durable binding, neat finishing	Each	500	
17	Provision of Double Hole Punch, heavy-duty metal body, long-lasting performance Sensa or Equivalent	Each	100	
18	Provision of Double-Sided Tape (2”), strong adhesive, premium quality, long-lasting Brand:Excell or equivalent	Each	10	
19	Provision of Erasers (Packet), non-toxic, smudge-free, high-quality material Brand Dux Eraser DX-60 or equivalent	Packets	10	
20	Provision of White Envelopes Postal 9x4, high GSM paper, durable, clean finish 100 pcs in 1 pkt	Packets	5000	
21	Provision of White Envelopes (A4), 100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	1500	
22	Provision of White Envelopes (A3), 100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	100	
23	Provision of White Envelopes (Legal),100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	200	
24	Provision of Sticky Flags (Packet), premium adhesive, reusable, 1inx3in	Packets	100	
25	Provision of Arrow Sticky Flags (Packet), premium adhesive, reusable,	Packets	30	
26	Provision of Flappers (Dozen), durable material, suitable for office use	Dozen	12	
27	Provision of Pen Holders, sturdy construction, elegant design, long-lasting	Each	40	
28	Provision of Glue Stick (8g), strong bonding, non-toxic, smooth application Brand UHU or equivalent	No.	300	
29	Provision of Gel Pens (Blue), high-quality gel ink, smooth writing, fade-resistant (Packet) Brand UNIBALL UM 120 signo or equivalent	Packets	100	

30	Provision of Gel Pens (Black), high-quality gel ink, smooth writing, fade-resistant (Packet) Brand UNIBALL UM 120 signo or equivalent	Packets	25	
31	Provision of Highlighters, bright ink, long-lasting, non-smudging Brand Dollar HL-625 or equivalent	Each	600	
32	Provision of Premium Lead Pencils, smooth writing, break-resistant lead) Brand Dux Pencil 222 Ti-Kon (12 pcs Packet)	Packets	100	
33	Provision of Markers (Blue), high-quality ink, quick-drying, long-lasting Brand Dollar or Equivalent	Each	50	
34	Provision of Markers (Black), high-quality ink, quick-drying, long-lasting Brand Dollar or Equivalent	Each	50	
35	Provision of Paper Clips with durable, smooth finish (Box) Brand Three flowers or equivalent	Box	100	
36	Provision of Durable and Premium Paper Clip Board Brand Sensa or equivalent	Each	5	
37	Provision of Paper Cutter, stainless steel blade, durable handle, Brand SDI or equivalent	Each	100	
38	Provision of Permanent Marker, waterproof ink, fade-resistant, long-lasting Dollar or equivalent	Each	50	
39	Provision of Stapler Pin Opener, durable metal body	Each	100	
40	Provision of Paper Masking Tape (01”), high adhesive strength, easy peel, residue-free 20 yards	Each	20	
41	Provision of Paper Masking Tape (02”), high adhesive strength, easy peel, residue-free 20 yards Brand Sensa or Equivalent	Each	15	
42	Provision of Paper Masking Tape (03”), high adhesive strength, easy peel, residue-free 15 yards Brand Sensa or equivalent Brand Abro or equivalent	Each	15	
43	Provision of Registers, high-quality paper, strong binding, long-lasting	Each	30	
44	Provision of Scotch Tape (1”), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	50	

45	Provision of Scotch Tape (2”), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	25	
46	Provision of Scotch Tape (3”), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	25	
47	Provision of Durable Steel Scale 12 inch fine quality Brand Sensa or equivalent	Each	100	
48	Provision of Scissors, stainless steel blades, durable grip, long-lasting Brand Sensa or equivalent	Each	100	
49	Provision of Separator Sheets (Packet), durable paper long-lasting	Packets	1000	
50	Provision of Sharpeners (Packet), high-quality blade, durable body 50 pcs	Box	10	
51	Provision of Stamp Pad, premium ink quality long-lasting Brand Crystal or equivalent	Each	40	
52	Provision of Stamp Pad ink, premium ink quality long-lasting Brand Sensa or equivalent	Each	10	
53	Provision of Staplers Standard metal body, durable, efficient performance 20 sheets capacity Brand Dux D-90 or equivalent	Each	100	
54	Provision of Staplers Heavy duty 23/13 metal body, durable, efficient performance 200 sheets capacity Brand Opal or equivalent	Each	5	
55	Provision of Single Hole Punch, sturdy construction, long-lasting Brand Sensa or equivalent	Each	50	
56	Provision of Stapler Pins (Standard, rust-resistant, strong metal (1000 staples Box) 24/6 Brand Dollar or equivalent	Each	500	
57	Provision of Stapler Pins (Standard, rust-resistant, strong metal 23/13 (1000 staples Box) Brand Opal or equivalent	Each	10	
58	Provision of Sticky Notes 3x3 in 100 sheets (packet)	Packets	300	
59	Provision of Durable Thread (Dozen),	Dozen	100	

60	Provision of TT Files (A4) durable, suitable for official record keeping	Each	100	
61	Provision of Premium Pens (Blue), premium ink quality, smooth writing, long-lasting Brand Uni-ball Vision Elite 0.8mm or Equivalent	Packets	60	
62	Provision of Premium Pens (Black), premium ink quality, smooth writing, long-lasting Brand: Uni-ball Vision Elite 0.8mm or Equivalent	Packets	10	
63	Provision of High Quality Correction Pen/ Whitener 24 pc pkt Brand Dux or equivalent	Each	120	

Terms of Reference:

- Above mentioned stationery items will be demanded on monthly basis/ as and when required basis on purchase order duly signed by the Directorate of Procurement & Contracts in light of contract agreement.
- Purchase Order/Call-off orders/work orders shall be issued during the contract period based on actual requirements of Punjab Saaf Pani Authority (PSPA).
- The Procuring Agency i.e., PSPA shall issue Call-Off Orders specifying item description, quantity, delivery location, and required delivery time.
- Prices shall be fixed/rate-based as quoted in the financial proposal and shall remain valid for the contract duration
- Payments shall be made after successful delivery and acceptance of goods, within the period specified as mentioned in the purchase order
- Applicable taxes shall be deducted at source as per government rules.
- The Supplier shall:
  - a) Maintain adequate stock levels to meet demand without any delay; Ensure timely delivery and consistent quality;
  - b) Replace defective items promptly;
  - c) Comply with all contractual obligations and instructions issued by the Procuring Agency.
  - d) The Supplier shall confirm and execute the order within the stipulated timeframe.
  - e) Invoice will be provided at the end of each month/ after delivery of items required in PO as and when required basis
  - f) Failure to meet performance standards may result in:
  - g) Imposition of penalties; Suspension from the framework; Termination of contract and forfeiture of performance security.

The validity of Framework Contract to be signed with the successful Bidder shall be one year from the date of issuance of Letter of Acceptance.

Note: The successful bidder shall be required to supply the stationery items in full compliance with the technical specifications provided above. In case of any clarification or better understanding, bidders may visit the Procuring Agency till Closing Date to review samples of the listed items. A pre-bid meeting will be scheduled, as indicated in the Bid Data Sheet below, to facilitate a detailed discussion on the technical specifications and requirements.

## 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.

<b>A. Introduction</b>		
<b>BDS Clause Number</b>	<b>ITB Number</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
<b>1</b>	<b>2.1.1</b>	Name of Procuring Agency: Punjab Saaf Pani Authority The subject of procurement is: Framework Contract for <b>Procurement of Office Stationary for Punjab Saaf Pani Authority</b> <b>Commencement date for delivery of Goods; As specified in</b> Letter of Acceptance (LoA)
<b>2</b>	<b>2.1.2</b>	Financial year for the operations of the Procuring Agency: [2024-25]&[ <b>2025-26</b> ] Name of Project: <i>Framework Contract for Procurement of Stationary Items for PSPA</i> Name of financing institution: Government of Punjab Name and identification number of the Contract:122
<b>3</b>	<b>2.1.3 (v)</b>	Maximum number of members in the joint venture, consortium or association shall be: 02. J.V. form 8.2 should be followed.
<b>4</b>	<b>2.3.6 (iii)</b>	Demonstration of authorization by manufacturer: (if required in technical specification) form 8.3 should be followed.
<b>B. Bidding Documents</b>		
<b>5</b>	<b>2.2.2</b>	Any clarification on bidding document may be sought from the Procuring Agency through EPADS. In case it is necessary to approach the Procuring Agency physically, address of the Procuring Agency is as under:  <i>Punjab Saaf Pani Auhtority, 4th Floor, EFU House Jail Road Lahore.</i>
<b>6</b>	<b>2.2.2</b>	Pre-Bid Meeting: <i>20th</i> May 2026, 11:30 AM at Committee Room of PSPA Head office 4th Floor EFU House Jail Road, Lahore
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
<b>8</b>	<b>2.3.1</b>	<i>Language of the Bid:</i> <b>English.</b> In case any other language than English is used the pertinent translation attested by the embassy in

		country of manufacturer into English shall be attached to the original version.
<b>9</b>	<b>2.3.4</b>	The price quoted shall be fixed in <b>PAK RUPEES</b> inclusive of all applicable taxes and duties, on DDP destination basis.
<b>10</b>	<b>2.1.4 (ii)</b>	Country of origin: <i>All eligible countries to do business in Pakistan by the law of Government of Pakistan.</i>
<b>D. Preparation and Submission of Bids</b>		
<b>11</b>	<b>2.1.3</b>	Eligibility / qualification/Knockout criteria shall be followed as given in Bidding Document as mentioned in section 4.6.1
<b>12</b>	<b>2.3 &amp; 2.4</b>	e-Bid shall be submitted/uploaded on e-Procurement System (EPADS) at the website ie.e. www.punjab.eprocure.gov.pk. <i>in accordance PPRA legal Framework</i>
<b>13</b>	<b>2.4.2</b>	The deadline for E-Bid submission is: as given in advertisement/invitation to bids
<b>14</b>	<b>2.5.1</b>	Time, date/ Month/ Year, and place for Bid opening: as given in advertisement.
<b>15</b>	<b>2.6.2</b>	Amount of Performance Guarantee is: <b>05 % OF THE ACCEPTANCE /CONTRACT AMOUNT</b>
<b>16</b>	<b>2.3.7</b>	Amount of bid security is : 02 % of estimated price of the tendered items/lots as described in the invitation to bids
<b>17</b>	<b>2.3.8</b>	Bid validity period after opening of the e-Bid is: 120 days <b>(extendable)</b>
<b>18</b>	<b>2.3.6 (v) &amp; (vi)</b>	<b>INSTRUCTION FOR SAMPLE SUBMISSION</b> Not Applicable
<b>E. Opening and Evaluation of Bids</b>		
<b>19</b>	<b>2.5.1</b>	The e-bid opening shall take place at <i>PSPA 4th Floor EFU House Jail Road,Lahore</i> as mentioned in the Invitation to Bids.
<b>20</b>	<b>2.5.7</b>	The currency that shall be used for Bid evaluation is: <b>PAK RUPEES</b>
<b>F. Bid Evaluation Criteria:</b>		
<b>Bidding Procedure: Single stage two envelope procedure</b> shall be applicable.		
<b>Criteria for bid evaluation shall be the Least Cost Method, i.e. the lowest price offered by the technically qualified /responsive bidder inclusive of all applicable taxes (if otherwise not provided).</b>		
<b>21</b>	<b>2.5.5 &amp; 2.5.8</b>	Criteria to Bid evaluation is presented below:

**4.6.1. Eligibility / Evaluation Criteria: (Mandatory Requirements):** The bidder must comply with the following mandatory requirements and provide the required documentation. Only compliant bidders shall be considered for next stage.

<b>Sr. No.</b>	<b>Description</b>	<b>Requirement</b>
<b>1.</b>	<p>Copy of Registration with Income Tax Authorities (National Tax Number NTN &amp; PRA with active/operative status) – Registered for at least last <b>03 Years</b> from the date of bid submission:</p> <p>Affidavit (as per <b>form 8.6</b>) on non-judicial Stamp Paper of Rs. 100/- that</p> <ul style="list-style-type: none"> <li>(i) The bidder is not blacklisted by the Procuring Agency or PPRA Authority</li> <li>(ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage of the procurement process, the bidder shall be blacklisted as per Rules / Laws.</li> <li>(iii) The provided information is correct.</li> <li>(iv) The firm comply with all terms &amp; conditions mentioned in the Bidding Documents.</li> <li>(v) The firm comply that its Bid is valid for 120 days after opening of the e-Bid.</li> </ul>	<b>Mandatory Required</b>
<b>2.</b>	Original of Bid Security instrument, in the manner as prescribed on the bid security form.	<b>Mandatory Required</b>
<b>3.</b>	(Signed & stamped) copy of Bank statements of 2 years.	<b>Mandatory Required</b>

## 4.6.2. Evaluation Criteria

Sr No.	Description	Marks	Total Marks
<b>1</b>	<b>Bidder Profile &amp; Experience</b>		
i.	<b>Bidder Profile</b>	<b>15</b>	<b>40</b>
	*Minimum 03 years of experience from date of incorporation		
	*For having 3 years experience 10 marks will be awarded. For more than 3 years experience 1 mark will be awarded for each year subject to a maximum of 15 marks. *In case of less than 3 years experience no marks will be awarded		
ii	<b>Value of projects</b>	<b>25</b>	<b>40</b>
	*Work Experience of Supply Items in last 3 years with accumulative cost of not less PKR 20 million		
	* Full marks for having experience of Supply Items in last 3 years with accumulative cost of at least PKR 20 million and above		
	*Marks will be awarded on following formula basis for Supply Items/experience in last 3 years of cost less PKR 20 million. Formula = (A/20)x25 *Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded, *Similar Nature of Project means supply of similar items/ stationary items		
<b>2</b>	<b>Bidder to specify</b>		
i	<b>Technical Specifications to be specified by the bidder (Page # 22)</b>	<b>35</b>	<b>35</b>
	* 35 Marks will be given If bidder complies in totality with the technical specifications mentioned against each item.		
	* If the bidder deviates from the mentioned specifications, they will be evaluated & marked by the Technical Evaluation Committee accordingly. *The decision of the Technical Evaluation Committee will be final in this regard		
<b>3</b>	<b>Financial position</b>		
i	<b>Bank Credit Limit/ Cash and Bank balance</b>	<b>25</b>	<b>25</b>
	*Full marks will be given if "Bank Credit Limit", "Cash/Bank Balance" (as on 19.05.2026) jointly or severally is equal to or more than estimate of cost of work, full marks may be awarded. Otherwise, the marks may be awarded as: $\frac{\text{Closing Balance or Credit Limit} \times 25}{\text{Estimate of Current Purchase}}$		
<b>Total</b>			<b>100</b>

Only the Bids securing minimum **65% marks** would be declared technically accepted.

## 4.7. Award of Contract

<b>Sr. #</b>	<b>ITB Clause</b>	<b>Detail</b>
1	2.6.5	Percentage for quantity increase or decrease is: FIFTEEN (15%) PERCENT
2	2.6.2	The Performance Guarantee shall be: 0.5% of the acceptance / contract amount
3	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.	Definition	<p>In this Contract, the following terms shall be interpreted as indicated:-</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.</li> <li>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.</li> <li>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 &amp; repair and other such obligations of the Supplier covered under the Contract.</li> <li>e. "GCC" means the General Conditions of Contract contained in this section.</li> <li>f. "SCC" means the Special Conditions of Contract.</li> <li>g. "The Procuring Agency" means the organization purchasing the Goods &amp; Services, as named in SCC.</li> <li>h. "The Procuring Agency's country" is the country named in SCC.</li> <li>i. "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.</li> <li>j. "The Project Site," where applicable, means the place or places named in SCC.</li> <li>k. "Day" means calendar day.</li> <li>l. "<b>e-bid</b>" means electronic bids (separate financial and technical) to be submitted by bidders on e-Procurement System (<b>EPADS</b>).</li> </ul>
2.	Application	<p>These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
3.	Country of origin (where applicable)	<ul style="list-style-type: none"> <li>(i) 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.</li> <li>(ii) For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from where the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that</li> </ul>

		<p>is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>(iii) The origin of Goods and Services is distinct from the nationality of the Supplier. In any case, the requirements of rules 10 &amp; 26, PPR-14, shall be followed.</p>
4.	Standards	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.	<p>(i) 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.</p> <p>(ii) The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.5.1 except for purposes of executing the Contract.</p> <p>(iii) Any document, other than the Contract itself, enumerated in GCC Clause 5.5.1 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.</p> <p>(iv) 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.</p>
6.	Patent Rights	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	<p>(i) The successful Bidder shall furnish performance guarantee within fifteen (15) days of issuance of the notification of Contract award or as mentioned in performance guarantee letter in the amount specified in SCC/BidData Sheet &amp; clause 2.6.2 of ITB.</p> <p>(ii) 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.</p> <p>(iii) As per Rule-56 of PPR-14, the performance guarantee</p>

		<p>shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:-</p> <p>a. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or</p> <p>b. Not used.</p> <p>(iv) The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than <i>ninety</i> (90) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.</p>
8.	Inspections and Tests	<p>(i) 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.</p> <p>(ii) 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.</p> <p>(iii) 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.</p> <p>(iv) 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.</p> <p>(v) Nothing in GCC Clause 5.8 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
9.	Packing	<p>(i) 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</p>

		<p>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.</p> <p>(ii) 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.</p>
10.	Delivery and documents  Framework Modality	<p>(i) 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.</p> <p>(ii) 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".</p> <p>(iii) 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</p> <p>(iv) Documents to be submitted by the Supplier are specified in SCC.</p>
11.	Insurance	The Goods supplied under the Contract shall be delivered <b>on DDP Destination Basis</b> under which risk is transferred to the buyer after having been delivered, hence <b>Insurance</b> is sellers' responsibility.
12.	Transportation	The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency's country, including freight, insurance, and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.
13.	Incidental Services	<p>(i) The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:-</p> <ol style="list-style-type: none"> <li>a. satisfactory performance for specified time/ quantity on- site and/or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

		<p>service shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>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.</p> <p>(ii) Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:-</p> <p>a. the prevailing rates charged for other parties by the Supplier for similar services; and</p> <p>b. original price of goods.</p>
14.	Spare Parts	<p>As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:-</p> <p>a. such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> <li>• advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and</li> <li>• Following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul>
15.	Warranty	<p>(i) 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.</p> <p>(ii) This warranty shall remain valid <b>as required in Section – III "Technical Specifications"</b> after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or <b>as required in Section – III "Technical Specifications"</b> after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>(iii) The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this</p>

		<p>warranty.</p> <p>(iv) 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.</p> <p>(v) 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.</p> <p>(vi) This warranty shall remain valid for at least twelve (12) months after supply of goods/items/services or after consumption of goods (if otherwise not provided in the bidding documents/contract) to and accepted at the final destination.</p>
16.	Payment	<p>(i) The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>(ii) 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 5.10, and upon fulfillment of other obligations stipulated in the Contract.</p> <p>(iii) 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.</p> <p>(iv) The currency of payment is <b>PAK RUPEES</b>.</p> <p>(v) The successful bidder shall be paid by PSPA against invoice for the goods delivered/services completed satisfactorily to the PSPA in Framework Contract, payment shall be made against each Purchase order after the satisfaction of PSPA</p>
17.	Prices	<p>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.</p>
18.	Change Order	<p>(i) The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 5.31, 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:-</p> <ol style="list-style-type: none"> <li>a. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;</li> <li>b. the method of shipment or packing;</li> <li>c. the place of delivery; and/or</li> <li>d. the Services to be provided by the Supplier.</li> </ol>

		(ii) 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	Subject to GCC Clause 5.18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.
20.	Assignment	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	(i) 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. (ii) Subcontracts must comply with the provisions of GCC Clause 5.20.
22.	Delays in the Supplier's Performance	(i) 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. (ii) 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. (iii) Except as provided under GCC Clause 5.25, 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 5.22.2 without the imposition of liquidated damages.
23.	Liquidated Damages	Subject to GCC Clause 5.25, 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	<p>(i) 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:-</p> <ol style="list-style-type: none"> <li>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 5.22;</li> <li>b. if the Supplier fails to perform any other obligation(s) under the Contract; or</li> <li>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:</li> <li>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:- <ol style="list-style-type: none"> <li>1. coercive practice by impairing or harming, or</li> </ol> </li> </ol>

		<p>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;</p> <ol style="list-style-type: none"> <li>2. 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;</li> <li>3. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;</li> <li>4. 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;</li> <li>5. 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</li> </ol> <p>(ii) In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 5.24.1, 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.</p>
25.	Force Majeure	<p>(i) Notwithstanding the provisions of GCC Clauses 5.22, 5.23, and 5.24, 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.</p>

			<p>(ii) 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".</p> <p>(iii) 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.</p>
26.	Termination for Insolvency		<p>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.</p>
27.	Termination for Convenience		<p>(i) 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.</p> <p>(ii) 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:-</p> <ol style="list-style-type: none"> <li>a. to have any portion completed and delivered at the Contract terms and prices; and/or</li> <li>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.</li> </ol>
28.	Resolution of Disputes		<p>(i) 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</p>

		<p>arising between them under or in connection with the Contract.</p> <p>(ii) 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.</p>
29.	Governing Language	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	The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
31.	Notices	<p>(i) 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.</p> <p>(ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
32.	Taxes and Duties	Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
33.	Framework Contract Period	<p>The Contract Period of this procurement shall be as per contract signed between the Procuring Agency and bidder starting from the date of issuance of notification of award, delivery, installation &amp; commissioning of all Goods, till end of warranty period.</p> <p>Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].</p>

## Section-VI. Special Conditions of Contract

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

1.	Definitions (GCC Clause 5.1)	(i) GCC 5.1(g)—The Procuring Agency is: PSPA 4TH Floor EFU HOUSE Jail Road Lahore, (ii) GCC 5.1(h)—The Procuring Agency’s country is: <b>PAKISTAN</b> (iii) GCC 5.1(i)—The Supplier is: <b>to</b> whom the contract will be awarded by PSPA
2.	Country of Origin (GCC Clause 5.3)	[All countries and territories as indicated in Section IV, BDS, of the Bidding documents, if specified]
3.	Performance Guarantee (GCC Clause 5.7)	(i) GCC 5.7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: <b>05% OF THE CONTRACT AMOUNT</b> (ii) GCC 5.7.4—the Performance Guarantee shall be retained for to cover the Supplier’s warranty obligations or defect liability period in accordance with Clause GCC 5.15.2
4.	Inspections and Tests (GCC Clause 5.8)	GCC 5.8.6—Inspection and tests prior to shipment of Goods and at final acceptance areas per satisfaction of procuring agency. Physical inspection as per specifications at the time of delivery or bid submission in case samples are required and the samples/ delivered goods may be sent to any lab for its/ their test at the cost of the bidder/ contractor. Procuring Agency at any time during the contract period or within the warranty period may sent the received goods to any lab at the cost of the contractor/ bidder, if and when deems appropriate or receive any complaint about the validity/ genuineness of the received/ in use goods.
5.	Packing (GCC Clause 5.9)	GCC 5.9.2—[Where applicable, the Contractor must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the Goods delivered to PSPA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. PSPA reserves the right to reject any delivery that is deemed not to have been packaged adequately. Packing, marking and documentation (where required) shall comply with any requirements or instructions notified by PSPA.
6.	Delivery and Documents as per GCC Clause 5.10	GCC 5.10.3—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

		<p>documents to the Procuring Agency, if required:-</p> <ul style="list-style-type: none"> <li>(i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(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, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;</li> <li>(iii) copies of the packing list identifying contents of each package;</li> <li>(iv) insurance certificate (Where Applicable);</li> <li>(v) Manufacturer's or Supplier's warranty certificate;</li> <li>(vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and</li> <li>(vii) Certificate of origin</li> </ul>
7.	Insurance as per GCC Clause 5.11	<p>GCC 5.11.1— The Goods supplied under the Contract shall be <b>delivered duty paid (DDP)</b> under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers' responsibility. Since the Insurance is sellers' responsibility, they may arrange appropriate coverage.</p>
8.	Incidental Services as per GCC Clause 5.13	<ul style="list-style-type: none"> <li>(i) GCC 5.13.1—The Supplier may be required to provide any or all of the following services, including additional services, if required:- <ul style="list-style-type: none"> <li>a. satisfactory performance for specified time/ quantity on- site and/or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ul> </li> <li>(ii) Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:-</li> </ul>

		<p>a. the prevailing rates charged for other parties by the Supplier for similar services; and</p> <p>b. original price of goods.</p>
9.	Spare Parts as per GCC Clause 5.14 (If required)	GCC 5.14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case, within six (6) months of placing the order and opening the letter of credit.
10.	Warranty	<b>(GCC Clause 5.15) as per technical specifications</b>
11.	Warranty period and modification	<p>GCC 5.15.2—In partial modification of the provisions, the warranty period shall be <b>as required in Section – III “Technical Specifications”</b> from date of acceptance/satisfactory installation of the Goods or <b>as required in Section – III “Technical Specifications”</b> 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:-</p> <p>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,</p> <p style="text-align: center;">or</p> <p>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 (one-half (0.5) percent per week).</p> <p>GCC 5.15.4 &amp; 5.15.5—The period for correction of defects in the warranty period is:-</p> <p>a. Free, on-site repair / replacement of defective / damaged parts and labor, as agreed by procuring agency and supplier.</p> <p>b. On site Replacement of such defective / damaged Goods will be provided, if repair of such Goods involves a durations as agreed by procuring agency and supplier.</p> <p>GCC 5.16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:-</p> <p><b>Payment for Goods supplied: as per rule-62 of PPR-14</b> Payment may be made in <b>Pak. Rupees</b> in the following manner:-</p> <p>a. Treasury Cheque, or</p> <p>b. Cross Cheque</p>
12.	Prices (GCC Clause 5.17)	GCC 5.17.1—Prices shall be fixed and shall not be adjusted.
13.	Liquidated Damages (GCC	(i) GCC 5.23.1—Applicable rate: <b>one-half (0.5) percent</b> of PO amount per week

	Clause 5.23)	(ii) Maximum deduction: <b>ten (10) percent of the Contract Price</b>
14.	Resolution of Disputes (GCC Clause 5.28)	GCC 5.28.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 5.28.2 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.
15.	Governing Language (GCC Clause 5.29)	GCC 5.29.1—The Governing Language shall be: <b>ENGLISH</b>
16.	Applicable Law (GCC Clause 5.30)	GCC 5.30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):
17.	Notices (GCC Clause 5.31)	(i) GCC 5.31.1—Procuring Agency’s address for notice purposes:PSPA, 4th Floor EFU House Jail Road Lhr (ii) Supplier’s address for notice purposes: (to be filled by the contractor)
18.	Confidentiality	All information which comes into the Contractor’s possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Contractor should not communicate such information to any third party without the prior written approval of PSPA. The Contractor shall comply with PSPA Data Protection guidelines/ rules/ policies in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Contract. These obligations shall survive the expiration or termination of this Contract and till further as PSPA will direct.
19.	Status of PSPA	Nothing in this Contract affects the privileges and immunities enjoyed by PSPA as an intergovernmental organization. The Contractor remains bound and liable there under and it shall be directly responsible to PSPA for any faulty performance under the subcontract if allowed by PSPA in writing.
20.	Independent Contractor	The Contractor shall provide the goods/items under this Contract as an independent contractor and not as an employee, partner, or agent of PSPA.
21.	Final Clauses	This Contract will commence upon signature by both Parties if otherwise contrary not provided in the Contract or anywhere and shall remain enforced until completion of all obligations of the Parties under this Contract subject to completion certificate by the Procuring Agency

## Section-VII. Schedule of Requirements

Successful Bidder shall be required to provide all tendered items within 07 days time as the nature of procurement/requirement of procuring agency or as mentioned in purchase order / contract from the date of signing of contract or issuance of purchase order.

Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Order

- Stationery items will be demanded on monthly basis/ as and when required basis on purchase order duly signed by the Directorate of Procurement & Contracts in light of contract agreement.
- Purchase Order/Call-off orders/work orders shall be issued during the contract period based on actual requirements of Punjab Saaf Pani Authority (PSPA).
- The Procuring Agency i.e., PSPA shall issue Call-Off Orders specifying item description, quantity, delivery location, and required delivery time.
- Prices shall be fixed/rate-based as quoted in the financial proposal and shall remain valid for the contract duration
- Payments shall be made after successful delivery and acceptance of goods, within the period specified as mentioned in the purchase order
- Applicable taxes shall be deducted at source as per government rules.
- The Supplier shall:
  - a) Maintain adequate stock levels to meet demand without any delay; Ensure timely delivery and consistent quality;
  - b) Replace defective items promptly;
  - c) Comply with all contractual obligations and instructions issued by the Procuring Agency.
  - d) The Supplier shall confirm and execute the order within the stipulated timeframe.
  - e) Invoice will be provided at the end of each month/ after delivery of items required in PO as and when required basis
  - f) Failure to meet performance standards may result in:
  - g) Imposition of penalties; Suspension from the framework; Termination of contract and forfeiture of performance security.

The validity of Framework Contract to be signed with the successful Bidder shall be one year from the date of issuance of Letter of Acceptance.

Note: The successful bidder shall be required to supply the stationery items in full compliance with the technical specifications provided above. In case of any clarification or better understanding, bidders may visit the Procuring Agency till Closing Date to review samples of the listed items. A pre-bid meeting will be scheduled, as indicated in the Bid Data Sheet below, to facilitate a detailed discussion on the technical specifications and requirements.

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

### **Notes on the Sample Forms**

1. The Bidder shall complete and submit with its e-Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3 & 2.3.4 and in accordance with the requirements included in the Bidding documents.
2. When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Agency, pursuant to ITB Clause 2.3.8.
3. The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 5.17, acceptable deviations e.g., payment schedule pursuant to GCC 5.16, spare parts pursuant to ITB Clause 2.3.6 & 2.3.7, or quantity variations pursuant to ITB Clause 2.6.5. The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.
4. The **Performance Guarantee** and **Bank Guarantee for Advance Payment (if applicable)** forms should not be completed by the Bidders at the time of their Bid preparation. Only the successful bidder will be required to provide Performance Guarantee and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Agency and pursuant to GCC Clause 5.7.3 and SCC 6.10, respectively.
5. The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 2.3.6(iii). (if applicable)

## 8.1- Bid Form

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

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

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

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods]* 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 05% 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.

### ***[In case of single stage one envelope bidding procedure]***

The Composition of our Bid is:

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)
- c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

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

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

**Technical bid includes the following:-**

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments i.e. Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for 180 days (extendable), beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

**Financial bid includes the following: -**

- a) Original Bid form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.11**) along with Original financial instrument i.e. Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for 180 days (extendable), beyond the validity of Bid.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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

Name and address of Firm	Amount and Currency
_____	_____
_____	_____
(if none, state "none")	

We understand that you are not bound to accept the lowest or any Bid you may receive. Dated this \_\_ day of \_20\_\_.

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

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

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

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 \_\_\_\_\_

## 8.2 Bidder's JV Members Information Form (Not applicable)

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

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

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

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

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

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

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### **8.3- Manufacturer's Authorization Form (if applicable)**

*[To be signed and stamped by the Bidder and to be attached with Technical Bid]  
[See Clause 2.3.6 (iii) of the Instructions to Bidders.]*

To: *[name of the Procuring Agency]*

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 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:**

- a. 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.*
- b. This letter of authority is provided as a sample. However, the bidders can amend, as appropriate, to serve the purpose of required authorization as per the evaluation criteria in the Bidding Document.*

## 8.4 Bidder's Profile Form

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

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

**a. Financial Statement Attachment/Income Tax Returns (Last 03 years)**

**b. Details of Experience (Last 03 Years)**

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

**c. Staff Detail and last month Payroll**

## 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				
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	
<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of Formation</b>	

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

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

## 8.6 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 bidder or its sister concerns / entities are not blacklisted by the Procuring Agency or PPRA Authority or by any Government or Public Department. (As described in clause 2.6.8 (ii) OF SBD).
- (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage of the procurement process, the bidder shall be blacklisted as per Rules / Laws.
- (iii) The provided information is correct.
- (iv) The firm comply with all terms & conditions mentioned in the Bidding Documents.
- (v) The firm comply that its Bid is valid for 180 days after opening of the e-Bid. *[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, [name and address of the Procuring Agency]

**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]*

**Lot No.** \_\_\_\_\_ **Description of Lot:** \_\_\_\_\_

<b>Sr. No.</b>	<b>Item name</b>	<b>Brand name</b>	<b>Make &amp; model</b>	<b>Quantity</b>	<b>Country of Origin</b>	<b>Specifications dimensions etc.</b>

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

### 8.9. Contract Form

This agreement made on \_\_\_\_\_ which shall be enforced with effect from \_\_\_\_\_ in pursuance of the Acceptance Letter No ----- dated ----- between Director (P&C), Punjab Saaf Pani Authority (hereinafter referred to as the Client) and \_\_\_\_\_ (hereinafter referred to as the Contractor). WHEREAS the Employer is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein of the Works. It is hereby agreed by both the contracting parties as follows:

#### ARTICLE-I

That the financial bid Tender No. Dir(P&C)/ \_\_\_\_\_ was opened on e-PADS on \_\_\_\_\_ at \_\_\_\_\_ by the Financial Bid Opening and Evaluation Committee for ----- . Acceptance Letter for the above cited Subject at a total cost of \_\_\_\_\_ has been issued in favor of ----- dated -----

#### ARTICLE-II

That the bid security submitted with bid in shape of \_\_\_\_\_ Dated \_\_\_\_\_ for \_\_\_\_\_ issued by ----- will be released on accord of the instant agreement.

#### ARTICLE-III

The contract agreement comprises of \_\_\_\_\_ pages detailed below: -

1. Invitation Notice for Bid
2. Acceptance Letter No. \_\_\_\_\_ dated \_\_\_\_\_ along with complete Bid schedule.
3. Memorandum / Article of Association.
4. Performance Guarantee in shape of Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ for amounting to ----- issued by ----- shall be released / returned 03-Month after successful completion of contract, verified from Bank vide No. \_\_\_\_\_ dated \_\_\_\_\_.
5. The General Conditions of Contract.
6. The Special Conditions of Contract.

**ARTICLE-IV**

The contractor will have to complete the provision of services within the stipulated period, according to specifications as mentioned in the acceptance letter and Contract Agreement to the entire satisfaction of the client the Punjab Saaf Pani Authority.

**ARTICLE-V**

That if the contractor fails to comply with any of the conditions of the contract, he will be held liable for the consequences thereof which shall be either in the form of liquidated damages or allotment of work at his risk and cost or both. The damages so incurred shall be recovered from the contractor, either from his security money or his running/outstanding bills. Further, if any information/ document submitted by contractor/ firm, founds false, fabricated, materially incorrect at any stage, he/firm will be liable for blacklisting.

**ARTICLE-VI**

The payment for Escalation will be considered in accordance with instructions issued by the Government of the Punjab.

**ARTICLE-VII**

The following documents are to be construed as a whole and in the event of any dispute between the parties the parts of these documents shall control and take precedence in the following order: -

1. Contract Agreement.
2. Invitation Notice for Bid
3. Acceptance Letter No. \_\_\_\_\_ dated \_\_\_\_\_ along with complete Bid schedule.
4. Memorandum / Article of Association.
5. Performance Guarantee in shape of Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ for amounting to ----- issued by ----- shall be released / returned 03-Months after successful completion of contract, verified from Bank vide No. ----- dated -----
6. The General Conditions of Contract

Director (P&C)

## 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]*

**Lot No.** \_\_\_\_\_ **Description of Lot:** \_\_\_\_\_

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Quantity	Total price (inclusive of all taxes & duties etc.)
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.

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:**

- (i) In case of difference between unit price and total price, unit price shall "prevail" and total price shall be finalized accordingly. (Please refer ITB clause 2.5.6).
- (ii) In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
- (iii) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.
- (iv) Bid shall be evaluated separately item wise as mentioned in advertisement.

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

**Form Nos. 8.1 & 8.11 duly filled & signed / stamped shall be attached the Financial Bid**

## 8.11 Bid Security Form

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

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]

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

## 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 of 02% Bid Security of estimated cost of articles /items / lots given by the department. (to be submitted physically before closing date & time)		
2	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
3	Copy of active Registration with Sales Tax Authorities (STRN)		
4	Business History of supplying items during last 03 years having similar cost or above have been performed / executed in during last 03 years		
5	Technical Bid Form (as per <b>form 8.8</b> of Bidding documents) on letter head of the firm duly signed and stamped.		
6	Financial Bid Form (as per <b>form 8.1</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
7	Bid Security Form (as per <b>form 8.11</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
08	Performance Guarantee Form (as per <b>form 8.7</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
09	General Information Form (as per <b>form 8.5</b> of Bidding documents) on letter head of the firm duly signed and stamped.		
10	Affidavit (as per <b>form 8.6</b> ) on non-judicial Stamp Paper of Rs. 100/- <i>alongwith technical bid</i>		

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

FINANCIAL BID FOR THE PROCUREMENT OF  
STATIONERY ITEMS FOR PUNJAB SAAF PANI  
AUTHORITY



PUNJAB SAAF PANI AUTHORITY GOVERNMENT OF PUNJAB

## FINANCIAL BID FOR THE PROCUREMENT OF STATIONERY ITEMS FOR PSPA

Sr No.	Item Description	Unit	Quantity	Rate	Amount
1	Provision of A4 Paper Reams (80 gsm), premium quality suitable for printing and photocopying Brand Double A or equivalent	Each	1500		
2	Provision of Legal Size Paper Reams (80 gsm), premium quality brand Double A or equivalent	Each	20		
3	Provision of A3 Paper Reams (80 gsm), superior quality Brand Double A or equivalent	Each	10		
4	Provision of A4 Binding Sheets (Packet), durable, high-grade material Brand Burooj or equivalent	Packets	30		
5	Provision of Black Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	50		
6	Provision of Blue Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	100		
7	Provision of Red Ballpoint Pens (Packets), premium quality ink, smooth writing Brand Piano Click N.P or equivalent	Packets	10		
8	Provision of Blue Pointer Pens (Packet), high-quality ink, fine tip, consistent flow Brand: Piano Fineliner or equivalent	Packets	20		
9	Provision of Box Files (Large) with lever, heavy-duty board, reinforced edges, long-lasting, suitable for record keeping Brand Sensa or equivalent	Each	2000		
10	Provision of Box Files (Small) with lever, heavy-duty board, reinforced edges, long-lasting, suitable for record keeping Brand Link or equivalent	Each	800		
11	Provision of High Quality Cloth Binding Tape (1.5"), with strong adhesive 20 yards Brand Burooj or equivalent	Each	30		
12	Provision of High Quality Cloth Binding Tape (2.0") with strong adhesive 20 yards Brand Burooj or equivalent	Each	25		
13	Provision of High Quality Cloth Binding Tape (3.0") with strong adhesive 20 yards Brand Burooj or equivalent	Each	25		
14	Provision of Card Files with PSPA Logo Printing, premium quality, high-resolution printing	Each	5000		
15	Provision of Desk Calculator, standard office use, durable keys, clear display Brand Casio or equivalent	Each	15		
16	Provision of Diary/Notepad with PSPA Logo Printing, high-quality paper, durable binding, neat finishing	Each	500		

17	Provision of Double Hole Punch, heavy-duty metal body, long-lasting performance Sensa or Equivalent	Each	100		
18	Provision of Double-Sided Tape (2"), strong adhesive, premium quality, long-lasting Brand:Excell or equivalent	Each	10		
19	Provision of Erasers (Packet), non-toxic, smudge-free, high-quality material Brand Dux Eraser DX-60 or equivalent	Packets	10		
20	Provision of White Envelopes Postal 9x4, high GSM paper, durable, clean finish 100 pcs in 1 pkt	Packets	5000		
21	Provision of White Envelopes (A4), 100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	1500		
22	Provision of White Envelopes (A3), 100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	100		
23	Provision of White Envelopes (Legal), 100 GSM paper, durable, clean finish 50 pcs in 1 pkt	Packets	200		
24	Provision of Sticky Flags (Packet), premium adhesive, reusable, 1inx3in	Packets	100		
25	Provision of Arrow Sticky Flags (Packet), premium adhesive, reusable,	Packets	30		
26	Provision of Flappers (Dozen), durable material, suitable for office use	Dozen	12		
27	Provision of Pen Holders, sturdy construction, elegant design, long-lasting	Each	40		
28	Provision of Glue Stick (8g), strong bonding, non-toxic, smooth application Brand UHU or equivalent	No.	300		
29	Provision of Gel Pens (Blue), high-quality gel ink, smooth writing, fade-resistant (Packet) Brand UNIBALL UM 120 signo or equivalent	Packets	100		
30	Provision of Gel Pens (Black), high-quality gel ink, smooth writing, fade-resistant (Packet) Brand UNIBALL UM 120 signo or equivalent	Packets	25		
31	Provision of Highlighters, bright ink, long-lasting, non-smudging Brand Dollar HL-625 or equivalent	Each	600		
32	Provision of Premium Lead Pencils, smooth writing, break-resistant lead) Brand Dux Pencil 222 Ti-Kon (12 pcs Packet)	Packets	100		

33	Provision of Markers (Blue), high-quality ink, quick-drying, long-lasting Brand Dollar or Equivalent	Each	50		
34	Provision of Markers (Black), high-quality ink, quick-drying, long-lasting Brand Dollar or Equivalent	Each	50		
35	Provision of Paper Clips with durable, smooth finish (Box) Brand Three flowers or equivalent	Box	100		
36	Provision of Durable and Premium Paper Clip Board Brand Sensa or equivalent	Each	5		
37	Provision of Paper Cutter, stainless steel blade, durable handle, Brand SDI or equivalent	Each	100		
38	Provision of Permanent Marker, waterproof ink, fade-resistant, long-lasting Dollar or equivalent	Each	50		
39	Provision of Stapler Pin Opener, durable metal body	Each	100		
40	Provision of Paper Masking Tape (01"), high adhesive strength, easy peel, residue-free 20 yards	Each	20		
41	Provision of Paper Masking Tape (02"), high adhesive strength, easy peel, residue-free 20 yards Brand Sensa or Equivalent	Each	15		
42	Provision of Paper Masking Tape (03"), high adhesive strength, easy peel, residue-free 15 yards Brand Sensa or equivalent Brand Abro or equivalent	Each	15		
43	Provision of Registers, high-quality paper, strong binding, long-lasting	Each	30		
44	Provision of Scotch Tape (1"), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	50		
45	Provision of Scotch Tape (2"), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	25		
46	Provision of Scotch Tape (3"), transparent, strong adhesive, premium quality 50 yard Brand Sensa or equivalent	Each	25		
47	Provision of Durable Steel Scale 12 inch fine quality Brand Sensa or equivalent	Each	100		
48	Provision of Scissors, stainless steel blades, durable grip, long-lasting Brand Sensa or equivalent	Each	100		

49	Provision of Separator Sheets (Packet), durable paper long-lasting	Packets	1000		
50	Provision of Sharpeners (Packet), high-quality blade, durable body 50 pcs	Box	10		
51	Provision of Stamp Pad, premium ink quality long-lasting Brand Crystal or equivalent	Each	40		
52	Provision of Stamp Pad ink, premium ink quality long-lasting Brand Sensa or equivalent	Each	10		
53	Provision of Staplers Standard metal body, durable, efficient performance 20 sheets capacity Brand Dux D-90 or equivalent	Each	100		
54	Provision of Staplers Heavy duty 23/13 metal body, durable, efficient performance 200 sheets capacity Brand Opal or equivalent	Each	5		
55	Provision of Single Hole Punch, sturdy construction, long-lasting Brand Sensa or equivalent	Each	50		
56	Provision of Stapler Pins (Standard, rust-resistant, strong metal (1000 staples Box) 24/6 Brand Dollar or equivalent	Each	500		
57	Provision of Stapler Pins (Standard, rust-resistant, strong metal 23/13 (1000 staples Box) Brand Opal or equivalent	Each	10		
58	Provision of Sticky Notes 3x3 in 100 sheets (packet)	Packets	300		
59	Provision of Durable Thread (Dozen),	Dozen	100		
60	Provision of TT Files (A4) durable, suitable for official record keeping	Each	100		
61	Provision of Premium Pens (Blue), premium ink quality, smooth writing, long-lasting Brand Uni-ball Vision Elite 0.8mm or Equivalent	Packets	60		
62	Provision of Premium Pens (Black), premium ink quality, smooth writing, long-lasting Brand: Uni-ball Vision Elite 0.8mm or Equivalent	Packets	10		
63	Provision of High Quality Correction Pen/ Whitener 24 pc pkt Brand Dux or equivalent	Each	120		

TOTAL (PKR): \_\_\_\_\_

Total Amount in Words (PKR): \_\_\_\_\_