

Tender Document

Tender No. 1-12022020-3-RT-1

INVITATION TO BIDS FOR PROCUREMENT OF STATIONARY
ON
NORMAL BIDDING PROCOESS SINGLE STAGE TWO ENVELOPE
FOR
PUNJAB HIGHER EDUCATION COMMISSION (PHEC)



PUNJAB HIGHER EDUCATION COMMISSION (PHEC)

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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website.

<http://ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(1), this Tender is being placed online at PPRA's website.

As per Rule 12(1), this Tender is also placed online at the website of Purchaser. The bidding document carrying all details can be downloaded from PHEC's website www.punjabhec.gov.pk and from PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to register themselves with the Purchase Officer, PHEC at above given address; by submitting the Tender Fee of **Rs. 1000**, in favor of Punjab Higher Education Commission through Bank draft.

1.3 Type of Open Competitive Bidding

Normal bidding Process shall be followed.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security (Earnest Money), as part of Financial bid and as per provisions of the clause "Bid Security" of this document in favor of "Punjab Higher Education Commission". The complete bids as per required under this tender document must be delivered into the Tender Box placed at PHEC Office, 10th Floor, **Room No. 5**, Arfa Software Technology Park, 346-B, Main Ferozpur Road Lahore, within till **May 07, 2020 up till 3:00 PM** and will be opened by the Purchase Committee on same day at **3:30 PM** in the presence of the bidder or their representatives as per PPRA Rules 2014. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the Goods/ Items/General Order Supplies must be received in writing to the Purchaser till the last date of submission of tender. Any query received after said date may not be entertained. All queries shall be responded to within due time. PHEC may host a Q&A session, at PHEC premises (10th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore). The time, date and venue for said Q&A session shall be communicated to all registered bidders well in time.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding

"Determination of Responsiveness of Bid" and "Rejection / Acceptance of the Tender" for making their bids substantially responsive to the requirements of the Bidding Documents.



It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Contact for all correspondence in relation to this bid is as follow:

Contact

Assistant Director (Procurement)
10th Floor, Arfa Software Technology Park,
346-B, Ferozpur Road, Lahore, Pakistan.
Email: muhammad.adeel@punjabhec.gov.pk
Tell: 042-99233249 Ext: 109

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3. Definitions

- 3.1** In this document, unless there is anything repugnant in the subject or context:
- 3.2** "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- 3.3** "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- 3.4** "Client" means the Project lead of technical wing of the Purchaser for whose' particular project the Goods / Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- 3.5** "Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the general order items etc. and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.6** "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.7** "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.8** "Contractor / Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for a specific item followed by the signing of Contract.
- 3.9** "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.10** "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.11** "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.12** "Day" means calendar day.
- 3.13** "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Goods and Services provided, under the Contract.
- 3.14** "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.15** "Goods" means general order supplies which the Contractor is required to supply to the Purchaser under the Contract against each relevant Lot.
- 3.16** "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.17** "Prescribed" means prescribed in the Tender Document.
- 3.18** "Purchaser" means the Punjab Higher Education Commission (PHEC) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.19** "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of

components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

- 3.20** "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.21** "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.22** "Works" means work to be done by the Contractor under the Contract.
- 3.23** "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. Headings and Titles

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. Notice

- 5.1** In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:
- 5.1.1 in writing;
- 5.1.2 issued within reasonable time;
- 5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. Tender Scope

- 6.1** Punjab Higher Education Commission (PHEC), (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for supply of Stationery (Hereinafter referred to as "the Goods") and for after-sale support of said Goods (hereinafter referred to as "the Services").
- 6.2** The Goods/items will be delivered to Punjab Higher Education Commission, Lahore or at its Sub Office (University of Education, Lahore) as per Purchase order. Detail requirements and specifications are attached at Annex-A.

7. Tender Eligibility/Qualification Criteria

- 7.1** Eligible Bidder/Tenderer is a Bidder/Tenderer who:
- 7.1.1 has a registered/incorporated company/firm in Pakistan with relevant business experience of last three (3) years as on, for each lot;
- 7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those firms/ companies which are validly registered with sales tax and income tax departments can participate);
- 7.1.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);

- 7.1.4 must be involved in sales or supply Stationery Business for last three (3) years as on, for relevant lot;
- 7.1.5 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- 7.1.6 Conforms to the clause of “Responsiveness of Bid” given herein this tender document.
- 7.1.7 Goods and Services can only be supplied / sourced / routed from “origin” in “eligible” member countries.
- Eligible” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
 - "Origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

8. Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. Joint Venture / Consortium

Joint venture / consortium is not eligible for this tender.

10. Examination of the Tender Document

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

11. Clarification of the Tender Document

The Tenderer may require further information or clarification of the Tender Document, within 05 (five) calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e.g. e-mail & letter) only.

12. Amendment of the Tender Document

12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

13. Preparation / Submission of Tender

13.1 The Tenderer is allowed to bid for any or all lots separately.

The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

13.2 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts,



Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

- 13.4 The Tender shall be in one part.
- 13.5 The bid shall comprise the following: -
- 13.6 Technical Proposal Form (**Annexure-B**)
- 13.6.1 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (**Annexure-G&H**)
- 13.6.2 Covering letter duly signed and stamped by authorized representative. (**Annexure-E**)
- 13.6.3 Authorized Certificate / document from the principal / manufacturer.
- 13.6.4 Evidence of eligibility of the Tenderer and the Goods
- 13.6.5 Evidence of conformity of the Goods / the Services to the Tender Document
- 13.6.6 Technical Brochures / Literature
- 13.6.7 Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- 13.6.8 The statement must be signed by the authorized representative of the Bidder
- 13.6.9 Valid Registration Certificate for Income Tax & Sales Tax
- 13.6.10 Financial Proposal Form (**Annexure-C**)
- 13.6.11 Price Schedule (**Annexure-D**)
- 13.6.12 Bid Security (**Earnest Money**), as per provisions of the clause Bid Security of this document (**Annexure- I**)
- 13.8 The Tenderer shall seal the Proposal in an envelope duly marked as under:

Tender for

Tender Name. [Name of Tender]

Tender No. **1-20032020-3-RT-1**

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

14. Tender Price

14.1 The quoted price shall be:

best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

14.1.1 in Pak Rupees;

14.1.2 inclusive of all taxes, duties (Stamp Duty @ of 0.25% of total value of Purchase/Supply Order), levies, insurance, freight, etc.;

14.1.3 including all charges up to the delivery point at the office of Punjab Higher Education Commission.

14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

14.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

15. Bid Security (Earnest Money)

15.1 The bid security amount has been calculated as per provisions of Rule-27 “Bid Security” of Punjab Procurement Rules, 2014 (i.e. not exceeding five percent of the estimated cost), the Tenderer shall furnish **2% Bid Security** (Earnest Money) as under:

15.1.1 for amounts as mentioned in following table against different lots:

Lot #	Lot Description	Bid Security Amount in (PKR)
1	STATIONARY	60,000

15.1.2 denominated in Pak Rupees;

15.1.3 separately against each Lot given in this tender document;

15.1.4 As part of financial bid envelope, failing which will cause rejection of bid.

15.1.5 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser;

15.1.6 Have a minimum validity period of one hundred twenty (120) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.



- 15.2** The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
- 15.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 15.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
- 15.2.3 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 15.3** The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

16. Tender Validity

The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

- 17.1 The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

- 18.1 Tenders (Technical Bids) shall be opened at 03:30 PM on the last date of submission of bids, in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 18.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

20. Determination of Responsiveness of the Bid (Tender)

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

- 20.1.1 meets the eligibility criteria given herein this tender document:
 - meets the Technical Specifications for the Goods/Items/General Order Supplies against each Lot;
- 20.1.2 meets the delivery period / point for the Goods Items/General Order Supplies.
- 20.1.3 in compliance with the rate and limit of liquidated damages;
- 20.1.4 offers fixed price quotations for the Goods Items/General Order Supplies against each Lot;
- 20.1.5 is accompanied by the required Bid Security against each Lot;
- 20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope against each Lot;
- 20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
- 20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Services / Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation.

21. Correction of errors / Amendment of Tender

- 21.1** The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
 - 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
 - 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
 - 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2** The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 21.3** Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4** No credit shall be given for offering delivery period earlier than the specified period.

22. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against each Lot will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria against each Lot:

Description	Points
Valid Income Tax Registration	Mandatory
Valid General Sales Tax Registration (Status = Active with FBR	Mandatory
Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan	Mandatory
Compliance to the technical specifications of hardware (all items) to be procured mentioned vide Annex-A of this document.	Mandatory
Firm/ Company must have authorization / dealership / for quoted items.	Mandatory

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

23. FINANCIAL PROPOSAL EVALUATION

23.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).

23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the

two will be considered.

- 23.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 23.2.3 In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 23.3** The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24. Rejection / Acceptance of the Bid

- 24.1** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser 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. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).
- 24.2 The Tender shall be rejected if it is:
- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
 - 24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - 24.2.3 incomplete, partial, conditional, alternative, late; or
 - 24.2.4 bid not submitted separately against each Lot and relevant bid security is not submitted against each Lot separately.
 - 24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
 - 24.2.6 the Tenderer has conflict of interest with the Purchaser; or
 - 24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
 - 24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
 - 24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
 - 24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);
 - 24.2.11 the tenderer has been blacklisted by any public or private sector organization;
 - 24.2.12 the tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
 - 24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

25. Award Criteria

25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria against each Lot will stand technically qualified.

At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each Lot, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each Lot.

27. Performance Security

27.1 The successful Tenderer/The Contractor against each Lot shall furnish Performance Security as under:

- 27.1.1 within ten (10) days of the receipt of the Acceptance Letter from the Purchaser;
- 27.1.2 in the form of CDR, Bank Draft, Pay Order or a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as
 - per the format provided in the Tender Document;
- 27.1.3 for a sum equivalent to **10%** of the contract value;
- 27.1.4 denominated in Pak Rupees;
- 27.1.5 have a minimum validity period of at least 90 days or fulfilment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:

- 27.2.1 If the Contractor commits a default under the Contract;
- 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
- 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.

27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity as per technical specification of the bid on written request from the Contractor.

In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

28. Redressal of grievances by the procuring agency

28.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

28.2 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.

28.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

28.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.



TERMS & CONDITIONS OF THE CONTRACT

Contract Title:

[Name of Contractor]

Dated:



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This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between [full legal name of the Purchaser] (the “Purchaser”), on the one part,

and

[full legal name of Contractor], on the other part severally liable to the Purchaser for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term “the Contractor.”

RECITALS

WHEREAS,

- (a) The Government through the Purchaser intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the consulting services as described in the contract.
- (b) The Purchaser has requested the Contractor to provide certain supply of Goods/Services as described in Tender Document; and
- (c) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Tender Document
 - b. Bidder’s Proposal
 - c. Terms and Conditions of the Contract
 - d. Special Stipulations
 - e. The Technical Specifications
 - f. Tender Form
 - g. Price Schedule
 - h. Affidavit(s)
 - i. Authorized Dealership / Agency Certificate
 - j. Performance Security
 - k. Service Level Agreement (SLA) (if required)

Non-Disclosure Agreement (if required)



4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For [full legal name of the Purchaser]:

For [full legal name of the Contractor]:

Signature

Signature

Name

Name

Witnessed By:

Witnessed By:

WITNESSES

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

II. General Conditions of Draft Contract

29. Contract

The Purchaser shall, after receipt of the Performance Security from the successful Tenderer, send the Contract provided in the Tender Document, to the successful Tenderer. Within three working days of the receipt of such Contract, the Tenderer shall sign and date the Contract and return it to the Purchaser.

30. Contract Duration

The Contract duration shall be for the period of _____ starting from the date of issuance of Letter of Acceptance.

31. Contract Documents and Information

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

32. Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

33. Standards

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

34. Commercial Availability

The Goods supplied under this Contract shall be commercially available at the time of signing of the contract. Commercial availability means that such Goods shall have been sold, installed and operationalized in more than two installations initiated under two separate contracts by manufacturer globally.

35. Patent Right

The Contractor shall indemnify and hold the Purchaser harmless against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods / the Service or any part thereof.

36. Execution Schedule

The Contractor shall deliver Goods/items as per mentioned time of Purchase/Supply Order.

37. Packing

The Contractor shall provide such packing of the Goods/Items as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation at all points in storage / transit. The Contractor shall arrange and pay for the packing of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

38. Insurance

The Contractor may provide such insurance of the Goods as is sufficient to protect against their damage or deterioration during storage / transit to their final destination as indicated in the Contract. The Contractor shall arrange and pay for the insurance of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

39. Labeling

The Goods supplied under the Contract, shall be clearly labeled so as to correspond with the delivered documentation, with proper labeling scheme provided by the Client. All networking equipment, cables, connectors, ports, boxes shall be clearly labeled.

40. Delivery

40.1 The Contractor shall indicate his delivery approach clearly specifying the requirements for packing, shipping and unpacking of deliverable Goods/Items with any associated/relevant software and its documentation. The approach shall address shipment of deliverables to the various designated (installation) sites. The approach shall also specify any special shipping constraints such as custom requirements, security requirements, access arrangement or loading dock requirements. The Contractor shall deliver the Goods at various Government Offices in Punjab, as specified by the Purchaser at the time of delivery.

40.2 The Service shall remain at the risk and under the physical custody of the Contractor until the delivery, testing and taking over of the Goods is completed.

40.3 The Contractor shall ensure that the Goods shall be delivered complete to enable the testing and training to proceed without interruption. If it shall appear to the Client that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Contractor at the expense of the Contractor to dispatch the missing items of the Goods or suitable replacements thereof to the site of delivery by the fastest available means including air freight.

The Contractor shall include in the Tender a detailed logistics plan which shall include support details for transportation, mobilization and personnel scheduling during project implementation and the warranty period. The Contractor shall provide maintenance, supply and procurement support necessary for Client to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

41. Taking-Over Certificate

41.1 The Contractor shall, by written notice served on the Client with a copy to the Purchaser, apply for a Taking-Over Certificate.

41.2 The Client shall, within seven days of receipt of Contractor's application, either issue the Taking-Over Certificate to the Contractor with a copy to the Purchaser, stating the date of successful inspection / testing of the Goods or any portion thereof, for their intended purposes; or reject the application giving the reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued.



Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

42. Ownership of Goods and Replaced Components

Goods to be supplied to the Purchaser, pursuant to the Contract, shall become the property of the Purchaser when the Goods are taken over by the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

43. Payment

43.1 The Contractor shall provide all necessary supporting documents along with invoice.

43.2 The Contractor shall submit an Application for Payment, to the Purchaser. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.

43.3 The Purchaser shall get verified the details of Goods/Items/General Order Supplies delivered against the invoice from the Admin Team of PHEC and Payment shall be made on complete delivery of Goods/Items/General Order Supplies after issuance of satisfactory certificate by concerned team, as per details given in relevant Letter of Acceptance.

43.4 The Purchaser shall pay the amount verified within thirty (30) days. Payment shall not be made in advance and against partial deliveries. The Purchaser shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through treasury cheque.

43.5 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. In case the Contractor fails to submit bank guarantee with extended validity period for such period(s) as the contract performance may be extended, an amount equal to 3% of total contract value shall be deducted from the payments to be made against the contract

43.6 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

44. Price

The Contractor shall not charge prices for the Goods supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

45. Contract Amendment

45.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.

45.2 The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor with a copy to the Client.

45.3 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

45.4 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

46. Assignment / Subcontract

46.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

46.2 The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

47. Extensions in time for performance of obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser with a copy to the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

48. Liquidated Damages

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the total Contract Price which is attributable to such part of the Goods / the Services / the Works, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.

49. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Rule-21 of Punjab Procurement Rules, 2014.

50. Forfeiture of Performance Security

50.1 The Performance Security shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:

58.1.1. If the Contractor commits a default under the Contract;

58.1.2. If the Contractor fails to fulfill any of the obligations under the Contract;

58.1.3. If the Contractor violates any of the terms and conditions of the Contract.

58.1.4. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. In case the Contractor fails to submit CDR, Bank Draft, Pay Order or bank guarantee with extended validity period for such period(s) as the contract performance may be extended, an amount equal to **10%** of total contract value shall be deducted from the payments to be made against the contract.

50.3 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

50.4 Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

51. Termination for Default

51.1 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall

be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

51.2 If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Goods / Services / Works, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods / Services / Works. However, the Contractor shall continue performance of the Contract to the extent not terminated.

52. Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

53. Termination for Convenience

53.1 The Purchaser may, at any time, by written notice served on the Contractor with a copy to the Client, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.

53.2 The Goods and the Services which are complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Goods, the Purchaser may elect:

53.2.1 to have any portion thereof completed and delivered; and/or

53.2.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed Goods, Services, Works and materials / parts previously procured by the Contractor for the purpose of the Contract, together with a reasonable allowance for overhead & profit.

54. Force Majeure

54.1 For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party and which makes a party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

54.2 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

54.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform 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.

54.4 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.

54.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

55. Dispute Resolution

55.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

55.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

56. Statutes and Regulations

56.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

56.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

56.3 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

57. Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

58. Contract Cost

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt rules and regulations for signing of the formal contract.

59. The Client

59.1 The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.

59.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.

59.3 The Client shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

60. Authorized Representative

60.1 The Purchaser, the Client or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.

60.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser, the Client or the Contractor.



- 60.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 60.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.
- 60.2 60.5 Notwithstanding Clause 60.2, any failure of the Authorized Representative to disapprove any Goods or Services or Works shall not prejudice the right of the Client to disapprove such Goods or Services or Works and to give instructions for the rectification thereof.
- 60.3 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Purchaser / the Client who shall confirm, reverse or vary such decision or instruction.

61. Waiver

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

62. Training

- 62.1 The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the Purchaser / the Client to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.
- 62.2 In case of non-compliance with instructions, non-cooperation or other difficulties experienced by the Contractor with regard to any of these personnel, the Contractor shall apprise the Purchaser / Client and proceed to implement suitable remedial measures after consultation with them.

63. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals for each appropriate unit of the supplied Goods and other information pertaining to the performance of the Goods, in hard copy format, in soft copy format and in the form of on-line help, before the Goods are taken over by the Purchaser.

64. Special Stipulations.

Schedule-A, Special Stipulations

For ease of Reference, certain special stipulations are as under:

Delivery Period (including installation, configuration, deployment, commissioning, testing, and training of the delivered items)

As per the Purchase Order/ Supply Order

Liquidated damages for failure / delay in supply / installation / configuration of Goods / Services / Works by the Contractor

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the total Contract Price which is attributable to such part of the Goods / the Services / the Works, in consequence of the failure/ delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.



ANNEXURE-A

Lot #	Lot Description	Bid Security Amount in (PKR)
1	PROCUREMENT OF STATIONARY ITEMS	60,000

TECHNICAL SPECIFICATIONS OF GOODS/ITEMS/GENERAL ORDER SUPPLIES

LOT # 1. PROCUREMENT OF STATIONERY ITEMS

SN.	Items	Specifications	Quantity	Estimated Price/Unit
1.	A3 (70 Gram) Paper Ream	<ul style="list-style-type: none"> • Size: A3 (297 x 420mm) • 500 Sheets in 1 Ream • Paper Thickness: 70 grams 	15	1500
2.	A4 (70 Gram) Paper Ream	<ul style="list-style-type: none"> • Size: A4 Size (210 x 297mm) • 500 Sheets in One Ream • Paper Thickness: 70 grams 	600	650
3.	A4 (80 Gram) Paper Ream	<ul style="list-style-type: none"> • Size: A4 Size (210 x 297mm) • 500 Sheets in One Ream • Paper Thickness: 80 grams 	150	700
4.	Paper Ream Legal Size	<ul style="list-style-type: none"> • Size: Legal Size (216 x 355mm) • 500 Sheets in 1 Ream • Paper Thickness: 70 grams 	50	700
5.	Ball Point-Black (Packets)	<ul style="list-style-type: none"> • Material: Plastic • Tip: 0.8mm • Color: Black 	50	100
6.	Ball Point-Blue (Packets)	<ul style="list-style-type: none"> • Material: Plastic • Tip: 0.8mm • Color: Blue 	120	100
7.	Ball Point-Red (Packets)	<ul style="list-style-type: none"> • Material: Plastic • Tip: 0.8mm • Color: Red 	15	100
8.	Binder Clips (Packets)	<ul style="list-style-type: none"> • Size: 1-1/4-inch • Capacity: 5/8-inch 	750	50
9.	Binding Tapes (Rolls)	<ul style="list-style-type: none"> • Width: 1.8 Inches • Length: 4.5 Meters • Colors: Random/Any 	170	150
10.	Board Files	<ul style="list-style-type: none"> • Product Type: A4 size • Product Color: Any 	350	50
11.	Box Files	<ul style="list-style-type: none"> • Black Lever-Arch Box File • Material: Polypropylene • Size: A4/Standard Office Size 	650	300
12.	Calculator	<ul style="list-style-type: none"> • Desktop Calculator • 14-Bit • Large Display 	25	550
13.	Cash Books	<ul style="list-style-type: none"> • Cover: Hard Back • Pages: 200 • As per sample 	15	450
14.	Color Pages (Packets)	<ul style="list-style-type: none"> • Size: A4 Size (210 x 297mm) • Paper Thickness: 70 gram • Color: Multi Colors 	150	250

SN.	Items	Specifications	Quantity	Estimated Price/Unit
15.	Daak Files	<ul style="list-style-type: none"> Lamination of Board – Rexine Size of File Board (Width x length) - 260 x 370 mm x mm. Covering of Flap Rexene Coated Paper As per sample 	40	350
16.	Office Diary Medium	<ul style="list-style-type: none"> Material: Paper 70gm No. of leaves: 100 Cover & Color: Rexine, Green with foil embossing Paper Size: 6.25 x 7.75 inches 	250	300
17.	Tape Dispenser	<ul style="list-style-type: none"> Color: Multiple Design: 01-inch-wide tape with large and small core Stainless steel cutter Non-Skid Rubber Bottom Weight: 0.5kg Dimensions: Length: 18cm, Width: 6cm, Height: 9cm 	30	350
18.	Hole Puncher Machine (Single)	<ul style="list-style-type: none"> Plier Shape 1 Hole, Round hole Puncher Material: Iron/Steel 	40	200
19.	Hole Puncher Machine (Double)	<ul style="list-style-type: none"> Two-hole, Round hole Puncher Color: (random) Material: Metal Hole distance: 6mm 	40	250
20.	Board Marker (Black)	<ul style="list-style-type: none"> Marker type: dry erase Color(s): black Tip type: chisel Use to write on whiteboards, glass and most non-porous surfaces 	30	50
21.	Board Marker (Blue)	<ul style="list-style-type: none"> Marker type: dry erase Color(s): blue Tip type: chisel Use to write on whiteboards, glass and most non-porous surfaces 	30	50
22.	Dusters	<ul style="list-style-type: none"> Shape: Rectangle Material: Wood & foam 	10	50
23.	Envelopes A4 Size	<ul style="list-style-type: none"> Size: A4 Quality: 70 grams offset Paper Printing Color: two color (Monogram in Green Description in Black) 	27000	8
24.	Envelopes Legal Size (8.5x13.5)	<ul style="list-style-type: none"> Size: Legal (8.5 x 13.5) Quality: 70 grams Printing Color: two color (Monogram in Green Description in Black) 	8000	10
25.	Envelopes Letter Size (9x4)	<ul style="list-style-type: none"> Size: Letter (9 x 4) Quality: 70 grams Printing Color: two color (Monogram in Green Description in Black) 	30000	5

SN.	Items	Specifications	Quantity	Estimated Price/Unit
26.	File Cover	<ul style="list-style-type: none"> File Folder Sliding Bar Material Plastic Length: 31 cm/ 12.2 inches Width is 22 cm/ 8.7 inches 	2,000	35
27.	File Tag (Small) Bundle of 100	<ul style="list-style-type: none"> Large Cotton threads used to pierce papers in files 	50	80
28.	Highlighter	<ul style="list-style-type: none"> Colors: Yellow/Parrot Green/Pink Material: Plastic Tip Size: 2.0 mm Ink Characteristics: Fluorescent 	150	40
29.	Lead Pencil	<ul style="list-style-type: none"> Material: Reinforced Lead 	500	10
30.	Log Books	<ul style="list-style-type: none"> Cover: Hardback Material: Paper Pages: 200 As per sample 	20	100
31.	Paper Cutter	<ul style="list-style-type: none"> Blade Size: 100mm x 18mm 	50	80
32.	Paper Separator (Pack of 10)	<ul style="list-style-type: none"> Color: Multiple Material: Card paper Size: A4 	500	50
33.	Permanent Marker (Green)	<ul style="list-style-type: none"> Color: Green Material: Plastic 	40	50
34.	Permanent Marker (Black)	<ul style="list-style-type: none"> Color: Black Material: Plastic 	90	50
35.	Permanent Marker (Red)	<ul style="list-style-type: none"> Color: Red Material: Plastic 	40	50
36.	PHEC Monogram Card Files	<ul style="list-style-type: none"> Regular Office File PHEC Monogram with Description As per sample 	7,000	25
37.	Ring Files	<ul style="list-style-type: none"> Size: A4 Material: Plastic Color: Random 	500	150
38.	Scale 12 inch (Steel)	<ul style="list-style-type: none"> Main Color: Silver Tone, Black Weight: 38g Length: 12 Inch 	50	55
39.	Scissors	<ul style="list-style-type: none"> Material: Stainless-Steel Blades Handle: Rubber Cover Size: 6 Inch 	50	140
40.	Scotch Tape 1 Inch	<ul style="list-style-type: none"> With: 1 Inch Length: 50 Yards 	150	70
41.	Scotch Tape 2 Inches	<ul style="list-style-type: none"> With: 2 Inch Length: 50 Yards 	150	120
42.	Sharpener	<ul style="list-style-type: none"> Contoured body firm grip Color: random 	50	5
43.	Stapler Standard Size	<ul style="list-style-type: none"> Stapling 20 Sheets of 20 lb. Material: plastic and steel PIN SIZE: 24/6 or 26/6 	50	350
44.	Stapler Pins Standard Size (Packet)	<ul style="list-style-type: none"> Pin Size: 24/6 	700	50

SN.	Items	Specifications	Quantity	Estimated Price/Unit
45.	Stapler Pins Large Size for Heavy Duty (Packet)	<ul style="list-style-type: none"> Pin Size: 23/17 	200	200
46.	Stapler Pins Medium Size (Packet)	<ul style="list-style-type: none"> Pin Size: 23/15 	150	175
47.	Stapler Remover (Pin Opener)	<ul style="list-style-type: none"> All Metal Construction with Plastic Soft Touching Top for Comfortable Operation 	50	60
48.	Binding Sheets (Pack of 100)	<ul style="list-style-type: none"> Material: Plastic Size: A4 Type: Transparent (Thick) 	20	350
49.	Glue Sticks	<ul style="list-style-type: none"> Non-Toxic For Paper, Card, Fabric and Photo 	50	90
50.	Sticky Notes Small (Packet)	<ul style="list-style-type: none"> 2 x 2 inches Material: Paper Color: Random 	60	50
51.	Sticky Notes Large (Packet)	<ul style="list-style-type: none"> 3 x 3 inches Material: Paper Color: Random 	35	65
52.	Stamp Pad	<ul style="list-style-type: none"> Small Size Metal Body Metal Packing with Wrapper inside 	20	75
53.	Stamp Pad Ink	<ul style="list-style-type: none"> Color: Blue Volume: 28 ML 	20	45
54.	Stamp Pad Ink	<ul style="list-style-type: none"> Color: Black Volume: 28 ML 	20	45
55.	Toners	<ul style="list-style-type: none"> 126 A or equivalent Cartridges set for printer Color LJ 1025 or equivalent [Black, Cyan, Magenta, Yellow] 	2	37,000
56.	Toners	<ul style="list-style-type: none"> 410A, or equivalent Cartridge set for printer Color jet M452 or equivalent [Black, Cyan, Magenta, Yellow] 	4	60,000
57.	Toners	<ul style="list-style-type: none"> 83A, or equivalent for printer HP Pro M127 	4	15,000
58.	Toners	<ul style="list-style-type: none"> 30A, or equivalent For printer HP Pro M227 	4	15,000

Note:

- 1 Year Parts and Labor warranty for all components on site
- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province
- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period
- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc. within Pakistan.
- Please mention the country of origin / manufacturing / assembly of the quoted brand / model
- The bidder is required to quote price for a 100% (full capacity) toner cartridge along with the printer.
- The bidder is required to mention the per page cost printing of quoted model.



FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document No. dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



ANNEXURE-D

Price Schedule/ Financial Cost Sheet for the Current Year (2020)

SN	Item Description/Specification	No of Units/Qty 1	Unit Rate (Excl. Taxes) Rs. 2	Total Taxes 3	Unit Rate (Incl. all Taxes) Rs. (4=2+3)	Total Cost (Incl. all Taxes) Rs (5=1x4)	Remarks
1							
2							
3							
4							
5							
	Total Bid Price					A	

Notes to Price Table:

- i.** A will determine the total bid cost against the lot
- ii.** The Purchaser reserves exclusive rights to decrease or increase the quantities of Goods/Items/General Order Supplies mentioned vide this tender document.

Total Cost (in words) Rs. _____

Date _____

Signature of authorized person
Name:

(Company Seal)

In the capacity of
Dully authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.



ANNEXURE-E

Format for Covering Letter

To

(Name and address of Purchaser)

Sub: _____.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of _____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal



ANNEXURE-F

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.



Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:



ANNEXURE-G

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:



ANNEXURE-H

(To be submitted on legal stamp paper)

AFFIDAVIT

(Integrity Pact)

We (Name of the bidder / supplier) being the first duly sworn on oath submit, that Mr. / Ms. _____ (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company) hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

Notary Public



ANNEXURE-I

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name_____, Tender No._____, LOT No._____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures_____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 20 .

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____



ANNEXURE-I

PERFORMANCE SECURITY

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date: (Must be one month later than the expiry date)

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. _____, Tender No. _____

(hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within fourteen (14) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____ (5% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____)

_____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfil any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later.**

Date this _____ day of 20 .

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____