

# Tender/Bidding Document

**PROCUREMENT OF EQUIPMENT, FURNITURE & GENERAL  
ITEMS  
(SINGLE STAGE TWO ENVELOPES PROCEDURE)**



**MARCH-2026**

**PUNJAB PRISONS DEPARTMENT**

Government of the Punjab

**Office of the Superintendent Central Jail, Bahawalpur**

Jhangi Wala / Sadiq Abbasi Hospital Road, Near General Bus Stand / Pakistan Radio Station, Bahawalpur

Phone:062-2730746 & 062-2500554

Email: [ncj.bwp@gmail.com](mailto:ncj.bwp@gmail.com), website: [www.prisons.punjab.gov.pk](http://www.prisons.punjab.gov.pk)

## Section-I: Invitation to Bid

# PUNJAB PRISONS

(Government of the Punjab)



### TENDER NOTICE

### PROCUREMENT OF EQUIPMENT, FURNITURE & GENERAL ITEMS

Punjab Prisons invites e-bids from well-reputed companies / suppliers / firms / authorized distributors / general order suppliers, registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax etc.) for the procurement under ADP scheme titled "Correctional Facilities Revamping Program one at Central Jail, Bahawalpur (RP)" (G.S. No. 1951 of ADP 2025-26), for the following lots separately, as per given detail:

Lot No. & Name	Name of items	Estimated Cost (Rs.)	Bid Security (Rs.)
Lot No. 1 Equipment	Air Conditioner (02 Ton), Exhaust Hood Canopy, Fridge, Burner stove S.S, Water Dispenser, Micro wave oven (40 L), LED 42/43", LED 55", Laptop	Rs.4,648,000/-	Rs.93,000/-
Lot No. 2 Audio / Video conference system	03 Way Audio / Video conference system with Desktop computer with 85" LED	Rs.1,724,000/-	Rs.35,000/-
Lot No. 3 Furniture	Chairs for conference room (Revolving), Chairs for back sitting for conference room, Table for conference room, Single sitting chairs, Table for bedrooms, 05 seater sofa set, Centre table, Double bed with side tables (Queen size), Single bed with side table for two rooms, Single bed with side table for staff, Console, Media table, Buffet counter, Dining table for 12 persons, Chair for dining hall, Double bed with tables (King size), Hall table in reception area	Rs.6,045,000/-	Rs.121,000/-
Lot No. 4 General Items	Mattress for Double beds (King & Queen), Mattress for single bed, Quilts, Bed sheets, Curtains and blinds, LPG Cylinder, Dinner set, Tea set, Cooking Utensils, Cutleries set including spoons, knife, forks	Rs.1,260,000/-	Rs.26,000/-

**Note: The detailed specifications of items against each LOT are mentioned in bidding documents.**

Interested bidders are required to submit bids online on the PPRA Portal: e-Pak Acquisition & Disposal System (EPADS) <https://punjab.eprocure.gov.pk/> on or before **24.03.2026 (Tuesday) at 11:00 AM** accompanied with requisite documents as mentioned in bidding documents. **The bids will be opened by the Evaluation Committee in the presence of the bidders who may choose to attend at 11:30 AM on the same day through EPADS at the address mentioned at the end this tender notice.** Interested bidders are requested to register themselves on the aforementioned PPRA Portal. For registration and guidance on EPADS, the bidders may contact PPRA at UAN: 051-111-137-237.

#### **Terms & Conditions:**

- The bids shall be submitted electronically through EPADS for each lot separately. The hard copy of bids submitted by hand shall not be entertained.
- Single-stage-two-envelope procedure with least cost method** shall be adopted as per Punjab Procurement Rules, 2014 (amended).
- The original Bid Security as mentioned above **against each lot separately** in the form of CDR / Demand Draft / Pay Order in favor of Superintendent Central Jail, Bahawalpur shall be delivered at office of the Superintendent Central Jail, Bahawalpur at below mentioned address and its scanned copy shall be uploaded on the PPRA Portal (EPADS) before the closing time of the bid, failing which the bid shall be considered as non-responsive and shall be rejected.
- The bid security shall be returned to the unsuccessful bidder upon request after completion of procurement process (issuance of Purchase Order/ LOA to the Successful Bidder).
- Pre-bid meeting will be held **on 18.03.2026 (Wednesday) at 11:00 AM** at the given address.
- The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Punjab Prisons upon request will communicate to any company / firm / dealer who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.
- The bid validity shall be for 180 days.
- All applicable taxes and stamp duties shall be borne by the bidder.
- 05% Performance Guarantee in shape of CDR in the light of Rule 56 of PPRA shall have to be deposited after approval of contract with Stamp Duty / Stamp Paper.
- Tender Notice and Bidding Documents can immediately be downloaded from the websites of Punjab Procurement Regulatory Authority (<https://www.ppra.punjab.gov.pk/>), EPADS (<https://punjab.eprocure.gov.pk/>) and Punjab Prisons Department (<https://www.prisons.punjab.gov.pk/>).
- Interested eligible Bidders may obtain further information from office of the Superintendent Central Jail, Bahawalpur during office hours at the address given below (Monday to Friday).
- The response time shall be considered / counted from the date of uploading of advertisement especially on Punjab PPRA website.

**Superintendent Central Jail, Bahawalpur**

**Jhangi Wala / Sadiq Abbasi Hospital Road, Near General Bus Stand / Pakistan Radio Station, Bahawalpur**  
Tel# 062-2730746 & 062-2500554 Email: [ncj.bwp@gmail.com](mailto:ncj.bwp@gmail.com) Website: [www.prisons.punjab.gov.pk](http://www.prisons.punjab.gov.pk)

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

All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules-2014, the later shall prevail.

### 2.1. Introduction

- 2.1.1 Scope of Bid**
- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for "**Procurement of Equipment/Electronic Items and Furniture Articles**" the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to Bid has been issued.
- 2.1.3 Eligible Bidders**
- i) The Invitation to Bid is open to all suppliers i.e. association of firms/companies/sole proprietor/ suppliers/ authorized dealers/ authorized distributors/ general order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax) and EPADS portal of PPRA, except as provided hereinafter.
  - ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bid [if applicable].
  - iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
  - iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).
  - v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of

the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bid process, and in case of award of contract, during the execution of contract.

- vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.
- vii) Any agreement that form a Joint Venture, Consortium or Association shall be required to be submitted as part of the bid and shall be attested.
- viii) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- ix) The invitation for bid is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in Bid data sheet.
- x) 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 Bid process, if they:
  - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bid, 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 Bid process; or

- xii) A Bidder may be ineligible if –
  - i. The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
  - ii. Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
  - iii. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
  - iv. The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
  - v. 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.
  - vi. 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.
  - vii. The firm, supplier and contractor is blacklisted/ debarred by any international organization.
- xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

**2.1.4. Eligible Goods and Services**

- i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/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 Bid**

- 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 Bid 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 Bid process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bid process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit Bid for the same.

**2.2. The Bid Documents**

**2.2.1. Content of Bid Documents**

- i) The goods required, Bid procedures, and contract terms are prescribed in the Bid documents. The Bid documents, inter alia, include:
  - (a) Invitation to Bid
  - (b) Instructions to Bidders (ITB)
  - (c) Technical Specifications
  - (d) Bid Data Sheet
  - (e) General Conditions of Contract (GCC)
  - (f) Special Conditions of Contract (SCC)
  - (g) Schedule of Requirements
  - (h) Bid Form
  - (i) Bidder Profile Form
  - (j) Affidavit
  - (k) Bid Security Form
  - (l) Technical Bid Form
  - (m) Draft Contract Form
  - (n) Financial Bid Form / Price Schedule
  - (o) Performance Guarantee Form
- ) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bid documents. Failure to

furnish all information as required by the Bid documents or to submit a Bid not responsive to the Bid documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

) In case of discrepancies between the Invitation to Bid and the Bid Documents listed in **ITB 2.2.1(i)** above, the said Bid Documents, not in conflict with any provision of PPR-14, will take precedence.

) The Procuring Agency is not responsible for the completeness of the Bid Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPR. 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 Bid Documents**

i) A prospective Bidder requiring any clarification of the Bid 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 Bid documents which it receives no later than seven (7) days prior to the deadline for the submission of Bid 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 Bid documents.

ii) A prospective Bidder requiring any clarification of the Bid 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 Bid. 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 Bid Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.

vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bid 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 Bid Documents and by uploading same on the website of the procuring agency. Any modification to the Bid 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 Bid Documents**

- i) At any time prior to the deadline for submission of Bid, 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 Bid documents by amendment. Any such change/amendment in the Bid 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 Bid, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bid, 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 Bid**

**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 Bid documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

**2.3.3. Bid Prices**

- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be item wise.
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bid 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 Bid 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 Bid 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 BidForm 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 Bid 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 Bid; and
    - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.
  - 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 Bid 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 Bid 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) valid for One Hundred and Eighty (180) Days, beyond the validity of Bid.
  - (b) The Bid security will be returned to the non-responsive Bidder after announcement of evaluation report period.
  - (c) The Bid security will be returned to the unsuccessful Bidder upon completion of Tender process (issuance of LOA/Agreement to the Successful Bidder) whichever is later.
- 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 One Hundred Eighty (180) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or alongwith 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 Bid 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 Bid**

- i) Bid shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

**2.3.9. Format and Signing of Bid**

- i) The Bidder shall prepare an original bid as per Bid Data Sheet, "ORIGINAL BID" and upload the same on EPADs
- 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.
- iii) All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

## **2.4. Submission of Bids**

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

- i) As per Rule 24, the Bidder shall upload the original bid on EPADs within the specified dates mentioned in the advertisement.

### **2.4.2. Deadline for Submission of Bids**

- i) Bids must be submitted electronically through EPADS no later than the time and date specified in the Bid Data Sheet. The hard copy of bids submitted by hand will 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.

### **2.4.3. Late Bids**

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

### **2.4.4. Modification and Withdrawal of Bids**

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

## 2.5. Opening and Evaluation of Bids

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

- i) The Procuring Agency will download and open all Bids from EPADS, in public, in the presence of Bidders' or their representatives who may 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) 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) 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.
- iv) 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)**.
- v) 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.
- vi) 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.

### 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**.

**2.5.7. Conversion to Single Currency**

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

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

**2.5.8. 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 to be decided by the Procuring Agency 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, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

### **2.6. Award of Contract**

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

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter 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 proprietor/ 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:

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

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

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

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

As per rule 21 of PPR-14:

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

- (a) *acted in a manner detrimental to the public interest or good practices;*
- (b) *consistently failed to perform his obligation under the Contract;*
- (c) *not performed the Contract up to the mark; or*
- (d) *indulged in any corrupt practice.*

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

- (a) shall forward the decision to the Authority for publication on the website of the Authority; and*
- (b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

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

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

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

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

*As per Schedule appended with PPR-14:*

#### **SCHEDULE**

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

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

- 1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
- 2. The show cause notice shall contain:*
  - (a) precise allegation, against the bidder or Contractor;*
  - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
  - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
- 3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
- 4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*
- 5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the*

- matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
  7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
  8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
  9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
  10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
  11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
  12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
  13. *In case of request of a procuring agency under para11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
  14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
  15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
  16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
  17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*
- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

*[Framework Contract Modality]*

- i) While quoting the rate in a framework contract, the Bidder must consider the following facts:
  - a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
  - b. The Bidder have to maintain the rates of the goods for the whole financial year.
  - c. The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

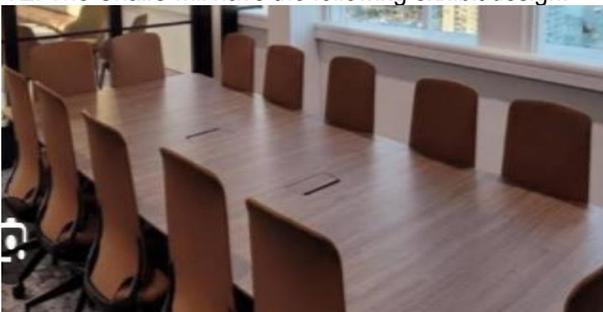
## Section-III. Technical Specifications

### 3.1. Technical Specifications

**NOTE:** Any brand names / model mentioned in the technical specifications of goods / services being solicited through this bidding document, are for reference only and the bidders may quote any brand / model with equivalent / better specifications.

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
LOT-I Equipment	1.	<b>Air Conditioner (02 Ton)</b>	<ul style="list-style-type: none"> <li>• Cooling Capacity: ~24,000 BTU/h</li> <li>• Heating Capacity: ~25,500 BTU/h</li> <li>• Category: DC Inverter (energy-efficient variable speed compressor)</li> <li>• Cooling Power Input: ~0.55 – 2.14 kW</li> <li>• Cooling Running Current: ~2.4 – 9.8 A</li> <li>• Heating Power Input: ~0.56 – 2.62 kW</li> <li>• Heating Running Current: ~2.7 – 11.9 A</li> <li>• Air Flow Volume: ~1150 m<sup>3</sup>/h</li> <li>• Power Supply: 1 Phase, 230 V ~, 50 Hz</li> <li>• Refrigerant: R-32 (eco-friendly type)</li> <li>• Refrigerant Charge: ~1300 g</li> <li>• By Haier or equivalent</li> </ul>	<b>12</b>
	2.	<b>Exhaust Hood Canopy</b>	<ul style="list-style-type: none"> <li>• Motor Type: 3-speed double bearing copper motor (powerful suction)</li> <li>• Control: Multi-speed push / touch / button control (typically 3 speeds)</li> <li>• Suction Technology: High-suction airflow with Mega Jet blower (strong grease &amp; smoke removal)</li> <li>• Filter: Double-layer stainless steel grease filter (washable)</li> <li>• Exhaust Pipe: Standard exhaust pipe ~1.5 m length</li> <li>• By Canon or equivalent</li> </ul>	<b>01</b>
	3.	<b>Fridge full size</b>	<ul style="list-style-type: none"> <li>• Capacity Total=255 Litters</li> <li>• INTERNAL CAPACITY</li> <li>• Freezer=85 Litters, Refrigerator=170 Litters</li> <li>• PERFORMANCE</li> <li>• Voltage/Frequency=220/50 Volts/Hz, Power Consumption=130 Watt</li> <li>• Current Consumption=0.8 Ampere, Start Rating (Cooling)=4 Star</li> <li>• Climate Class=Tropical</li> <li>• Defrosting – Freezer=Manual, Defrosting – Refrigerator=Manual</li> <li>• Temperature Control (Adjustable)=Mechanical, Crispo Tray=Yes</li> <li>• Humidity Controller, Interior Light=LED, Refrigerant=R-134a</li> <li>• Evaporator D. Roll Bond, Child Lock with Key=Available</li> <li>• Shelves Type=Wire Type, Condenser (Ins.)=Natural Draft</li> <li>• DIMENSIONS: Height=1540 mm, Width=540 mm, Depth=471 mm</li> <li>• WEIGHT: Net Weight=49 kg, Gross Weight=57 kg</li> <li>• By Haier or equivalent</li> </ul>	<b>01</b>
	4.	<b>03 Burner Stove S.S</b>	<ul style="list-style-type: none"> <li>• Brand: Canon or equivalent</li> <li>• Model: CA-333 CHK (3-Burner Hob)</li> <li>• Type: Built-in gas stove / hob</li> <li>• Fuel Compatibility: LPG and/or Natural Gas (NG) (model dependent)</li> <li>• Usage: Kitchen gas hob for cooking</li> <li>• Panel Material: 304 Grade Stainless Steel</li> <li>• By Canon or equivalent</li> </ul>	<b>01</b>
	5.	<b>Water Dispenser</b>	<ul style="list-style-type: none"> <li>• Types: Hot / Cold / Normal</li> <li>• Power: 220–240V, 50/60Hz</li> <li>• Heating Power: ~500–700W</li> <li>• Cooling Power: ~90–150W</li> <li>• Hot Water Temp: ~85–95°C</li> <li>• Cold Water Temp: ~5–10°C</li> <li>• Tank Material: Food-grade stainless steel</li> </ul>	<b>02</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<ul style="list-style-type: none"> <li>Capacity: Hot 1–2 L   Cold 2–5 L</li> <li>Features: Child lock (hot), overheat protection</li> <li>Installation: Bottle-top or bottom-load</li> </ul>	
	6.	<b>Micro Wave Oven (40 L)</b>	<ul style="list-style-type: none"> <li>Brand: Homage or equivalent</li> <li>Model: HDG-282B</li> <li>Type: Microwave Oven with Grill Function</li> <li>Capacity: 28 Liters (suitable for medium to large meals)</li> <li>Power Output: 900 Watts</li> <li>Installation Type: Countertop / freestanding</li> </ul>	<b>01</b>
	7.	<b>LED42/43"</b>	<ul style="list-style-type: none"> <li>Resolution: 4K UHD (3840 × 2160) / FHD (1920 × 1080)</li> <li>HDR: HDR10 support</li> <li>Refresh Rate: 60 Hz</li> <li>Color Depth: 1.07 Billion colors (8-bit + FRC)</li> <li>Micro-Dimming: 1296 zones</li> <li>Brightness: ~260–330 cd/m<sup>2</sup></li> <li>Contrast Ratio: ~5000:1 (UHD) / ~4000:1 (FHD)</li> <li>By TCL or equivalent</li> </ul>	<b>06</b>
	8.	<b>LED 55"</b>	<ul style="list-style-type: none"> <li>Display Type: 4K UHD LED</li> <li>Resolution: 3840 × 2160 (Ultra HD)</li> <li>HDR Support: HDR10 / HDR10+ (enhanced dynamic range)</li> <li>Refresh Rate: 60 Hz native</li> <li>Color Technology: ~1.07 billion colors (8-bit + FRC)</li> <li>Color Gamut: ~72 % NTSC (typical)</li> <li>Brightness: ~270 nits (typical)</li> <li>By TCL or equivalent</li> </ul>	<b>01</b>
	9.	<b>Laptop</b>	<ul style="list-style-type: none"> <li>Intel Core i7 13th Generation</li> <li>Integrated Intel® AI Boost</li> <li>16 - GB RAM or higher</li> <li>01 - TB NVME SSD Hard drive or higher</li> <li>14" Anti-Glare Display (FHD/IPS/WUXGA) or higher</li> <li>FHD 1080p Webcam</li> <li>Wi-Fi@ 6/7 &amp;&amp; Ethernet (RJ-45) connectivity ports</li> <li>USB Type-C, USB 3.2, HDMI &amp; Audio ports</li> <li>Built-in Speakers &amp; Microphone</li> <li>Battery</li> <li>One Year local Warranty</li> <li>By LENOVO / HP /DELL or equivalent</li> </ul>	<b>01</b>
<b>LOT-II Audio / Video conference system</b>	10.	<b>03 Way Audio / Video Conference System with Desktop Computer with 85"LED</b>	<p><b>Video Conferencing System</b></p> <ul style="list-style-type: none"> <li>Brand: Logitech GROUP or equivalent</li> <li>HD video camera and clear audio</li> <li>Speaker phone, Speaker and Remote Control.</li> <li>Expansion Mics of Logitech Group</li> <li>Installation &amp; Configuration (One Year Warranty)</li> </ul> <p><b>DESKTOP PC (Branded):</b></p> <ul style="list-style-type: none"> <li>Brand: DELL/HP/LENOVO or equivalent</li> <li>Dell 5060 Desktop or equivalent</li> <li>Processor: Ci5-9th Gen,</li> <li>RAM: 16 GB,</li> <li>SSD: 512 GB,</li> </ul> <p><b>LED:22" Border Less. (DELL/HP/LENOVO or equivalent)</b></p> <ul style="list-style-type: none"> <li>NETWORKING FOR VC&amp;ACS:</li> <li>Brand: Dahua/D-Link/TP-Link or equivalent</li> <li>Dahua Technology 08 Port Gigabit Switch DHPFS3008- 8GT Metal Body or equivalent</li> <li>UTPC at-6 Cable 23AWG (150 Meter)</li> </ul>	<b>01</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<ul style="list-style-type: none"> <li>• Wifi Router (AC1200 Dual Band Gigabit Wi-Fi Router DIR- 825M or equivalent model)</li> <li>• Data Rack 2U Wall Mounted (With1Trayand1Fan.)</li> <li>• USB Extension Cable (10 Meter)</li> <li>• A-Tech Wireless Laser Pen</li> <li>• HDMI Cable (10 Meter) 2.0 4K</li> <li>• HDMI Cable 1.5 Meter</li> <li>• 1 in 2 Out HDMI Splitter 4K</li> </ul> <p><b>UPS 2KVA:</b></p> <ul style="list-style-type: none"> <li>• Actual Power: 2000VA or higher</li> <li>• Online, Pure sine wave</li> <li>• Front Display LCD</li> <li>• Input Power Factor (at full load)≥0.99 or better</li> <li>• Output Power Factor≥0.8 or better</li> <li>• Output Frequency:50/60Hz±0.1Hz</li> <li>• Minimum Backup Time: standard time</li> <li>• Protection Level: IP20 or better</li> <li>• Protect: Surge Protection, Lightning/Short Circuit,</li> <li>• Overload/Over voltage, Over current/Over heat</li> <li>• Emergency Power Off</li> <li>• Mini Tower/Tower/Rack Mounted</li> </ul> <p><b>LED TV85" UHD</b></p> <ul style="list-style-type: none"> <li>• Brand: TCL or equivalent brand</li> <li>• Screen Type: UHD/QLED/QLED Mini</li> <li>• Screen size: 85" Inches</li> <li>• LED Type /OS: Android/Google TV/Knox or built-in Operating System</li> <li>• Bluetooth:BT5 or above</li> <li>• Connectivity: Ethernet port RJ45 with Wi-Fi 5 or above</li> <li>• USB &amp; HDMI 2.1 or higher</li> <li>• Sound: High-quality audio transmission.</li> <li>• Flat Screen Design: Modern and sleek appearance.</li> <li>• Clear Display Quality.</li> <li>• 4K UHD/QLED / QLED Mini Technology or better.</li> <li>• Smart Features: Access to streaming and apps.</li> <li>• *Company warranty claim</li> </ul>	
<b>LOT-III Furniture</b>	11.	<b>Chairs for Conference Room (Revolving)</b>	<ul style="list-style-type: none"> <li>• Color: Camel</li> <li>• Material: PU Leather or Top-Grain Leather.</li> <li>• Frame Finish: Black Powder Coated" instead of the standard chrome. Mechanism: Swivel-Tilt or "Knee-Tilt" mechanism</li> <li>• General Specifications</li> <li>• Chair Type: Mid-Back Executive / Conference Chair. Upholstery: High-grade PU Leatherette (Camel/Tan color).</li> <li>• Note: Ensure it is breathable and "UV resistant" to prevent peeling and sweating. Frame Finish: Matte Black Powder-Coated (Steel or Aluminum).</li> <li>• Base: 5-Star heavy-duty metal base (Matte Black) with a diameter of 26" to 28</li> </ul> <p>NOTE: The Chairs will have the following exhibit design.</p> 	<b>14</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
	12.	<b>Head Chair for conference room</b>	<ul style="list-style-type: none"> <li>• Color: Camel</li> <li>• Inner Structure: Made of solid seasoned Sheesham wood, kiln-dried and termite-treated for strength and durability.</li> <li>• Frame: Heavy-duty hardwood frame with reinforced joints for long-lasting stability.</li> <li>• Back Design: High-back ergonomic design providing proper neck and spine support.</li> <li>• Cushioning: Fully cushioned with high-density foam for superior comfort and shape retention.</li> <li>• Upholstery: Covered in premium-quality Leatherette (Camel/Tan color) stitching and a smooth finish.</li> <li>• Base &amp; Mechanism: Mounted on a sturdy tilting pedestal mechanism that allows adjustable reclining positions for user comfort and ergonomic support. The revolving stand is finished in black color and made with imported-quality materials to ensure long-lasting durability.</li> <li>• Finishing: Exposed wood finely finished with high-quality matte PU/lacquer polish for an elegant, non-glossy look</li> </ul> <p>NOTE: The Chairs will have the following exhibit design.</p> 	01
	13.	<b>Chairs for back sitting for conference room</b>	<ul style="list-style-type: none"> <li>• Color: Camel</li> <li>• Structure / Arms / Seat &amp; Back: Manufactured from solid, well-seasoned Sheesham (Shisham) wood, properly treated and kiln-dried to ensure durability, strength, and resistance against moisture and termite attack.</li> <li>• Construction: Strong and rigid frame with reinforced joints, assembled using quality adhesives and concealed fasteners for long-lasting performance.</li> <li>• Polish &amp; Finish: Entire wooden structure finished with premium-quality matte PU (nitrocellulose) lacquer, providing a smooth surface, elegant appearance, and protective coating.</li> <li>• Cushioning: Seat and back padded with first-quality high-density foam to ensure comfort, proper support, and long-term shape retention.</li> <li>• Upholstery: Cushions covered with premium-grade Leatherette, neatly stitched and tightly fitted for durability and easy maintenance.</li> <li>• Side Panels: Sides fully covered with Leatherette -padded panels, enhancing comfort and aesthetics.</li> <li>• Final Finish: Exposed wooden portions treated with matte polish, ensuring a refined executive look suitable for offices and formal settings</li> </ul>	08

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<p>NOTE: The Chairs will have the following exhibit design.</p> 	
	14.	<b>Table for Conference Room for 14 persons</b>	<ul style="list-style-type: none"> <li>• Dimensions: Height 30 inches, Length 16 feet, Width 5 feet</li> <li>• Material: Manufactured from high-quality pure Sheesham wood Top Construction: Top made of high-density HD</li> <li>• Structure: Frame and base constructed of solid seasoned Sheesham on both sides for strength and durability Padded Top: Upper surface provided with padded finishing (where required) for enhanced comfort and an executive appearance</li> <li>• Seasoning: Wood components properly seasoned to prevent warping, cracking, and termite infestation</li> <li>• Edges &amp; Corners: Smoothly finished edges with proper profiling for safety and aesthetic appeal</li> <li>• Joinery: Strong internal framework with concealed fittings and quality hardware</li> <li>• Finish: Premium quality matte polish</li> <li>• Workmanship: Fine finishing, free from visible defects, suitable for executive conference rooms and official use</li> </ul> <p>NOTE: The Table will have the following exhibit design.</p> 	<b>01</b>
	15.	<b>Dining Tables for 12 persons</b>	<ul style="list-style-type: none"> <li>• Dining Table Size: H-30", L-12 feet, W-4 feet</li> <li>• Chairs Size: H-42/44", Legs-17", Front-19.5", Seat-18.5"</li> <li>• Tabletop: Crafted from a large-format solid wood slab (such as seasoned Sheesham) with real wood veneer. Premium versions may feature a marble or quartzite inlay running down the center for a premium.</li> <li>• Support Structure: Trestle or double-pedestal base made of seasoned Sheesham wood, finished with premium-quality matte</li> </ul>	<b>01</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<p>polish (matte black or antique brass powder-coated finish), providing maximum legroom and long-term durability NOTE: The Table will have the following exhibit design.</p> 	
	16.	<b>Chairs for Dining Hall</b>	<ul style="list-style-type: none"> <li>• Frame: Solid Sheesham wood legs for durability, finished with premium-quality matte polish.</li> <li>• Upholstery: High-quality mate leatherite or jute with vertical channel tufting to match the sofa style.</li> <li>• Padding: Multi-layered high-density foam for long-duration comfort and shape retention</li> </ul> <p>NOTE: The Chairs will have the following exhibit design.</p> 	<b>12</b>
	17.	<b>Single Sitting Chair</b>	<ul style="list-style-type: none"> <li>• The single sofa chair built with high-end materials that emphasize both aesthetics and tactile comfort.</li> <li>• Upholstery: Expertly upholstered in Premium mate leatherier, offering a soft and premium. Be available in standard shades such, Off- White, light brown, and Beige, with customization options to complement any interior theme.</li> <li>• Design Details: Showcases elegant Vertical Channel Tufting across the wide, shell-inspired backrest and arms.</li> <li>•</li> <li>• Structure: The internal frame is constructed from solid seasoned Sheesham wood, ensuring exceptional strength, durability, and long- lasting structural integrity.</li> <li>• Base&amp; Legs: Supported by sturdy legs crafted from solid Sheesham wood with a premium polish finish (optional gold-finished metal caps can be added), providing both stability and sophistication.</li> <li>•</li> <li>• Cushioning: Equipped with a generously padded seat and super</li> </ul>	<b>16</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<p>plush, high-density foam cushions designed to provide superior comfort for extended seating and relaxation. NOTE: The Chair will have the following exhibit design.</p> 	
	18.	<b>Corner table between chairs</b>	<ul style="list-style-type: none"> <li>• Size: Dia 1'-10" Structure made of solid Sheesham wood with top high gloss brown and gold polish. Marbleized finish Top.</li> </ul> <p>NOTE: The Table will have the following exhibit design.</p> 	<b>10</b>
	19.	<b>05-Seater sofa set</b>	<ul style="list-style-type: none"> <li>• Structure made of solid seasoned Sheesham wood with matte polish. Seat and back are made with 1st- quality Molty foam, covered with excellent-quality imported matte leather.</li> <li>• Sofa Size:</li> <li>• Height: 44 inches Seat Depth: 28 inches Width: 26 inches</li> </ul> <p>NOTE: The Sofas will have the following exhibit design.</p> 	<b>03</b>
	20.	<b>Centre Table</b>	<ul style="list-style-type: none"> <li>• CENTRE TABLE - 1200x600x450 mm (H).</li> <li>• Size: 4'-0" x 4'-0" Structure made of solid seasoned Beech wood with veneered top high gloss polish with gold leafing.</li> <li>• Base Construction: The main body is made of solid seasoned Sheesham finished in matching veneer</li> <li>• Base Finish: Base in an elegant marbleized finish, complementing the high-gloss top and enhancing the premium appearance.</li> <li>• Overall Aesthetic: Be Designed with a precision-balanced cantilevered top assembly, combining structural strength with a</li> </ul>	<b>03</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<p>modern, executive appearance suitable for formal settings. NOTE: The Table will have the following exhibit design.</p> 	
	21.	<b>Double Bed with Side Tables (Queen size)</b>	<ul style="list-style-type: none"> <li>• Queen size Bed for bed room (6x 6.5 with 02 side table)</li> <li>• Structure: Constructed from solid seasoned wood Sheesham combined with high-density moisture-resistant boards and top high gloss polish</li> <li>• Support: Includes a heavy-duty wooden slat system or a solid platform base, often reinforced with steel center rails</li> <li>• Side Table</li> <li>• Size: W 2'-0" x H 2'-0" D 1'-6" Structure made of solid seasoned wood Sheesham combined with high-density and HDF with mate polish.</li> </ul> <p>NOTE: The Bed will have the following exhibit design.</p> 	<b>02</b>
	22.	<b>Double Bed with Side Tables (King Size)</b>	<ul style="list-style-type: none"> <li>• King size Bed (6.5x7 and back height 6 feet for suit room with 02 side table)</li> <li>• Structure: Constructed from solid, well-seasoned solid wood Sheesham, properly treated and kiln-dried for enhanced durability and resistance to moisture and termite attack. Integrated with high-density, moisture-resistant boards to ensure dimensional stability and long-term performance. Entire structure finished with premium high gloss polish, providing a smooth, durable, and elegant surface.</li> <li>• Support System: Equipped with a heavy-duty wooden slat system or a solid platform base, designed to provide uniform weight distribution and firm mattress support. The structure is further reinforced with steel center rails to enhance load-bearing capacity, prevent sagging, and ensure long-term structural integrity.</li> <li>• Side Table</li> </ul>	<b>01 No.</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<ul style="list-style-type: none"> <li>Size: W 2'-0" x H 2'-0" D 1'-6" Structure made of solid seasoned wood Sheesham combined with high-density and HDF with mate polish.</li> </ul> <p>NOTE: The Bed will have the following exhibit design.</p> 	
	23.	<b>Single Bed with side Table for two rooms</b>	<ul style="list-style-type: none"> <li>Size: 6 x 3.5 feet</li> <li>Structure: Constructed from solid, well-seasoned solid wood Sheesham, properly treated and kiln-dried for enhanced durability and resistance to moisture and termite attack. Integrated with high-density, moisture-resistant boards to ensure dimensional stability and long-term performance. Entire structure finished with premium high gloss polish, providing a smooth, durable, and elegant surface.</li> <li>Support System: Equipped with a heavy-duty wooden slat system or a solid platform base, designed to provide uniform weight distribution and firm mattress support. The structure is further reinforced with steel center rails to enhance load-bearing capacity, prevent sagging, and ensure long-term structural integrity</li> </ul> <p>NOTE: The Bed will have the following exhibit design.</p> 	<b>04</b>
	24.	<b>Single bed with side table for staff</b>	<ul style="list-style-type: none"> <li>Size: 6 x 3.5 feet</li> <li>Structure: Constructed from solid, well-seasoned solid wood Sheesham, properly treated and kiln-dried for enhanced durability and resistance to moisture and termite attack. Integrated with high-density, moisture-resistant boards to ensure dimensional stability and long-term performance. Entire structure finished with premium high gloss polish, providing a smooth, durable, and elegant surface.</li> <li>Support System: Equipped with a heavy-duty wooden slat system or a solid platform base, designed to provide uniform weight distribution and firm mattress support. The structure is further reinforced with steel center rails to enhance load-bearing capacity, prevent sagging, and ensure long-term structural integrity</li> </ul> <p>NOTE: The Bed will have the following exhibit design.</p> 	<b>02</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
	25.	<b>Console</b>	<ul style="list-style-type: none"> <li>• Console (05 or 04 feet")</li> <li>• Structure: center table with beech wood and base solid, well-seasoned sheesham wood combined with high-quality HDF, ensuring strength, dimensional stability, and long-term durability. The wood be properly treated and kiln-dried to resist moisture and termite attack.</li> <li>• Construction Quality: Strong and rigid framework with precision joinery, assembled using premium adhesives and concealed fasteners for enhanced structural integrity.</li> <li>• Polish &amp; Finish: Finished with high-gloss polish, providing a smooth, reflective surface and elegant appearance. Decorative gold leafing applied on designated portions to enhance the aesthetic appeal and give a premium look.</li> <li>• Drawers: Equipped with 2 drawers fitted with best-quality heavy-duty metal channels ensuring smooth, noiseless, and long-lasting operation.</li> <li>• Overall Appearance: Designed with superior craftsmanship, combining durability with a refined and executive finish suitable for premium office environments.</li> </ul> <p>NOTE: The Console will have the following exhibit design.</p> 	<b>04</b>
	26.	<b>Media Table</b>	<ul style="list-style-type: none"> <li>• Size: 1800 x 450 x 650 mm (h)</li> <li>• Top / Structure made of high density particle board pressed with 0.5 mm thick Sheesham</li> <li>• Veneer on both sides and Sheesham wood. Finished with high gloss polish. With 4-doors.</li> </ul> <p>NOTE: The Table will have the following exhibit design.</p> 	<b>03 Nos.</b>
	27.	<b>Buffet Counter</b>	<ul style="list-style-type: none"> <li>• Size: W 6'-6" x H 2'-6" x D 20"</li> <li>• Material: Complete structure made of solid Sheesham wood and HDF. Finish &amp; Color: Finished in premium-quality matte dark brown polish</li> <li>• Workmanship: Fine finishing with smooth edges and a durable, long-lasting surface suitable for executive interiors</li> </ul>	<b>01</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
			<p>NOTE: The Cabinet will have the following exhibit design.</p> 	
	28.	<b>Hall Table in Reception Area</b>	<ul style="list-style-type: none"> <li>• Size: Diameter 36 inches, Height 30 inches</li> <li>• Material: Complete structure made of high-quality solid seasoned Sheesham wood Seasoning: Properly kiln-seasoned wood to prevent warping, cracking, and termite attack Top Design: Tabletop embellished with decorative veneer inlay work</li> <li>• Finish: Premium quality matte polish</li> <li>• Surface: Smoothly sanded, even-textured surface with matte finish</li> <li>• Durability: Resistant to moisture, minor scratches, and daily wear and tear</li> <li>• Joints &amp; Fixing: Strong and concealed joinery with high-quality adhesives and fastening</li> <li>• Workmanship: Free from knots, cracks, and visible defects; fine finishing suitable for executive reception areas.</li> </ul> <p>NOTE: The Table will have the following exhibit design.</p> 	<b>01</b>
<b>LOT-IV</b> General Items	29.	<b>Mattress (Memory Foam) for Double Beds (King / Queen size) 09 ”</b>	<ul style="list-style-type: none"> <li>• Thickness: 9 inches memory foam mattress</li> <li>• Supreme Memory</li> <li>• Spring mattress</li> <li>• King Size (78 x 72)</li> <li>• Woolen and standard cotton / polyester pillows (Memory Pillow)</li> <li>• By Diamond (Dreamer 1000) Foam or equivalent</li> </ul>	<b>03</b>
	30.	<b>Mattress for single bed 8”</b>	<ul style="list-style-type: none"> <li>• 8 inches (comfortable for many sleepers)</li> <li>• Foam mattress – soft/common for daily use</li> <li>• Memory foam – body-contouring comfort</li> <li>• Knitted / Polyester / Breathable fabric</li> </ul>	<b>06</b>
	31.	<b>Quilts + Bed sheets</b>	<ul style="list-style-type: none"> <li>• Quilted fitted size. 72 x 78 + 10</li> <li>• Oxford pillow cases size. 19 x 29</li> <li>• Quilted cushion 16 x 16</li> <li>• Water proof</li> </ul>	<b>09</b>

Lot No. and name	Sr. No.	Name of item	Specification	Quantity (No.)
	32.	LPG Cylinder	<ul style="list-style-type: none"> <li>Capacity: 50 kg.</li> <li>Material: Steel or aluminum for durability.</li> <li>Weight: Empty weight~45-46kg</li> <li>Safety: Overfill protection,</li> <li>Leak detection valve, rust-resistant coating.</li> <li>Compatibility: Works with standard LPG regulators</li> </ul>	01
	33.	Dinner set + Tea Set (72 Pieces Bone China)	<ul style="list-style-type: none"> <li>Set Type: Dinner Set + Tea Set Combo</li> <li>Total Pieces: 72 Pieces</li> <li>Material: Bone China (high-quality porcelain with bone ash for enhanced strength, whiteness, and translucency)</li> <li>Finish: Smooth glossy glazed surface with elegant design (floral, modern, or classic patterns)</li> <li>By Homage or equivalent</li> </ul>	01
	34.	Cooking Utensils (2-Frying Pan + 2-Sauce Pan + 1-Pressure Cooker + 2-Wok (كزحائى))	<ul style="list-style-type: none"> <li>Body Material: Heavy-gauge aluminum or stainless steel core for quick heat distribution</li> <li>Coating: Non-stick PTFE coating / Ceramic coating (food-safe, scratch resistant)</li> <li>Base: Thick encapsulated base (even heat)</li> <li>Handle: Heat-resistant, riveted ergonomic handles</li> </ul>	01
	35.	Cutleries Set including spoons, Knife, Fork (42 Pieces)	<ul style="list-style-type: none"> <li>Set Type: Complete Cutlery Set</li> <li>Total Pieces: 42 Pieces</li> <li>Material: Stainless Steel (commonly 18/10 food-grade for durability, shine, and corrosion resistance)</li> <li>Finish: Polished mirror finish or satin/ matt finish</li> <li>Usage: Suitable for daily dining, special occasions, parties, and formal dining</li> </ul>	01
	36.	Curtains and Blinds	<ul style="list-style-type: none"> <li>Curtains (Back side shafoon and front velvet)</li> <li>Material: Polyester or PVC-coated fabric</li> <li>Thickness: 0.3–0.7 mm</li> <li>Light Control: Light filtering or blackout</li> <li>Operation: Chain-operated or spring mechanism, motorized optional</li> <li>Maintenance: Wipe clean; avoid abrasive cleaners</li> </ul>	Blinds: 13 Curtains: 11

## 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>		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: <b>Punjab Prisons</b>  The subject of procurement is: <b>Procurement of Equipment, Furniture &amp; General Items</b> Period for delivery of goods: Upto Thirty (30) days / As per Agreement Deed
2.	2.1.2	Financial year for the operations of the Procuring Agency: <b>2025-2026</b>  Name of Project/ Grant (Development or Non-Development): <b>“Correctional Facilities Revamping Program one at Central Jail, Bahawalpur (RP) Residential Portion with GS No.1951 of ADP 2025-26 (DEVELOPMENT)</b>  Name of financing institution: <b>Government of the Punjab</b>
3.	2.1.3 (iv)	The Joint Venture, Consortium or Association shall not be allowed
4.		Ineligible country(s) = <b>Israel. India</b>
5.	2.3.6(iii)	Demonstration of authorization by manufacturer: No form 8.3 should be followed.
<b>B. Bidding Documents</b>		
6.	2.2.2	The address for clarification of Bidding Documents is: Convener Evaluation Committee, Office of the Superintendent Central Jail, Bahawalpur, Jhangi Wala / Sadiq Abbasi Hospital Road, near General Bus Stand / Pakistan Radio Station, Bahawalpur. Email: ncj.bwp@gmail.com
7.	2.2.2	Pre-bid meeting will be held on <b>18<sup>th</sup> March, 2026 (Wednesday) at 11:00 AM</b> at Office of the Superintendent Central Jail, Bahawalpur.
8.	2.3.9	The number of E-Bid for <b>each Lot separately</b> to be uploaded on EPADS is in one original.
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
9	2.3.1	English language
10	2.3.4	The price quoted shall be in PKR & inclusive of all applicable/prevaling taxes, duties, delivery and transportation charges etc. on DDP destination basis.
11.	2.3.4	Price shall remain fix during the currency of the contract / agreement and no escalation / price adjustment is permissible
12.	2.1.4 (ii)	Country of Origin: All eligible countries to do business in Pakistan by the law of Government of Pakistan.

## D. Preparation and Submission of Bids

<b>13.</b>	<b>2.1.3</b>	<p><b><u>ELIGIBILITY CRITERIA/KNOCK DOWN CRITERIA.</u></b></p> <p>Qualification Criteria/ Knock down criteria.</p> <ol style="list-style-type: none"> <li>a) Legal Status of the Bidder: valid Registration certificate</li> <li>b) Minimum of 01 year experience of supply order(s)</li> <li>c) Registration with Income Tax Authorities as active tax payer</li> <li>d) Taxpayers status for FY 2024-25</li> <li>e) Registration with Sales Tax Authorities (GST)</li> <li>f) Affidavit on Stamp Paper of Rs. 300/- to the effect that:             <ol style="list-style-type: none"> <li>i. firm / bidder is not black listed by Punjab Prisons and PPRA (As per form 8.6)</li> <li>ii. The documents / photocopies provided with Bid(s) are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per law/rules and bid security shall be forfeited.</li> <li>iii. The provided information is correct.</li> <li>iv. The firm is not blacklisted or subject to any pending litigation in this regard, with any Government/Semi-Government or Public Department.</li> <li>v. The firm complies with Section – III “Technical Specifications”, and Section – VII “Bid Data Sheet” of the Bidding Document.</li> <li>vi. The firm complies with all terms &amp; conditions mentioned in the Bidding Documents.</li> <li>vii. The firm complies that its Bid shall be valid for 180 days after opening of the E-Bid.</li> <li>viii. The firm certifies that if awarded the contract, the procuring agency shall deduct all the relevant taxes and duties, from its invoice, as applicable.</li> </ol> </li> </ol>
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<b>14.</b>	<b>2.1.4</b>	<b>S#.</b>	<b>Description</b>	<b>Allocated Marks</b>	<b>Total Marks</b>
<b>1. Company Profile &amp; Experience</b>					
i.	<b>Company Profile</b> Years of operations (From Registration date of NTN & GST/ FBR) <ul style="list-style-type: none"> <li>• One year = 10 Marks</li> <li>• More than one year and less than 2 years = 15 Marks</li> <li>• 2 years or more = 20 Marks</li> </ul>			Maximum Marks 20	
ii.	<b>Relevant Experience</b> Similar assignment over last three years One similar project= 10 marks Two similar projects= 20 marks Three similar projects or more = 30 marks supply orders / Purchase Orders / Completion Certificates must be attached otherwise no mark shall be awarded			Maximum Marks 30	
<b>2. Financial Position</b>					
i.	<b>Annual Turnover (last 03 years)</b> If the total annual turnover of last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) is equal to or above Rs. 5 Million = 10 marks			Maximum Marks 40	

		<p>If the total annual turnover of last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) is equal to or above Rs. 10 Million = 20 marks</p> <p>If the total annual turnover of last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) is equal to or above Rs. 20 Million = 30 marks</p> <p>If the total annual turnover of last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) is equal to or above Rs. 40 Million or more = 40 marks</p> <p>Financial Statements / Bank Statements of last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) must be attached otherwise no mark shall be awarded</p>		
		<p>ii. <b>Tax Return</b> Active Tax Payer for Financial Year 2024-25 = 5 marks</p> <p>Active Tax Payer for Financial Year 2023-24 = 8 marks</p> <p>Active Tax Payer for Financial Year 2022-23 = 10 marks</p> <p>Tax Return Statement (FY 2022-23, FY 2023-24, FY 2024-25) of FBR must be attached</p>	Maximum Marks 10	
		<b>Total</b>	<b>100</b>	
		Only the Bids scoring minimum 65% marks would be declared technically accepted.		
15.	2.3.6	The bidder shall provide the detailed technical specifications from Manufacturers, where required, which will be evaluated by Punjab Prisons.		
16.	2.2.2	Bid shall be submitted online <b>for each lot separately</b> on the PPRA Portal e-Pak Acquisition & Disposal System (EPADS) <a href="https://punjab.eprocure.gov.pk/">https://punjab.eprocure.gov.pk/</a>		
17.	2.4.2	The deadline for Bid submission on EPADs is: a) Day: <b>Tuesday</b> b) Date: <b>24<sup>th</sup> March 2026</b> c) Time: <b>11:00 AM</b>		
18.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. a) Day: <b>Tuesday</b> b) Date: <b>24<sup>th</sup> March 2026</b> c) Time: <b>11:30 AM</b> d) Venue: <b>Office of the Superintendent Central Jail, Bahawalpur, Jhangi Wala / Sadiq Abbasi Hospital Road, near General Bus Stand / Pakistan Radio Station, Bahawalpur</b>		
19.	2.6.2	Amount of Performance Guarantee: <b>05 %</b> of contract price of respective lot till the completion of contract period / deliverables/ warranty period (whichever is later) in shape of CDR / DD / Pay Order in favor of Superintendent Central Jail, Bahawalpur		

<b>20.</b>	<b>2.3.8</b>	<p>Detail of Items to be Procured is:</p> <table border="1"> <thead> <tr> <th>Lot No. &amp; Name</th> <th>Name of items</th> <th>Estimated Cost (Rs.)</th> <th>Bid Security (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Lot No. 1 Equipment</td> <td>Air Conditioner (02 Ton), Exhaust Hood Canopy, Fridge, Burner stove S.S, Water Dispenser, Micro wave oven (40 L), LED 42/43", LED 55", Laptop</td> <td>Rs.4,648,000/-</td> <td>Rs.93,000/-</td> </tr> <tr> <td>Lot No. 2 Audio / Video conference system</td> <td>03 Way Audio / Video conference system with Desktop computer with 85" LED</td> <td>Rs.1,724,000/-</td> <td>Rs.35,000/-</td> </tr> <tr> <td>Lot No. 3 Furniture</td> <td>Chairs for conference room (Revolving), Chairs for back sitting for conference room, Table for conference room, Single sitting chairs, Table for bedrooms, 05 seater sofa set, Centre table, Double bed with side tables (Queen size), Single bed with side table for two rooms, Single bed with side table for staff, Console, Media table, Buffet counter, Dining table for 12 persons, Chair for dining hall, Double bed with tables (King size), Hall table in reception area</td> <td>Rs.6,045,000/-</td> <td>Rs.121,000/-</td> </tr> <tr> <td>Lot No. 4 General Items</td> <td>Mattress for Double beds (King &amp; Queen), Mattress for single bed, Quilts, Bed sheets, Curtains and blinds, LPG Cylinder, Dinner set, Tea set, Cooking Utensils, Cutleries set including spoons, knife, forks</td> <td>Rs.1,260,000/-</td> <td>Rs.26,000/-</td> </tr> </tbody> </table>	Lot No. & Name	Name of items	Estimated Cost (Rs.)	Bid Security (Rs.)	Lot No. 1 Equipment	Air Conditioner (02 Ton), Exhaust Hood Canopy, Fridge, Burner stove S.S, Water Dispenser, Micro wave oven (40 L), LED 42/43", LED 55", Laptop	Rs.4,648,000/-	Rs.93,000/-	Lot No. 2 Audio / Video conference system	03 Way Audio / Video conference system with Desktop computer with 85" LED	Rs.1,724,000/-	Rs.35,000/-	Lot No. 3 Furniture	Chairs for conference room (Revolving), Chairs for back sitting for conference room, Table for conference room, Single sitting chairs, Table for bedrooms, 05 seater sofa set, Centre table, Double bed with side tables (Queen size), Single bed with side table for two rooms, Single bed with side table for staff, Console, Media table, Buffet counter, Dining table for 12 persons, Chair for dining hall, Double bed with tables (King size), Hall table in reception area	Rs.6,045,000/-	Rs.121,000/-	Lot No. 4 General Items	Mattress for Double beds (King & Queen), Mattress for single bed, Quilts, Bed sheets, Curtains and blinds, LPG Cylinder, Dinner set, Tea set, Cooking Utensils, Cutleries set including spoons, knife, forks	Rs.1,260,000/-	Rs.26,000/-
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<b>21.</b>	<b>2.3.9</b>	Bid validity period after opening of the Bid is: 180 days.																				
<b>22.</b>	<b>2.3.9</b>	Number of hard copies of the Bid to be provided are: NIL																				
<b>E. Opening and Evaluation of Bids</b>																						
<b>23.</b>	<b>2.5.1</b>	<p>The Bid opening shall take place at: Office of the Superintendent Central Jail, Bahawalpur Jhangi Wala / Sadiq Abbasi Hospital Road, Near General Bus Stand / Pakistan Radio Station, Bahawalpur. <b>Day: Tuesday</b> <b>Date: 24<sup>th</sup> March 2026</b> <b>Time: 11:30 AM</b></p>																				
<b>24.</b>	<b>2.3.5</b>	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <i>PKR</i>																				
<b>F. Bid Evaluation Criteria</b>																						
<b>25.</b>	<b>2.5.8</b>	<p>Criteria to Bid evaluation. National Competitive Bidding shall be conducted under Single Stage Two Envelopes bidding procedure as stipulated in PPRA Rules 2014 (revised), as amended from time to time. Evaluation will be carried out on the basis of Total Bid Price against each individual Lot. Bid will be awarded to the lowest evaluated bidder against lowest total bid price against each individual Lot. <b>Evaluation Criteria:</b></p> <ol style="list-style-type: none"> <li>Compliance to technical specifications. Bidder must provide the detailed technical specifications.</li> <li>Section IV, ITB 2.1.4</li> </ol>																				

### G. Award of Contract

<b>2.6.5</b>	Percentage for quantity increase or decrease is: 15% against each lot
<b>2.6.2</b>	The Performance Guarantee shall be: 05% of respective lot separately in shape of Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) and shall be released after the successful completion of contract / deliverables / warranty period (whichever is later) and subject to No Demand Certificates issued by the all concerned DDOs / Consignees.

## **Section-V: General Conditions of Contract**

### **1. Definitions**

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

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

### **2. Application**

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

### **3. Country of Origin**

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

*[where applicable]*

3.2. For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from where the Services are supplied. Goods are produced when, through manufacturing,

processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

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

#### **4. Standards**

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

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

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

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

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

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

#### **6. Patent Rights**

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

#### **7. Performance Guarantee**

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

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

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or
- (b) a Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque cashier's or certified cheque or CDR.

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

## **8. Inspections and Tests**

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

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

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

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

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

## **9. Packing**

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

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

**10. Delivery and Documents**

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

10.2. Upon delivery, the Procuring Agency shall give Inspection Certificates to the supplier.

10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of *Inco terms*

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

**11. Insurance**  
(if applicable)

11.1. The Goods supplied under the Contract shall be delivered [*form of content to be decided by the Procuring Agency*] duty form paid under which risk is transferred to the buyer after having been delivered, hence [*details coverage to be decided by the Procuring Agency*] is sellers responsibility.

**12. Transportation**

12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency's country, including (*details to be decided by Procuring Agency as per requirement*) insurance and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.

**13. Incidental Services**

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

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

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

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

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

## **14. Spare Parts**

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

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

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

## **15. Warranty**

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

15.2. This warranty shall remain valid for as required in Section – III "Technical Specifications" 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 as required in Section – III "Technical Specifications" after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

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

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

## **16. Payment**

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

16.2. The Supplier's request(s) for payment shall be made to the

Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3. The currency of payment is *PKR*

**17. Prices**

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

**18. Change Orders**

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

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

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

**19. Contract Amendments**

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

**20. Assignment**

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

**21. Sub-contracts**

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

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

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

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

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

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

**23. Liquidated Damages**

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

**24. Termination for Default**

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

*(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement*

*process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*

- 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*

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

## **25. Force Majeure**

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

25.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's

fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.

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

**26. Termination for Insolvency**

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

**27. Termination for Convenience**

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

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

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

**28. Resolution of Disputes**

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

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

**29. Governing Language**

29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the

specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

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

**31. Notices**

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

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

**32. Taxes and Duties**

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

33.1. The Contract duration shall be for the period as mentioned in Section III: "Technical Specifications" starting from the date of issuance of notification of award, till the delivery, installation & commissioning of all Goods/Services or end of warranty / support period, whichever is later.

## Section-VI. Special Conditions of Contract

### Special Conditions of Contract

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

**1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Procuring Agency is: Punjab Prisons

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

GCC 1.1 (i)—The Supplier is:

The supplier / service provider will be the successful bidder (with least cost, lot wise)

**Sample Provision**

GCC 1.1 (j)—The Project Site is: F.O.R Jail Gate basis as per requirement of jails all over Punjab.

**2. Country of Origin (GCC Clause 3)**

*[All countries and territories as indicated in Section IV, BDS, of the Bidding documents, as ineligible may be mentioned here]*

**3. Performance Guarantee (GCC Clause 7)**

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price against each lot respectively, shall be: 05% of Contract Price in shape of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or CDR for the due performance of the contract period / deliverables / Warranty Period (whichever is later).

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

**4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows: Inspection shall be carried out as per Technical Specifications.

**5. Packing (GCC Clause 9)**

GCC 9.2—Standard packing as defined in Technical Specifications / TORs.

**6. Delivery and Documents**

**(GCC Clause 10)** Delivered Duty Paid / FOR at buyer's premises.**(DDP terms)**

**Sample provision**

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

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount (inclusive of all applicable taxes);
- (ii) One original Delivery Challan / Packing List identifying contents of each package.

## 7. Insurance

(GCC Clause 11) [where applicable]

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) 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.

## 8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

*[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract Price.]*

## 9. Warranty

(GCC Clause 15) In partial modification of the provisions, the warranty period shall be as required in Section – III “Technical Specifications” from the date of Acceptance/satisfactory installation of the Goods or as required in Section – III “Technical Specifications” from the date of shipment (if applicable), whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

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

Or

- b) pay liquidated damages to the Procuring Agency in case of failure to meet the contractual guarantees. The rate of these liquidated damages shall be (one-half (0.5) percent of the Contract price per week).

## 10. Payment (GCC Clause 16)

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

### Payment for Goods supplied:

- Payments will be made by the Procuring Agency after complete delivery, installation & commissioning, and acceptance of all Goods by the Procuring Agency against respective lot, and after confirmation/verification of warranty and support services by the Purchaser.
- Payment shall be made in Pak. Rupees.

### **11. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be fixed and shall not be adjusted.

### **12. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate: 0.5% per week

Maximum deduction: 10% of the contract price against each lot

### **13. Resolution of Disputes (GCC Clause 28)**

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

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

### **14. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English

### **15. Applicable Law (GCC Clause 30)**

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

### **16. Notices (GCC Clause 31)**

GCC 31.1—Procuring Agency's address for notice purposes:

Office of the Superintendent Central Jail, Bahawalpur  
Jhangi Wala / Sadiq Abbasi Hospital, near General Bus Stand / Pakistan Radio Station, Bahawalpur

## Section-VII. Schedule of Requirements

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

### DELIVERY SCHEDULE

Lot-No and Name	Description	Quantity	Delivery Schedule
Lot No. 1 Equipment	Air Conditioner (02 Ton), Exhaust Hood Canopy, Fridge, Burner stove S.S, Water Dispenser, Micro wave oven (40 L), LED 42/43", LED 55", Laptop	26 Nos.	Upto Thirty (30) days / As per Agreement Deed
Lot No. 2 Audio / Video conference system	03 Way Audio / Video conference system with Desktop computer with 85" LED	01 No.	
Lot No. 3 Furniture	Chairs for conference room (Revolving), Chairs for back sitting for conference room, Table for conference room, Single sitting chairs, Table for bedrooms, 05 seater sofa set, Centre table, Double bed with side tables (Queen size), Single bed with side table for two rooms, Single bed with side table for staff, Console, Media table, Buffet counter, Dining table for 12 persons, Chair for dining hall, Double bed with tables (King size), Hall table in reception area	87 Nos.	
Lot No. 4 General Items	Mattress for Double beds (King & Queen), Mattress for single bed, Quilts, Bed sheets, Curtains and blinds, LPG Cylinder, Dinner set, Tea set, Cooking Utensils, Cutleries set including spoons, knife, forks	46 Nos.	

## Section-VIII: Sample Forms

(For each Lot separately)

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

### 8.1 Bid Form

(For each Lot separately)

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

To: Superintendent Central Jail, Bahawalpur

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.8 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 *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for ..... ( ) Days, 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 *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for ..... ( ) Days, 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 goods provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

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

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

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

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

*[The Procuring Agency should formulate Bid 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 Bid Form may be as provided above.]*

### 8.3. Manufacturer's Authorization Form

(For each Lot separately)

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

### 8.4. Bidder Profile Form

(For each lot separately)

*[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:	
Designation:	
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/Bank Statement Attachment/Income Tax Returns (Last \_\_\_\_ years )**

-	No
---	----

**c) Details of Experience (Last \_\_\_\_ Years)**

**d)**

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

**c) Staff Detail and last month Payroll - if applicable as per the evaluation criteria**

-	No
---	----

### 8.5. General Information Form

(For each lot separately)

*[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	

*[The Procuring Agency should formulate General Information 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 General Information Form may be as provided above.]*

## 8.6. Affidavit

(For each lot separately)

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

**Name:** \_\_\_\_\_

*(Applicant)*

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

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

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

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

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

*Signed by an authorized Officer of the company*

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

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

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

*[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.]*

### 8.7. Performance Guarantee Form

(For each lot separately)

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

To,

*[name and address of the Procuring Agency]*

**WHEREAS** (Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Contractor/ \_\_\_\_\_ 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 \_\_\_\_\_

*[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.]*

## 8.8. Technical Bid Form

(For each lot separately)

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

- Item names and quantities must be reproduced from Section – III (Technical Specifications). If any deviations are needed, it must be mentioned/quoted, separately in the Technical Proposal.
- Optional Bid/Quote is not allowed. The bidders must comply with the requirements mentioned in SECTION – III and submit their bid accordingly against each item.

### Lot No. xx

Lot No. & Name	Sr. No.	Items	Particulars / Specifications	Brand/Model	Quantity
Lot No. 1 Equipment	1	Air Conditioner (02 Ton)			
	2	Exhaust Hood Canopy			
	3	Fridge			
	4	Burner stove S.S			
	5	Water Dispenser			
	6	Micro wave oven (40 L),			
	7	LED 42/43"			
	8	LED 55"			
	9	Laptop			
Lot No. 2 Audio / Video conference system	1	03 Way Audio / Video conference system with Desktop computer with 85" LED			
Lot No. 3 Furniture	1	Chairs for conference room (Revolving)			
	2	Chairs for back sitting for conference room,			
	3	Table for conference room			
	4	Single sitting chairs			
	5	Table for bedrooms			
	6	05 seater sofa set			
	7	Centre table			
	8	Double bed with side tables (Queen size)			
	9	Single bed with side table for			

		two rooms			
	10	Single bed with side table for staff			
	11	Console, Media table			
	12	Buffet counter			
	13	Dining table for 12 persons			
	14	Chair for dining hall			
	15	Double bed with tables (King size)			
	16	Hall table in reception area			
Lot No. 4 General Items	1	Mattress for Double beds (King & Queen)			
	2	Mattress for single bed			
	3	Quilts			
	4	Bed sheets			
	5	Curtains and blinds			
	6	LPG Cylinder			
	7	Dinner set			
	8	Tea set			
	9	Cooking Utensils			
	10	Cutleries set including spoons, knife and forks			

**Note: The technical specifications quoted by the bidder(s) in aforementioned form shall be equal or superior to the specifications given in the bidding documents.**

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

## 8.9. Contract Form

(For each lot separately)

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

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

*[The Procuring Agency should formulate Contract 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 Contract Form may be as provided above.]*

## 8.10. Financial Bid Form/Price Schedule

(For each lot separately)

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

**Lot No. xx**

Lot No. & Name	Sr. No.	Items	Particulars / Specifications	Quantity (No.)	Per Unit Price (Rs.)	Total Price (Rs.)
Lot No. 1 Equipment	1	Air Conditioner (02 Ton)				
	2	Exhaust Hood Canopy				
	3	Fridge				
	4	Burner stove S.S				
	5	Water Dispenser				
	6	Micro wave oven (40 L),				
	7	LED 42/43"				
	8	LED 55"				
	9	Laptop				
<b>GST</b>						
<b>Total Price</b>						
Lot No. 2 Audio / Video conference system	1	03 Way Audio / Video conference system with Desktop computer with 85" LED				
<b>GST</b>						
<b>Total Price</b>						
Lot No. 3 Furniture	1	Chairs for conference room (Revolving)				
	2	Chairs for back sitting for conference room,				
	3	Table for conference room				
	4	Single sitting chairs				
	5	Table for bedrooms				
	6	05 seater sofa set				
	7	Centre table				
	8	Double bed with side tables (Queen size)				
	9	Single bed with side table for two rooms				
	10	Single bed with side table for staff				
	11	Console, Media table				
	12	Buffet counter				
	13	Dining table for 12 persons				
	14	Chair for dining hall				
	15	Double bed with tables (King size)				
	16	Hall table in reception area				
<b>GST</b>						
<b>Total Price</b>						
Lot No. 4 General Items	1	Mattress for Double beds (King & Queen)				
	2	Mattress for single bed				
	3	Quilts				
	4	Bed sheets				
	5	Curtains and blinds				
	6	LPG Cylinder				

	7	Dinner set				
	8	Tea set				
	9	Cooking Utensils				
	10	Cutleries set including spoons, knife and forks				
<b>GST</b>						
<b>Total Price</b>						

**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 “final”. (*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. Unit Rates shall be inclusive of all applicable taxes, duties and charges etc.
- iv. Overwriting, cutting, use of fluid etc. in unit rates are not allowed which may lead to cancelation of bid offered.
- v. Where required, the price for the Optional Items should be quoted separately in the Financial Proposal.
- vi. Evaluation shall be carried out on Least Cost Method basis of Total Bid Price.

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

## 8.11. Bid Security Form

(For each lot separately)

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

[The original Bid Security as mentioned above in the form of CDR / Demand Draft / Pay Order in favor of Superintendent Central Jail, Bahawalpur shall be delivered to office of the Superintendent Central Jail, Bahawalpur, in an envelope clearly marked with the Bidding Document Name, Lot Number and its scanned copy shall be uploaded on the PPRA Portal (EPADS) before the Bid Submission deadline, failing which the bid shall be considered as non-responsive and shall be rejected.]

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the Procurement 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.

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*[Signature of the bank]*

## Section IX- Check List

(For each lot separately)

*[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).

### **Part-I**

<b>Sr. #</b>	<b>Detail</b>	<b>Responsive</b>	<b>Non-responsive</b>
1	Copy of Valid CNIC of authorized representative		
2	Bid Security of estimated cost of articles / items given by the department. The Bid security shall be uploaded with technical proposal.		
3	Active Registration with Income Tax Authorities (National Tax Number NTN)		
4	Copy of active Registration with Sales Tax Authorities (STRN)		
5	Technical Bid Form (as per Bidding documents) on letter head of the firm duly signed and stamped.		
6	Financial Bid Form (as per Bidding documents) on letter head of the firm, duly signed and stamped.		
7	Bid Security Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.		
8	Performance Guarantee Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.		
9	General Information Form (as per Bidding documents) on letter head of the firm duly signed and stamped.		
10	Affidavit (as per Bidding documents) on non-judicial Stamp Paper of Rs. 300/-		
11	All requisite documents of Eligibility criteria		
12	Authority letter on letter head pad duly signed and stamped by the owner / supplier / proprietor with Name, Parentage, CNIC No. and Specimen Signatures of the representative of firm / company etc. duly attested by the owner / proprietor.		

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