

Tender Document 2025-26

**Bidding Document for Procurement of Goods for All District Base
Narcotics Control Stations of Punjab Counter Narcotics Force**



**Punjab Counter Narcotics Force
204-A Upper Mall Scheme Lahore
Phone # 042-99205071**

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Section-I: Invitation to Bids

Punjab Counter Narcotics Force invites E-Bids for purchase/ provision of Misc. Items/Service from bidders i.e., firms, companies, suppliers, manufactures or authorized agents/dealers/distributers etc. engaged in trading, registered with relevant registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) through open competitive for financial year 2025-26 in the following head of account:

Sr. #	Procurement Name	Estimated Amount	3% Bid Security Amount
1.	A09201-Purchase of Hardware	75,000,000	2,250,000
2.	A09202-Purchase of Software	3,200,000	96,000
3.	A03955-Computer stationary	20,000,000	600,000

CONDITIONS

1. E-Bids would be opened on **23-12-2025 at 11:00 AM** under PPRA Rule 30(1) in presence of bidders or their representatives.
2. All the Procurements will be made by using electronic means through EPADS **under Rule 12 of PPRA** and Epads.
 - i. Section 5 of Punjab Electronic Procurement Regulations 2022. The bidding documents containing all terms & conditions, requirements, specification etc. can be downloaded online at PPRA i.e. <http://ppra.punjab.gov.pk> and EPADS website i.e. <http://punjab.eprocure.gov.pk> before closing date and time. Bidding documents in accordance with **Rule 25(2)** may be available immediately after the date of publication **under Rule 25(1)** free of cost on PPRA Website and EPADS in accordance with sub regulation-4 of Punjab Procurement Regulation
 - ii. 2022. In case of public holiday due to any reason, the date of receiving and opening the tenders will be considered the next working day.
3. Each Item wise E-Bids shall comprise a single package containing Technical and Financial (inclusive of all taxes) and in complete conformity with Bidding Document must be submitted online on E- Procurement system (E- PADS) Website as per following schedule:

E-Bid Submission Date & Time	23-12-2025 till 11:00 AM
E-Bid Opening Date & Time (Tender would be opened in presence of bidders or their representatives)	23-12-2025 till 11:30 AM

4. The bidders shall submit original bid security **3% of the estimated cost** as mentioned in the above table
 - i. **under Rule 27 of PPRA 2014, Chapter V** in an envelope clearly marked with bidding document number and title. It must be in shape of CDR/Bank Guarantee / Demand Draft / Pay Order of any scheduled bank in favour of
 - ii. The Punjab CNF before the E-Bid submission deadline.
5. On acceptance of tenders, the bidders shall deposit performance guarantee under **PPRA Rules 2014, Section 56, Chapter VII. @ 05%** of the total value of the contract in the form of deposit at call in the name of the Punjab Counter Narcotics Force and draw the contract agreements. Performance Guarantee shall be refunded on successful completion of the contract.
6. The Punjab Counter Narcotics Force reserves the rights to reject all E-Bids or proposals at any time prior to the acceptance of a E-Bids or proposals **under Rule 35 of PPRA 2014.**
7. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all E- Bids or proposals, but shall not be required to justify those grounds.
8. The Tendering process /Conditions will be as per Punjab Procurement Rules, 2014, **Section 38(2)(a) "Single Stage" "One Envelope"** as explained in E-Bidding Documents Technical Sample/brochure etc. of each item shall be mandatory, which will be evaluated.
9. Income/Sales tax registration certificate and other documents as mentioned in E-Bidding documents must accompany the Technical Bids. Taxes will be deducted as per Government rules.
10. E-Bid validity will be till the closure of Financial Year i.e. 30.06.2026
11. The repeat orders shall not exceed 15% of the original procurement **under rule (59 (c) (iv).**
12. Late Comers will not be allowed to participate in the Tender.

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

Section-II: Instructions to Bidders (ITB)

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

Introduction:

- 2.1.1 Scope of Bid** The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the Procurement of Advertisement & Publicity as specified in the Section-III 0 Scope of Services, Section-IV Bid Data Sheet (BDS) and Section VII-Schedule of Requirements. The successful Bidders will be expected to provide the goods and services for the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds** The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
- 2.1.3 Eligible Bidders**
- i) The Invitation to Bids is open to all suppliers i.e., association of firms/companies/sole proprietor/ general order service providers / (JV, if applicable), registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), and registered on e-Procurement System (EPADS), except as provided hereinafter.
 - ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [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.
 - v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
[It is upon procuring agency to decide the participation of Bidders in J.V mode. The limit on the number of members of JV or Consortium or Association and extent of their role shall be prescribed in BDS, in accordance with the guidelines issued by the PPRA].

- 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 forms a Joint Venture, Consortium or Association shall be required to be submitted as part of the E- bid and shall be attested.
- viii) Any E-bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective 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 bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
 - b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this E-bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- xii) A Bidder may be ineligible if –
 - (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are 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;

- (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
- (f) The Bidder is debarred and blacklisted in general (i.e., to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014
- (g) The firm, supplier or 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 PPRA-14, shall be followed.*

2.1.5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its E-bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.6. One Person one bid

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually

As a Bidder or as a member in a joint venture or any similar arrangement.

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

The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.1.7. Work Plan/Deputation Plan

The Bidding Documents

2.2.1. Content of Bidding Documents

i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

- (a) Invitation to Bids
- (b) Instructions to Bidders (ITB)
- (c) Technical Specifications
- (d) Bid Data Sheet
- (e) General Conditions of Contract (GCC)
- (f) Special Conditions of Contract (SCC)
- (g) Schedule of Requirements
- (h) Bid Form
- (i) Bidder Profile Form
- (j) General Information Form
- (k) Affidavit
- (l) Bid Security Form
- (m) Technical Bid Form
- (n) Contract Form
- (o) Financial Bid Form / Price Schedule
- (p) Performance Guarantee Form
- (q) Check List

ii) The Bidder is required to examine all instructions, forms, Terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

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

iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement or on the e-Procurement System (EPADS). The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives

no later than **seven (07) days** prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the e-Procurement System (EPADS) for clarity of bidders.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through e-Procurement System (EPADS).
 - iii) The Procuring Agency will within **three (03) 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 (07) days** prior to the deadline for the submission of Bids. As prescribed in ITB 2.2.2 (i), above. However, this clause shall not apply in case of alternate methods of Procurement.
 - iv) Copies of the Procuring Agency's response will be uploaded on e-Procurement System (EPADS), including a description of the inquiry, but without identifying its source.
 - v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3.
 - vi) If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
 - vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders by uploading same on the e-Procurement System (EPADS). Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre- Bid meeting will not be a cause for disqualification of a Bidder.
- 2.2.3. Amendment of Bidding Documents**
- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, through e-Procurement System (EPADS), 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) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

- iii) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g., email that secures record of the content of subject communication.
- iv) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

Preparation of Bids

- 2.3.1. Language of Bid
 - i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.
- 2.3.2. Bid Form
 - i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the said required goods and services etc. to be provided.
- 2.3.3. Bid Prices
 - i) The Bidder shall indicate on form 8.9 the unit prices (where Applicable) and total Bid price of the goods it proposes to supply under the contract.
 - ii) The Bidder shall indicate on form 8.9 the unit prices (where applicable) and total Bid price of the goods and services etc. of which it proposes to provide under the contract.
 - iii) Prices indicated on the Price Schedule shall be item wise.
 - 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 E-bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies
 - i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
- 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 E-bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its E-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 E-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 E-bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that the Bidder has the financial, technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet
- 2.3.6. Documents
 - i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its E-bid, documents establishing the eligibility and conformity to the Bidding

- Establishing Goods' Eligibility and Conformity to Bidding Documents
- Documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a Certificate of Origin issued at the time of shipment.
 - iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:
 - (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and
 - (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications
 - iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.
 - v) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (a) submitted as part of the E-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 E-bids; and
 - (d) Evaluated to determine compliance with all characteristics listed in the BDS.

{However, the procuring agency may also opt to ask for samples after submission of technical bids (where required)}
 - 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 E-bid if the sample(s)-
 - (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (b) Is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
 - vii) Where it is not possible to avoid using a propriety article as a Sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
 - viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.

2.3.7. Bid Security

- 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 E-bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
- xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the goods by the Procuring Agency.
- xii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
- i) The Bidder shall furnish, as part of its E-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 2.3.7. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for Thirty (30) Days, beyond the validity of Bid, or until furnishing of the Performance Security, whichever is later.**
- iv) Any E-bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than **Thirty (30) days** after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:
 - "38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*
 - Provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".
- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
 - a. If a Bidder withdraws its E-bid during the period of

Bid validity specified by the Bidder on the Bid Form; or b. In the case of a successful Bidder, if the Bidder:

- i. Fails to sign the contract in accordance with ITB Clause 2.6.3;
Or
- ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
- iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

- i) Bids shall remain valid for the period specified 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 / through e- Procurement System (EPADS)). 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 E-bid of the scanned documents in the form of PDF file and as per requirements in tender document.
- 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 E- bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
- iv) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the E- Bid.
- v) The name and position held by each person signing the authorization must be typed or printed below the signature. All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
- vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

2.3.10. Minimum Wage rates/all applicable taxes

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

Submission of E-bids

2.4.1 Sealing and Marking of Bids

- i) N/A
The complete Bids must be submitted online on e- Procurement System (EPADS) website i.e., <https://punjab.eprocure.gov.pk>
- i) E-Bids must be submitted on the e-Procurement System (EPADS) no later than the time and date specified in the Bid Data Sheet. **Physical**

- 2.4.2 Deadline for Submission of E-bids **Bids received through courier services or delivered by the bidder, shall not be accepted.**
- ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
 - iii) E-Bids must be submitted on the e-Procurement System (EPADS) no later than the date and time specified in the BDS.
- 2.4.3. Late E-Bids I) E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. **However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.**
- ii) The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids.
Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
- 2.4.4. Modification and Withdrawal of E-bids
- i) 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, post marked no later than the deadline for submission of E- bids.
 - ii) No E-bid may be modified after the deadline for submission of E-bids.
 - iii) No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-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).
 - iv) 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.
 - v) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

Opening and Evaluation of E-Bids

- 2.5.1. Opening of E-bids by the Procuring Agency
- The Procuring Agency will open all e-Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- i) E-Bids shall be opened on the e-Procurement System (EPADS) one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each E- 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.

- ii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open on the e-Procurement System (EPADS) the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened on the e-Procurement System (EPADS) until the specified time of their opening.
- iii) Technical e-bids shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- iv) Bidders are advised to send in a representative with the knowledge of the content of the E-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 e- Bid.
- v) No E-Bid will be rejected at the time of Bid opening except for late Bids (if any, submitted on system due to technical glitch), pursuant to 2.4.3 (i).
- vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a late bid, the Bid price if applicable.
- vii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.
- viii) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through on the e-Procurement System (EPADS).

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

2.5.2. Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of E-bids or award decisions may result in the rejection of its E-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 on e-Procurement System (EPADS).

2.5.3. Clarification of E-bids

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of e-Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its e-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.

**2.5.4.
Preliminary
Examination**

- 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 e-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 e-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 on the e-Procurement System (EPADS) in electronic forms that provide record of the content of communication.
- i) The Procuring Agency will examine the E-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, and 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 as follows (if applicable):
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 8.9 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or lot 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 e-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 on the e- Procurement System (EPADS).
- 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 complaint on the e-Procurement System (EPADS), 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 complaint on the e-Procurement System (EPADS), 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 e-Bid may lodge a complaint on the e-

Procurement System (EPADS), concerning his grievances not later than ten (10) 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 five (05) 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 or through e-Procurement System (EPADS) that it's e-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 issuance of notification of award / Letter of Intent (LOI)** 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) **Penalty Charges on Late Submission of Performance Security:** If the Contractor delays provision of Performance Security fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, a sum of money @0.25% of the total Performance Security, for every day beyond fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.
- iii) 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 retain the amount equivalent to the percentage of Performance Security from the Contractor's payment, may terminate the Contract and award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new E-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 E-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 fifteen (15) days of issuance of the notification of Contract award/Letter of Intent (LOI)**, 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 E-bid has been determined to be responsive and has been determined to be the lowest evaluated E-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 E-bids**
- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all E-bids or proposals (and to annul the E-bidding process) at any time prior to the acceptance of any E-bid or proposal, without thereby incurring any liability towards the Bidders.
 - ii) The Bidders shall be promptly informed about the rejection of the E-bids, if any
 - iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all E-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 E-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 Practice**
- i) The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after E-bid submission) designed to establish bid prices at artificial, non-competitive 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, non- competitive levels for any wrongful gain;
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”

ii) **Blacklisting & Debarment:**

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

Substantial Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of PPRA, Act, 2009:

“17A. Blacklisting. – (1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor

from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.

- (2) The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.
- (3) Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.
- (4) A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]

As per rule 21 of PPR-14:

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

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

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

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

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

*(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within **thirty (30) 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 (30) 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 (07) 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 (07) 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 (15) 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 (30) days, prefer a representation against the order before the Managing Director of the Authority.*

10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
 11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
 12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
 13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
 14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
 15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
 16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
 17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*
- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

- i) While quoting the rate in a contract, the Bidder must consider the following facts:
 - a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
 - 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 of goods / Scope of Services

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 the any brand / model with equivalent specifications.

LOT # 01 Hardware			
Sr.No.	Items	Specification	Qty
1.	Computer All in One	All-in-One desktop computer with Intel core i5 Minimum 11 Gen (Dell/HP/Lenovo or equivalent), Minimum 8GB RAM+512 GB SSD, Full HD display, integrated webcam and speakers. Branded	As per Requirement
2.	Core i3 Desktop Computer	Intel Core i3 minimum 10 generation Gen processor (Dell/HP/Lenovo or equivalent), Minimum 4GB RAM+512GB SSD, Minimum 18" HD/Full HD monitor, keyboard & mouse. Branded	As per Requirement
3.	Core i5 Desktop Computer	Intel Core i5 Minimum 10th Gen processor (Dell/HP/Lenovo or equivalent), Minimum 8GB RAM+512GB SSD, Minimum 18" Full HD monitor, keyboard & mouse. Branded	As per Requirement
4.	Core i7 Desktop Computer	Intel Core i7 Minimum 10th Gen processor (Dell/HP/Lenovo or equivalent), Minimum 8GB RAM+512GB SSD, Minimum 18" Full HD or higher resolution monitor, keyboard & mouse. Branded	As per Requirement
5.	LED Monitor 17'	Resolution 1280 x 1024 (standard 4:3) or 1440 x 900 (widescreen) Aspect Ratio 4:3 (standard) or 16:10 (widescreen) Brightness 250–450 cd/m ² Contrast Ratio 500:1 or 600:1 Response Time 5–8 ms Display Colors 16.2 million or 16.7 million colors Connectivity VGA and DVI (common) Stand Features Typically includes tilt adjustment; some models support height adjustment or wall mounting (100 x 100 mm VESA)	As per Requirement
6.	LED Monitor 19'	Resolution: Common options are 1366x768 (HD) or 1280x1024 (SXGA). Aspect Ratio: Typically 16:9 for widescreen or 5:4 for older, more square models. Refresh Rate: Usually 60Hz. Response Time: Often 5ms (GTG). Brightness: Varies but is commonly around 200-250 cd/m ² . Static Contrast Ratio: Typically 600:1. Viewing Angle: Varies by panel type, with some models offering 90°/65° (H/V).	As per Requirement

7.	LED Monitor 21.5'	Screen Size: 21.5 inches Native Resolution: 1920 x 1080 (Full HD) Aspect Ratio: 16:9 Pixel Pitch: ~0.248 mm Brightness: ~250 cd/m ² Static Contrast Ratio: ~1000:1 Dynamic Contrast Ratio: ~8,000,000:1 (varies by model) Viewing Angles: ~178° horizontal / 178° vertical (common on IPS panels) Response Time: Typically 5-6 ms GtG, but can be as low as 1ms for gaming models Panel Type: VA or IPS are common, offering good color and viewing angles Color Depth: 16.7 million colors (8-bit) Backlight: WLED (White Light Emitting Diode)	As per Requirement
8.	LED Monitor 22'	Screen Size: 22-inch class Resolution: 1920 x 1080 (Full HD) Aspect Ratio: 16:9 Panel Types: Twisted Nematic (TN), VA, or IPS Brightness: Typically 200-250 cd/m ² Contrast Ratio: Varies, but often between 600:1 and 3000:1 Response Time: Varies, common values are 2ms, 4ms, or 5ms Color Support: 16.7 million colors Viewing Angles: Varies by panel type, ranging from 90° horizontal / 65° vertical (TN) to 178° horizontal / 178° vertical (IPS, VA)	As per Requirement
9.	LED Monitor 23'	Resolution: 1920 x 1080 (Full HD) Aspect Ratio: 16:9 Screen Type: IPS panel is common for better color and viewing angles Brightness: Typically 250 cd/m ² or up to 300 cd/m ² Contrast Ratio: 1000:1 (static) Viewing Angle: 178° horizontal and vertical Response Time: 5 ms to 7 ms Color Depth: 16.7 million colors	As per Requirement
10.	LED Monitor 24.5'	Full HD (FHD) 1920 x 1080 pixels Standard: 60Hz to 100Hz Brightness and Contrast: Brightness generally ranges from 250 to 400 nits, with a typical native contrast ratio of 1000:1 to 3000:1. Some models support HDR for enhanced contrast and color	As per Requirement
11.	LED Monitor 27'	Resolution: Common options include Full HD (1920x1080), QHD (2560x1440), and 4K UHD (3840x2160). Aspect Ratio: Typically 16:9. Refresh Rate: Varies by model, commonly ranging from 60Hz to 100Hz, with higher-end models reaching 120Hz or more. Response Time: Often 5ms, but can be 1ms for gaming models. Brightness: A typical range is around (250-300) cd/m ² , but it can be higher on some models. Contrast Ratio: A typical static contrast ratio is (1000:1)	As per Requirement
12.	LED Monitor 28-30'	Maximum Resolution: 1920 x 1080 (Full HD) Aspect Ratio: 16:9 Panel Type: IPS or VA (Vertical Alignment) Brightness: Typically around 250 cd/m ² Contrast Ratio: 1000:1 (typical) or 3000:1 Color Depth: 16.7 million colors Color Gamut: ~72% NTSC	As per Requirement
13.	LED Monitor 31-32'	Resolution 1920 x 1080 pixels (Full HD) Aspect Ratio 16:9 Panel Type IPS or VA Brightness 250-300 nits Contrast Ratio 1000:1 (static) to 3000:1 (static) Response Time 4ms to 5ms (GTG) Refresh Rate 60Hz or 75Hz.	As per Requirement

14.	LED Monitor 34'	Resolution: Common resolutions are 3440 x 1440 (WQHD) for higher detail or 2560 x 1080 (Full HD) for more budget-friendly models. Aspect Ratio: Almost all are 21:9, providing extra screen real estate for multitasking. Refresh Rate: Varies from 60Hz to over 165Hz, with higher rates ideal for gaming. Response Time: Typically ranges from 1ms to 5ms. Contrast Ratio: A static contrast ratio of 3000:1 is common. Brightness: Typically around 300-400 nits, with some models achieving higher brightness levels.	As per Requirement
15.	Voltage Stabilizer / Surge Protector	Protects electronics from voltage fluctuations and surges with automatic voltage regulation and overload protection	As per Requirement
16.	Router	Dual-band Wi-Fi router with Gigabit Ethernet ports, support for 20+ devices, WPA3 security, and speeds up to 1-3 Gbps.	As per Requirement
17.	Ethernet / Network Cables	100-meter Cat6/Cat6a cable, UTP/STP, supports up to 10 Gbps data transfer, with durable RJ45 connectors for reliable networking.	As per Requirement
18.	Biometric Attendance Machine	Biometric Attendance Machine: Fingerprint and/or face recognition device with 100-500 user capacity, TCP/IP & USB connectivity, and real-time attendance logging.	As per Requirement
19.	Sound System / Speakers	Compact audio system with 20-100W output, wired/wireless connectivity, clear stereo sound, and suitable for meetings, classrooms, or small halls	As per Requirement
20.	Conference Room Speaker System	Multi-microphone and speaker setup with 50-200W output, echo cancellation, wired/wireless connectivity, and clear audio for meetings and presentations	As per Requirement
21.	Hard Disk 1TB	1TB SATA III internal hard disk drive (7200 RPM) or SSD, suitable for general computing (Brand: Seagate Kingston, or equivalent)	As per Requirement
22.	SSD Hard Drive Portable 1TB	Solid State Drive (SSD) with 1TB capacity, SATA III or NVMe interface, read/write speed minimum 500MB/s, compatible with standard desktop and laptop systems, (Samsung/Kingston or equivalent),	As per Requirement

23.	SSD Hard Drive Portable 2TB	Solid State Drive (SSD) with 2TB capacity, SATA III or NVMe interface, read/write speed minimum 500MB/s, compatible with standard desktop and laptop systems, (Samsung/Kingston or equivalent),	As per Requirement
24.	Portable PA System	Minimum 50W RMS output, rechargeable battery (Minimum 4 hours backup), wireless handheld microphone, Bluetooth and USB input (Brand: Sony or equivalent).	As per Requirement
25.	Non-Portable PA System	Minimum 50W RMS amplifier, With speakers (wall/ceiling mount), microphone input, suitable for indoor fixed installation (Brand: Sony or equivalent)	As per Requirement
26.	External DVD Reader	Minimum USB 2.0 external DVD reader, compatible with Windows and Mac, supports DVD±R, DVD±RW, CD-R, CD-RW formats (Brand: LG, Samsung, or equivalent).	As per Requirement
27.	USB Flash Drive 16 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
28.	USB Flash Drive 32 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
29.	USB Flash Drive 64 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
30.	USB Flash Drive 128 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
31.	Wired Keyboard	Standard wired USB keyboard with durable keys, spill-resistant design, compatible with Windows OS, brands (Logitech/Dell/HP or equivalent), 1-year warranty.	As per Requirement
32.	Wireless Keyboard	Wireless keyboard with USB or Bluetooth connectivity, rechargeable or battery-operated, ergonomic design, compatible with Windows OS, brands (Logitech/Dell/HP or equivalent), 1-year warranty.	As per Requirement
33.	Wireless Mouse	Wireless optical mouse with USB receiver or Bluetooth, adjustable DPI, ergonomic design, battery-operated or rechargeable, compatible with Windows OS, brands (Logitech/Dell/HP or equivalent), 1-year warranty.	As per Requirement
34.	Wired Mouse	Standard wired optical USB mouse, ergonomic design, plug and play, compatible with Windows OS, brands (Logitech/Dell/HP or equivalent), 1-year warranty.	As per Requirement

35.	Wireless Mouse Keyboard Set	Wireless optical mouse and Keyboard set with USB receiver or Bluetooth, adjustable DPI, ergonomic design, battery-operated or rechargeable, compatible with Windows OS, brands (Logitech/Dell/HP or equivalent), 1-year warranty.	As per Requirement
36.	Hand Held Super Scanner Metal Detector	Handheld metal detector with adjustable sensitivity, audible and vibration alerts, lightweight and ergonomic design, powered by rechargeable battery, suitable for security screening, Brands (Dahua, ZKTECO or equivalent)	As per Requirement

LOT # 03 Computer Stationary

Sr.No.	Items	Specification	Qty
1.	Toner Printer	High-quality black toner powder compatible with monochrome laser printers from Ricoh, Toshiba, HP, and other approved brands (or equivalent), providing sharp and clear prints, consistent toner flow, minimum 1-year warranty	As per Requirement
2.	Color Toner Printer	High-quality color toner powders (cyan, magenta, yellow, black or any other colour) compatible with color laser printers from Ricoh, Toshiba, HP, and other approved brands (or equivalent), delivering vibrant and accurate color prints, reliable performance, minimum 1-year warranty.	As per Requirement
3.	Toner Fax Machine	High-quality black toner powder compatible with fax machines from Ricoh, Toshiba, HP, and other approved brands (or equivalent), ensuring clear text print, consistent toner supply, minimum 1-year warranty.	As per Requirement
4.	Mouse Pad	Fine Quality	As per Requirement
5.	Cartridge for Photocopy machine	Compatible photocopier cartridges for Ricoh, Toshiba, HP, and other approved brands (or equivalent), high-quality toner ensuring sharp copy quality, reliable and consistent performance, suitable for various photocopier models, with minimum 1-year warranty.	As per Requirement
6.	Cartridge for printer	Compatible printer cartridges for Ricoh, Toshiba, HP, and other approved brands (or equivalent), high-quality ink/toner providing clear print output and reliable performance, suitable for laser and inkjet printers, with minimum 1-year warranty.	As per Requirement
7.	Computer paper Rim	80gm A-4 size	As per Requirement
8.	Computer paper Rim	100gm A-4 size	As per Requirement
9.	Computer paper Rim	100gm Legal size	As per Requirement
10.	Computer paper Rim	80gm Legal size	As per Requirement

11.	USB Flash Drive 16 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
12.	USB Flash Drive 32 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
13.	USB Flash Drive 64 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement
14.	USB Flash Drive 128 GB	USB 3.0 interface for fast data transfer, compatible with Windows and Mac OS, durable casing, brands (SanDisk/Kingston/Transcend or equivalent), 1-year warranty.	As per Requirement

LOT# 02 Software

Sr.No.	Software	Specification	Qty
1.	Microsoft Office 365	Word, Excel, PowerPoint with Urdu support; cloud & offline access; document creation & editing.	As per Requirement
2.	Microsoft Outlook	Official email client with calendar, task scheduling, and departmental communication.	As per Requirement
3.	Adobe Acrobat	Licensed PDF reader and editor software with features for viewing, creating, editing, and digitally signing PDF documents	As per Requirement
4.	Microsoft Office Suit	Licensed office productivity software suite including word processing, spreadsheet, presentation, and email applications.	As per Requirement
5.	Windows 11 Pro	Secure operating system with government policy control features (BitLocker, Group Policy).	As per Requirement
6.	Cam Scanner	CamScanner mobile application for document scanning with auto-cropping, image enhancement, OCR text extraction, multi-page PDF creation, secure cloud backup, and encrypted document sharing	As per Requirement
7.	Grok (xAI)	Real-time internet-connected AI model with high-speed reasoning, multilingual support, and scalable API deployment	As per Requirement
8.	Gemini	Multimodal AI system supporting text, images, audio, and video with enterprise-grade security, fast processing, and Google Cloud integration	As per Requirement
9.	ChatGPT	Advanced generative AI with strong reasoning, coding, and natural language capabilities, featuring secure APIs and customizable enterprise features	As per Requirement
10.	Perplexity AI	AI-powered search and answer engine with real-time web access, citation-based responses, and low-latency cloud performance.	As per Requirement
11.	Claude AI	High-accuracy, safe AI assistant optimized for long-context	As per

		documents, enterprise compliance, and efficient knowledge processing	Requirement
12.	Kaspersky / Symantec	Real-time antivirus, anti-malware, and phishing protection for secure office systems.	As per Requirement
13.	Adobe Photoshop	Licensed professional image editing software with capabilities for photo retouching, layering, and graphic design.	
14.	Windows Defender	Built-in antivirus with firewall and protection for Windows-based systems.	As per Requirement
15.	Zoom	Secure video conferencing for internal and external meetings with screen sharing.	As per Requirement
16.	Microsoft Teams	Team chat, meetings, document collaboration within government network.	As per Requirement
17.	SharePoint	Document sharing, internal portal for file access, collaboration within departments.	As per Requirement
18.	OneDrive for Business	Cloud-based file backup, access across multiple devices, version control.	As per Requirement
19.	TeamViewer / AnyDesk	Remote IT support, troubleshooting, and inter-office access to systems securely.	As per Requirement
20.	Grammarly	Real-time grammar and spelling correction tool for official drafting in English.	As per Requirement
21.	HRMIS (NITB / PITB)	Employee data, leave, attendance, and payroll management system for public sector.	As per Requirement
22.	SAP / Oracle Financials	Budgeting, procurement, and accounts system for financial transparency and control.	As per Requirement
23.	Veeam / Acronis Backup	Scheduled backup of official data, disaster recovery support.	As per Requirement
24.	WordPress (Gov Template)	Website content management for public info portals and departmental websites.	As per Requirement
25.	Google Earth	GIS & satellite mapping for land records, surveys, and planning.	As per Requirement
26.	Canva	Simple graphic design tool for awareness material, infographics, and reports.	As per Requirement
27.	EF Soft OMR Software (2 PCs Licenses)	Licensed Optical Mark Recognition (OMR) software with functionality to design, scan, and evaluate OMR sheets, valid for use on 2 PCs.	As per Requirement
28.	CorelDraw	Licensed vector graphic design software with tools for illustration, layout, and typography suitable for professional design work.	As per Requirement
29.	Google Meet	Licensed video conferencing software with features for virtual meetings, screen sharing, and chat support.	As per Requirement
30.	Norton Anti Virus	Licensed antivirus software with real-time protection against malware, spyware, and online threats.	As per Requirement
31.	AutoCAD	Licensed computer-aided design (CAD) software for creating, editing, and managing 2D drawings and 3D models.	As per Requirement
32.	3D Max With array	Licensed 3D modeling and animation software with advanced rendering capabilities for photorealistic* visuals.	As per Requirement

Section-IV: Bid Data Sheet

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

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	<p>Name of Procuring Agency: <u>PUNJAB COUNTER NARCOTICS FORCE</u></p> <p>The subject of procurement is: <u>PROCUREMENT ADVERTISEMENT & PUBLICITY FOR CNF PUNJAB UNDER CONTRACT.</u></p> <p>Commencement date for delivery of Goods: Within one (01) Week after Intimation letter/Purchase Order by the HEADQUARTER CNF Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Contract.</p>
2.	2.1.2	<p>Financial year for the operations of the Procuring Agency: 2025- 2026</p> <p>Name of Project/ Grant: Non-Development</p> <p>Name of financing institution: PUNJAB CNF</p> <p>Name and identification number of the Contract: N/A</p>
3.	2.1.3 (v)	<p>Maximum number of members in the joint venture, consortium or association shall be: [N/A]. J.V. form 8.2 should be followed.</p> <p>(NOT APPLICABLE)</p>
B. Bidding Document		
4.	2.2.2	<p>The address for clarification of Bidding Documents is:</p> <p><u>PRIMARY CONTACT</u> DEPUTY DIRECTOR MAJOR MUHAMMAD BABAR Headquarters Punjab CNF, LAHORE</p> <p>Email: <u>punjablog2024@gmail.com</u> Headquarter CNF 204 A Upper Mall Scheme, Mall Road, Lahore Phone No.042-99205071</p>
		<p>Bidders should note that during the period from the receipt of the bid and until further notice from the Secondary Contact, all queries should be communicated via the Secondary</p>

		Contact and in writing (e-mail) only.
5.	2.2.2	Pre-Bid Meeting: N/A
6.	2.3.9	The number of E-Bid for each Head Wise to uploaded on E-PADS is in one original.
C. Bid Price, Currency, Language and Country of Origin		
7.	2.3.1	<i>Language of the Bid: English</i>
8.	2.3.4	The price quoted shall be fixed in PAK RUPEES inclusive of all applicable taxes and duties, on DDP destination basis.
9.	2.3.4 & 2.3.9	The price quoted shall be fixed in PAK RUPEES inclusive of all applicable taxes and duties. The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.
D. Preparation and Submission of Bids		
10.	2.2.2	The complete Bids must be submitted online on e-Procurement System (EPADS) website i.e., https://punjab.eprocure.gov.pk
11.	2.4.2	The deadline for E-bid submission is: 23-12-2025 till 11:00 AM
12.	2.5.1	Time, date/ Month/ Year, and place for E-bid opening. 23-12-2025 till 11:30 AM HEADQUARTER CNF, LAHORE 204 A Upper Mall Scheme Mall Road, Lahore Phone: 042-99205071
13.	2.6.2	Amount of Performance Guarantee is: 5% OF THE CONTRACT AMOUNT
14.	2.3.8	Bid validity period after opening of the E-Bid is: upto 30.06.2026
15.	2.3.6	The samples (if demanded) of the items provided by the bidders will be evaluated in conjunction with the specification provided in SECTION – III and approved by the evaluation committee of the procuring agency. The awardee will be required to deliver the items as per approved sample.
E. Opening and Evaluation of Bids		
16.	2.5.1	The E-Bid opening shall take place at: HEADQUARTER CNF, LAHORE 204 A Upper Mall Scheme Mall Road, Lahore Phone: 042-99205071
17.	2.5.7	The currency that shall be used for E-Bid evaluation is: PAK RUPEES (PKR)
F. Bid Evaluation Criteria		
18.	2.5.8	Criteria to Bid evaluation is presented below:

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: <u>FIFTEEN (15%) PERCENT.</u> However, increase or decrease in quantities beyond 15% will be mutually agreed between the Procuring Agency and the Awardee prior to the Contract.
2.6.2	The Performance Guarantee shall be: <u>05% OF THE CONTRACT AMOUNT</u>
2.6.2	<p>The Performance Security (or guarantee) shall be in the form of: Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque; Performance Guarantee must have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.</p> <p>The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.</p> <p><u>Penalty Charges on Late Submission of Performance Security</u> If the Contractor delays provision of Performance Security fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, a sum of money @0.25% of the total Performance Security, for every day beyond fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.</p>

Section-V: General Conditions of Contract

1. Definitions

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 including *food, event management & catering* and other such obligations of the Service Provider covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the 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.
- (l) "e-Bid" means electronic bids (separate financial and technical) to be submitted by bidders on e-Procurement System (EPADS).

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

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

[where applicable]

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

4. Standards

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

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

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

6. Performance Guarantee

Extend only so far as may be necessary for purposes of such performance.

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

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

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

6.1. Within fifteen (15) days of issuance of the notification of Contract award/Letter of Intent (LOI), 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. Performance Guarantee must have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.

Penalty Charges on Late Submission of Performance Security:

If the Contractor delays provision of Performance Security fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, a sum of money @0.25% of the total Performance Security, for every day beyond fifteen (15) days of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.

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

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

- (b) The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

<p>7. Incidental material</p> <p><i>[If required and decided by the Procuring Agency]</i></p>	<p>7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:</p>
<p>8. Payment</p>	<p>8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.</p> <p>As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.</p> <p>The currency of payment is PAK RUPEES (PKR)</p>
<p>9. Prices</p>	<p>9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {Mechanism and formula to be decided by the procuring agency}.</p>
<p>10. Change Orders</p>	<p>The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.</p> <p>If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.</p>
<p>11. Contract Amendments</p>	<p>11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
<p>12. Assignment</p>	<p>12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.</p>
<p>13. Sub-contracts</p>	<p>13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.</p> <p>13.2. Subcontracts must comply with the provisions of GCC Clause 12.</p>
<p>14. Delays in the Service Provider's Performance</p>	<p>Performance of Services shall be made by the Service Provider in Accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely</p>

performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

15. Liquidated Damages

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16 Termination for Default

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

- (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

- (d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive 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, non-competitive levels for any wrongful gain;
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

**17. Force
Majeure**

Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods,

Epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g., epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure".

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

**18. Termination
for Insolvency**

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to

**19. Termination
for Convenience**

Which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

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

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

**20. Resolution of
Disputes**

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

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

21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
23. Notices	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any Information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency. 24.2 The Service Provider shall maintain ACTIVE taxpayer status with Punjab Revenue Authority (PRA) throughout the contract period.
25. Change in minimum wage rate	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category, by the competent authority, but with mutual consent of the procuring agency and the Contractor
26. Framework Contract Period and Extension in Contract period	Initially the contract will be for one (01) Financial Year . However, the same would be extended by the competent authority, on the satisfactory performance by the contractor. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract. Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Contract [as the case may be].

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 Counter Narcotics Force**

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

GCC 1.1 (i)—The Supplier is: **AWARDEE**

2. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: **10% OF THE CONTRACT AMOUNT** Performance Guarantee must have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.

The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

Penalty Charges on Late Submission of Performance Security

If the Contractor delays provision of Performance Security **fifteen (15) days** of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, a sum of money @0.25% of the total Performance Security, for every day beyond **fifteen (15) days** of the issuance of notification of award / Letter of Intent (LOI) from the Procuring Agency, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided are:

[Selected material covered under GCC Clause 7 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Service Provider shall be included in the Contract Price.]

4. Payment (GCC Clause 8)

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

Payment for Services provided: *[to be decided by the Procuring Agency as per rule-62 of PPR-14]*

- 100% payment will be made after complete delivery of goods and provision of services including installation & commissioning, and acceptance of all Goods by the Purchaser.

Payment may be made in Pak. Rupees in the following manner: *(to be decided by the Procuring Agency)*

- (i) **Running Bill modality,**
- (ii) **Treasury Cheque, or**
- (iii) **Cross Cheque**

5. Prices (GCC Clause 9)

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

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate: **one-half (0.5) percent of the Contract Price per week**

Maximum deduction: **ten (10) percent of the Contract Price**

if supply of goods / installation of services is delayed beyond 40 days from receipt of purchase order, the earnest money will be confiscated.

7. Resolution of Disputes (GCC Clause 20)

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

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

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be:
ENGLISH.

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: **PROCURING AGENCY ADDRESS**

—Supplier's address for notice purposes: **AWARDEE's ADDRESS**

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

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

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

DELIVERY SCHEDULE

[In case of multiple contacts; separate table shall be used for Item/goods.]

The delivery period shall start as of _____

Item No.	Description of Goods	Delivery Schedule (Duration)	Location	Required Arrival Date of Goods

Section-VIII: Sample Forms

8.1 Bid Form

*(For each bid item
wise)*

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

Date:

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

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.9 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed *(if required)*, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is:

- a) Original Bid Form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) All the forms relevant to the Technical and Financial Bids (clearly indicated on each form)
- c) Original of Bid Security instrument

8.2 Bidder's JV Members Information Form (If Applicable)

(For each bid item wise)

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

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

Date: *[insert date (as day, month and year) of Bid submission]* Bidding Document No.: *[insert]*

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

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <ul style="list-style-type: none"> • Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. • In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.3 Bidder Profile Form

(For each bid item
wise)

- To be reproduced on the letter head, signed & stamped by the Bidder.
- To be attached with Technical Bid

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

a) Audited Financial Statement Attachment/Income Tax Return (Last 03 years) – or as applicable per the evaluation criteria

Yes	No
-----	----

b) Details of Experience (Last 03 Years) – or as applicable per the evaluation criteria

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

c) Staff Detail and last month Payroll – if applicable per the evaluation criteria

Yes	No
-----	----

8.4 General Information Form

(For each bid item wise)

- To be reproduced on the letter head, signed & stamped by the Bidder.
- To be attached with Technical Bid

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

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

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

8.5 Affidavit

(For each bid item wise)

- To be printed on PKR 1000 Stamp Paper, duly attested by oath commissioner or on the Official Letter-head.
- 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 blacklisted from any Department.
- (ii) The documents/photocopies provided by the firm with its Bid are authentic. (In case of any fake/bogus document found at any stage of the procurement process, the firm shall be black listed as per Rules / Laws.)
- (iii) The firm certify the correctness of information.
- (iv) The firm is not blacklisted or subject to any pending litigation in this regard, with any Government or Public Department.
- (v) The firm comply with Section – III “Technical Specifications”, and Section – VII “Schedule of Requirements” of the Bidding Document.

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.6 Performance Guarantee Form

(For each bid item wise)

To,

[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier)

_____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. [Please insert details].

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract; **AND WHEREAS** we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the

Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.7 Technical Bid Form

(For each bid item wise)

- *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.*
- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with Technical Bid.*

Sr. No.	Description	Quantity	Offered Compliance to Section – III & Section – VII Specifications/Dimensions

Stamp & Signature of Bidder _____

8.8 Contract Form

In confirmation to letter No. -----/PTS(SG), dated -----

CONTRACT BETWEEN

Punjab CNF and M/s -----.

This agreement is executed on

1	Contract No.	/PTS(SG)		
2.	Contractor's Name & Address.			
3.	Contractor's reference.			
4.	Contractor's Sales Tax No.			
5.	Indenter's Name & Address.			
6.	Indenter's Indent No. & Date			
7.	Particulars of Stores.			
Item	Description of stores specifications	Quantity	Rate per unit in Rs.	Total value in Rs.
1	----- <i>(As per approved Sample and specifications).</i>	-----	----- <i>(Including all taxes whatsoever)</i>	----- <i>(----- only)</i>
8.	Name and Address of Consignee.			
9.	Dispatch Instructions.			
10.	Inspection Authority.			
11.	Technical Officer.			
12.	Packing & Marking.			
13.	Delivery Schedule.			
14.	Place of Delivery.			
15.	Payment.			
16.	Part Payment/Part Supply			
17.	Warranty			

18. SPECIAL INSTRUCTIONS.

- (a). The general and special conditions shall be the part and parcel of the contract.
- (b). The Contractor should as per terms of the contract submit his Bill on the prescribed Bill form duly machine numbered. In case of any deviation from the above-prescribed procedure the Payment Office will not be responsible for any delay so caused.
- (c). The Contractor is required to issue "Acknowledgement" immediately on receipt of Cheque from the Payment Officer. In case he fails to acknowledge the Cheque within 07-days, his subsequent payment will be held in abeyance.
- (d). The contractor shall keep the Consignee and Inspection Authority well informed with the supply position.
- (e). Inspection Call should be sent at least two weeks before the date when the inspection is required, failing which actual date of inspection or two weeks after the receipt of the Inspection call, whichever is earlier, will be considered as the date of offering the stores for inspection.
- (f). The contractor shall return within 3 days from the receipt of the contract on the enclosed SLIP duly filled in and signed in token of having received the order.
- (g). The contractor is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the Punjab Counter Narcotics Force to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor to the Audit Office as well as to the purchase officer failing which the entire responsibility for wrong payment will lie on the contractor.
- (h). In case, any minor deviation / discrepancy is observed in the delivered stores, which can be rectified without effecting the quality of the stores, the Inspection Authority, despite

19. **Liquidated Damage.**

The delivery period is essence of the contract. Liquidated damages will be imposed as per General Conditions Clause 2.36 of the bidding document. If the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be the sole discretion of the procuring agency either to grant or refuse extension in delivery period, on the basis of justification/reasoning provided by the bidder.

20. **SECURITY.**

A sum of Rs.-----/- (*Rupees ----- only*) in the form of-----, dated _____ as **10% performance guarantee** has been obtained as security for successful completion of the contract. In case the contractor fails to execute the contract satisfactorily, the amount of security shall be forfeited including Black listing of the firm/individual. The procuring agency also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.

Note: Further the bidding documents shall be part of contract.

(Contractor)

Punjab Counter Narcotics Force
(Contractee)

i. Witness _____

CNIC# _____

ii. Witness _____

CNIC# _____

8.10 Bid Security Form

(For each bid item wise)

- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *Copy of the Bid security instrument must be submitted with the financial proposal,*
- **Original Bid Security Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the Bid Submission deadline at:**

Procurement Office:

Punjab Counter Narcotics Force.

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20__.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

8.11 INTEGRITY PACT

- To be signed by the awardee

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS
IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____ Contract Value: _

Contract Title: _____

..... [Name of Supplier] hereby declares that it has not obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of the Punjab (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

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

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without

Section-IX Check List

(For Purchase of Furniture and Fixture)

- *The provision of checklist is essential prerequisite along with submission of bid **Otherwise, bid will be rejected and disqualified.***
- *Please fill (Yes, No), and attach this Checklist on top of the Technical Proposal*

Sr. No.	Description	Remarks	Yes / No
1	3% Bid Security Instrument (Bank Guarantee, Bank Call- Deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's Cheque) of Estimated Cost of each lot. The Bid Security must be Submitted before Closing time in Procuring Agency.	Mandatory	
2	Certificate of Sole Proprietorship/Company/Firm Registration/Incorporation/Supplier under the Laws of Pakistan.	Mandatory	
3	Minimum 02 years of operations (From Registration date of NTN / FBR)	Mandatory	
4	Valid Income Tax (NTN) & General Sales Tax (GST) Registration Certificates and Active Status of NTN & GST.	Mandatory	
5	Duly signed & stamp of minimum 03 purchase orders/supply orders /completion certificates/ contract related to all lots must be attached.	Mandatory	
6	Duly Signed & Stamped Professional Tax Certificate.	Mandatory	
7	Last 02 Financial Years Audit Reports	Mandatory	
8	Last 01 Financial Years Sales Tax Returns	Mandatory	
9	Last 01 Financial Years Income Tax Return	Mandatory	
10	Certificate of Trade Mark 2001, From Government of Pakistan Must be attached (If a bidder fails to attached a certificate of registration of trade mark they may be considered non-responsive and no processing application are accepted.	Mandatory	
11	Certification of Valid ISO 9001.	Mandatory	

	iii) The firm certify the correctness of information. (iv) The firm is not blacklisted or subject to any pending litigation in this regard, with any Government of Public Department. The firm comply with Section –III “Technical Specification”, and section – VII “Schedule of Requirements” of the Bidding Documents.		
18	Original Bid form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.	Mandatory	
19	Duly Signed and Stamped Company/Firm/Supplier Profile and Business Portfolio enclosed with Technical Bid. (Bidder Profile Form)	Mandatory	
20	General Information Form (as per form 8.4 of Bidding documents) on letter head of the firm, duly signed and stamped.	Mandatory	
21	Technical Bid Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.	Mandatory	
22	Financial Bid Form (as per form 8.9 of Bidding documents) on letter head of the firm, duly signed and stamped.	Mandatory	
23	Bid Security Form (as per form 8.10 of Bidding documents)	Mandatory	
24	Duly Signed and Stamped Bidding Document Copy enclosed with (Technical Bid)	Mandatory	
25	Certification of Active PRA	Mandatory	
26	Compliance to Technical Specification of each Item given in this Bidding Document	Mandatory	
27	Must have turnover of Rs. 100-Million during last three years supported with financial/audited statement (Supported documents must be attached)	Mandatory	
28	Affidavit (Integrity Pact) on legal stamp paper worth Rs. 1000/-	Mandatory	
29	HR Staff List must be Attached with Payroll.	Mandatory	