

Sr.#	Description	Date & Time for submission of tender	Date & Time for opening of tender	Page Nos
01.	Framework contract for Purchase of drugs/medicines/ medical devices / surgical & disposable items (Tender-01)	10:30 AM 16-04-2024	11:00 AM 16-04-2024	02
02.	Purchase of laboratory kits / regents / items (Tender-01)	10:30 AM 17-04-2024	11:00 AM 17-04-2024	105
03.	Purchase of Dental Items (Tender-01)	10:30 AM 17-04-2024	11:00 AM 17-04-2024	164
04.	Purchase of X-Ray Films / Fixers (Tender-01)	10:30 AM 17-04-2024	11:00 AM 17-04-2024	225



**SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
GOVERNMENT OF THE PUNJAB**

F.Y 2024-25

**BIDDING DOCUMENT FOR FRAMEWORK CONTRACT
FOR THE PROCUREMENT OF DRUGS / MEDICINES,
MEDICAL DEVICES & SURGICAL DRESSINGS ETC.**



**BID REFERENCE NO.
01**

Punjab Institute of Mental Health, Shadman II, Jail
Road, Lahore.
Phone No__# 042-99203772-6

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ADVERTISEMENT

"An unexamined life is not worth living."
-Socrates

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Punjab Institute of Mental Health Lahore

TENDER NOTICE 2024-25



Sealed bids of the following categories, addressed to the Executive Director, Punjab Institute of Mental Health, Lahore, are invited under PPRA Rules 2014 (amended). The bidder participating must not be blacklisted by the procuring agency or by the PPRA in whole Punjab. Bidder must have registration with relevant Tax Departments of Govt.

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03.	Purchase of Dental Items (Tender-01)	10:30 AM 17-04-2024	11:00 AM 17-04-2024
04.	Purchase of X-Ray Films / Fixers (Tender-01)	10:30 AM 17-04-2024	11:00 AM 17-04-2024
05.	Auction of Canteen (if not finalized on first date, the 2 nd and 3 rd date of auction will be 19-04-2024 & 20-04-2024. Bid Security Rs. 50,000/- CDR	10:30 AM 18-04-2024	11:00 AM 18-04-2024
06.	Auction of Parking Stand (if not finalized on first date, the 2 nd and 3 rd date of auction will be 19-04-2024 & 20-04-2024. Bid Security Rs. 50,000/- CDR	10:30 AM 18-04-2024	11:00 AM 18-04-2024
07.	General Auction of un serviceable / condemned articles Lot-03 Electric Wire Copper 4 Core. (if not finalized on first date, the 2 nd and 3 rd date of auction will be 19-04-2024 & 20-04-2024. Bid Security Rs. 30000/- Cash	10:30 AM 18-04-2024	11:00 AM 18-04-2024

Tender documents contain terms & conditions and quantities where applicable. After the tender notice published in newspaper a copy of bidding documents is available on the website of Punjab Procurement Regulatory Authority www.ppra.punjab.gov.pk.

All bids should be submitted in a single package containing two separate envelopes under **Single stage – two envelope procedure** specified in PPRA Rules, 2014 (amended). Each envelope shall be clearly marked as "Technical Proposal" and "Financial Proposal". Bidder must submit fresh CDR / Bank Guarantee @ 01% of estimated price as a Bid Security (refundable) in the name of Executive Director, Punjab Institute of Mental Health, Lahore with the FINANCIAL Proposal. No tender will be accepted without Bid Security & such tenders will be rejected. Tender will be submitted at the Purchase Cell of Punjab Institute of Mental Health, Lahore. In case of any official or local holiday, falling on the last date for submission of the bids, the next working day will automatically be the last date for submission and opening of the bids.

Executive Director
Punjab Institute of Mental Health
Lahore

IPL:2517

پاکستان پیپر سٹریٹس لمیٹڈ
 پاکستان پیپر سٹریٹس لمیٹڈ
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Sl. No.	Particulars	Unit	Quantity	Rate	Total
1
2
3
4
5
6
7
8
9
10

Handwritten notes in Urdu script, likely providing details or clarifications regarding the tender items and conditions.

PAKISTAN PAPER STRIPS LIMITED
TENDER NOTICE

Invited bids for the following materials, supplied by the Executive Director, Punjab Institute of Mental Health, Lahore, are under cover PMS-1445/2024-25 (quantity). The tender participants may see the specifications and drawings of the items in Annex Form. Bids must be submitted to the undersigned on or before the date mentioned below.

Sl. No.	Description	QTY	UNIT	EST. PRICE	EST. PRICE
01
02
03
04
05
06
07
08
09
10

Handwritten notes in Urdu script, likely providing details or clarifications regarding the tender items and conditions.

EXECUTIVE DIRECTOR
 Punjab Institute of Mental Health, Lahore-2
 PMS-1445/2024-25

SECTION-I: INVITATION TO BIDS

Punjab Institute of Mental Health, Shadman II, Jail Road, Lahore

INVITATION FOR BIDDERS

FRAMEWORK CONTRACT FOR THE PROCUREMENT OF DRUGS /MEDICINES, MEDICAL DEVICES & SURGICAL DRESSINGS ETC. FOR THE FINANCIAL YEAR 2024-25.

Bid Reference No. 01 Punjab Institute of Mental Health, Shadman II, Jail Road, Lahore.

1. Invites sealed Bids (Technical & Financial) from Manufacturers/Sole Agents of Foreign Manufacturers for the supply of Drugs /Medicines, Medical Devices & Surgical Dressings etc. for the Financial Year 2024-25 on free delivery to Consignee's end basis. Detailed technical specifications along with quantities of Drugs /Medicines, Medical Devices & Surgical Dressings etc. are given in the Bidding Documents.
2. The bidder must bid for entire/total quantity. Bid for partial quantity will straightway be rejected.
3. Bidders can download the Bidding Documents containing Tender's Item Specifications, Quantity, Terms & Conditions from the websites of PPRA (www.ppra.punjab.gov.pk), Procuring Agency's website (www.pimh.punjab.gov.pk) as well as website of Specialized Healthcare & Medical Education Department (www.health.punjab.gov.pk) until the closing date for the submission of bids.
4. Bidding shall be conducted through Single Stage - Two Envelopes bidding procedure of Punjab Procurement Rules, 2014. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters. The outer envelope shall clearly be marked with Tender Enquiry No. for which the proposal is submitted. Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders. It is advised that each financial proposal must be submitted separately for each quoted item.
5. The last date and time for bid submission is **16-04-2024 up till 10:30 AM**. Bid must reach **Purchase Cell, Punjab Institute of Mental Health, Lahore** on **16-04-2024 up till 10:30 AM** which shall be opened on the same date at **11:00 AM**.
6. All bids should be submitted in Tape Binding and properly sealed in envelopes. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Documents with signatures of authorized person. Moreover, signing and stamping of each page of Bidding Documents/Form is mandatory.
7. In case the date of submission and opening is declared as a public holiday by the government or non-working day due to any reason, then the next official working day shall be deemed to be the date of submission and opening of tenders accordingly. The time and venue shall remain the same.

Note:

- 1) The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014.
- 2) Item(s) shall be quoted in Technical & Financial Proposal with both Brand Name(s) and Generic Name.

- 3) The bidder shall attach unhidden photocopy of **up to 1% Bid Security** of estimated cost of quoted item(s) as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR), with Technical Proposal (Hard Copy) and Original with Financial Proposal.

EXECUTIVE DIRECTOR

Punjab Institute of Mental Health, Shadman II,
Jail Road, Lahore.

Phone No__# 042-99203772-6

Section-II: Instructions to Bidders (ITB)

Note:-

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

2.1. Introduction

- 2.1.1 Scope of Bid**
- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds / a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
- 2.1.3 Eligible Bidders**
- i) The Invitation to Bids is open to Manufacturers and Sole Agents of Foreign Manufacturers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). Joint Venture (JV) is not allowed.
 - 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. During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder.
 - v) The invitation for Bids is open to all Manufacturers / Sole Agents of Foreign Manufacturers 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.
 - vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this

Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.

- b) Have controlling shareholders in common; or
- c) Receive or have received any direct or indirect subsidy from any of them; or
- d) Have the same legal representative for purposes of this Bid; or
- e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

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 and contractor is blacklisted/
debarred by any international organization.

xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

2.1.4. Eligible Goods and Services

i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such goods and related services.

ii) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

iii) The origin of goods and services is distinct from the nationality of the Bidder. *In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.*

2.1.5. Cost of Bidding

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

2.1.6. One person one bid

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

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

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

- (a) Invitation to Bids
- (b) Instructions to Bidders (ITB)
- (c) Technical Specifications
- (d) Bid Data Sheet
- (e) General Conditions of Contract (GCC)
- (f) Special Conditions of Contract (SCC)

- (g) Schedule of Requirements
- (h) Bid Form
- (i) Manufacturer's Authorization Form
- (j) Bidder Profile Form
- (k) General Information Form
- (l) Affidavit
- (m) Bid Security Form
- (n) Technical Bid Form
- (o) Contract Form
- (p) Financial Bid Form / Price Schedule
- (q) Performance Guarantee Form
- (r) Check List

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.

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.

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

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the BDS.
- iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in ITB 2.2.2 (i), above. However, this clause

shall not apply in case of alternate methods of Procurement.

- iv) Copies of the Procuring Agency's response as prescribed in ITB clause 2.2.2 (iii) above will be uploaded on the website of procuring agency. The prospective bidders are advised to regularly visit the website of the procuring agency for any clarification issued vide ITB clause 2.2.2 (iii) above.
 - v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3.
 - vi) If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
 - vii) Minutes of the Pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
- 2.2.3. Amendment of Bidding Documents**
- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
 - ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet.

Supporting documents and printed literature furnished by the Bidder may be in same language.

- 2.3.2. Bid Form**
- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 2.3.3. Bid Prices**
- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be as per format on form 8.10 [Financial Bid Form / Price Schedule]
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- i) Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 2.3.5. Documents Establishing Bidder's Eligibility and Qualification**
- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [*Manufacturer's Authorization form No. 8.3*] or producer to supply the same in Pakistan;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 2.3.6. Documents Establishing Goods' Eligibility and Conformity to**
- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.

Bidding Documents

- 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 (if required) may be in the form of literature, drawings, data and shall consist of:
 - (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and
 - (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.
- v) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the BDS;
 - (b) carriage paid;
 - (c) received on, or before, the closing time and date for the submission of bids; and
 - (d) Evaluated to determine compliance with all characteristics listed in the BDS.

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

- ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
- x) Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
- xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the goods by the Procuring Agency.
- xii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

2.3.7. Bid Security

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) Days, beyond the Bid validity period prescribed in BDS.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible upon written request, after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:

provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.

- vi) The successful Bidder's Bid security will be discharged upon the

Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

- vii) The Bid security may be forfeited:
- a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
 - b. In the case of a successful Bidder, if the Bidder:
 - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; or
 - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

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

2.3.9. Format and Signing of Bid

- i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be not be accepted & such bid shall be rejected.
- v) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.

- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

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

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

- vi) The inner and outer envelopes shall:
 - a) Be addressed to the Procuring Agency at the address given in the BDS; and
 - b) Bear the title of the subject procurement or Project name, as the case may be as indicated in the BDS, the Invitation to Bids (ITB) title and number indicated in the BDS, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the BDS, pursuant to ITB 2.4.2.
- vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
 - a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.

b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.

(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

viii) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address provided in the BDS;

b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2;

c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to ITB.2.4.3.

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

2.4.2 Deadline for Submission of Bids

i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.

ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

iii) Bids shall be received by the Procuring Agency at the address specified under BDS no later than the date and time specified in the BDS.

2.4.3. Late Bids

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid before bid submission time.

ii) No Bid may be modified or withdrawn after the deadline for submission of Bids.

iii) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-

14), pursuant to the ITB Clause 2.3.8 (vii).

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

- i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- ii) The Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- iv) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- v) Bidders are advised to send a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vi) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i).
- vii) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- viii) 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.
- ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

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

2.5.2. Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - a) Evaluation & qualification criteria;
 - b) Required scope of work or specifications;
 - c) All securities requirements;
 - d) Tax requirements;
 - e) Terms and conditions of bidding documents.
 - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price

and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.

- b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 2.3.8), Applicable Law (GCC Clause 30), Taxes and Duties (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - a) Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4;
 - b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - c) Has been properly signed;
 - d) Is accompanied by the required securities; and
 - e) Is responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
 - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the

Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

- b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

2.5.7. Conversion to Single Currency

- ii) The amount stated in the Bid will be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.8.
- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

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

2.5.8. Post-Qualification & Evaluation of Bids

- i) In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will technically evaluate and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the Procuring Agency

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

- 2.6.1. Notification of Award**
- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted. In order to save time, the successful bidder through its authorized representative can also receive the notification of award form procuring agency.
 - ii) The notification of award will constitute the formation of the Contract.
 - iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).
- 2.6.2. Performance Guarantee**
- i) Within seven (07) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
 - ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
- 2.6.3. Signing of Contract/
Issuance of Purchase Order**
- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*. The Framework Contract is to be made on Stamp Paper worth of Rs. @ 25 paise per every one hundred rupees of the total value of the contract, under section 22(A)(B) of schedule 1 of Stamp Duty Act 1899 read with Finance Act 1995 (Act-VI of 1995) Notification No. JAW/HD/8-21/77 (PG) dated 1st January 2014.
 - ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
 - iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.
- 2.6.4. Award Criteria**
- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

2.6.6. Procuring Agency's Right to Accept or Reject All Bids

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

- i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

"(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution*

of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”

ii) **Blacklisting & Debarment:**

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

Requirements & Procedure for Blacklisting & Debarment:

As per 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 days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

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

5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*

17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

[Framework Contract Modality]

2.7
Price
Reasonability
Certificate

2.8 Compliance of DRAP Act 2012 / The Drug Act 1976 and rules framed thereunder

i) While quoting the rate in a framework contract, the Bidder must consider the following facts:

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

The supplier shall Certifies on judicial stamp paper that the prices quoted to the Procuring Agency against the quoted items are not more Trade Price as per Maximum Retail Price fixed by the Federal Government under Drugs Act, 1976 / DRAP Act, 2012.

All supplies will comply with the provision of DRAP Act, 2012 / Drugs Act, 1976 and rules framed there under

Section-III. Technical Specifications

3.1. Technical Specifications

S#	Name of Item	Specification	Estimated price (PKR)	Quantity	Financial Impact (PKR)
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As Per Annexure - B

Note:

1. The estimated cost is for calculation of bid security only. Moreover, in case of variation in pack size of dosage form (liquid) rates will be calculated on per ml basis.
2. The bidder shall provide 02 commercial packs of the quoted brand of each quoted item for medicines/drugs and 04 commercial packs of medical devices along with its bid. Packaging/packing material of the Drug/Medicine/Medical Devices shall be of same quality/strength/gauge/grammage as supplied in local market.
3. The packaging of glass bottle (oral/injectable) and plastic bottle/HDPE/PVDC material shall be as per submitted commercial samples for the pharmaceutical finished product packaging.
4. Certificate regarding fulfillments of requirements under Bio Safety Act 2005 and the rules framed there under must be attached for Vaccines/Sera, Biotechnical products etc.
5. For thermolabile drugs for which storage temperature is 2-8 degree centigrade. The firm shall be bound to produce batch wise cold chain data from the source of origin & thermology data from factory to Consignee's end.

Any further information can be obtained from the office of Purchase **Punjab Institute of Mental Health, Shadman II, Jail Road, Lahore.**

Phone No__# 042-99203772-6

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: Punjab Institute of Mental Health, Shadman II, Lahore.</p> <p>Subject of procurement is: Framework Contract for the Procurement of Drugs/ Medicines, Medical Devices & Surgical Dressings etc.</p> <p>Period for delivery of goods: Financial Year 2024-25</p> <p>Place of Delivery of goods: The goods will be delivered at Consignee's End (Procuring Agency/its designated place).</p> <p>Commencement date for delivery of Goods: Date of Signing of Contract / LC Opening Date / Purchase Order Issuance date as the case may be</p>
2.	2.1.2	<p>Financial year for the operations of the Procuring Agency: 2024-25</p> <p>Name of Project/ Grant (Non Development): Framework Contract for the Procurement of Drugs/ Medicines, Medical Devices & Surgical Dressings etc. (Non- Development)</p> <p>Name of financing institution: Government of the Punjab</p> <p>Name and identification number of the Contract: Framework Contract for the Procurement of Drugs/ Medicines, Medical Devices & Surgical Dressings etc.</p> <p>Bid Reference No. 01</p>
3.	2.1.3 (iv)	Joint venture is not allowed
4.		All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan.
5.	2.3.6(iii)	<p>Demonstration of authorization by manufacturer: The bidder shall submit the authorization by manufacturer as per form 8.3.</p>

B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is Punjab Institute of Mental Health, Shadman II, Lahore.
7.	2.2.2	PRE-BID MEETING Not Applicable.
8.	2.3.9	One (01) complete bid (including separate technical & financial bid) is required to be submitted in original. Copy of the Bid is not required.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	Bid Language is English 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.
10	2.3.4	The price quoted shall be in Pak Rupee (PKR)
11.	2.3.4	The quoted item shall not be higher than the Trade Price as per MRP fixed by DRAP / benchmark prices notified by the DRAP.
12.	2.1.4 (ii)	Country of Origin: All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan.
D. Preparation and Submission of Bids		
13.	2.1.3	Evaluation criteria is described in Section F below "Bid Evaluation Criteria" of the Bid Data Sheet.
14.	2.3.6	Spare parts not required
15.	2.2.2	Bid shall be submitted to: Purchase Cell, Punjab Institute of Mental Health, Shadman II, Lahore. Ph No. 042-99203772-6
16.	2.4.2	BID SUBMISSION Day : Tuesday Date : 16-04-2024 Time : 10:30 AM
17.	2.5.1	BID OPENING Day : Tuesday Date : 16-04-2024 Time : 11:00 AM Venue : (Office of the Executive Director Punjab institute of mental health Lahore.)
18.	2.6.2	Amount of Performance Guarantee is 05% of the value of contract. Performance Guarantee will be in PKR.
19.	2.3.8	Amount of bid security is 1% of Estimated Cost of the quoted Item (s) as given in Bidding Document against each Item
20.	2.3.9	Bid validity period after opening of the Bid is: 180 days

21.	2.3.9	Number of copies of the Bid to be provided are zero.
E. Opening and Evaluation of Bids		
22.	2.5.1	The Bid opening shall take place at: BID OPENING Day : Tuesday Date : 16-04-2024 Time : 11:00 AM Venue : (Office of the Executive Director Punjab institute of mental health Lahore.)
23.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes for conversion of all Bid prices expressed in various currencies is: Pak Rupee (PKR) The source of exchange rate shall be: <i>State Bank of Pakistan</i> The date of exchange rate shall be: Date of Financial Bid Opening.
F. Bid Evaluation Criteria		
24.	2.5.8	F : <u>BID EVALUATION CRITERIA</u>

SECTION - F
TECHNICAL EVALUATION CRITERIA
FOR DRUGS / MEDICINES
(FOR LOCAL MANUFACTURER)

Failure to comply with any compulsory parameter will result in “non- responsiveness of the bidder for quoted item”. Bidders complying with Compulsory Parameters will be evaluated further for Marking Criteria.

COMPULSORY PARAMETERS

- i. The bidder will submit Up To 1 % Bid Security of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any scheduled bank. (Attach unhidden photocopy with Technical Proposal and Original with Financial Proposal)
- ii. The bidder must possess valid Drug Manufacturing License issued by DRAP.
- iii. The bidder must possess valid Good Manufacturing Certificate (GMP) OR Valid Satisfactory GMP Inspection Report issued by DRAP.
- iv. Qualification of quoted item section is compulsory only those section will be considered which are mentioned on valid GMP Certificate OR on Valid Satisfactory GMP Inspection Report issued by DRAP.
- v. The bidder will provide valid Drug Registration Certificate on the name of bidder of the quoted product (DRC must have quoted pack size). Experience of quoted item must be at least one year which will be considered from date of registration of the product.
- vi. Specifications quoted in the technical offer will be verified from samples provided with the

bid. Product that complies 100% with the required specifications and fulfill the requirements as per prevailing rules shall be considered.

- vii. The firm will provide form-29 issued by SECP. (Article of association of companies) /Form C (Registered from registrar of firms)/ sole proprietorship.
- viii. The bidder must submit bio similarity studies data of quoted item (for biologicals and biotech products). The biosimilar study must be from DRAP notified labs or WHO / JpMHLW / EMA / US FDA approved / accredited labs only OR quoted product must have status of reference product for biosimilar studies on US-FDA /registered at EMA official websites.
- ix. The firm will submit undertaking on minimum of Rs. 100 E. stamp paper that none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.
- x. Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of the quoted item manufactured by firm by DTLs of the Punjab / any Competent Lab” on valid Rs. 100 stamp paper duly verified by notary public.
- xi. The firm will submit undertaking on minimum of Rs. 100 E.Stamp Paper legalized/notarized that Firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Drugs / Medicines.
- xii. The firm undertakes that currently it is not Blacklisted/Debarred by **Punjab Institute of Mental Health, Lahore** on valid minimum of Rs. 100 E.stamp paper duly verified by notary public.
- xiii. The firm will undertake on notarized stamp paper of minimum of Rs. 100 E.stamp that the firm will be bound to provide stocks in reefer container(s) (maintaining controlled temperature as per item specs) for delivery of goods to the procuring agencies. Physical assurance will be pre-requisite at the time of delivery of goods.
- xiv. The firm will undertake on notarized stamp paper of Rs. 100 that the firm will be bound to supply the stock in compliance to SRO 470(l)/2017 subject to requirement of the department.
- xv. The applicant will submit an affidavit on minimum of Rs. 100 E.stamp paper (Notarized) stating the applicant accepts all the terms and conditions of the Tender Document.
- xvi. **Two pack of samples** for evaluation by the technical committee (Samples must be of commercial pack).

ORDINARY PARAMETERS

FOR DRUGS / MEDICINES (LOCAL MANUFACTURERS)

(MARKING CRITERIA)

Serial No.	Description	Category Points
1	SOURCE OF API OF QUOTED ITEM	Max 10
A	Source Licensed by Original or accredited by FDA/WHO/EMA (Certificate). Firm should provide import documents (Bill of Lading/Airway Bill / GD documents etc.) of quoted source for last two years	10
B	Other source of API with certificate of analysis	05
<i>Furthermore, bidder will undertake on Rs.100/- notarized stamp paper that it will provide supply manufactured from claimed source.</i>		
2	FINANCIAL SOUNDNESS OF THE FIRM	Max 10
A	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be Equivalent or Higher than 1,000 million rupees for medicine of local manufacturer.	10
B	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 700 million rupees or above for medicine of local manufacturer.	07
C	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 500 million rupees or above for medicine of local manufacturer.	05
D	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 250 million rupees or above for medicine of local manufacturer.	03
<i>Firm will provide FBR income tax return/sales Tax return for the last three financial years (Joint venture, consortium and subsidiary shall not be accepted).</i>		
3	EXPERIENCE OF THE QUOTED PRODUCT FOR LAST TWO YEARS	Max 10
A	Supply of the quoted product Equivalent or Higher than the advertised quantity in Private Sector.	10
B	Supply of the quoted product at least 70% or above of total of advertised quantity in Private Sector.	07
C	Supply of the quoted product at least 50% to below 70% of advertised quantity in Private Sector.	05
D	Supply of the quoted product at least 25% to below 50% of advertised quantity in Private Sector.	03

The bidder shall provide (attach) summary of private market sale. (This summary must be on stamp paper of Rs. 100 duly legalized/notarized which may be verified. Any false claim lead to disqualification/blacklisting of firm)

4	EXPERIENCE OF THE QUOTED PRODUCT FOR LAST TWO YEARS	Max 10
A	Supply of the quoted product Equivalent or higher than advertised quantity in Public sector.	10
B	Supply of the quoted product at least 70% or above of total of advertised quantity in Public Sector.	07
C	Supply of the quoted product at least 50% to below 70% of advertised quantity in Public Sector.	05
D	Supply of the quoted product at least 25% to below 50% of advertised quantity in Public Sector.	03

The bidder shall provide (attach) summary of purchase orders of institutional/Public sale along with delivery challan (DC) of subsequent Purchase Orders. (This summary must be on stamp paper of Rs.100 duly legalized/notarized along with Purchase Orders For Last Two Years & relevant Delivery Challan. The Purchase Orders /DC may be verified, and any false claim shall lead to disqualification/blacklisting of firm. Purchase order along with relevant delivery Challan of the respective government institution will be considered only (alone purchase order will not be considered.)

Note: The experience of the quoted item (Purchase Orders) shall be considered on the name of the bidder only.

5	CREDIBILITY & CERTIFICATION OF MANUFACTURER	Max 15
A	Valid ISO 17025 Certification for competence of Testing and Calibration of Labs.	3
B	Valid ISO 14001 (Certificate)	3
C	Valid International reputed certification (WHO/UNICEF/JpMHLW/UNFPA/WFP/US-FDA)	3
D	Waste Water Treatment Plant (attach copy of layout plan of installed plant and SOPs)	3
E	Registration of firm with IQVIA Solutions (formerly IMS) for each quoted item.	3
6	QUALITY OF PRODUCT	Max 5
A	If samples of quoted product declared sub-standard by DTL are less than 1% during last Financial Year.	5
B	If samples of quoted product declared sub-standard by DTL are 1-2% during last Financial Year.	3
C	If samples of quoted product declared sub-standard by DTL are 2-3% during last Financial Year.	1

The bidder will provide undertaking on Rs. 100/- notarized stamp paper. Data of substandard batches may be verified from Drug Testing Laboratories.

7	NUMBER OF FUNCTIONAL STABILITY CHAMBER	Max 6
A	No. of functional stability chamber 2-3 or	2
B	No. of functional stability chamber 4-6 or	4
C	No. of functional stability chamber 7 or above	6

The firm must submit undertaking on notarized stamp paper of worth Rs. 100/-. The Firm will also submit valid calibration/validation report.

8	STABILITY STUDIES	Max 02
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A	Accelerated Stability Study data of quoted item	01
B	Real Time Stability Study data of quoted item for last two years	01
9	Primary Reference Standard with Valid Shelf Life used for Quality Control Testing/Analysis of Quoted Item (The firm shall submit Import/Shipping Documents/Import trail and Certificate of Analysis (COA).	Max 02
10	TECHNICAL STAFF OF MANUFACTURING UNIT	Max 05
A	Total Number of pharmacist (Minimum number of employed pharmacists must be 10 excluding M.Phil and PhD)	02
	At least two M.Phil degree holder in any Discipline of Pharmacy or related field	02
	At least one Ph.D degree holder in any Discipline of Pharmacy or related field	01
<p><i>The bidder shall provide the attested copies of degrees & appointment issued by firm to employees. The firm shall provide undertaking of Rupees 100 stamp paper (Affidavit) that the staff (claimed in Tender/Bidding documents) is currently working in Manufacturing unit/Firm and will provide HEC approved or Equivalency (in case of Foreign Degree holders) degrees along with appointment letter.</i></p>		
11	AVAILABILITY OF PRODUCT AT MAJOR CHAIN PHARMACIES	Max. 05
A	Availability of product at major chain pharmacies having minimum 05 branches with in Punjab (one mark for each chain & maximum up to 5 marks) - Specialized Hospital Items may be exempted from said requirement. In such cases Hospitals purchase orders (P.O) will be considered maximum up to 5 Marks. (Purchase order along with delivery Challan of pharmacy/Hospitals will be accepted only). The firm will submit warranty Invoice (s). Warranty Invoice (s) shall be issued by the authorized distributor to the chain pharmacy for the quoted item from last two years. Any false claim shall be considered as fraudulent practice. Unnecessary/ irrelevant document should not be part of bid. The firm will also submit undertaking on Rs.100 stamp paper that its quoted product is available in retail chain as per provided record submitted in bid.	05
	GRAND TOTAL	80
	QUALIFYING MARKS = 60%	

QUALIFYING MARKS: 48 OUT OF 80 (60%)

Financial bids of only “Technically Responsive Bidders” will be opened.

**(A) TECHNICAL EVALUATION CRITERIA FOR DRUGS/MEDICINES
(FOR SOLE AGENT/ IMPORTERS OF FOREIGN PRINCIPALS)**

Failure to comply with any compulsory parameter will result in “non- responsiveness of the bidder for quoted item”. Bidders complying with Compulsory Parameters will be evaluated further for “Marking Criteria”.

COMPULSORY PARAMETERS

- i. The bidder will submit 1 % Bid Security of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any scheduled bank. (Attach unhidden photocopy with Technical Proposal and Original with Financial Proposal)
- ii. The bidder must possess valid Drug Sale License.
- iii. Valid Sole agency agreement of quoted item.
- iv. The bidder will provide valid Drug Registration Certificate on the name of bidder of the quoted product (DRC must have quoted pack size). Experience of quoted item must be at least one year which will be considered from date of registration.
- v. Specifications quoted in the technical offer will be verified from samples provided with the bid. Product that complies 100% with the advertised specifications and fulfill the requirements as per prevailing rules shall be considered.
- vi. Quoted product must have WHO Prequalification / JpMHLW / EMA / USFDA approval.
- vii. The bidder must submit bio similarity studies data of quoted item (for biologicals and biotech products). The biosimilar study must be from DRAP notified labs or WHO / JpMHLW / EMA / US FDA approved / accredited labs only or Quoted product must have status of reference product for biosimilar studies in US FDA/registered at EMA official website.
- viii. The firm will submit undertaking on Rs.100 stamp paper that none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.
- ix. Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of quoted item supplied by firm by DTLs of the Punjab/any Competent Lab” on valid Rs. 100 stamp paper duly verified by notary public.
- x. The firm will submit undertaking on Rs.100 Stamp Paper legalized/notarized that Firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Drugs/Medicines.
- xi. The firm undertakes that currently it is not Blacklisted/Debarred by **Punjab Institute of Mental Health, Lahore** on valid minimum of Rs.100 E.stamp paper duly verified by notary public.
- xii. The firm will undertake on notarized stamp paper of Rs.100 that the firm will be bound to provide stocks in refrigerated container(s) (maintaining controlled temperature as per item specs) for delivery of goods to the procuring agencies. Physical assurance will be pre-requisite at the time of delivery of goods.
- xiii. The firm will undertake on notarized stamp paper of Rs. 100 that the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.
- xiv. The applicant will submit an affidavit on Rs. 100/- stamp paper (Notarized) stating the applicant accepts all the terms and conditions of the Tender Document.
- xv. **Two pack of samples** for evaluation by the technical committee (Samples must be of commercial pack).

ORDINARY PARAMETERS

FOR DRUGS/MEDICINES (FOR SOLE AGENT/ IMPORTERS OF FOREIGN PRINCIPAL) (MARKING CRITERIA)

SERIAL NO.	DESCRIPTION	CATEGORY POINTS
1	EXPERIENCE OF THE QUOTED PRODUCT FOR LAST TWO YEARS	Max 10
A	Supply of the quoted product Equivalent or Higher than the advertised quantity in Private Sector.	10
B	Supply of the quoted product at least 70% or above of total of advertised quantity in Private Sector.	07
C	Supply of the quoted product at least 50% to below 70% of advertised quantity in Private Sector.	05
D	Supply of the quoted product at least 25% to below 50% of advertised quantity in Private Sector.	03
<i>The bidder shall provide (attach) summary of private market sale. (This summary must be on stamp paper of Rs.100 duly legalized/notarized which may be verified. Any false claim will lead to disqualification/blacklisting of firm)</i>		
2	FINANCIAL SOUNDNESS OF THE FIRM	Max 10
A	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be Equivalent or Higher than 600 million rupees of Sole Agent of Foreign manufacturer.	10
B	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 450 million rupees or above of Sole Agent of Foreign manufacturer.	07
C	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 300 million rupees or above of Sole Agent of Foreign manufacturer.	05
D	Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be at least 150 million rupees or above of Sole Agent of Foreign manufacturer.	03
<i>Firm will provide FBR income tax return/sales Tax return for the last three financial years (Joint venture, consortium and subsidiary shall not be accepted).</i>		
3	EXPERIENCE OF THE QUOTED PRODUCT FOR LAST TWO YEARS	Max 10
A	Supply of the quoted product Equivalent or Higher than the advertised quantity in Public Sector.	10
B	Supply of the quoted product at least 70% or above of total of advertised quantity in Public Sector.	07
C	Supply of the quoted product at least 50% to below 70% of advertised quantity in Public Sector.	05
D	Supply of the quoted product at least 25% to below 50% of advertised quantity in Public Sector.	03
<i>The bidder shall provide (attach) summary of purchase orders of institutional/Public sale along with delivery challan (DC)of subsequent Purchase Orders.(This summary must be on stamp paper of Rs.100 duly legalized/notarized along with Purchase Orders (Last Two Years) & relevant Delivery Challan. The Purchase Orders /DC may be verified, and any false claim shall lead to disqualification/blacklisting of firm. Purchase orders along with relevant delivery Challan of the respective government institution will be considered only (alone purchase orders will not be considered.)</i>		
<i>Note: The experience of the quoted item (Purchase Orders) shall be considered on the name of the bidder only.</i>		

4	BIDDER & MANUFACTURER RELATIONSHIP REGARDING IMPORT EXPERIENCE (IN CASE OF SOLE AGENT)	Max 10
	Sole Agent Certification/Authorization from Manufacturer	
	Up to 2 years	05
	Above 2 to 5 years	07
	Above 5 years	10
5	LOCAL MARKET BUSINESS	Max 15
	How many years the quoted product is being marketed in Pakistan?	
	<i>Less than one year will not be considered eligible</i>	
	1 to 2 year	05
	Above 2 to 5 years	10
	Above 5 years	15
6	COMPLIANCE OF QUALITY STANDARDS OF QUOTED ITEM	Max 05
	Quality Compliance Standards (EMA / JpMHLW / US FDA / prequalified by WHO / The product having registration in Stringent Regulatory Authorities (SRA) Founding Regulatory Members countries as (Europe, USA, and Japan) and Standing Regulatory Members as (Canada, Switzerland & Australia), Regulatory Members (Brazil, China, Singapore, Republic of Korea).	05
7	QUALITY OF PRODUCT	Max 05
	If samples of quoted product declared sub-standard by DTL are less than 1% during last Financial Year.	05
	If samples of quoted product declared sub-standard by DTL are 1- 2% during last Financial Year.	03
	If samples of quoted product declared sub-standard by DTL are 2- 3% during last Financial Year.	01
<i>The bidder will provide undertaking on Rs. 100/- notarized stamp paper. Data of substandard batches can be verified from Drug Testing Laboratories.</i>		
8	AVAILABILITY OF QUOTED PRODUCT (P.O/PERFORMA INVOICE/LC COPY ETC.) SINCE FOR LAST TWO YEARS	Max 10
	Countries (USA/Europe/Japan/UK)	10
	Or Other Countries 1 mark per country 05 and above countries	05
	GRAND TOTAL	75
	QUALIFYING MARKS = 60%	

QUALIFYING MARKS: 45 OUT OF 75 (60%)

Financial bids of only "Technically Responsive Bidders" will be opened.

(B) TENDER/BID TECHNICAL EVALUATION CRITERIA

FOR MEDICAL DEVICES (FOR LOCAL MANUFACTURER & SOLE AGENT OF FOREIGN PRINCIPAL) (OTHER THAN AUTODISABLE SYRINGES)

Failure to comply with any compulsory parameter will result in “non-responsiveness of the bidder for quoted item”.

COMPULSORY PARAMETERS

- a. The bidder will submit Up To 1 % Bid Security of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any scheduled bank. (Attach unhidden photocopy with Technical Proposal and Original with Financial Proposal)
- b. Valid Drugs Manufacturing License (for manufacturers) / Valid Drugs Sale License & Valid Establishment Registration Certificate (for sole agents).
- c. Valid Drug Registration Certificate/Drug Enlistment Certificate in the name of bidder, whichever applicable as per Medical Devices Rules 2017 of the quoted product issued by DRAP Pakistan.
- d. Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer).
- e. Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be 165 Million Rupees or above for local manufacturer/Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return / sales Tax return for the last three financial years.
- f. Valid Sole Agency Agreement of quoted item. (for Importers).
- g. Valid ISO 13485
- h. Valid quality certification of CE/UNFPA/JpMHLW/US FDA approval certification or prequalification by WHO. Certificates provided by the firm on its own letter head are not acceptable, CE marked by conformity assessment bodies (CABs) notified in NANDO database under the relevant European directive for medical devices of European Union will be accepted only.
- i. Valid Free Sale Certificate indicating that the quoted brand is freely available in the country of manufacturer. This certificate must be issued by relevant authority of the country of origin duly legalized/ notarized by embassy of Pakistan/ country of manufacturer (For Sole agents only). This certificate shall be valid till validity period of the Bid.
- j. The experience of quoted product must be at least three years (Financial year) **since July 2018** onward till closing date of submission of tender. (Firm must attach Purchase Orders of quoted items of Public Sector Institution anywhere in Pakistan).

Note: The experience of the quoted item (Purchase Orders) shall be considered on the name of the bidder only.

- k. The firm will submit undertaking on Rs.100 stamp paper that none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Tender Document submission.
- l. Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of quoted

- item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab” on valid Rs.100 stamp paper duly verified by notary public.
- m. The firm will submit undertaking on Rs.100 Stamp Paper legalized/notarized that Firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.
 - n. The firm undertakes that currently it is not Blacklisted/Debarred by **Punjab Institute of Mental Health, Lahore** valid on minimum of Rs. 100 E. stamp paper duly verified by notary public.
 - o. The firm will undertake on notarized stamp paper of minimum Rs. 100 that the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.
 - p. **Four pack of samples** for evaluation by the technical committee (Samples must of commercial pack). The result of end user evaluation shall be treated as knockdown criteria.

NOTE:

Financial bids of only “Technically Responsive Bidders” will be opened.

(D) TENDER/BID TECHNICAL EVALUATION CRITERIA FOR AUTO DISABLE /REUSE PREVENTION SYRINGES ONLY

(FOR LOCAL MANUFACTURER & SOLE AGENT OF FOREIGN PRINCIPAL)

Failure to comply with any compulsory parameter will result in “non- responsiveness of the bidder for quoted item”.

COMPULSORY PARAMETERS

- a. The bidder will submit Up To 1 % Bid Security of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any scheduled bank. (Attach unhidden photocopy with Technical Proposal and Original with Financial Proposal)
- b. Valid Drugs Manufacturing License (for manufacturers) / Valid Establishment Registration Certificate (for Sole Agents).
- c. Valid Drugs Sale License (for Sole Agents).
- d. Valid Device Registration Certificate/Device Enlistment Certificate in the name of bidder, whichever applicable as per Medical Devices Rules 2017 of the quoted product issued by DRAP Pakistan.
- e. Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer).
- f. Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be 165 Million Rupees or above for local manufacturer/Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return/sales Tax return for the last three financial years.
- g. Valid Sole Agency Agreement of quoted item. (for Importers).
- h. Valid ISO 13485.
- i. Valid quality certification of JpMHLW/US FDA approval certification or prequalification by WHO. Certificates provided by the firm on its own letter head are not acceptable.
- j. Valid Free Sale Certificate indicating that the quoted brand is freely available in the country of manufacturer. This certificate must be issued by relevant authority of the

country of origin duly legalized/ notarized by embassy of Pakistan/ country of manufacturer (For Sole agents only). This certificate shall be valid till validity period of the Bid.

- k. The experience of quoted product must be at least one year (Financial year) **since July 2018** onward till closing date of Tender document submission. (Firm must attach Purchase Orders of quoted items of Public Sector Institution anywhere in Pakistan).

Note: The experience of the quoted item (Purchase Orders) shall be considered on the name of the bidder only.

- l. The firm will submit undertaking on Rs.100 stamp paper that none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.
- m. Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of quoted item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab” on valid Rs.100 stamp paper duly verified by notary public.
- n. The firm will submit undertaking on Rs.100 Stamp Paper legalized/notarized that Firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.
- o. The firm undertakes that currently it is not Blacklisted/Debarred by **Punjab Institute of Mental Health, Lahore** on valid minimum of Rs.100 E.stamp paper duly verified by notary public.
- p. The firm will undertake on notarized stamp paper of Rs. 100 that the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.
- q. **Four pack of samples** for evaluation by the technical committee (Samples must of commercial pack). The end user evaluation shall be knockdown criteria.

NOTE:

Financial bids of only “Technically Responsive Bidders” will be opened.

(E) TENDER TECHNICAL EVALUATION CRITERIA FOR SURGICAL DRESSING ONLY
(FOR LOCAL MANUFACTURER & SOLE AGENT OF FOREIGN PRINCIPAL)

Failure to comply with any compulsory parameter will result in “non- responsiveness of the bidder for quoted item”.

COMPULSORY PARAMETERS

- a. The bidder will submit Up To 1 % Bid Security of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any scheduled bank. (Attach unhidden photocopy with Technical Proposal and Original with Financial Proposal)
- b. Valid Drugs Manufacturing License (for manufacturers) / Valid Establishment Registration Certificate (for Sole Agents).
- c. Valid Drugs Sale License (for Sole Agents).
- d. Valid Device Registration Certificate/Device Enlistment Certificate in the name of bidder, whichever applicable as per Medical Devices Rules 2017 of the quoted product issued by DRAP.
- e. Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer).
- f. Minimum Annual financial turnover for any of single financial year (i.e. during the last three financial years) must be 150 Million Rupees or above for local manufacturer/Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return/sales Tax return for the last three financial years.
- g. Valid Sole Agency Agreement of quoted item. It must be from at least previous one year till the last date of bid submission (for Importers).
- h. Valid ISO 13485.
- i. The firm will provide form-29 issued by SECP. (Article of association of companies) /Form C (Registered from registrar of firms)/ sole proprietorship. (For manufacturer only)
- j. Valid Free Sale Certificate indicating that the quoted brand is freely available in the country of manufacturer. This certificate must be issued by relevant authority of the country of origin duly legalized/ notarized by embassy of Pakistan/ country of manufacturer (For Sole agents only).
- k. The experience of quoted product must be at least three years (Financial year) since July 2018 onward till closing date of Tender document submission. (Firm must attach Purchase Orders of quoted items of Public Sector Institution anywhere in Pakistan).
Note: The experience of the quoted item (Purchase Orders) shall be considered on the name of the bidder only.
- l. The firm will submit undertaking on Rs.100 stamp paper that none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.
- m. Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of the quoted item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab” on valid Rs.100 stamp paper duly verified by notary public.
- n. The firm will submit undertaking on Rs.100 Stamp Paper legalized/notarized that Firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.

- o. The firm undertakes that currently it is not Blacklisted/Debarred by **Punjab Institute of Mental Health, Lahore** on valid Minimum of Rs.100 E.stamp paper duly verified by notary public.
- p. The firm will undertake on notarized stamp paper of Rs. 100 that the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.
- q. The applicant will submit an affidavit on Rs. 100/- stamp paper (Notarized) stating the applicant accepts all the terms and conditions of the Tender Document.
- r. Four pack of samples for evaluation by the technical committee (Samples must of commercial pack). The end user evaluation shall be knockdown criteria.

NOTE: Financial bids of only “Technically Responsive Bidders” will be opened.

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is as per provisions of Punjab Procurement Rules 2014 (amended)
2.6.2	The Performance Guarantee is 5% of the Contract Price
2.6.2	The Performance Security (or guarantee) shall be in the form of as described in BDS.

SECTION-V: GENERAL CONDITIONS OF CONTRACT

1. Definitions

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

- (a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all those supplies which the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of above goods, such as printing of special instructions on the label and packing, design and logo of the Government of Punjab, transportation of goods up to the desired destinations and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the Goods & Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.
- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

2. Application

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

3. Country of Origin

[where applicable]

3.1. All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of the Government of Pakistan and all expenditures made under the contract shall be limited to such goods and services.

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

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

4. Standards

4.1. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

4.2 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.

4.3 If the Supplier provide an item(s) which is declared substandard / spurious / adulterated etc. and fail to provide the fresh supply within 21 days, the payment of risk purchase (which will be purchased by the Purchaser/Procuring Agencies) the price difference shall be paid by the Supplier.

4.4 In case of supply of substandard/spurious/adulterated etc. product the cost associated with disposal/destruction or associated handling shall be borne by the Supplier i.e., removal from purchaser’s premises, burning, dumping, or incineration.

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

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

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

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

5.4. The Supplier shall permit the Procuring Agency to inspect the Supplier’s accounts and records relating to the performance of the

Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

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

7. Performance Guarantee

7.1. Within seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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

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

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

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

8. Inspections and Tests

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

8.2. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s) (if so allowed by the Procuring Agency), all reasonable facilities and assistance, including access

to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.

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

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

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

9. Packing

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

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

10. Delivery and Documents

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

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

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

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

- 11. Insurance** 11.1. The Goods supplied under the Contract shall be delivered on DDP basis under which risk is transferred to the buyer after having been delivered, hence provision of supply of goods is seller's responsibility.
- 12. Transportation** 12.1. The Supplier is required under the Contract to transport the Goods as is required to prevent their damage or deterioration during their transit to a specified place of destination and in accordance with the terms and manner specified in Schedule of Requirement.
12.2 All costs associated with the transportation of the goods subject to this contract shall be borne by the Supplier.
- 13. Incidental Services** 13.1. The Supplier may be required to provide incidental services as specified in the SCC and the cost of which shall be included in total bid price.
13.2 The Procuring Agency will not pay any extra amount against any expenditure incurred on it, as the Contract shall be construed as fixed amount Contract and includes all costs.
13.3 The Procuring Agency will provide all the necessary documentations for facilitation but no amount to be given in any case except the Contracted amount.
13.4 All Custom Duties, if any, Octroi, Clearing Charges, transportation etc will be borne by the Contracting firm. However, Procuring Agency will provide all necessary documents for facilitation but no amount to be given in any case except the Contracted amount.
13.5. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:
(i) the prevailing rates charged for other parties by the Supplier for similar services; and
(ii) original price of goods.
- 14. Spare Parts** Not applicable
- 15. Warranty** 15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. The supplier further warrants that the supplied goods are in compliance with the

provisions of DRAP Act 2012 / Drug Act 1976 and rules framed thereunder.

15.2 All goods subject to this contract shall be accompanied by the necessary warranty specified in the SCC

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

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

15.5. If the Supplier, having been notified, fails to rectify the warranty defect(s) within the period specified in SCC, within a specified period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

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

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

16.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier, provided the supplies are as per specified terms and conditions.

16.4. The currency of payment is Pakistan Rupees (PKR).

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

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

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;

- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

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

19. Contract Amendments

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

20. Assignment

20.1. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

21. Sub-contracts

21.1. The Supplier shall not be allowed to sublet and award subcontracts under this Contract.

22. Delays in the Supplier's Performance

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

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

22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages

pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.

23. Liquidated Damages

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

24. Termination for Default

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

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

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

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- vi. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- vii. collusive practice by arrangement between two or more parties*

to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

- viii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- ix. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- x. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

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

25. Force Majeure

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

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

25.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by

the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through means given herein below.

26. Termination for Insolvency

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

27. Termination for Convenience

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

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

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

28. Resolution of Disputes (Arbitration)

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

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

29. Governing Language

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

which are exchanged by the parties shall be written in the same language.

- 30. Applicable Law** **30.1.**The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) and the courts of Pakistan shall have exclusive jurisdiction, unless otherwise specified in SCC.
- 31. Notices** **31.1.**Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
- 31.2.**A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties** **32.1.** Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
- 33. Price Reasonability** The prices quoted to the SHC&ME Department, Government of the Punjab shall not be more than MRP (Maximum Retail Price) fixed by the Federal Government under DRAP Act, 2012 / The Drugs Act, 1976.
- 34. DRAP Act 2012 / The Drug Act 1976 and rules framed thereunder** All supplies will comply with the provision of DRAP Act, 2012 / Drugs Act, 1976 and rules framed there under

Section-VI. Special Conditions of Contract

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

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agencies are:

- Specialized Healthcare & Medical Education Department / Teaching / Tertiary care hospitals under administrative control of SHC&ME Department

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

GCC 1.1 (i)—The Supplier is: M/s _____

GCC 1.1 (j)—The Project Site is: *[if applicable]*

2. Country of Origin (GCC Clause 3)

All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan.

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee is 5% of the Contract Price.

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

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—

- The Supplier firm shall be bound to provide primary reference standard (s)/traceable secondary standard (s) to the concerned Drugs Testing Laboratories of Punjab as and when demanded. In case of secondary reference standard, the certificate of analysis and proof of traceability shall also be provided by the contractor. The delay in provision of the required standards as specified, shall not be attributable to the procuring agency.
- After delivery of drugs and medicines at the Purchaser's / Procuring Agency's premises, the Purchaser shall send the samples from each batch of the supplied store to the Drugs Testing Laboratory, Punjab, for testing. The Inspection Committee constituted by the Purchaser shall inspect the quantity, specifications of goods after receipt of standard quality report of each batch of supplied store issued by DTL concerned under Drugs Act 1976/DRAP Act 2012 & rules framed thereunder. The cost of samples and lab tests shall be borne by the Supplier.
- In case of Adverse / Failure report of any batch, the Supplier has the right to go for appellate laboratory. If it is again declared substandard, the Supplier will be

- intimated and they will be bound to re-supply the entire fresh stock of that batch free of cost within the reasonable time period to be intimated by the purchaser but not later than 21 days (three weeks) from the date of intimation, which will be subject to completion of all testing and verification formalities. At the parallel, the case will also be forwarded to the Drugs Regulatory Authority for legal action as per Drugs Act 1976 and disposal of substandard stocks.
- iv. The Inspection Committee will carry out detailed physical examination of stocks and can reject, even if it is declared of standard quality by DTL, if found not according to the approved sample and other technical specifications like packaging, labeling, printing and quantity etc. Moreover, the Supplier will also be responsible to replace the unconsumed expired stores without any further charges.

5. Packing (GCC Clause 9)

The goods shall comply with following packing instructions in addition to GCC clause 9.

Labeling and Packing

- i. The manufacturer shall follow the Drugs (Labelling and Packing) Rules 1986, framed under the Drugs Act, 1976.
- ii. However, the name of Drug / Medicine (Generic & Brand), equally prominent, should be printed/ written in indelible ink both in English and Urdu on the outer cartons and on each Pack, Bottle, Strip/ Blister, Tubes etc. Besides the name and principal place of business of the Manufacturer, the drug manufacturing license no., manufacturing date, expiry date, registration No., batch No., retail price, and Urdu version namely: name of drug, dosage and instructions, should also be written on the outer carton and on the most inner container in bold letters. All tablets shall be supplied in strip / blister pack (one side aluminum and other side PVC/PVD). Expiry date must be printed on each strip / blister. The syrup should be supplied in glass / pet bottle with sealed caps.
- iii. The condition of green packing is relaxed for drugs imported in finished form, but the supplier will be instructed to print/stamp/affix a sticker as per requirement of individual item (*after considering the condition of storage of each item*).
- iv. The quality of packing material, its labelling, packing structure and printing will be same as that of their commercial supply but according to government supply color scheme.
 - c) Additional instructions for packing
 - i. The suppliers are required to furnish the Warranty certificate with regard to the potency and stability (Including coloration of medicines) of the Drug/Medicine & Medical device for human consumption etc. in accordance with the Drugs Act 1976, DRAP Act 2012, Punjab Drugs (Amendments) Act 2017 & rules framed thereunder on notarized stamp paper of Rs.100/-
 - ii. 2-D Data Matrix Bar code is compulsory (for Local Manufacturers) to be placed at unit carton of supplies to be received as per regulatory requirement.
 - iii. The bidder shall supply the Drugs/Medicines/Items in special green packing with Logo of the Government of Punjab (exempted for imported items). The following wording/insignia shall be printed in bold letters both in Urdu & English in indelible red color ink on each carton, pack, bottle, strip / blister, tubes, vial /ampoule etc. In combo Packs thesterilized

water for injection / solvent shall bear the wording/insignia on the vial/ampoules etc.

“PUNJAB INSTITUTE OF MENTAL HEALTH”
“PUNJAB GOVERNMENT PROPERTY”
“NOT FOR SALE”

- iv. After signing of the Contract, the Supplier shall submit the samples of finished medicines in accordance with the above instructions for approval of the department. All subsequent supplies must be in accordance with the approved samples.
- v. The Artwork of final packaging/label will be approved by the committee notified by procuring agency.

6. Delivery and Documents

(GCC Clause 10)

- i. The Supplier shall arrange such transportation of the medicines & medical devices etc. required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement. The goods shall be delivered through reputable courier service having following features to ensure quality, quantity, safety & efficacy of supplied medicines & surgical disposable items:
 - i. Traceable online dispatch and delivery record
 - ii. Dispatch facilities as per labeled requirements of medicines like maintenance of temperature, humidity etc. of the supplies
- ii. All costs associated with the transportation including loading/unloading of drugs and medicines and road taxes shall be borne by the Supplier.
- iii. All cold chain (perishable) items must be delivered in a safe and proper manner, prescribed for such types of items.
- iv. The firm will be bound to provide stocks in reefer container(s) for delivery of goods to the procuring agencies. Physical assurance will be pre-requisite at the time of delivery of goods.

In case of Letter of Credit (LC): Draft LC along with following Documents

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

In case of Letter of Credit (LC): Draft LC along with following documents:

- (i) **copies of the Supplier’s invoice/Performa invoice showing Goods’ description, quantity, unit price, and total amount;**

- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;
- (iv) Insurance certificate ;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Certificate of origin.

In case of DDP:

- i. Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount.
- ii. Certificate of Analysis / Lot Release Certificate
- iii. Delivery Challan

7. Insurance

_(GCC Clause 11)

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is sellers responsibility they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

- i. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- ii. All costs associated with the transportation including loading/unloading of drugs, medicines & medical devices etc. and road taxes shall be borne by the Supplier.
- iii. All cold chain (perishable) items must be delivered in a safe and proper manner, prescribed for such types of items.

9. Spare Parts

(GCC Clause 14)

GCC 14.1— Spare parts not applicable

10. Warranty

(GCC Clause 15) The Supplier further warrants that the supplied goods are in-compliance with the provisions of DRAP Act 2012/Drug Act 1976 and Rules framed thereunder.

11. Warranty provision

GCC 15.2—In partial modification of the provisions, the warranty period shall be till shelf life / consumption of the Goods. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part.

In case of substandard/failure report of any batch, the Supplier has the right to go for appellate laboratory. If it is again declared substandard, the Supplier will be intimated and they will be bound to re-supply the entire fresh stock of that batch free of cost within the reasonable time period to be intimated by the purchaser but not later than 21 days (three weeks) from the date of intimation, which will be subject to completion of all testing and verification formalities. At the parallel, the case will also be forwarded to the Drugs Regulatory Authority for legal action as per Drugs Act 1976 and disposal of substandard stocks.

The Inspection Committee will carry out detailed physical examination of stocks and can reject, even if it is declared of standard quality by DTL, if found not according to the approved sample and other technical specifications like packaging, labeling, printing and quantity etc. Moreover, the Supplier will also be responsible to replace the unconsumed expired stores without any further charges.

12. Payment (GCC Clause 16)

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

Payment for Goods supplied:

- i. 100% Payment to the Suppliers will be made*
 - a. against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPR-2014.*
 - b. on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues (if any) including Professional Tax.*
- ii. Part Supply and Part Payment is allowed, but the Payment will only be made after inspection and Satisfactory Drug Testing Report*

13. Prices (GCC Clause 17)

GCC 17.1—Prices shall be fixed for whole financial year / during currency of the contract and shall not be adjusted.

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate: **0.067%** per day of the cost of late delivered supply

In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a penalty @ **0.067 %** per day of the cost of late delivered supply shall be imposed upon the Supplier.

Maximum deduction: 10% of Contract value

Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

If drug testing of quoted product is failed, due to misbranding, 25% of the entire contract amount may be deducted as penalty and action may be taken against the firm. Risk purchase of the same item declared as misbranded ay be implemented against the firm.

15. Resolution of Disputes (GCC Clause 28)

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

- i. As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.
- ii. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator will be appointed with mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on the Parties.

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be English. 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.

17. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan) shall have exclusive jurisdiction, unless otherwise specified in SCC.

18. Notices (GCC Clause 31)

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

**Executive Director, Punjab Institute of Mental Health Shadman-II Jail Road, Lahore.
Phone No. 042-99203772-6 Email. edpimh@yahoo.com**

—Supplier's address for notice purposes:

19. Shelf life

- i. The shelf life must be up to 85% for the locally manufactured drugs and 75% for the imported drugs.
- ii. The lower limit of the shelf life must be up to 80% and 70% with imposition of 1% penalty charges of actual shortfall in shelf life below prescribed limit for locally manufactured and imported medicines respectively.
- iii. In case of *vaccines & other biotechnical products*, the stores with the shelf life up to 70% will be accepted without penalty charges and up to 60% with imposition of 1% penalty charges of actual shortfall in shelf life below prescribed limit”.

SECTION-VII. SCHEDULE OF REQUIREMENTS

7.1 SCHEDULE OF REQUIREMENTS: The delivery shall be in accordance with Contract / Purchase Order as per following Schedule of Requirement on Delivery Duty Paid (DDP Basis:

RESPECTIVE CONSIGNEE’S END:

- The goods will be delivered at Consignee’s End (Procuring Agency/its designated place).

Mode of Penalty	Delivery of 100% Quantity as per Signed Contract & Purchase Order	Total delivery period
Without penalty	45 days or earlier	45 days
	(In case of special quota medicines / items the delivery period will be calculated after the issuance of NOC from DRAP / Ministry of Narcotics Control).	
Late delivery charges/penalty of late delivered supplies	@ 0.067 % per day after 45 days of the late delivered supplies	
Maximum Rate of Late Delivery Charges/ penalty	Maximum limit of late delivery charges is prescribed in BDS	
Risk Purchase	<p>After expiry of prescribed delivery period, the Procuring Agency may proceed for alternate arrangements including risk purchases (at the risk & cost of defaulter) to ensure the uninterrupted healthcare services in the interest of patients. Once the maximum limit, specified in SCC Clause 14, is reached, the procuring agency may proceed for termination of contract and legal proceedings under PPR-2014.</p>	

Delivery schedule of medicines is attached as Annexure – A

Section-VIII: Forms

8.1 Bid Form

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

Date: _____

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

Dear Sir / Madam:

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

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

If our Bid is accepted, we undertake to provide a performance guarantee security in the form, amount and time specified in the bidding documents to the Procuring Agency.

We agree to abide by this Bid for a period of *[number]* days (specified in BDS) 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.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses of the bidding documents.

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

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

(if none, state "none")

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

Dated this _____ day of _____ 20 ____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.2 Bidder's JV Members Information Form

NOT ALLOWED / NOT APPLICABLE

8.3. Manufacturer's Authorization Form

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

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

To: *[name of the Procuring Agency]*

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

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

[Signature for and on behalf of Manufacturer]

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

8.4. Bidder Profile Form

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

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

8.5. General Information Form

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

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

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

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

8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary. In case of any false / fabricated information the procuring agency reserves the right to blacklist undersigned.

The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents and is not a conditional bid.

The undersigned have read and agreed to all the terms and conditions of the bidding documents.

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 have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

That the prices offered are not more than Trade Price as per Maximum Retail Price fixed by the Federal Government under Drugs Act, 1976 / DRAP Act, 2012.

I/We, further undertake that the prices given are reasonable and not given more than in any Government/Autonomous/District Government institutions during the current financial year. If any difference detected, the firm is bound to refund the difference in price.

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

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To,

[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier) hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. *[Please insert details]*.

(Here in after called "the Contract").

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

AND WHEREAS we have agreed to give the Contractor a Guarantee;

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

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

[NAME OF GUARANTOR]

Signature _____
Name _____
Title _____
Address _____
Seal _____
Date _____

8.8. Technical Bid Form

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

Sr. No.	Item name	Brand name	Pack size	Quantity	Country of Origin	Specifications

Stamp & Signature of Bidder _____

8.9. Contract Form

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

CONTRACT FORM

AGREEMENT

THIS CONTRACT is made at _____ on _____ day of _____ 202__, between the {Insert name of Procuring agency }, (hereinafter referred to as the “Purchaser”) of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized sole agent /Supplier of (item name) in Pakistan and ancillary services offered to supply the required item (s); and Whereas, the Purchaser has accepted the bid by the Supplier as per following detail;

Item No.	Item Name	Approved Specifications	Unit Price (As per contract)	Quantity	Total Cost (PKR)

NOW THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;

1. **The Contract:** The following documents shall be deemed to form and be read and construed as integral part of this Contract , viz:-
 - a. This Contract Form
 - b. The Schedule of Requirements Annex- A
 - c. Special Conditions of Contract & the Technical Specifications Annex- B
 - d. Original Price Schedule along with unsolicited discount offered by the firm (if any) submitted by the Bidder. Annex- C
 - e. The Purchaser’s Notification of Award (AAT) Annex- D
 - f. Purchase Order Annex-E
 - g. Payment Schedule Annex-F
 - h. The General Conditions of Contract Annex-G
 - i. Performance Guarantee/Security Annex-H
 - j. Manufacturer’s certificate of warranty under Drugs Act 1976/DRAP Act 2012 & rules framed thereunder Annex-I
 - k. The bidding document of Procuring Agency Annex-J
2. **Interpretation:** In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
3. **The Term of the Contract:** This contract shall remain valid for one year from the date of signing, unless amended by mutual consent.
4. The Supplier declares as under:
 - i. [*Name of the 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 Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Punjab) through any corrupt business practice.

- ii. Without limiting the generality of the foregoing, [the Seller/ 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 including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of Punjab, except that which has been expressly declared pursuant hereto.
- iii. [The Supplier] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
- iv. [The 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 prejudice to any other right and remedies available to Procuring Agency under any law, Contract or other instrument, be void able at the option of Procuring Agency.
- v. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, [The Supplier] agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Procuring Agency.
- vi. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through negotiation / mediation. If, after thirty (30) days from the commencement of such informal negotiations / mediation, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

5. Items to be Supplied & Agreed Unit Cost:

- (i) The Supplier shall provide to the Purchaser the items on the agreed cost more specifically described in the Price Schedule Submitted by the Bidder (Annex C).
- (ii) Each Items supplied shall strictly conform to the Schedule of Requirements (Annex A) and to the Technical Specification (Annex B) prescribed by the Purchaser against each item
- (iii) The Unit Cost agreed in the Price Schedule (Annex C), is inclusive of all taxation and

costs associated with transportation and other agreed incidental costs.

6. **Payments:** The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services, as specified in the Schedule of Requirements and Technical Specification in accordance with the Price Schedule submitted by the Supplier, the amount against the delivered items or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
7. **Mode of Payment:** All payments to the Supplier shall be made through Crossed Cheques issued in the name of [supplier's name]
8. **Payment Schedule:** All payments to the Supplier shall be made in accordance with the agreed Payment Schedule at Annex: F, upon satisfactory completion of delivery and fulfillment of documentary and codal formalities highlighted in the Payment Schedule at Annex F.
9. **Performance Guarantee/Security:**
 - (i) The Supplier, within 07 days of signing of this contract, shall provide to the Purchaser a **Performance Security in the form of an Irrevocable Bank Guarantee equivalent to 5% of the total Contract amount having validity of one year from its date of issuance from any scheduled bank on the prescribed format and in prescribed manner.** This Performance Guarantee/Security shall be released to the Supplier upon successful completion of the Contract.
 - (ii) Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee/Security in accordance with sub-clause (i) above.
 - (iii) Failure to submit a Performance Guarantee/Security shall result into forfeiture of Bid Security and Cancellation of Contract.

10. Penalties/ Liquidated Damages

- (i) Wherein the Supplier fails to make deliveries as per signed contract & purchase order and within the stipulated time frame specified in the Schedule of Requirement, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- (ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guaranty/Security to the extent of non-delivered portion of supplies shall be forfeited.
- (iii) If the Supplier fails to supply the whole consignment and not able to deliver to consignee's end, the entire amount of Performance Guaranty/Security shall be forfeited to the Government account and the firm shall be blacklisted minimum for two years for future participation.
- (iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase order.
- (v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, **a penalty @ 0.067% per day of the cost of late delivered supply shall be imposed upon the Supplier.** Maximum deduction is ten percent (10%) of Contract value. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

(vi) If drug testing of quoted product is failed, due to misbranding, 25% of the entire contract amount may be deducted as penalty and action may be taken against the firm. Risk purchase of the same item declared as misbranded ay be implemented against the firm.

11. Notices: All notices and correspondences incidental to this contract shall be in English language and shall be addressed to:

For the Purchaser:
{Name of Procuring agency}

For the Supplier:

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed: For The Manufacturer/
Authorized Supplier/ Authorized Agent.

Sealed & Signed on behalf of Procuring
Agency

Name Of Contractor
Designation in the Firm

(Procuring Agency)

Witnesses-1 on behalf of the Contractor

Witnesses-1 on behalf of the Procuring
Agency

Name of Witness
Designation in the Firm

Witnesses-2 on behalf of the Contractor

Witnesses-2 on behalf of the Procuring
Agency

Name of Witness
Designation in the Firm

- C.C.
1. _____
 2. _____
 3. _____

8.10. Financial Bid Form/Price Schedule

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

Name of the Firm : _____

Bid Reference No: _____

Tender Enquiry No: _____

Tender enquiry No.	Name of the Item	UNIT PRICE							Total Price / Unit	No. of Units	Total Price (Inclusive of All duties and taxes)
		Ex-factory, Ex Ware house, Ex-Show Room, Off the Shelf	All Taxes	Other Levies and Duties (if any)	Packaging	Transportation Costs incidental to delivery	Other Incidental Costs as defined in the Schedule of Requirement	Additional Discount / Free of Cost (FOC) medicines offered (if any)			
		A	B	C	D	E	F	G			
								H	J	K	
								H=A+B+C+D+E+F+G		K = H*J	
Total Price in Figures (Inclusive of all taxes /duties / FOC etc.)											
Total Price in words (Inclusive of all taxes / duties /FOC etc.)											

NOTE:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". (Please refer ITB clause 2.5.6).

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

8.12. PAYMENT SCHEDULE

- i. **100% Payment to the Suppliers will be made by the concerned Purchaser/Disbursing & Drawing Officer (DDO).**
 - a) against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPR-2014.
 - b) on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues(if any) including Professional Tax and DTL Testing Charges
- ii. **Part Supply as per given delivery schedule and Part Payment is allowed as per contract/purchase order, the Payment will only be made after the receipt of complete supply as per schedule mentioned in schedule of requirement within due time.**

ANNEXURE - A
Delivery Schedule of Medicine Tender 01
F.Y. 2024-25
Punjab Institute of Mental Health, Lahore

Sr. No.		Name of medicine	Final Anticipated Demand Approved by P&TC 2024-25	Quantities to be supplied within 45 days after the issuance of supply order	Quantities to be supplies between 15-01-2025 to 01-02-2025
ANTIPSYCHOTICS					
1	Tab.	Haloperidol 5mg	600,000	600,000	
2	Inj.	Haloperidol 5mg/ml	25,000	25,000	
3	Inj.	Zuclopenthixol 100 mg/2ml	2,000	2,000	
4	Inj.	Zuclopenthixol Depot 200 mg/ml	7,000	7,000	
5	Inj.	Fluphenazine Decanoate 25 mg/ml	30,000	-	30,000
6	Solu. /Liq.	Haloperidol 2 mg/ml	1,000	1,000	
7	Tab.	Risperidone 2 mg	5,500,000	2,500,000	3,000,000
8	Tab.	Olanzapine 10 mg	1,500,000	1,500,000	
9	Tab.	Quetiapine 100 mg	1,300,000	1,300,000	
10	Tab.	Clozapine 100 mg	250,000	250,000	
11	Tab.	Clozapine 25 mg	20,000	20,000	
12	Tab.	Aripiprazole 10 mg	125,000	125,000	
13	Solu. /Syp.	Risperidone 1 mg/ml	4,000	4,000	
ANTIDEPRESSANTS					
14	Tab.	Amitriptyline 75 mg	12,000	12,000	
15	Tab.	Clomipramine Hydrochloride 25 mg	60,000	60,000	
16	Tab. /Cap.	Fluoxetine 20 mg	1,100,000	1,100,000	
17	Tab.	Escitalopram 10 mg	700,000	700,000	
18	Tab.	Paroxetine 20 mg	100,000	100,000	
19	Tab.	Sertraline 50 mg	160,000	160,000	
20	Tab. /Cap.	Venlafaxine 75 mg	30,000	30,000	

21	Tab.	Mirtazapine 30 mg	30,000	30,000	
22	Tab.	Bupropion 150 mg	5,000	5,000	
CNS STIMULANT					
23	Tab. /Cap.	Atomoxetine 40mg	1,500	1,500	
SEDATIVE HYPNOTICS					
24	Tab.	Lorazepam 1 mg	3,000,000	1,500,000	1,500,000
25	Tab.	Clonazepam 2 mg	1,000,000	1,000,000	
26	Tab.	Clonazepam 0.5 mg	100,000	100,000	
27	Drops	Clonazepam 2.5 mg/ml	500	500	
ANTIEPILEPTICS					
28	Tab.	Carbamazepine 200 mg	6,000,000	3,000,000	3,000,000
29	Syp. /Sol.	Sodium valproate 250 mg/5ml	1,000	-	1,000
30	Tab.	Divalproex sodium 500 mg	5,000,000	2,500,000	2,500,000
31	Tab.	Divalproex sodium 250 mg	5,000	5,000	
32	Tab.	Topiramate 50 mg	300,000	300,000	
33	Tab.	Lamotrigine 100 mg	300,000	300,000	
34	Tab.	Lamotrigine 25 mg	2,000	2,000	
35	Tab.	Levetiracetam 500 mg	700,000	700,000	
36	Cap.	Pregabalin 75 mg	50,000	50,000	
MOOD STABILIZER					
37	Tab.	Lithium Carbonate 400 mg	25,000	25,000	
NOOTROPICS / NEUROTONICS					
38	Tab.	Sulbutiamine 200mg	2,000	2,000	
39	Tab.	Memantine 10 mg	30,000	30,000	
ANTIPARKINSONIAN					
40	Tab.	Levodopa 250 mg + Carbidopa 25 mg	5,000	5,000	
41	Tab.	Procyclidine 5 mg	4,000,000	2,000,000	2,000,000
42	Inj.	Procyclidine 10 mg/2ml	25,000	25,000	
ANTIBIOTICS					
43	Tab. /Cap.	Amoxicillin +Clavulanic Acid 625 mg	50,000	50,000	
44	Inj.	Ceftriaxone 1 gm	3,500	3,500	

45	Tab. /Cap.	Cefixime 400 mg	1,900	1,900	
46	Tab.	Ciprofloxacin 500 mg	50,000	-	50,000
47	Tab.	Moxifloxacin 400 mg	10,000		10,000
48	Inf.	Moxifloxacin 400 mg/250ml	1,500	1,500	
49	Inf.	Levofloxacin 500 mg /100ml	500	500	
50	Tab.	Linezolid 600 mg	2,000	2,000	
ANTIPROTOZOALS					
51	Tab.	Metronidazole 400 mg	19,000	19,000	
52	Cap. /Tab.	Metronidazole 400mg +Diloxanide Furoate 500 mg	2,500	2,500	
53	Inf.	Metronidazole 500 mg/100 ml	600	600	
ANTIFUNGALS					
54	Drops	Nystatin Drops 100,000 IU/ml	400	400	
55	Gel	Miconazole 2% Oral gel	500	500	
ANTIMALARIALS					
56	Tab.	Artemether 80 mg +Lumefantrine 480 mg	1,500	1,500	
ANTIDIABETICS					
57	Tab.	Glimepiride 2 mg	10,000	10,000	
58	Tab.	Metformin 500 mg	30,000	30,000	
59	Tab.	Dapagliflozin 5mg	10,000	10,000	
60	Tab.	Sitagliptin 50 mg + Metformin 500 mg	15,000	15,000	
61	Inj.	Insulin Regular 100 IU/ml	30	30	
62	Inj.	Insulin NPH 100 IU/ml	30	30	
63	Inj.	Insulin comp 70/30 100 IU/ml	30	30	
DIURETICS					
64	Tab.	Furosemide 40 mg	3,800	3,800	
ANTISECRETORY COMPOUNDS (PROTON PUMP INHIBITORS)					
65	Cap.	Omeprazole 20 mg	180,000	180,000	
66	Inj.	Omeprazole 40 mg	3,000	3,000	
ANTISPASMODIC					
67	Tab.	Drotaverine 40 mg	1,000	1,000	
LAXATIVES					

68	Tab.	Sodium Picosulfate 5 mg	2,500	2,500	
69	Liq. /Sol.	Sodium Picosulphate 5mg/5ml, 100ml	500	500	
70	Syp. /Susp.	Lactulose 3.35 gm / 5 ml	500	500	
ANTIDIARRHEALS					
71	Cap. /Tab.	Loperamide 2 mg	10,000		10,000
FLUID REPLENISHER					
72	Sachet	ORS (Oral Rehydration Salt)	10,000	10,000	
ANTHELMINTICS					
73	Tab.	Albendazole 200 mg	2,500	2,500	
74	Tab.	Ivermectin 6mg	5,000	5,000	
ANAESTHETIC DRUGS					
75	Inj.	Propofol 200 mg/20 ml	300	300	
76	Inj.	Suxamethonium 100 mg/2 ml	125	125	
77	Inj.	Lignocaine 2 % (10 ml)	1,000	1,000	
EMERGENCY MEDICINES					
78	Inj.	Hydrocortisone (Sodium succinate) 250mg	100	100	
ANTIHYPERTENSIVES					
79	Tab.	Propranolol 10 mg	5,000	5,000	
80	Tab.	Bisoprolol 2.5 mg	5,000	5,000	
81	Tab.	Amlodipine 5 mg	60,000		60,000
82	Tab.	Captopril 25 mg	1,300	1,300	
83	Tab.	Losartan potassium 50 mg	25,000		25,000
ANTIHYPERLIPIDEMIC					
84	Tab.	Rosuvastatin 10 mg	15,000		15,000
ANTITHROMBOTICS					
85	Tab.	Clopidogrel 75 mg	3,000	3,000	
86	Tab.	Acetylsalicylic acid 75 mg (enteric coated)	12,500	12,500	
VITAMINS, MINERALS AND HAEMATINICS					
87	Tab.	Pyridoxine 50 mg	2,500	2,500	
88	Tab. /Cap.	Iron polymaltose complex 100mg +Folic acid 0.35mg	30,000	30,000	
89	Tab. /Cap.	Vitamin B1 100 mg + Vit B6 100 mg + Vit B12 1000 mcg	10,000	10,000	

90	Inj.	Mecobalamin 500 mcg/ml	4,000	4,000	
91	Inj.	Iron Sucrose 100mg /5 ml	1,000	1,000	
92	Tab. /Cap.	Vitamin E 400mg	2,000	2,000	
CALCIUM SUPPLEMENT					
93	Tab. /Cap.	Calcium carbonate (equivalent to 400-500mg elemental calcium) + Vitamin D3 (100 - 125IU)	10,000		10,000
DERMATOLOGICALS					
94	Lotion	Permethrin 5% w/w	5,000		5,000
95	Lotion	Calamine	4,000	4,000	
96	Cream	Fusidic Acid Cream 2%	2,500		2,500
97	Ointment	Polymyxin B (Sulphate) 10,000IU/g + Bacitracin Zinc 500IU/g Skin Ointment	2,500	2,500	
ANALGESICS					
98	Tab. /Cap.	Diclofenac (Sodium) 50mg	70,000	70,000	
99	Inj.	Diclofenac (Sodium) 75mg /3ml	1,000	1,000	
100	Tab.	Naproxen 500 mg	4,000	4,000	
101	Tab.	Ibuprofen 400 mg	10,000	10,000	
102	Tab.	Paracetamol 500 mg	150,000	150,000	
103	Inf.	Paracetamol 1g/100ml	2,000	2,000	
104	Tab. /Cap.	Tramadol 50 mg	30,000	30,000	
105	Tab.	Paracetamol 650mg +Orphenadrine 50mg	35,000	35,000	
106	Inj.	Nalbuphine 10mg/ml	1,000	1,000	
ANTI-HISTAMINES					
107	Tab.	Cetirizine 10 mg	25,000	25,000	
108	Inj.	Promethazine 25 mg/ml	11,000	11,000	
ANTIEMETIC					
109	Tab. /Cap.	Domperidone 10mg	6,000	6,000	
ANTI-ASTHMATICS / BRONCHODILATORS					
110	Tab.	Montelukast 10 mg	15,000	15,000	
111	Syp.	Terbutaline 1.5mg/5ml	500	500	

112	Syp. /Susp.	Acefylline 125mg /5ml	2,000	2,000	
113	Amp. /Vial	Beclomethasone 800 mcg/2ml solution /suspension for nebulisation	2,200	2,200	
114	Amp. /Vial	Ipratropium Bromide 250 mcg /ml Nebulizer /Inhalation Solution	2,000	2,000	
OPIATE ANTAGONIST					
115	Tab.	Naltrexone 50mg	3,000	3,000	
EYE DROPS					
116	Drops	Tobramycin 0.3% +Dexamethasone 0.1%,	500	500	
INTRAVENOUS FLUIDS					
117	Inf.	Dextrose+Saline (1000ml) 5%w/v +0.9%w/v	3,100	3,100	
118	Inf.	Normal Saline 0.9% (1000 ml)	1,200	1,200	
119	Inf.	Ringer lactate 1000 ml	1,500	1,500	
120	Inj.	Water for injection 5ml Sterile	1,200	1,200	
121	Inf.	Normal Saline 100 ml	5,000	5,000	
ANTISEPTICS					
122		Methylated spirit	400 Liters	400 Liters	
123	Solu.	Povidone Iodine 10 %	100	100	
MEDICAL DEVICES					
124		Disposable Syringe 10cc/ml with needle	4,000	4,000	
125		Examination Gloves Latex (S.M.L)	1200 boxes	1200 boxes	
126		IV set /Drip set	4,000		4,000
SURGICAL DRESSINGS					
127		Cotton Bandage 6.5cm x6m	600	600	
128		Cotton Crepe Bandage 7.5cm x4.5m	350	350	
129		Gauze Roll 1x30 m	200	200	
130		Surgical Hypoallergenic Latex Free Breathable Paper Tape 2.5 cm X 5 yards or above	1,000	1,000	

Annexure - B
Annual Demand of Medicine / Medical Devices/ Surgical etc. F.Y. 2024-25
Punjab Institute of Mental Health, Lahore

Sr. No.		Name of medicine	Specifications	Final Anticipated Demand Approved by P&TC 2024-25	Cost per unit	Estimated cost
ANTIPSYCHOTICS						
1	Tab.	Haloperidol 5mg	Blister /Aluminum strip pack, packed in carton with leaflet.	600000	0.9	540000
2	Inj.	Haloperidol 5mg/ml	Ampoule of 1ml packed in carton with leaflet.	25000	13	325000
3	Inj.	Zuclopenthixol 100 mg/2ml	Ampoule of 2ml packed in carton with leaflet.	2000	541.37	1082740
4	Inj.	Zuclopenthixol Depot 200 mg/ml	Ampoule of 1ml packed in carton with leaflet.	7000	566.57	3965990
5	Inj.	Fluphenazine Decanoate 25 mg/ml	Ampoule of 1ml packed in carton with leaflet.	30000	65.59	1967700
6	Solu. /Liq.	Haloperidol 2 mg/ml	Bottle of 120ml or less packed in carton with leaflet.	1000	131	131000
7	Tab.	Risperidone 2 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	5500000	1.82	10010000
8	Tab.	Olanzapine 10 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1500000	1.94	2910000
9	Tab.	Quetiapine 100 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1300000	4.47	5811000
10	Tab.	Clozapine 100 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	250000	35.35	8837500
11	Tab.	Clozapine 25 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	20000	10	200000
12	Tab.	Aripiprazole 10 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	125000	8.97	1121250
13	Solu. /Syp.	Risperidone 1 mg/ml	Bottle of 120ml or less packed in carton with leaflet.	4000	294	1176000
ANTIDEPRESSANTS						
14	Tab.	Amitriptyline 75 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	12000	3	36000
15	Tab.	Clomipramine Hydrochloride 25 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	60000	8.24	494400
16	Tab. /Cap.	Fluoxetine 20 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1100000	8	8800000

17	Tab.	Escitalopram 10 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	700000	2.79	1953000
18	Tab.	Paroxetine 20 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	100000	11	1100000
19	Tab.	Sertraline 50 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	160000	6.93	1108800
20	Tab. /Cap.	Venlafaxine 75 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	30000	25	750000
21	Tab.	Mirtazapine 30 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	30000	12.94	388200
22	Tab.	Bupropion 150 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	5000	20	100000
CNS STIMULANT						
23	Tab. /Cap.	Atomoxetine 40mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1500	55	82500
SEDATIVE HYPNOTICS						
24	Tab.	Lorazepam 1 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	3000000	1.5	4500000
25	Tab.	Clonazepam 2 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1000000	5.7	5700000
26	Tab.	Clonazepam 0.5 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	100000	2	200000
27	Drop s	Clonazepam 2.5 mg/ml	Bottle of 10ml or less packed in carton with leaflet.	500	228	114000
ANTIEPILEPTICS						
28	Tab.	Carbamazepine 200 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	6000000	3	18000000
29	Syp. /Sol.	Sodium valproate 250 mg/5ml	Bottle of 120ml or less packed in carton with leaflet.	1000	125	125000
30	Tab.	Divalproex sodium 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	5000000	6.94	34700000
31	Tab.	Divalproex sodium 250 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	5000	4	20000
32	Tab.	Topiramate 50 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	300000	16	4800000
33	Tab.	Lamotrigine 100 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	300000	5.85	1755000
34	Tab.	Lamotrigine 25 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	2000	3	6000

35	Tab.	Levetiracetam 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	700000	30	21000000
36	Cap.	Pregabalin 75 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	50000	20	1000000
MOOD STABILIZER						
37	Tab.	Lithium Carbonate 400 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	25000	25	625000
NOOTROPICS / NEUROTONICS						
38	Tab.	Sulbutiamine 200mg	Blister /Aluminum strip pack, packed in carton with leaflet.	2000	10	20000
39	Tab.	Memantine 10 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	30000	25	750000
ANTIPARKINSONIAN						
40	Tab.	Levodopa 250 mg + Carbidopa 25 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	5000	10.6	53000
41	Tab.	Procyclidine 5 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	4000000	1.6	6400000
42	Inj.	Procyclidine 10 mg/2ml	Ampoule of 2ml packed in carton with leaflet.	25000	32	800000
ANTIBIOTICS						
43	Tab. /Cap.	Amoxicillin +Clavulanic Acid 625 mg	Blister /Bottle /Aluminum strip pack, packed in carton with leaflet.	50000	29.98	1499000
44	Inj.	Ceftriaxone 1 gm	Glass vial, individually packed in carton with solvent and leaflet.	3500	75	262500
45	Tab. /Cap.	Cefixime 400 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1900	54	102600
46	Tab.	Ciprofloxacin 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	50000	8.49	424500
47	Tab.	Moxifloxacin 400 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	10000	59.5	595000
48	Inf.	Moxifloxacin 400 mg/250ml	Bottle of 250ml, packed in carton with leaflet and hanger.	1500	432	648000
49	Inf.	Levofloxacin 500 mg /100ml	Bottle of 100ml, packed in carton with leaflet and hanger.	500	877	438500
50	Tab.	Linezolid 600 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	2000	132	264000
ANTIPROTOZOALS						
51	Tab.	Metronidazole 400 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	19000	3.01	57190

52	Cap. /Tab.	Metronidazole 400mg +Diloxanide Furoate 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	2500	6.9	17250
53	Inf.	Metronidazole 500 mg/100 ml	Bottle of 100ml, packed in carton with leaflet and hanger.	600	58.82	35292
ANTIFUNGALS						
54	Drop s	Nystatin Drops 100,000 IU/ml	Bottle of 30ml or less individually packed in carton with dropper and leaflet	400	143	57200
55	Gel	Miconazole 2% Oral gel	Gel 20g or less packed in carton with leaflet.	500	193	96500
ANTIMALARIALS						
56	Tab.	Artemether 80 mg +Lumefantrine 480 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	1500	77.4	116100
ANTIDIABETICS						
57	Tab.	Glimepiride 2 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	10000	13	130000
58	Tab.	Metformin 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	30000	1.21	36300
59	Tab.	Dapagliflozin 5mg	Blister /Aluminum strip pack, packed in carton with leaflet.	10000	12.75	127500
60	Tab.	Sitagliptin 50 mg + Metformin 500 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	15000	9.14	137100
61	Inj.	Insulin Regular 100 IU/ml	Glass vial of 10ml packed in carton with leaflet.	30	900	27000
62	Inj.	Insulin NPH 100 IU/ml	Glass vial of 10ml packed in carton with leaflet.	30	985	29550
63	Inj.	Insulin comp 70/30 100 IU/ml	Glass vial of 10ml packed in carton with leaflet.	30	790	23700
DIURETICS						
64	Tab.	Furosemide 40 mg	Blister /Aluminum strip pack, packed in carton with leaflet.	3800	3.26	12388
ANTISECRETORY COMPOUNDS (PROTON PUMP INHIBITORS)						
65	Cap.	Omeprazole 20 mg	Blister / aluminium strip pack, packed in carton with leaflet.	180000	3	540000
66	Inj.	Omeprazole 40 mg	Vial, individually packed in carton with solvent and leaflet	3000	291	873000
ANTISPASMODIC						
67	Tab.	Drotaverine 40 mg	Blister / aluminium strip pack, packed in carton with leaflet.	1000	8.23	8230
LAXATIVES						

68	Tab.	Sodium Picosulfate 5 mg	Blister / aluminium strip pack, packed in carton with leaflet.	2500	5	12500
69	Liq. /Sol.	Sodium Picosulphate 5mg/5ml, 100ml	Bottle of 120ml or less, individually packed in carton with measuring cup /spoon and leaflet.	500	141	70500
70	Syp. /Susp	Lactulose 3.35 gm / 5 ml	Bottle of 120ml or less, individually packed in carton with measuring cup /spoon and leaflet.	500	174	87000
ANTIDIARRHEALS						
71	Cap. /Tab.	Loperamide 2 mg	Blister / aluminium strip pack, packed in carton with leaflet.	10000	1.6	16000
FLUID REPLENISHER						
72	Sach et	ORS (Oral Rehydration Salt)	Each sachet contains Sodium Chloride 2.60 gm + Tri-/Sodium Citrate 2.90 gm + Potassium Chloride 1.5 gm + Dextrose Anhydrous 13.50 gm. Pack of 100 or less.	10000	26	260000
ANTHELMINTICS						
73	Tab.	Albendazole 200 mg	Blister pack, packed in carton with leaflet	2500	32.9	82250
74	Tab.	Ivermectin 6mg	Blister / aluminium strip pack, packed in carton with leaflet.	5000	40	200000
ANAESTHETIC DRUGS						
75	Inj.	Propofol 200 mg/20 ml	Ampoule of 20ml packed in carton with leaflet.	300	473	141900
76	Inj.	Suxamethonium 100 mg/2 ml	Ampoule of 2ml packed in carton with leaflet.	125	47.54	5943
77	Inj.	Lignocaine 2 % (10 ml)	Ampoule of 10ml packed in carton with leaflet.	1000	28.87	28870
EMERGENCY MEDICINES						
78	Inj.	Hydrocortisone (Sodium succinate) 250mg	(Dry Powder) Vial, individually packed in carton with solvent and leaflet.	100	177	17700
ANTIHYPERTENSIVES						
79	Tab.	Propranolol 10 mg	Blister / aluminium strip pack, packed in carton with leaflet.	5000	2.55	12750
80	Tab.	Bisoprolol 2.5 mg	Blister / aluminium strip pack, packed in carton with leaflet.	5000	3.18	15900
81	Tab.	Amlodipine 5 mg	Blister / aluminium strip pack, packed in carton with leaflet.	60000	2.7	162000

82	Tab.	Captopril 25 mg	Blister / aluminium strip pack, packed in carton with leaflet.	1300	7	9100
83	Tab.	Losartan potassium 50 mg	Blister / aluminium strip pack, packed in carton with leaflet.	25000	11.9	297500
ANTIHYPERTENSIVES						
84	Tab.	Rosuvastatin 10 mg	Blister / aluminium strip pack, packed in carton with leaflet.	15000	3.9	58500
ANTITHROMBOTICS						
85	Tab.	Clopidogrel 75 mg	Blister / aluminium strip pack, packed in carton with leaflet.	3000	21.31	63930
86	Tab.	Acetylsalicylic acid 75 mg (enteric coated)	Blister pack, packed in carton with leaflet	12500	2.13	26625
VITAMINS, MINERALS AND HAEMATINICS						
87	Tab.	Pyridoxine 50 mg	Blister / aluminium strip pack, packed in carton with leaflet.	2500	3.91	9775
88	Tab. /Cap.	Iron polymaltose complex 100mg +Folic acid 0.35mg	Blister / aluminium strip pack, packed in carton with leaflet.	30000	13	390000
89	Tab. /Cap.	Vitamin B1 100 mg + Vit B6 100 mg + Vit B12 1000 mcg	Blister /Bottle /Aluminum strip pack, packed in carton with leaflet.	10000	4	40000
90	Inj.	Mecobalamin 500 mcg/ml	Ampule of 1ml packed with leaflet in carton.	4000	71	284000
91	Inj.	Iron Sucrose 100mg /5 ml	Ampule of 5ml packed with leaflet in carton.	1000	211	211000
92	Tab. /Cap.	Vitamin E 400mg	Blister /Bottle /Aluminum strip pack, packed in carton with leaflet.	2000	7.34	14680
CALCIUM SUPPLEMENT						
93	Tab. /Cap.	Calcium carbonate (equivalent to 400-500mg elemental calcium) + Vitamin D3 (100 -125IU)	Blister /Bottle /Aluminum strip pack, packed in carton with leaflet.	10000	3.55	35500
DERMATOLOGICALS						
94	Lotio n	Permethrin 5% w/w	Bottle of 120ml or less, individually packed in carton with /without leaflet.	5000	79	395000
95	Lotio n	Calamine	Bottle of 120ml or less, individually packed in carton with /without leaflet.	4000	86.87	347480
96	Cream	Fusidic Acid Cream 2%	Tube of 15g or less packed in carton with leaflet.	2500	99	247500

97	Ointment	Polymyxin B (Sulphate) 10,000IU/g + Bacitracin Zinc 500IU/g Skin Ointment	Tube of 20g or less packed in carton with or without leaflet.	2500	98.06	245150
ANALGESICS						
98	Tab. /Cap.	Diclofenac (Sodium) 50mg	Blister / aluminium strip pack, packed in carton with leaflet.	70000	1.98	138600
99	Inj.	Diclofenac (Sodium) 75mg /3ml	Ampoule of 3ml packed in carton with leaflet.	1000	32	32000
100	Tab.	Naproxen 500 mg	Blister / aluminium strip pack, packed in carton with leaflet.	4000	20.54	82160
101	Tab.	Ibuprofen 400 mg	Blister pack, packed in carton with leaflet.	10000	3	30000
102	Tab.	Paracetamol 500 mg	Blister packing, packed in carton	150000	2.28	342000
103	Inf.	Paracetamol 1g/100ml	Bottle of 100ml in carton with hanger, leaflet.	2000	96	192000
104	Tab. /Cap.	Tramadol 50 mg	Blister / aluminium strip pack, packed in carton with leaflet.	30000	5	150000
105	Tab.	Paracetamol 650mg +Orphenadrine 50mg	Blister / aluminium strip pack, packed in carton with leaflet.	35000	6.56	229600
106	Inj.	Nalbuphine 10mg/ml	Ampoule of 1ml, packed in Carton with leaflet	1000	61.3	61300
ANTIHISTAMINES						
107	Tab.	Cetirizine 10 mg	Blister / aluminium strip pack, packed in carton with leaflet.	25000	1.6	40000
108	Inj.	Promethazine 25 mg/ml	Ampoule of 1ml packed in carton with leaflet.	11000	18.7	205700
ANTIEMETIC						
109	Tab. /Cap.	Domperidone 10mg	Blister / aluminium strip pack, packed in carton with leaflet.	6000	0.98	5880
ANTIASTHMATICS / BRONCHODILATORS						
110	Tab.	Montelukast 10 mg	Blister / aluminium strip pack, packed in carton with leaflet.	15000	4.44	66600
111	Syp.	Terbutaline 1.5mg/5ml	Bottle of 120ml or less	500	65	32500
112	Syp. /Susp	Acefylline 125mg /5ml	Bottle of 125ml or less	2000	108	216000

113	Amp. /Vial	Beclomethasone 800 mcg/2ml solution /suspension for nebulisation	Amp. /Vial packed in carton with leaflet	2200	82.13	180686
114	Amp. /Vial	Ipratropium Bromide 250 mcg /ml Nebulizer /Inhalation Solution	Amp. /Vial of 20ml or less packed in carton with leaflet.	2000	95	190000
OPIATE ANTAGONIST						
115	Tab.	Naltrexone 50mg	Blister / aluminium strip pack, packed in carton with leaflet.	3000	75	225000
EYE DROPS						
116	Drop s	Tobramycin 0.3% +Dexamethasone 0.1%,	Bottle of 5ml individually packed in carton with leaflet.	500	189	94500
INTRAVENOUS FLUIDS						
117	Inf.	Dextrose+Saline (1000ml) 5%w/v +0.9%w/v	Bottle of 1000ml, pack of 20 bottles packed in master carton.	3100	100	310000
118	Inf.	Normal Saline 0.9% (1000 ml)	Bottle of 1000ml, pack of 20 bottles packed in master carton.	1200	125	150000
119	Inf.	Ringer lactate 1000 ml	Bottle of 1000ml, pack of 20 bottles packed in master carton.	1500	107	160500
120	Inj.	Water for injection 5ml Sterile	5 ml sterile ampoule pack of 100 or less packed in carton.	1200	6	7200
121	Inf.	Normal Saline 100 ml	Bottle of 100ml, pack of 100 bottles or less packed in master carton.	5000	49	245000
ANTISEPTICS						
122		Methylated spirit	Bottle of 1000ml or less	400 Liters	432	172800
123	Solu.	Povidone Iodine 10 %	Bottle of 500ml or less	100	785	78500
MEDICAL DEVICES						
124		Disposable Syringe 10cc/ml with needle	Individually sterile blister pack, pack of 100 or less.	4000	26	104000
125		Examination Gloves Latex (S.M.L)	Ambidextrous Lightly Powdered Examination Gloves Latex All Size. Box of 100pcs	1200 boxes	623	747600
126		IV set /Drip set	Disposable IV Set with needle and flow control regulator, individually sterile blister packed.	4000	48	192000
SURGICAL DRESSINGS						
127		Cotton Bandage 6.5cm x6m	Individually Paper Packing pack of 12's outer packing of Paper.	600	29.45	17670
128		Cotton Crepe Bandage 7.5cm x4.5m	Individually pack in moisture proof polythene packing. Pack of 12 or less.	350	161	56350

129		Gauze Roll 1x30 m	Roll of 1 x 30 meter, individually packed in paper and outer packing of moisture proof polythene	200	869	173800
130		Surgical Hypoallergenic Latex Free Breathable Paper Tape 2.5 cm X 5 yards or above	Pack of 12 spools	1000	125.87	125870
Total estimated cost						168862349

**CLARIFICATION REGARDING BIDDING DOCUMENT OF PURCHASE OF DRG MEDICINE
SURGICAL & DISPOSABLE ITEMS / MEDICAL DEVICES
DATED 29-03-2024**

This clarification is been made against the tender document of procurement of drug medicine surgical & disposable items / medical devices for the year 2024-25, advertised against IPL No. 2517. The following clarifications have been made part of the bidding document.
Tender Serial No. 03 Injection Zuclopenthixol 100 mg/2ml, having specification Ampoule of 2ml packed in carton with leaflet quantity will be read as 800 injections. The estimated price will be Rs. 433,096/-
Tender Serial No. 113, Amp. /Vial Beclomethasone 800 mcg/2ml solution /suspension for nebulization, having specification Amp. /Vial packed in carton with leaflet quantity 22000 Amp/Vials its delivery schedule to be supplied between 15 January 2025 to 01-Feb-2025



BIDDING DOCUMENT

**PURCHASE OF LABORATORY KITS/ REGENTS/ ITEMS
(TENDER-01)**

YEAR 2024-25

**PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE,
GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT
Ph # 042-99203772-6
<https://pimh.punjab.gov.pk/>**

(A)
**INVITATION FOR BIDS
FOR THE YEAR 2024-25**

1. Punjab Institute of Mental Health invites sealed bids from bidders i.e. firms/companies/sole proprietors/general order suppliers having established credentials in terms of Technical, Financial & Management capabilities.
2. The bidding document carrying all details can be downloaded from the website of the Punjab Institute of Mental Health Lahore <http://pimh.punjab.gov.pk> and the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

Sr. No	Name of Tender	Bid Security @ (Refundable)	Tender Depositing Date, Time & Venue	Tender Opening Date & time
01.	Purchas of laboratory kits/ regents/ items	1% of the estimated value	10:30 AM 17-04-2024 at Purchase Cell	11:00 AM 17-04-2024

3. **Single Stage – two envelope procedure, as per Rule 38 (2) (a) of PPRA Rules 2014, shall be applied.** The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters. The financial proposal of the bid found technically non-responsive shall be returned unopened to the respective bidders.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders as detailed above positively at Purchase cell, Punjab Institute of Mental Health Jail Road, Shadman, Lahore. The bids received till the stipulated date & time mentioned shall be opened on the same day in the presence of the bidders or their authorized representatives.
5. The bidders are required to submit relevant, concise and to-the-point information as per the bidding document.
6. All bids should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Documents and Signatures of the authorized person. Moreover, signing and stamping each page of the bid including the bidding documents and forms is mandatory. Copy of performance security must be attached with technical proposal.
7. The bidders are requested to offer competitive rates for the items, all the detailed Terms & Conditions may be seen in the Bidding Document.
8. As per rule 35 of PPRA-14, the procuring agency reserves the right to accept or reject all bids or proposals.
8. All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014 (Amended).

EXECUTIVE DIRECTOR
Punjab Institute of Mental
Health, Lahore.

(B) 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.

2.1. Introduction

- 2.1.1 Scope of Bid**
- ii) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- ii) 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**
- vii) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) **[to be decided by the Procuring Agency]**, except as provided hereinafter.
 - viii) 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].
 - ix) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
 - x) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
 - xi) 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 the the bid data sheet.
 - xii) 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:

- f) 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.
 - g) Have controlling shareholders in common; or
 - h) Receive or have received any direct or indirect subsidy from any of them; or
 - i) Have the same legal representative for purposes of this Bid; or
 - j) 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
- xiii) A Bidder may be ineligible if –
- (h) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (i) 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;
 - (j) 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;
 - (k) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (l) 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.
 - (m) 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.

(n) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

- xv) Bidders shall provide to the Procuring Agency evidence of their eligibility, and proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xvi) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- xvii) 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

- iv) 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.
- v) 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.
- vi) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.

2.1.5. Cost of Bidding

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

2.1.6. One person one bid

- iv) 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.
- v) No Bidder can be a sub-contractor while submitting a Bid in the same Bidding process.
- vi) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- viii) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
- (s) Invitation to Bids
 - (t) Instructions to Bidders (ITB)
 - (u) Technical Specifications
 - (v) Bid Data Sheet
 - (w) General Conditions of Contract (GCC)
 - (x) Special Conditions of Contract (SCC)
 - (y) Schedule of Requirements
 - (z) Bid Form
 - (aa) Manufacturer's Authorization Form
 - (bb) Bidder Profile Form
 - (cc) General Information Form
 - (dd) Affidavit
 - (ee) Bid Security Form
 - (ff) Technical Bid Form
 - (gg) Contract Form
 - (hh) Financial Bid Form / Price Schedule
 - (ii) Performance Guarantee Form
 - (jj) Check List
- ix) 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.
- x) 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.
- xi) 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

- xii) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- xiii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- xiv) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- xv) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- xvi) 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**.
- xvii) 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.
- xviii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 2.2.3**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- iii) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
- 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.

2.3. Preparation of Bids

2.3.1. Language of Bid

- ii) 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

- ii) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.3.3. Bid Prices

- v) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- vi) Prices indicated on the Price Schedule shall be item wise/ package wise **[to be decided by the Procuring Agency on form 8.10]**
- vii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
- viii) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

- ii) Prices shall be quoted in **Pak Rupees** for local/DDP items unless otherwise specified in the Bid Data Sheet.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- iv) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- v) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- vi) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [Manufacturer's Authorization form No. 8.3] or producer to supply the same in Pakistan;
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

- vi) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- vii) 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.
- viii) 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.

- ix) 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.
- x) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (e) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
 - (f) carriage paid;
 - (g) received on, or before, the closing time and date for the submission of bids; and
 - (h) Evaluated to determine compliance with all characteristics listed in the **BDS**.{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}
- vii) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
 - (c) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (d) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- xiii) 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.
- xiv) 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.
- xv) 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).
- xvi) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**
- xvii) 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.

xviii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

2.3.7. Bid Security

viii) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.

ix) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).

x) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

(b) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for the contract period as defined in purchase order or contract Agreement.

xi) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.

xii) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 30 (Thirty) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (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".

xiii) 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.

xiv) The Bid security may be forfeited:

c. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

- d. 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

- iii) 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.
- iv) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.9. Format and Signing of Bid

- vii) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- viii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- ix) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- x) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- xi) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- x) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
- xi) The inner and outer envelopes shall:
 - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE..... (time and date)," [to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]
- xii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- xiii) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.
- xiv) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
- xv) The inner and outer envelopes shall:
 - a) Be addressed to the Procuring Agency at the address given in the **BDS**; and
 - b) Bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.
- xvi) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both

envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

- c) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.
- d) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
- (c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

xvii) The inner and outer envelopes shall:

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

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

2.4.2 Deadline for Submission of Bids

iv) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.

v) 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.

vi) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

2.4.3. Late Bids

iv) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

v) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

vi) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

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

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

- x) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- xi) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening-
- xii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- xiii) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any

Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

- xiv) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- xv) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- xvi) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- xvii) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- xviii)** No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xix) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xx) 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.
- xxi) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

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

**2.5.2.
Confidentiality**

- iv) 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.
- v) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- vi) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

**2.5.3. Clarification
of Bids**

- v) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- vi) 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.
- vii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - g) Evaluation & qualification criteria;
 - h) Required scope of work or specifications;
 - i) All securities requirements;
 - j) Tax requirements;
 - k) Terms and conditions of bidding documents.
 - l) Change in the ranking of the Bidder
- viii) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- vi) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- vii) 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.
- viii) 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.
- ix) 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.
- x) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - f) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - g) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - h) Has been properly signed;
 - i) Is accompanied by the required securities; and
 - j) 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

- iv) 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.
- v) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in

Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

vi) 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

- ii) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
- e) 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;
 - f) 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
 - g) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - h) 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.
- iii) 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

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

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

2.5.8. Post-Qualification & Evaluation of Bids

- v) 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.
- vi) 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.

vii) 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.

viii) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the Procuring Agency

iii) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

iv) 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

vii) 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.

viii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

ix) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

x) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case

of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

- x) 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.
- xii) 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

- iv) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- v) The notification of award will constitute the formation of the Contract.
- vi) 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

- iii) Within fifteen (10) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- iv) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/

- iv) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring

**Issuance of
Purchase Order**

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].

- v) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- vi) 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**

- ii) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

- ii) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring
Agency's Right to
Accept or Reject
All Bids**

- iv) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- v) The Bidders shall be promptly informed about the rejection of the Bids, if any
- vi) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

- ii) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

- iv) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xi. 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;
- xii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xiii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- xiv. 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;
- xv. 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.”

v) **Blacklisting & Debarment:**

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

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

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

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

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

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

As per rule 21 of PPR-14:

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

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

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

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

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

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

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.
2. The show cause notice shall contain:
 - (a) precise allegation, against the bidder or Contractor;
 - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and
 - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.
3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.
4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.
6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.
7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.
8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
9. The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.

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

vi) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

[Framework Contract Modality]

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

Section-III. Technical Specifications

Technical specification along with quantities and estimated cost are hereby attached as below (Annexure-I).

Section-IV: Bid Data Sheet		
ITB Reference	Description	Detail
I.B.T Clause 2.3.1	Language of the Bid	English
I.B.T Clause 2.3.4	Bid Currency	Pak Rs. On free delivery to Consignee's end basis including all Ex-work, Transportation, Storage Charges till the destination.
I.B.T Clause 2.3.8	Bid Security	1% of the total estimated price
I.B.T Clause 2.3.9	Bid Validity Period	180 Days
I.B.T Clause 2.2.2	Address for communications: Punjab Institute of Mental Health, Jail Road, Shadma-II, Lahore. Phone: +92(42)-99203776-7 Fax: +92(42)-99203775 Email: edpimh@yahoo.com	
I.B.T Clause 2.6.2	The Performance Guarantee: will be 5% of the total contract amount/value in shape of CDR/Bank Guarantee/Demand Draft / Pay Order/ Banker's cheque from any scheduled bank	

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	Name of Procuring Agency: [Punjab Institute of Mental, Health, Lahore]. The subject of procurement is: [Framework contract for item wise purchase of Laboratory kits/regents/items] Period for delivery of goods: [45-Days of Purchase order] Commencement date for delivery of Goods: [after issuing of Purchase/Supply Order]
2.	2.1.2	Financial year for the operations of the Procuring Agency: [2024-25] Name of Project/ Grant (Non-Development): [Government of the Punjab] Name of financing institution: [Government of the Punjab] Name and identification number of the Contract: [Framework Contract]
3.	2.1.3 (iv)	---
4.		Ineligible country(s) is or are [Government of Pakistan]
5.	2.3.6(iii)	Demonstration of authorization by manufacturer: [Not Applicable]
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is [Executive Director, Punjab Institute of Mental Health, Lahore.]
7.	2.2.2	Pre-bid meeting will be/will not be held [Not Applicable]
8.	2.3.9	Only one complete bid shall be submitted in original. Copy of the bid is not required.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	[Language of the Bid is English]
10	2.3.4	The price quoted shall be in Pak Rupees. [price inclusive of incidental services and delivered duty paid (DDP)].
11.	2.3.4	[The price shall be fixed].
12.	2.1.4 (ii)	Country of origin [as per specification]
D. Preparation and Submission of Bids		
13.	2.1.3	Qualification Criteria/ Knock down criteria. [mentioned in compulsory parameters (knock down criteria) : -
14.	2.3.6&2.3.7	Spare parts required for _____[number] of years of operation. [Not Applicable]
15.	2.2.2	Bid shall be submitted to: [Purchase Cell, Punjab Institute of Mental, Health, Lahore.] Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/ Purchase Cell] City/Town : [Lahore].

16.	2.4.2	The deadline for Bid submission is a) Day :[as mentioned on Page No.2] b) Date:[as mentioned on Page No.2] Time: [as mentioned on Page No.2]
17.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. [as mentioned on Page No.2] [The date should be the same as for Bid submission specified under ITB 2.4.2, Sr No 16 , above, and the time should be on the same day, at least 30 minutes after closing time of bid submission.]
18.	2.6.2	Amount of Performance Guarantee is: @5% of the total contract value.
19.	2.3.8	Estimated Contract Price is @1% of estimated cost mentioned in the specification sheet against each item.
20.	2.3.9	Bid validity period after opening of the Bid is of 180 Days .
21.	2.3.9	Only One Original Bid to be provided.
E. Opening and Evaluation of Bids		
22.	2.5.1	The Bid opening shall take place at: Office of the Executive Director, Punjab Institute of Mental, Health, Jail Road, Shadman-II, Lahore. Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/ Purchase Cell] City/Town : [Lahore]. Country: [Pakistan] Day : [as mentioned on Page No.2] Date: [as mentioned on Page No.2] Time : [as mentioned on Page No.2]
23.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: [Pak Rupees] The source of exchange rate shall be: [insert the source]
F. Bid Evaluation Criteria		
24.	2.5.8	Criteria to Bid evaluation. [As per rule-31 of PPR-14, a Procuring Agency is required to formulate evaluation criteria listing all the relevant information against which a Bid is to be evaluated.] [Bulk/Framework, item wise and form of contract to be adopted (i.e. DDP, FOR). The Bidding procedure is single stage two envelop procedure.
		The evaluation shall be conducted on item-to-item basis. Each item shall be considered as one package and the bidder shall have to quote for its complete quantity.

EVALUATION CRITERIA

Category: FOR THE PURCHASE OF LABORATORY KITS/ ITEMS

Failure to comply with any compulsory parameter will result in “non-responsiveness of the bidder”. Bidders comply with compulsory parameters will be evaluated further for marking criteria.

COMPULSORY PARAMETER (KNOCK DOWN CRITERIA)

1. Copy of valid CNIC issued by NADRA.
2. Affidavit, duly attested by oath commissioner, signed and stamped by the contractor on E. Stamp paper of Rs.100/- minimum declaring that:-
 - The bidder is not currently blacklisted by the procuring agency or by PPRA in whole Punjab.
 - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.
 - The provided information is correct.
3. Valid Tax registration with FBR. The Bidder must have active National Tax Number(NTN) and active General Sales Tax (GST) Registration Numbers with 100% Compliance (ATL) with documentary proof.
4. Minimum one-year relevant experience.
5. Technical/Financial offers must be typed / composed on company’s letter head.
6. Specifications quoted in the technical offer will be verified from samples provided with the bid at the time of technical bid opening. Product that complies 100% with the specification and fulfill that requirement as per labeling and packing rules 1986.

Sr. No.	Parameters	Detail	Total Marks	Remarks												
	Market / institution experience of quoted product	<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">i</td> <td style="width: 85%;">Market availability of quoted items for last one year</td> <td style="width: 10%; text-align: center;">05</td> </tr> </table>	i	Market availability of quoted items for last one year	05	05	The market availability of quoted item will be calculated from the date of commercial invoice for parameters (i) the product having less than one-year experience is ineligible									
i	Market availability of quoted items for last one year	05														
	Compliance of Quality Standards	<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">i</td> <td style="width: 85%;">FDA/WHO approved</td> <td style="width: 10%; text-align: center;">10</td> </tr> <tr> <td>ii</td> <td>Others</td> <td style="text-align: center;">05</td> </tr> </table>	i	FDA/WHO approved	10	ii	Others	05	10							
i	FDA/WHO approved	10														
ii	Others	05														
01.	Bidders Relevant Experience. (since last five years)	<p>Institutions Served:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">i.</td> <td style="width: 85%;">04- Hospitals / Institutions & above</td> <td style="width: 10%; text-align: center;">35</td> </tr> <tr> <td>ii</td> <td>03 - Hospitals / Institutions</td> <td style="text-align: center;">25</td> </tr> <tr> <td>iii</td> <td>02 - Hospitals / Institutions</td> <td style="text-align: center;">20</td> </tr> <tr> <td>iv</td> <td>01 - Hospitals / Institutions</td> <td style="text-align: center;">10</td> </tr> </table>	i.	04- Hospitals / Institutions & above	35	ii	03 - Hospitals / Institutions	25	iii	02 - Hospitals / Institutions	20	iv	01 - Hospitals / Institutions	10	35	Institutions include government departments & hospitals. The company / contractor will provide Award / Supply orders and Performance certificates as well.
i.	04- Hospitals / Institutions & above	35														
ii	03 - Hospitals / Institutions	25														
iii	02 - Hospitals / Institutions	20														
iv	01 - Hospitals / Institutions	10														
02.	Financial Status / Capacity of Bidders (Annual Turnover of Last Three Financial Year)	<p>Business turn over:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">i.</td> <td style="width: 85%;">50 Million or more</td> <td style="width: 10%; text-align: center;">10</td> </tr> <tr> <td>ii</td> <td>30 Million or more</td> <td style="text-align: center;">05</td> </tr> <tr> <td>iii</td> <td>10 Million or more</td> <td style="text-align: center;">03</td> </tr> </table>	i.	50 Million or more	10	ii	30 Million or more	05	iii	10 Million or more	03	10	The Average Annual Turnover for last three (03) years must be greater than PKR 5 million. The firm shall submit FBR's Tax Return			
i.	50 Million or more	10														
ii	30 Million or more	05														
iii	10 Million or more	03														

				for last three years in this regard												
02.	Registration, Tax and Audit Report / Certificate	<table border="1"> <tr> <td>i.</td> <td>Audit reports (Last Three Year)</td> <td>15</td> </tr> <tr> <td>ii</td> <td>Bank Certificate</td> <td>05</td> </tr> <tr> <td>iii</td> <td>Income tax returns</td> <td>15</td> </tr> <tr> <td>iv</td> <td>Valid Professional tax of the current F. Y</td> <td>05</td> </tr> </table>	i.	Audit reports (Last Three Year)	15	ii	Bank Certificate	05	iii	Income tax returns	15	iv	Valid Professional tax of the current F. Y	05	40	Provide original bank account maintenance certificate from the concerned branch of current Month. Income tax returns of last three years (05 marks for each year). Audit report certified by chartered accountant.(05 marks for each year).
i.	Audit reports (Last Three Year)	15														
ii	Bank Certificate	05														
iii	Income tax returns	15														
iv	Valid Professional tax of the current F. Y	05														

Total Marks: 100

Qualifying marks: 70% (70) and above.

PART-C

EVALUATION OF SAMPLES AS PER ADVERTISED SPECIFICATION.

Bid Enquiry No.	Name of items brand name if any	Manufacturer/ country of origin	Accounting unit	Sample status Responsive / Non-Responsive	Remarks

Note : 100% complete information according to the bid evaluation criteria provided by the firm will get maximum marks. **THE INFORMATION PROVIDED BY THE FIRM SHOULD BE RELEVANT, CONCISE AND TO THE POINT AS PER BID EVALUATION CRITERIA.**

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: [Insert percentage, but not more/ less than 15% of total awarded quantity].
2.6.2	The Performance Guarantee shall be: [05 percent of the Contract Price]
2.6.2	The Performance Security (or guarantee) shall be in the form of: [Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque]

Section-V: General Conditions of Contract

1. Definitions

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

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

2. Application

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

3. Country of Origin

[where applicable]

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

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from ~~which~~ **where** the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that

is substantially different in basic characteristics or in purpose or utility from its components.

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

4. Standards

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

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

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

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

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

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

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

7. Performance Guarantee

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

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

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country,

in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

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

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

8. Inspections and Tests

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

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

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

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

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

9. Packing

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

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

10. Delivery and Documents

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

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

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

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

11. Insurance

11.1. The Goods supplied under the Contract shall be delivered on DDP basis where the seller has the responsibility of insurance.

12. Transportation

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

13. Incidental Services

[If required and decided by the Procuring Agency]

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

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

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

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

14. Spare Parts

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

- (a) such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

15.2. This warranty shall remain valid for_[to be decided by the Procuring Agency] year/months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for_____ [to be decided by the Procuring Agency] year/months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

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

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be

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

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

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

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

16.4. The currency of payment is [to be decided by the Procuring Agency]

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

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

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

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

19. Contract Amendments 19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent

through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

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

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

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

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

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

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

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

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

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

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

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xvi. 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;
- xvii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xviii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- xix. 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;
- xx. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency

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

25. Force Majeure

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

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

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

26. Termination for Insolvency

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

27. Termination for Convenience

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

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

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

- 28. Resolution of Disputes**
- 28.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
- 29. Governing Language**
- 29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law**
- 30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
- 31. Notices**
- 31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
- 31.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties**
- 32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.

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 Institute of Mental Health, Lahore**

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

GCC 1.1 (i)—The Supplier is:

Sample Provision

GCC 1.1 (j)—The Project Site is: [if applicable]

2. Country of Origin (GCC Clause 3)

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

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: [(05) percent of the Contract Price]

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

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows: [if so required by the Procuring Agency]

5. Packing (GCC Clause 9)

GCC 9.2—[This SCC shall supplement GCC Clause 9.2, exact details of the requisite packages be provided]

6. Delivery and Documents

(GCC Clause 10) [format of contract is to be decided by the Procuring Agency, however, a model provision for DDP is as follows]

Sample provision (DDP terms)

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

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;
- (iv) insurance certificat ;

- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
- (vii) Certificate of origin.

[Other similar documents should be listed, depending upon the Incoterm provisions.]

7. Insurance

(GCC Clause 11) [where applicable]

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are: The price of all types of incidental services quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract.

9. Spare Parts

(GCC Clause 14) [where applicable]

GCC 14.1—Additional spare parts requirements are:

Sample provision

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

10. Warranty

(GCC Clause 15) [for Medicine/Medical devices: [Manufacturer's certificate of warranty under Drugs Act 1976/DRAP Act 2012 & rules framed there under for the items covered in drug act]

11. Sample provision

The bidder shall provide packs of commercial samples of their quoted brand along with its bid if required. Sample submission is mandatory.

12. Payment (GCC Clause 16)

Sample provision

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

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

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

- (i) L.C Modality.

(ii) Running Bill modality.

(iii) Lump sum modality.

13. Prices (GCC Clause 17)

Sample provision

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

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price after that Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.]

15. Resolution of Disputes (GCC Clause 28)

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

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

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be:

17. Applicable Law (GCC Clause 30)

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

18. Notices (GCC Clause 31)

GCC 31.1—Procuring Agency’s address for notice purposes: Punjab Institute of Mental Health, Lahore.

—Supplier’s address for notice purposes:

19. Product Specifications.

(Detailed technical specifications, given in Award of Framework Contract, will be followed)

Section-VII. Schedule of Requirements

The supplies shall be delivered in accordance with the Purchase Orders issued by The Executive Director Punjab Institute of Mental Health, Lahore as per requirements: -

Respective Consignee's End: Executive Director Punjab Institute of Mental Health, Lahore.
Free delivery to Consignee's end (DDP) basis:

MODE OF PENALTY	DELIVERY OF 100% QUANTITY AS PER PURCHASE ORDER
Without Recovery of Late Delivery Charges	45- days for local & imported items.
With Recovery of Late Delivery Charges @ 0.067 % per day	In case the supplier firm fails to adhere the delivery schedule then, its status will be considered blacklisted until and unless, the firm provides genuine reasons for delay in the supplies and it will be the discretion of the Executive Director, Procuring Agency to accept the supplies. However, this acceptance will be subject to the imposition of the Late Delivery Charges at the uniform rate of 2% per month / 0.067% per day.
Risk Purchase	After expiry of prescribed delivery period the Procuring Agency may proceed for risk purchases (at the risk & cost of defaulter) to ensure the un-interrupted healthcare services to the patients.

Section-VIII: Sample Forms
8.1 Bid Form

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

Date: _____

To: [Executive Director, Punjab Institute of Mental, Health, Lahore.]

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 05 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 [180] days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Name and address of goods provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.2 Bidder's JV Members Information Form (NOT APPLICABLE)

8.3. Manufacturer's Authorization Form

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

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

To: [name of the Procuring Agency]

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

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

[Signature for and on behalf of Manufacturer]

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

8.4. Bidder Profile Form

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

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

a) Audited Financial Statement Attachment/Income Tax Returns (Last _____ years)

Yes	No
-----	----

b) Details of Experience (Last _____ Years)

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

c) Staff Detail and last month Payroll

Yes	No
-----	----

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

8.5. General Information Form

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

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

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

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

8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

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

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

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

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To,
[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier) _____ hereinafter called "the Contractor" has

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

1. [Please insert details].

(Here in after called "the Contract").

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

AND WHEREAS we have agreed to give the Contractor a Guarantee;

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

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

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

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

Sr. No.	Item name	Brand name with Country of Manufacturer	Make & model	Quantity	Country of Origin	Specifications dimensions

Stamp & Signature of Bidder _____

8.9. Contract Form

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

THIS AGREEMENT made on the _____ day of _____ 20 between [name of Procuring Agency] of [country of Procuring Agency] (hereinafter called "the Procuring Agency") on the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") on the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

8.10. Financial Bid Form/Price Schedule

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

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

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

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". (Please refer ITB clause 2.5.6).

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1.	1% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
2.	All required samples must be submitted with the bid in the Purchase Cell of Punjab Institute of Mental Health, Lahore.		
3.	Registration with FBR. Active NTN & GST with 100% compliance		
4.	Turnover		
5.	Technical Bid Form (as per form 8.9 of Bidding documents) on letter head of the firm duly signed and stamped.		
6.	Financial Bid Form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
7.	Bid Security Form (as per form 8.11 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8.	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9.	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
10.	Affidavit(as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the Procuring Agency or by PPRA in whole Punjab. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
11.	i. Work order / supply order / purchase order with relevant experience. ii. Company profile. Staff list along with location and address [where applicable]. iii. Income Tax Returns & Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). Bidders profile Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____

Annexure

ANNUAL DEMAND

1ST TENDER OF LABORATORY KITS/ REAGENTS / ITEMS FOR THE YEAR 2024-25

Sr. No	Name of kit/Item	Packing Size	Quantity	Delivery Schedule	Estimated Price
BIOCHEMISTRY					
1.	Blood Glucose Estimation Kit	2000 ml	02 Kits	Annual	18100
2.	S. Bilirubin kit	1000 ml	01 Kits	Annual	11500
3.	SGPT Kit	1000 ml	01 Kits	Annual	28800
4.	SGOT Kit	1000 ml	01 Kits	Annual	28800
5.	Alkaline Phosphate Kit	1000 ml	01 Kits	Annual	28800
6.	Serum Protein Total	500 ml	05 kits	Annual	52500
7.	Serum Albumin	500 ml	05 kits	Annual	52500
8.	Blood Urea Kit	1000 ml	01 Kits	Annual	21500
9.	S. Creatinine Kit	1000 ml	01 Kits	Annual	13500
10.	Uric Acid	300 ml	01 Kits	Annual	13800
11.	Serum Cholesterol	300 ml	03 Kits	Annual	38400
12.	Serum Triglycerides	300ml	03 Kits	Annual	59400
13.	CPK Kit	120ml	01 Kits	Annual	70000
14.	Routine Clinical Chemistry Lyophilized Control Normal	6 x5ml/kit	06 kit	Annual	120000
15.	Routine Clinical Chemistry Lyophilized Control Pathology	6 x5ml/kit	06 kit	Annual	132000
16.	Fluid Pack for Prolyte Ref#IL-2121D	800 ml/Pack	12 Packs	Annual	660000
17.	Daily Rinse Kit for Prolyte Ref#ME2118D	100ml/Bottle	12 Bottles	Annual	300000
18.	QC level 2 for Prolyte Ref#DD-92002D	1.8ml/vial	04 packs (30 Vials each pack)	Annual	112000
19.	Internal Fill Solution for Prolyte Ref# ME-2541D	115ml/Bottle	01 Bottle	Annual	15000
20.	Printer Paper Rolls for Prolyte Ref#ME-2541D		06 Rolls	Annual	9000
HEMATOLOGY					
21.	Cell pack for Sysmex XNL350 Ref# DCL ZPPCT661628	20L/Pack	20 packs	Biannual (10+10)	1120000

22.	XN-L Check L1 for Sysmex XNL350 with values brochure (original) Note: Purchase 1 vial per month.	3ml/vial	06 Vials	01 Vial per month	400800
23.	XN-L Check L2 for Sysmex XNL350 with values brochure (original) Note: Purchase 1 vial per month.	3ml/vial	06 Vials	01 Vial per month	400800
24.	Lysercell WDF for Sysmex XNL350 Ref# ZPPAL337564	5L/pack	05 packs	Biannual (2+3)	1320000
25.	Fluorocell WDF for Sysmex XNL350 Ref# CV377552	42mlx2/pack	06 pack	02 packs in every 04 months	3690000
26.	Sulpholuzer for Sysmex XNL350 Ref# BJ350971	1x500 ml	03 pack	Biannual (1+2)	194700
27.	Cell Clean Auto for Sysmex XNL350 Ref# CF579595	4mlx20/pack	05 pack	Biannual (2+3)	490000
28.	Methanol Merck original sample approval	2.5L/Bottle	02 bottles	Annual	6400
SEROLOGY					
29.	HbsAg Device ICT (Subject to sample approval) (FDA / CEA / MHLW)	1500 Tests	60 Packs	Annual	3120
30.	Anti-HCV Device ICT (Subject to sample approval) (FDA / CEA / MHLW)	1500 Tests	60 Packs	Annual	5040
31.	Anti-HIV 1 & 2 Device ICT (Subject to sample approval) (FDA / CEA / MHLW)	1500 Tests	60 Packs	Annual	5880
32.	H-pylori Device ICT (FDA / CEA / MHLW)	50 Tests	02 Packs	Annual	270
33.	Mycodot Device ICT (FDA / CEA / MHLW)	40 Tests	01 Packs	Annual	155
34.	Stool for Occult Blood Devices (FDA / CEA / MHLW)	25 Tests	01 Pack	Annual	15000
35.	Stool for H-Pylori Devices (FDA / CEA / MHLW)	25 Tests	01 Pack	Annual	750
36.	Multi Drug Test Device (FDA / CEA / MHLW)	525 Tests	35 Packs	Annual	38500
37.	CRP Kit (Slide Method-agglutination)	100 Tests	01 kit	Annual	7500
38.	ASO Titre (Slide Method-agglutination)	50 Tests	01 kit	Annual	7500
39.	RA-Factor (Slide Method-agglutination)	100 Tests	01 kit	Annual	7500
40.	Blood Group Kit	3x10 ml	01 Kit	Annual	4500
MISCELLANEOUS					
41.	Multiple Urine Test Strips 10 Parameters	100 Strips/Pack	30 Packs	Annual	60000
42.	Blue Tip Disposable 1ml capacity (Subject to sample approval)	Pack of 500 Pieces	05 Packs	Annual	4250
43.	Yellow Tips Disposable (Subject to sample approval)	Pack of 500 Pieces	05 Packs	Annual	3500
44.	Distilled Water	5L/Bottle	06 Bottles	Annual	3600

45.	CBC Vials EDTA K3 Plastic Vacutainer 2ml (Subject to sample approval)	100 Vials/Pack	40 Packs	Annual	112000
46.	Gel Vials Plastic Vacutainer 3ml, Yellow cap (Subject to sample approval)	100 Vials/Pack	40 Packs	Annual	128000
47.	Alcohol swabs (Subject to sample approval)	8000 swabs	40 Packs	Annual	23600
48.	Urine Container	100pcs / Pack	50 Packs	Annual	130000
49.	Disposable plastic test tube with cap 12*75mm sample approved	500 tubes / pack	10 packs	Annual	45000
50.	Sani Plast 20mm*72mm sample approved	4000 pieces	40 packs	Annual	26000
51.	Glass Slides	3000 Pieces	40 Pkt	Annual	23600
52.	Cover Slips 18x18 mm	3000 Pieces	30 Pkt	Annual	12750
53.	Serum Cup		1000 Pieces	Annual	3780
54.	Blood Sugar Strip (compatible with Oncall)		12000 Strips	Annual	384000
55.	Lancet		12000-Nos	Annual	36000
Total Estimated Price.					Rs.10,500,095/-

Supply Schedule: Please make the supply of above kits/items as mentioned in the last column as under.

Annual Supply: **First supply in the 2nd week of September 2024**

Biannual Supply: **Second supply in the 2nd week of March 2025**

The specifications in general are attached herewith.

This is submitted for your necessary action and timely supply of laboratory kits/items please.

SPECIFICATIONS and OTHER DETAIL

A- Item No 1 – 15

1. Blood Glucose Estimation Kit
2. S. Bilirubin kit
3. SGPT Kit
4. SGOT Kit
5. Alkaline Phosphate Kit
6. Serum Protein Total
7. Serum Albumin
8. Blood Urea Kit
9. S. Creatinine Kit
10. Uric Acid
11. Serum Cholesterol
12. Serum Triglycerides
13. CPK
14. Routine Clinical Chemistry Lyophilized Control Normal
15. Routine Clinical Chemistry Lyophilized Control Pathology

SPECIFICATIONS

- a) Clinical chemistry kits for use with fully automatic and semi-automatic chemistry analyzer.
- b) Should be packed in original packing.

- c) Complete kit with all reagents, control and brochure contained in the box.
- d) The packing and reagent bottles should have lot/batch No and expiry date.
- e) The UV/Enzymatic method.
- f) FDA approved and/or CE marked and/or ISO certified and/or equivalent approved or certification.
 - a. **The supplier will have to submit a statement on its letter pad of the kit/reagents approval/certification etc.**
- g) The shelf life should be more than 70% at the time of supply preferably with expiry date of beyond **Dec**.
- h) Highest **2025** quality product with good repute in the public and private consumers market.

B- Items No 29-36

- 1. HbsAg device ICT
- 2. Anti HCV device ICT
- 3. Anti-HIV device ICT
- 4. H-pylori device ICT
- 5. Mycodot device ICT
- 6. Stool for Occult Blood
- 7. Stool for H-Pylori
- 8. Drug test device ICT

SPECIFICATIONS

- a) Immunochromatographic technique
- b) Sample whole blood and/or plasma and/or serum and/or Urine.
- c) Each device packed in leak proof and water resistant pouch.
- d) Complete Box with literature, buffer and sample dispensers (droppers) etc.
- e) Each device and pouch labeled with the name of the test.
- f) The pouch must have name lot/batch number and expiry date printed on it.
- g) The product should be of highest specificity, sensitivity and no cross reactivity.
- h) **WHO approved and/or FDA approved and/or CE certification and/or ISO certified and/or equivalent approved or certified.**
- i) **The supplier must submit a statement on its letter**
 - a. **pad of the device approval/ certification etc.**
- j) The shelf life should be more than 18 months at the time of supply.
- k) Highest quality product with good repute in the public and private consumers market
- l) **The supplier will submit 20 Devices (with literature and Buffer etc.) each of Anti HCV, Anti-HIV , HbsAg for evaluation at the time of the submission of tenders.**

C- Item No 37-39

- 1. CRP Kit (Slide Method-Agglutination)
- 2. ASO Kit (Slide Method-Agglutination)
- 3. RA Factor (Slide Method-Agglutination)

SPECIFICATIONS

- a) Slide method – agglutination
- b) Sample serum and/or plasma
- c) Should be packed in original packing
- d) Complete kit with all reagents and controls contained in the box
- e) The packing and reagent bottles should have lot/batch No and expiry date.
- f) FDA approved and/or CE marked and/or ISO certified and/or equivalent approved or certification.

The supplier must submit a statement on its letter pad of the device approval/certification etc.

- g) The shelf life should be more than 18 months at the time of supply.
- h) Highest quality product with good repute in the public and private consumers market

D- Item No 41

- 1. Multi strips for urine analysis 10 parameters

SPECIFICATIONS

- a) Dip and visual read test strip for testing urine

- b) 10 parameters of test on urine, specific gravity, pH, leukocytes, nitrates, protein, glucose, ketone, Urobilinogen, Bilirubin and blood.
- c) 100 strips packed in puncture proof, water proof, light proof container with air tight lid.
- d) The container must have lot/batch number and expiry date.
- e) The container must have guide with values to read the color changes on the test strip.
- f) FDA approved and/or CE marked and/or ISO certified and/or equivalent approved or certification.

The supplier must submit a statement on its letter pad of the urine strips approval/certification etc.

- g) Highest quality product with good repute in the public and private consumers market.
- h) The shelf life should be more than 2 years at the time of supply.

E- Item No 54

1. Must be compatible with Oncall Glucometer.
2. Expiry date at the time of supply must be more than 70%
3. 5 compatible glucometer to be supplied (free of cost)



BIDDING DOCUMENT

PURCHASE OF DENTAL KITS / ITEMS (TENDER-01)

YEAR 2024-25

**PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE,
GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT
Ph # 042-99203772-6
<https://pimh.punjab.gov.pk/>**

(A)
**INVITATION FOR BIDS
FOR THE YEAR 2024-25**

1. Punjab Institute of Mental Health invites sealed bids from bidders i.e. firms/companies/sole proprietors/general order suppliers having established credentials in terms of Technical, Financial & Management capabilities.
2. The bidding document carrying all details can be downloaded from the website of the Punjab Institute of Mental Health Lahore <http://pimh.punjab.gov.pk> and the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

Sr. No	Name of Tender	Bid Security @ (Refundable)	Tender Depositing Date, Time & Venue	Tender Opening Date & time
01.	Purchas of Dental kits / items	1% of the estimated value	10:30 AM 17-04-2024 at Purchase Cell	11:00 AM 17-04-2024

3. **Single Stage – two envelope procedure, as per Rule 38 (2) (a) of PPRA Rules 2014, shall be applied.** The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters. The financial proposal of the bid found technically non-responsive shall be returned unopened to the respective bidders.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders as detailed above positively at Purchase cell, Punjab Institute of Mental Health Jail Road, Shadman, Lahore. The bids received till the stipulated date & time mentioned shall be opened on the same day in the presence of the bidders or their authorized representatives.
5. The bidders are required to submit relevant, concise and to-the-point information as per the bidding document.
6. All bids should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Documents and Signatures of the authorized person. Moreover, signing and stamping each page of the bid including the bidding documents and forms is mandatory. Copy of performance security must be attached with technical proposal.
7. The bidders are requested to offer competitive rates for the items, all the detailed Terms & Conditions may be seen in the Bidding Document.
8. As per rule 35 of PPRA-14, the procuring agency reserves the right to accept or reject all bids or proposals.
8. All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014 (Amended).

EXECUTIVE DIRECTOR
Punjab Institute of Mental
Health, Lahore.

(B) 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.

2.1. Introduction

- 2.1.1 Scope of Bid** iii) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds** iii) 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** xiii) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) **[to be decided by the Procuring Agency]**, except as provided hereinafter.
- xiv) 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].
- xv) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- xvi) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- xvii) 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 the the bid data sheet.
- xviii) 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:

- k) 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.
 - l) Have controlling shareholders in common; or
 - m) Receive or have received any direct or indirect subsidy from any of them; or
 - n) Have the same legal representative for purposes of this Bid; or
 - o) 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
- xiv) A Bidder may be ineligible if –
- (o) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (p) 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;
 - (q) 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;
 - (r) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (s) 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.
 - (t) 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.

(u) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

xviii) Bidders shall provide to the Procuring Agency evidence of their eligibility, and proof of compliance with the necessary legal requirements to carry out the contract effectively.

xix) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xx) 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

vii) 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.

viii) 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.

ix) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.

2.1.5. Cost of Bidding

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

2.1.6. One person one bid

vii) 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.

viii) No Bidder can be a sub-contractor while submitting a Bid in the same Bidding process.

ix) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- xix) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
- (kk) Invitation to Bids
 - (ll) Instructions to Bidders (ITB)
 - (mm) Technical Specifications
 - (nn) Bid Data Sheet
 - (oo) General Conditions of Contract (GCC)
 - (pp) Special Conditions of Contract (SCC)
 - (qq) Schedule of Requirements
 - (rr) Bid Form
 - (ss) Manufacturer's Authorization Form
 - (tt) Bidder Profile Form
 - (uu) General Information Form
 - (vv) Affidavit
 - (ww) Bid Security Form
 - (xx) Technical Bid Form
 - (yy) Contract Form
 - (zz) Financial Bid Form / Price Schedule
 - (aaa) Performance Guarantee Form
 - (bbb) Check List
- xx) 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.
- xxi) 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.
- xxii) 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

- xxiii) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- xxiv) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- xxv) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- xxvi) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- xxvii) 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**.
- xviii) 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.
- xxix) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 2.2.3**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

- 2.2.3. Amendment of Bidding Documents**
- v) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
 - vi) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

- 2.3.1. Language of Bid**
- iii) 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**
- iii) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 2.3.3. Bid Prices**
- ix) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
 - x) Prices indicated on the Price Schedule shall be item wise/ package wise **[to be decided by the Procuring Agency on form 8.10]**
 - xi) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
 - xii) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- iii) Prices shall be quoted in **Pak Rupees** for local/DDP items unless otherwise specified in the Bid Data Sheet.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- vii) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- viii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- ix) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [Manufacturer's Authorization form No. 8.3] or producer to supply the same in Pakistan;
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

- xi) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- xii) 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.
- xiii) 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.

- xiv) 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.
- xv) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (i) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
 - (j) carriage paid;
 - (k) received on, or before, the closing time and date for the submission of bids; and
 - (l) Evaluated to determine compliance with all characteristics listed in the **BDS**.{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}
- viii) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
 - (e) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (f) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- xix) 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.
- xx) 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.
- xxi) 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).
- xxii) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**
- xxiii) 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.

2.3.7. Bid Security

- xxiv) 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.
- xv) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- xvi) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- xvii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (c) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for the contract period as defined in purchase order or contract Agreement.
- xviii) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- xix) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 30 (Thirty) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (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".
- xx) 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.
- xxi) The Bid security may be forfeited:
 - e. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

- f. 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

- v) 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.
- vi) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.9. Format and Signing of Bid

- xiv) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- xv) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- xvi) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- xvii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- xviii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- xix) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
- xx) The inner and outer envelopes shall:
 - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE..... (time and date)," [to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]
- xxi) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- xxii) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.
- xxiii) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
- xxiv) The inner and outer envelopes shall:
 - a) Be addressed to the Procuring Agency at the address given in the **BDS**; and
 - b) Bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.
- xxv) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both

envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

- e) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.
- f) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
- (c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

xxvi) The inner and outer envelopes shall:

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

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

2.4.2 Deadline for Submission of Bids

vii) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.

viii) 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.

ix) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

2.4.3. Late Bids

vii) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

viii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

ix) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

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

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

- xxii) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- xxiii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening-
- xxiv) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- xxv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any

Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

- xxvi) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- xxvii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- xviii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- xxix) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- xxx)** No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xxxi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xxxii) 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.
- xxxiii) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

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

2.5.2. Confidentiality

- vii) 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.
- viii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- ix) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

- ix) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- x) 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.
- xi) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - m) Evaluation & qualification criteria;
 - n) Required scope of work or specifications;
 - o) All securities requirements;
 - p) Tax requirements;
 - q) Terms and conditions of bidding documents.
 - r) Change in the ranking of the Bidder
- xii) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- xi) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- xii) 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.
- xiii) 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.
- xiv) 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.
- xv) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - k) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - l) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - m) Has been properly signed;
 - n) Is accompanied by the required securities; and
 - o) 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

- vii) 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.
- viii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in

Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

- ix) 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**
- iii) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
- i) 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;
 - j) 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
 - k) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - l) 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.
- iv) 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**
- iii) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

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

2.5.8. Post-Qualification & Evaluation of Bids

- ix) 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.
- x) 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.

xi) 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.

xii) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the Procuring Agency

v) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

vi) 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

xiii) 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.

xiv) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

xv) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

xvi) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case

of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

- xvii) 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.
- xviii) 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

- vii) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- viii) The notification of award will constitute the formation of the Contract.
- ix) 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

- v) Within fifteen (10) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- vi) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/

- vii) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring

**Issuance of
Purchase Order**

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].

viii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

ix) 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**

iii) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

iii) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring
Agency's Right to
Accept or Reject
All Bids**

vii) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

viii) The Bidders shall be promptly informed about the rejection of the Bids, if any

ix) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

iii) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

- vii) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xxi. 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;
- xxii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xxiii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- xxiv. 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;
- xxv. 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.”

viii) **Blacklisting & Debarment:**

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

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

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

(8) 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.

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

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

As per rule 21 of PPR-14:

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

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

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

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

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

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

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.
2. The show cause notice shall contain:
 - (a) precise allegation, against the bidder or Contractor;
 - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and
 - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.
3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.
4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.
6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.
7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.
8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
9. The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.

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

ix) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

[Framework Contract Modality]

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

Section-III. Technical Specifications

Technical specification along with quantities and estimated cost are hereby attached as below (Annexure-I).

Section-IV: Bid Data Sheet		
ITB Reference	Description	Detail
I.B.T Clause 2.3.1	Language of the Bid	English
I.B.T Clause 2.3.4	Bid Currency	Pak Rs. On free delivery to Consignee's end basis including all Ex-work, Transportation, Storage Charges till the destination.
I.B.T Clause 2.3.8	Bid Security	1% of the total estimated price
I.B.T Clause 2.3.9	Bid Validity Period	180 Days
I.B.T Clause 2.2.2	Address for communications: Punjab Institute of Mental Health, Jail Road, Shadma-II, Lahore. Phone: +92(42)-99203776-7 Fax: +92(42)-99203775 Email: edpimh@yahoo.com	
I.B.T Clause 2.6.2	The Performance Guarantee: will be 5% of the total contract amount/value in shape of CDR/Bank Guarantee/Demand Draft / Pay Order/ Banker's cheque from any scheduled bank	

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	Name of Procuring Agency: [Punjab Institute of Mental, Health, Lahore]. The subject of procurement is: [Framework contract for item wise purchase of Dental kits/items] Period for delivery of goods: [45-Days of Purchase order] Commencement date for delivery of Goods: [after issuing of Purchase/Supply Order]
2.	2.1.2	Financial year for the operations of the Procuring Agency: [2024-25] Name of Project/ Grant (Non-Development): [Government of the Punjab] Name of financing institution: [Government of the Punjab] Name and identification number of the Contract: [Framework Contract]
3.	2.1.3 (iv)	---
4.		Ineligible country(s) is or are [Government of Pakistan]
5.	2.3.6(iii)	Demonstration of authorization by manufacturer: [Not Applicable]
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is [Executive Director, Punjab Institute of Mental Health, Lahore.]
7.	2.2.2	Pre-bid meeting will be/will not be held [Not Applicable]
8.	2.3.9	Only one complete bid shall be submitted in original. Copy of the bid is not required.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	[Language of the Bid is English]
10	2.3.4	The price quoted shall be in Pak Rupees. [price inclusive of incidental services and delivered duty paid (DDP)].
11.	2.3.4	[The price shall be fixed].
12.	2.1.4 (ii)	Country of origin [as per specification]
D. Preparation and Submission of Bids		
13.	2.1.3	Qualification Criteria/Knock down criteria. [mentioned in compulsory parameters (knock down criteria) : -
14.	2.3.6&2.3.7	Spare parts required for _____[number] of years of operation. [Not Applicable]
15.	2.2.2	Bid shall be submitted to: [Purchase Cell, Punjab Institute of Mental, Health, Lahore.] Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/ Purchase Cell] City/Town : [Lahore].

16.	2.4.2	The deadline for Bid submission is c) Day :[as mentioned on Page No.2] d) Date:[as mentioned on Page No.2] Time: [as mentioned on Page No.2]
17.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. [as mentioned on Page No.2] [The date should be the same as for Bid submission specified under ITB 2.4.2, Sr No 16, above, and the time should be on the same day, at least 30 minutes after closing time of bid submission.]
18.	2.6.2	Amount of Performance Guarantee is: @5% of the total contract value.
19.	2.3.8	Estimated Contract Price is @1% of estimated cost mentioned in the specification sheet against each item.
20.	2.3.9	Bid validity period after opening of the Bid is of 180 Days .
21.	2.3.9	Only One Original Bid to be provided.
E. Opening and Evaluation of Bids		
22.	2.5.1	The Bid opening shall take place at: Office of the Executive Director, Punjab Institute of Mental, Health, Jail Road, Shadman-II, Lahore. Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/Purchase Cell] City/Town : [Lahore]. Country: [Pakistan] Day : [as mentioned on Page No.2] Date: [as mentioned on Page No.2] Time : [as mentioned on Page No.2]
23.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: [Pak Rupees] The source of exchange rate shall be: [insert the source]
F. Bid Evaluation Criteria		
24.	2.5.8	Criteria to Bid evaluation. [As per rule-31 of PPR-14, a Procuring Agency is required to formulate evaluation criteria listing all the relevant information against which a Bid is to be evaluated.] [Bulk/Framework, item wise and form of contract to be adopted (i.e. DDP, FOR). The Bidding procedure is single stage two envelop procedure.
		The evaluation shall be conducted on item-to-item basis. Each item shall be considered as one package and the bidder shall have to quote for its complete quantity.

EVALUATION CRITERIA

Category: FOR THE PURCHASE OF DENTAL KITS/ITEMS

Failure to comply with any compulsory parameter will result in “non-responsiveness of the bidder”. Bidders comply with compulsory parameters will be evaluated further for marking criteria.

COMPULSORY PARAMETER (KNOCK DOWN CRITERIA)

7. Copy of valid CNIC issued by NADRA.
8. Affidavit, duly attested by oath commissioner, signed and stamped by the contractor on E. Stamp paper of Rs.100/- minimum declaring that:-
 - The bidder is not currently blacklisted by the procuring agency or by PPRA in whole Punjab.
 - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.
 - The provided information is correct.
9. Valid Tax registration with FBR. The Bidder must have active National Tax Number(NTN) and active General Sales Tax (GST) Registration Numbers with 100% Compliance (ATL) with documentary proof.
10. Minimum one-year relevant experience.
11. Technical/Financial offers must be typed / composed on company’s letter head.
12. Specifications quoted in the technical offer will be verified from samples provided with the bid at the time of technical bid opening. Product that complies 100% with the specification and fulfill that requirement as per labeling and packing rules 1986.

Sr. No.	Parameters	Detail	Total Marks	Remarks												
01.	Bidders Relevant Experience. (since last five years)	<p style="text-align: center;">Institutions Served:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i.</td> <td>04- Hospitals / Institutions & above</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>03 - Hospitals / Institutions</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>02 - Hospitals / Institutions</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">iv</td> <td>01 - Hospitals / Institutions</td> <td style="text-align: center;">10</td> </tr> </table>	i.	04- Hospitals / Institutions & above	40	ii	03 - Hospitals / Institutions	30	iii	02 - Hospitals / Institutions	20	iv	01 - Hospitals / Institutions	10	40	Institutions include government departments & hospitals. The company / contractor will provide Award / Supply orders and relevant Performance certificates as well.
i.	04- Hospitals / Institutions & above	40														
ii	03 - Hospitals / Institutions	30														
iii	02 - Hospitals / Institutions	20														
iv	01 - Hospitals / Institutions	10														
02.	Financial Status / Capacity of Bidders (Annual Turnover of Last Three Financial Year)	<p style="text-align: center;">Business turn over:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i.</td> <td>5 Million or more</td> <td style="text-align: center;">05</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>3 Million or more</td> <td style="text-align: center;">03</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>Less than 3 Million</td> <td style="text-align: center;">01</td> </tr> </table>	i.	5 Million or more	05	ii	3 Million or more	03	iii	Less than 3 Million	01	05	The Average Annual Turnover for last three (03) years must be greater than PKR 5 million. The firm shall submit FBR’s Tax Return for last three years in this regard			
i.	5 Million or more	05														
ii	3 Million or more	03														
iii	Less than 3 Million	01														
03.	Registrations	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i</td> <td>Bank Certificate</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">li</td> <td>Income tax returns</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">lii</td> <td>Valid Professional tax certificate</td> <td style="text-align: center;">10</td> </tr> </table>	i	Bank Certificate	10	li	Income tax returns	15	lii	Valid Professional tax certificate	10	35	Provide original bank account maintenance certificate from the concerned branch of current Month. Income tax returns of last three years (05 marks for each year).			
i	Bank Certificate	10														
li	Income tax returns	15														
lii	Valid Professional tax certificate	10														

Total Marks: 80

Qualifying marks: 60% (48) and above.

PART-C**EVALUATION OF SAMPLES AS PER ADVERTISED SPECIFICATION.**

Bid Enquiry No.	Name of items brand name if any	Manufacturer/ country of origin	Accounting unit	Sample status Responsive / Non-Responsive	Remarks

Note : 100% complete information according to the bid evaluation criteria provided by the firm will get maximum marks. **THE INFORMATION PROVIDED BY THE FIRM SHOULD BE RELEVANT, CONCISE AND TO THE POINT AS PER BID EVALUATION CRITERIA.**

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: [Insert percentage, but not more/ less than 15% of total awarded quantity].
2.6.2	The Performance Guarantee shall be: [05 percent of the Contract Price]
2.6.2	The Performance Security (or guarantee) shall be in the form of: [Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque]

Section-V: General Conditions of Contract

1. Definitions

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

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

2. Application

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

3. Country of Origin

[where applicable]

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

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from ~~which~~ **where** the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that

is substantially different in basic characteristics or in purpose or utility from its components.

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

4. Standards

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

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

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

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

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

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

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

7. Performance Guarantee

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

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

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country,

in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

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

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

8. Inspections and Tests

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

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

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

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

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

9. Packing

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

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

10. Delivery and Documents

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

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

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

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

11. Insurance

11.1. The Goods supplied under the Contract shall be delivered on DDP basis where the seller has the responsibility of insurance.

12. Transportation

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

13. Incidental Services

[If required and decided by the Procuring Agency]

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

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

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

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

14. Spare Parts

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

- (a) such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

15.2. This warranty shall remain valid for_[to be decided by the Procuring Agency] year/months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for_____ [to be decided by the Procuring Agency] year/months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

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

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be

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

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

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

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

16.4. The currency of payment is [to be decided by the Procuring Agency]

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

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

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

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

19. Contract Amendments 19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent

through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

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

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

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

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

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

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

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

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

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

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

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xxvi. 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;
- xxvii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xxviii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- xxix. 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;
- xxx. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency

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

25. Force Majeure

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

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

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

26. Termination for Insolvency

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

27. Termination for Convenience

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

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

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

- 28. Resolution of Disputes**
- 28.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
- 29. Governing Language**
- 29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law**
- 30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
- 31. Notices**
- 31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
- 31.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties**
- 32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.

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 Institute of Mental Health, Lahore**

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

GCC 1.1 (i)—The Supplier is:

Sample Provision

GCC 1.1 (j)—The Project Site is: [if applicable]

2. Country of Origin (GCC Clause 3)

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

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: [(05) percent of the Contract Price]

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

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows: [if so required by the Procuring Agency]

5. Packing (GCC Clause 9)

GCC 9.2—[This SCC shall supplement GCC Clause 9.2, exact details of the requisite packages be provided]

6. Delivery and Documents

(GCC Clause 10) [format of contract is to be decided by the Procuring Agency, however, a model provision for DDP is as follows]

Sample provision (DDP terms)

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

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;
- (iv) insurance certificat ;

- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
- (vii) Certificate of origin.

[Other similar documents should be listed, depending upon the Incoterm provisions.]

7. Insurance

(GCC Clause 11) [where applicable]
GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are: The price of all types of incidental services quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract.

9. Spare Parts

(GCC Clause 14) [where applicable]
GCC 14.1—Additional spare parts requirements are:
Sample provision
GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

10. Warranty

(GCC Clause 15) [for Medicine/Medical devices: [Manufacturer's certificate of warranty under Drugs Act 1976/DRAP Act 2012 & rules framed there under for the items covered in drug act]

11. Sample provision

The bidder shall provide packs of commercial samples of their quoted brand along with its bid if required. Sample submission is mandatory.

12. Payment (GCC Clause 16)

Sample provision

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

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

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

- (iv) L.C Modality.

(v) Running Bill modality.

(vi) Lump sum modality.

13. Prices (GCC Clause 17)

Sample provision

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

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price after that Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.]

15. Resolution of Disputes (GCC Clause 28)

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

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

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be:

17. Applicable Law (GCC Clause 30)

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

18. Notices (GCC Clause 31)

GCC 31.1—Procuring Agency’s address for notice purposes: Punjab Institute of Mental Health, Lahore.

—Supplier’s address for notice purposes:

19. Product Specifications.

(Detailed technical specifications, given in Award of Framework Contract, will be followed)

Section-VII. Schedule of Requirements

The supplies shall be delivered in accordance with the Purchase Orders issued by The Executive Director Punjab Institute of Mental Health, Lahore as per requirements: -

Respective Consignee's End: Executive Director Punjab Institute of Mental Health, Lahore.
Free delivery to Consignee's end (DDP) basis:

MODE OF PENALTY	DELIVERY OF 100% QUANTITY AS PER PURCHASE ORDER
Without Recovery of Late Delivery Charges	45- days for local & imported items.
With Recovery of Late Delivery Charges @ 0.067 % per day	In case the supplier firm fails to adhere the delivery schedule then, its status will be considered blacklisted until and unless, the firm provides genuine reasons for delay in the supplies and it will be the discretion of the Executive Director, Procuring Agency to accept the supplies. However, this acceptance will be subject to the imposition of the Late Delivery Charges at the uniform rate of 2% per month / 0.067% per day.
Risk Purchase	After expiry of prescribed delivery period the Procuring Agency may proceed for risk purchases (at the risk & cost of defaulter) to ensure the un-interrupted healthcare services to the patients.

Section-VIII: Sample Forms
8.1 Bid Form

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

Date: _____

To: [Executive Director, Punjab Institute of Mental, Health, Lahore.]

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 05 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 [180] days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Name and address of goods provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.2 Bidder's JV Members Information Form (NOT APPLICABLE)

8.3. Manufacturer's Authorization Form

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

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

To: [name of the Procuring Agency]

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

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

[Signature for and on behalf of Manufacturer]

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

8.4. Bidder Profile Form

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

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

a) Audited Financial Statement Attachment/Income Tax Returns (Last _____ years)

Yes	No
-----	----

b) Details of Experience (Last _____ Years)

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

c) Staff Detail and last month Payroll

Yes	No
-----	----

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

8.5. General Information Form

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

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

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

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

8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

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

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

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

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To,
[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier) _____ hereinafter called "the Contractor" has

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

1. [Please insert details].

(Here in after called "the Contract").

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

AND WHEREAS we have agreed to give the Contractor a Guarantee;

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

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

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

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

Sr. No.	Item name	Brand name with Country of Manufacturer	Make & model	Quantity	Country of Origin	Specifications dimensions

Stamp & Signature of Bidder _____

8.9. Contract Form

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

THIS AGREEMENT made on the _____ day of _____ 20 between [name of Procuring Agency] of [country of Procuring Agency] (hereinafter called "the Procuring Agency") on the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") on the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

8.10. Financial Bid Form/Price Schedule

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

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

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

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". (Please refer ITB clause 2.5.6).

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1.	1% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
2.	All required samples must be submitted with the bid in the Purchase Cell of Punjab Institute of Mental Health, Lahore.		
3.	Registration with FBR. Active NTN & GST with 100% compliance		
4.	Copy of active Registration (Professional Tax Certificate)		
5.	Technical Bid Form (as per form 8.9 of Bidding documents) on letter head of the firm duly signed and stamped.		
6.	Financial Bid Form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
7.	Bid Security Form (as per form 8.11 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8.	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9.	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
10.	Affidavit(as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- (iv) The firm is not currently blacklisted by the Procuring Agency or by PPRA in whole Punjab. (v) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (vi) Affidavit for correctness of information. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
11.	iv. Work order / supply order / purchase order with relevant experience. v. Company profile. Staff list along with location and address [where applicable]. vi. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). vii. Bidders profile Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____

ANNUAL DEMAND**1ST TENDER OF DENTAL KITS / ITEMS FOR THE YEAR 2024-25**

Sr. No.	Items Description	Qty / Unit	Brand Name	Estimated Cost in Rs.
1	Instrument disinfectant. (1 litter bottle)	03- Liters	Zermack or equivalent	36000
2	Napkin (500 each box)	03-Boxes	Best Quality	14000
3	Self-Sealing sterilization pouches (3 ½" x 10" – 90mm x 260mm)	03-Pkts	Qualident or equivalent	16000
4	Self-Sealing sterilization pouches (2 ¼" x 14" – 57mm x 102mm)	02-Pkts	Medicam or equivalent	12000
5	Surface disinfection (750 ml)	03- Bottles	Zermack or equivalent	27000
6	Xylocaine cartridges 1.8 ml (each 50)	10-Boxes	Medicam/Septodent or equivalent	100000
7	Gloves (Small/Medium)	40-Boxes	Saftey or equivalent	70000
8	Glass Inomer (Type-2)	04-Nos	GC Gold Lable or equivalent	50000
9	Light Cure Etching Gel	02-Nos	Shofu or equivalent	6500
10	Disposable Glasses paper	1000-Nos	Best Quality	10000
11	Sodium Hypochlorite (500 ml)	01- Bottle	Best Quality	14000
12	Normal Saline (25 ml AMP)	02- Boxes	Best Quality	8000
13	EDTA Gel	01- No	Best Quality	4000
14	Endomethasone	01-No	Septodent or equivalent	20000
15	Teflon Tape	01-No	Best Quality	1000
16	Zinc Oxide Powder	01-No	+PD or equivalent	7000
17	Flowable Composite	02-Nos	Best Quality	4000
18	Composite Filling Material A1	01-No	Provis or equivalent	4000
19	Composite Filling Material A2	01-No	Best Quality	5000
20	Composite Filling Material B1	01-No	Te-Econom Plus or equivalent	5000
21	Composite Filling Material B2	01-No	Te-Econom Plus or equivalent	5000
22	Bonding (single bond liquid)	01-No	Te-Econom Plus or equivalent	9000
23	Protaper paper points	10-Nos	Gapadent or equivalent	1300
24	Protaper GP Points	05-Nos	Gapadent or equivalent	1500
25	Gate gliden	01-No	Gapadent or equivalent	4000
26	Regular Files 15, 20 2 (21mm)	04-Nos	Gapadent or equivalent	8000
27	Alvogel2 (25mm)	01-No	Septodent or equivalent	25000
28	Protaper files set	10-Nos	Fanta or equivalent	2000
29	Glass Inomer (Type 1)	01-No	--	10000
30	Temporary filling material	01-No	--	5000

Sr. No.	Items Description	Qty / Unit	Brand Name	Estimated Cost in Rs.
31	Guaze Piece	20-Piece	--	7000
32	Regular Bonding Material	02-Nos.	--	45000
Total Estimated Cost in Rs.				Rs.536,300/-

NOTE:

- ✓ Annual demand for the year 2024-25 is approximate. The authority may amend / increase or decrease the demand of any item subject to available budget & hospital requirement.
- ✓ Minimum one pack/No (demanded) of sample of quoted item for evaluation at the time of submission of technical bid. The end user approved based on clinical use shall be knock down criteria.
- ✓ Bidder must provide samples against tender item Nos. 1,5,8,9,17,28 & 29 with technical bid.



BIDDING DOCUMENT

PURCHASE OF X-RAY FILMS / FIXERS (TENDER-01)

YEAR 2024-25

**PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE,
GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT
Ph # 042-99203772-6
<https://pimh.punjab.gov.pk/>**

(A)
**INVITATION FOR BIDS
FOR THE YEAR 2024-25**

1. Punjab Institute of Mental Health invites sealed bids from bidders i.e. firms/companies/sole proprietors/general order suppliers having established credentials in terms of Technical, Financial & Management capabilities.
2. The bidding document carrying all details can be downloaded from the website of the Punjab Institute of Mental Health Lahore <http://pimh.punjab.gov.pk> and the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

Sr. No	Name of Tender	Bid Security @ (Refundable)	Tender Depositing Date, Time & Venue	Tender Opening Date & time
01.	Purchas of X-Ray Films / Fixers	1% of the estimated value	10:30 AM 17-04-2024 at Purchase Cell	11:00 AM 17-04-2024

3. **Single Stage – two envelope procedure, as per Rule 38 (2) (a) of PPRA Rules 2014, shall be applied.** The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters. The financial proposal of the bid found technically non-responsive shall be returned unopened to the respective bidders.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders as detailed above positively at Purchase cell, Punjab Institute of Mental Health Jail Road, Shadman, Lahore. The bids received till the stipulated date & time mentioned shall be opened on the same day in the presence of the bidders or their authorized representatives.
5. The bidders are required to submit relevant, concise and to-the-point information as per the bidding document.
6. All bids should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Documents and Signatures of the authorized person. Moreover, signing and stamping each page of the bid including the bidding documents and forms is mandatory. Copy of performance security must be attached with technical proposal.
7. The bidders are requested to offer competitive rates for the items, all the detailed Terms & Conditions may be seen in the Bidding Document.
8. As per rule 35 of PPRA-14, the procuring agency reserves the right to accept or reject all bids or proposals.
8. All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014 (Amended).

EXECUTIVE DIRECTOR
Punjab Institute of Mental
Health, Lahore.

(B) 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.

2.1. Introduction

- 2.1.1 Scope of Bid** iv) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds** iv) 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** xix) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) **[to be decided by the Procuring Agency]**, except as provided hereinafter.
- xx) 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].
- xxi) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- xxii) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- xxiii) 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 the the bid data sheet.
- xxiv) 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:

- p) 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.
 - q) Have controlling shareholders in common; or
 - r) Receive or have received any direct or indirect subsidy from any of them; or
 - s) Have the same legal representative for purposes of this Bid; or
 - t) 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
- xv) A Bidder may be ineligible if –
- (v) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (w) 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;
 - (x) 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;
 - (y) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (z) 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.
 - (aa) 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.

(bb) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

xxi) Bidders shall provide to the Procuring Agency evidence of their eligibility, and proof of compliance with the necessary legal requirements to carry out the contract effectively.

xxii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xxiii) 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

x) 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.

xi) 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.

xii) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.

2.1.5. Cost of Bidding

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

2.1.6. One person one bid

x) 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.

xi) No Bidder can be a sub-contractor while submitting a Bid in the same Bidding process.

xii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

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

- (ccc) Invitation to Bids
- (ddd) Instructions to Bidders (ITB)
- (eee) Technical Specifications
- (fff) Bid Data Sheet
- (ggg) General Conditions of Contract (GCC)
- (hhh) Special Conditions of Contract (SCC)
- (iii) Schedule of Requirements
- (jjj) Bid Form
- (kkk) Manufacturer's Authorization Form
- (lll) Bidder Profile Form
- (mmm) General Information Form
- (nnn) Affidavit
- (ooo) Bid Security Form
- (ppp) Technical Bid Form
- (qqq) Contract Form
- (rrr) Financial Bid Form / Price Schedule
- (sss) Performance Guarantee Form
- (ttt) Check List

xxx) 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.

xxxii) 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.

xxiii) 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

- xxiv) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- xxv) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- xxvi) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- xxvii) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- xviii) 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**.
- xxix) 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.
- xl) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 2.2.3**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

- 2.2.3. Amendment of Bidding Documents**
- vii) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
 - viii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

- 2.3.1. Language of Bid**
- iv) 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**
- iv) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 2.3.3. Bid Prices**
- xiii) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
 - xiv) Prices indicated on the Price Schedule shall be item wise/ package wise **[to be decided by the Procuring Agency on form 8.10]**
 - xv) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
 - xvi) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- iv) Prices shall be quoted in **Pak Rupees** for local/DDP items unless otherwise specified in the Bid Data Sheet.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- x) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- xi) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- xii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [Manufacturer's Authorization form No. 8.3] or producer to supply the same in Pakistan;
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

- xvi) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- xvii) 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.
- xviii) 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.

- xix) 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.
- xx) Where a sample(s) is required by a procuring agency, the sample shall be:
 - (m) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
 - (n) carriage paid;
 - (o) received on, or before, the closing time and date for the submission of bids; and
 - (p) Evaluated to determine compliance with all characteristics listed in the **BDS**.{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}
- ix) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
 - (g) do(es) not conform to all characteristics prescribed in the bidding documents; and
 - (h) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- xxv) 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.
- xxvi) 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.
- xxvii) 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).
- xviii) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**
- xxix) 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.

2.3.7. Bid Security

- xxx) 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.
- xxii) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- xxiii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- xxiv) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (d) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for the contract period as defined in purchase order or contract Agreement.
- xxv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- xxvi) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 30 (Thirty) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (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".
- xxvii) 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.
- xviii) The Bid security may be forfeited:
 - g. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

- h. 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

- vii) 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.
- viii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.9. Format and Signing of Bid

- xxi) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- xxii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- xxiii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- xxiv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- xxv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- xxviii) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.
- xxix) The inner and outer envelopes shall:
 - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE..... (time and date)," [to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]
- xxx) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- xxxi) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.
- xxxii) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
- xxiii) The inner and outer envelopes shall:
 - a) Be addressed to the Procuring Agency at the address given in the **BDS**; and
 - b) Bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.
- xxiv) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both

envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

- g) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
- h) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
- (c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in BDS.

xxxv) The inner and outer envelopes shall:

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

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

2.4.2 Deadline for Submission of Bids

- x) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.
- xi) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.4.3. Late Bids

- xii)** Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.
- x) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- xi) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- xii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

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

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

- xxiv) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- xxxv) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening-
- xxvi) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- xxvii) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any

Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

- xviii) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- xxix) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- xl) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded:
(a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- xli) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- xlii) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xlili) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xliv) 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.
- xlvi) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

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

2.5.2. Confidentiality

- x) 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.
- xi) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- xii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

- xiii) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- xiv) 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.
- xv) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - s) Evaluation & qualification criteria;
 - t) Required scope of work or specifications;
 - u) All securities requirements;
 - v) Tax requirements;
 - w) Terms and conditions of bidding documents.
 - x) Change in the ranking of the Bidder
- xvi) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- xvi) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- xvii) 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.
- xviii) 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.
- xix) 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.
- xx) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - p) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - q) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - r) Has been properly signed;
 - s) Is accompanied by the required securities; and
 - t) 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

- x) 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.
- xi) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in

Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

- xii) 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**
- iv) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
- m) 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;
 - n) 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
 - o) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - p) 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.
- v) 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**
- iv) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

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

- 2.5.8. Post-Qualification & Evaluation of Bids**
- xiii) 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.
- xiv) 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.

xv) 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.

xvi) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the Procuring Agency

vii) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

viii) 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

xix) 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.

xx) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

xxi) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

xxii) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case

of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

- xxiii) 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.
- xxiv) 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

- x) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- xi) The notification of award will constitute the formation of the Contract.
- xii) 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

- vii) Within fifteen (10) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- viii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/

- x) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring

**Issuance of
Purchase Order**

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].

- xi) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- xii) 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**

- iv) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

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

- iv) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring
Agency's Right to
Accept or Reject
All Bids**

- x) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- xi) The Bidders shall be promptly informed about the rejection of the Bids, if any
- xii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

- iv) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

- x) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xxxi. 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;
- xxxii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xxiii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- xxiv. 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;
- xxxv. 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.”

xi) **Blacklisting & Debarment:**

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

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

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

(11) 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.

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

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

As per rule 21 of PPR-14:

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

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

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

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

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

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

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.
2. The show cause notice shall contain:
 - (a) precise allegation, against the bidder or Contractor;
 - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and
 - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.
3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.
4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.
6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.
7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.
8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
9. The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.

10. The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.
 11. If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.
 12. The Authority shall immediately publish the information and decision of blacklisting on its website.
 13. In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.
 14. In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.
 15. In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.
 16. The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.
 17. An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”
- xii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.
- iv) While quoting the rate in a framework contract, the Bidder must consider the following facts:
- a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
 - b. The Bidder have to maintain the rates of the goods for the whole financial year.
 - c. The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

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

Section-III. Technical Specifications

Technical specification along with quantities and estimated cost are hereby attached as below (Annexure-I).

Section-IV: Bid Data Sheet		
ITB Reference	Description	Detail
I.B.T Clause 2.3.1	Language of the Bid	English
I.B.T Clause 2.3.4	Bid Currency	Pak Rs. On free delivery to Consignee's end basis including all Ex-work, Transportation, Storage Charges till the destination.
I.B.T Clause 2.3.8	Bid Security	1% of the total estimated price
I.B.T Clause 2.3.9	Bid Validity Period	180 Days
I.B.T Clause 2.2.2	Address for communications: Punjab Institute of Mental Health, Jail Road, Shadma-II, Lahore. Phone: +92(42)-99203776-7 Fax: +92(42)-99203775 Email: edpimh@yahoo.com	
I.B.T Clause 2.6.2	The Performance Guarantee: will be 5% of the total contract amount/value in shape of CDR/Bank Guarantee/Demand Draft / Pay Order/ Banker's cheque from any scheduled bank	

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	Name of Procuring Agency: [Punjab Institute of Mental, Health, Lahore]. The subject of procurement is: [Framework contract for item wise purchase of X-Ray Films / Fixers] Period for delivery of goods: [45-Days of Purchase order] Commencement date for delivery of Goods: [after issuing of Purchase/Supply Order]
2.	2.1.2	Financial year for the operations of the Procuring Agency: [2024-25] Name of Project/ Grant (Non-Development): [Government of the Punjab] Name of financing institution: [Government of the Punjab] Name and identification number of the Contract: [Framework Contract]
3.	2.1.3 (iv)	---
4.		Ineligible country(s) is or are [Government of Pakistan]
5.	2.3.6(iii)	Demonstration of authorization by manufacturer: [Not Applicable]
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is [Executive Director, Punjab Institute of Mental Health, Lahore.]
7.	2.2.2	Pre-bid meeting will be/will not be held [Not Applicable]
8.	2.3.9	Only one complete bid shall be submitted in original. Copy of the bid is not required.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	[Language of the Bid is English]
10	2.3.4	The price quoted shall be in Pak Rupees. [price inclusive of incidental services and delivered duty paid (DDP)].
11.	2.3.4	[The price shall be fixed].
12.	2.1.4 (ii)	Country of origin [as per specification]
D. Preparation and Submission of Bids		
13.	2.1.3	Qualification Criteria/Knock down criteria. [mentioned in compulsory parameters (knock down criteria) : -
14.	2.3.6&2.3.7	Spare parts required for _____[number] of years of operation. [Not Applicable]
15.	2.2.2	Bid shall be submitted to: [Purchase Cell, Punjab Institute of Mental, Health, Lahore.] Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/ Purchase Cell] City/Town : [Lahore].

16.	2.4.2	The deadline for Bid submission is e) Day :[as mentioned on Page No.2] f) Date:[as mentioned on Page No.2] Time: [as mentioned on Page No.2]
17.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. [as mentioned on Page No.2] [The date should be the same as for Bid submission specified under ITB 2.4.2, Sr No 16 , above, and the time should be on the same day, at least 30 minutes after closing time of bid submission.]
18.	2.6.2	Amount of Performance Guarantee is: @5% of the total contract value.
19.	2.3.8	Estimated Contract Price is @1% of estimated cost mentioned in the specification sheet against each item.
20.	2.3.9	Bid validity period after opening of the Bid is of 180 Days .
21.	2.3.9	Only One Original Bid to be provided.
E. Opening and Evaluation of Bids		
22.	2.5.1	The Bid opening shall take place at: Office of the Executive Director, Punjab Institute of Mental, Health, Jail Road, Shadman-II, Lahore. Street address : [Jail Road, Shadman-II] Building/Plot No. [At Admin Block] Floor/Room No.: [Ground Floor/ Purchase Cell] City/Town : [Lahore]. Country: [Pakistan] Day : [as mentioned on Page No.2] Date: [as mentioned on Page No.2] Time : [as mentioned on Page No.2]
23.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: [Pak Rupees] The source of exchange rate shall be: [insert the source]
F. Bid Evaluation Criteria		
24.	2.5.8	Criteria to Bid evaluation. [As per rule-31 of PPR-14, a Procuring Agency is required to formulate evaluation criteria listing all the relevant information against which a Bid is to be evaluated.] [Bulk/Framework, item wise and form of contract to be adopted (i.e. DDP, FOR). The Bidding procedure is single stage two envelop procedure.
		The evaluation shall be conducted on item-to-item basis. Each item shall be considered as one package and the bidder shall have to quote for its complete quantity.

EVALUATION CRITERIA

Category: FOR THE PURCHASE OF X-RAY FILMS / FIXERS

Failure to comply with any compulsory parameter will result in “non-responsiveness of the bidder”. Bidders comply with compulsory parameters will be evaluated further for marking criteria.

COMPULSORY PARAMETER (KNOCK DOWN CRITERIA)

13. Copy of valid CNIC issued by NADRA.
14. Affidavit, duly attested by oath commissioner, signed and stamped by the contractor on E. Stamp paper of Rs.100/- minimum declaring that:-
 - The bidder is not currently blacklisted by the procuring agency or by PPRA in whole Punjab.
 - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.
 - The provided information is correct.
15. Valid Tax registration with FBR. The Bidder must have active National Tax Number(NTN) and active General Sales Tax (GST) Registration Numbers with 100% Compliance (ATL) with documentary proof.
16. Minimum one-year relevant experience.
17. Technical/Financial offers must be typed / composed on company’s letter head.
18. Specifications quoted in the technical offer will be verified from samples provided with the bid at the time of technical bid opening. Product that complies 100% with the specification and fulfill that requirement as per labeling and packing rules 1986.

Sr. No.	Parameters	Detail	Total Marks	Remarks												
01.	Bidders Relevant Experience. (since last five years)	<p style="text-align: center;">Institutions Served:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i.</td> <td>04- Hospitals / Institutions & above</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>03 - Hospitals / Institutions</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>02 - Hospitals / Institutions</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">iv</td> <td>01 - Hospitals / Institutions</td> <td style="text-align: center;">10</td> </tr> </table>	i.	04- Hospitals / Institutions & above	40	ii	03 - Hospitals / Institutions	30	iii	02 - Hospitals / Institutions	20	iv	01 - Hospitals / Institutions	10	40	Institutions include government departments & hospitals. The company / contractor will provide Award / Supply orders and relevant Performance certificates as well.
i.	04- Hospitals / Institutions & above	40														
ii	03 - Hospitals / Institutions	30														
iii	02 - Hospitals / Institutions	20														
iv	01 - Hospitals / Institutions	10														
02.	Financial Status / Capacity of Bidders (Annual Turnover of Last Three Financial Year)	<p style="text-align: center;">Business turn over:</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i.</td> <td>5 Million or more</td> <td style="text-align: center;">05</td> </tr> <tr> <td style="text-align: center;">ii</td> <td>3 Million or more</td> <td style="text-align: center;">03</td> </tr> <tr> <td style="text-align: center;">iii</td> <td>Less than 3 Million</td> <td style="text-align: center;">01</td> </tr> </table>	i.	5 Million or more	05	ii	3 Million or more	03	iii	Less than 3 Million	01	05	The Average Annual Turnover for last three (03) years must be greater than PKR 5 million. The firm shall submit FBR’s Tax Return for last three years in this regard			
i.	5 Million or more	05														
ii	3 Million or more	03														
iii	Less than 3 Million	01														
03.	Registrations	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">i</td> <td>Bank Certificate</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">li</td> <td>Income tax returns</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">lii</td> <td>Valid Professional tax certificate</td> <td style="text-align: center;">10</td> </tr> </table>	i	Bank Certificate	10	li	Income tax returns	15	lii	Valid Professional tax certificate	10	35	Provide original bank account maintenance certificate from the concerned branch of current Month. Income tax returns of last three years (05 marks for each year).			
i	Bank Certificate	10														
li	Income tax returns	15														
lii	Valid Professional tax certificate	10														

Total Marks: 80

Qualifying marks: 60% (48) and above.

PART-C**EVALUATION OF SAMPLES AS PER ADVERTISED SPECIFICATION.**

Bid Enquiry No.	Name of items brand name if any	Manufacturer/ country of origin	Accounting unit	Sample status Responsive / Non-Responsive	Remarks

Note : 100% complete information according to the bid evaluation criteria provided by the firm will get maximum marks. **THE INFORMATION PROVIDED BY THE FIRM SHOULD BE RELEVANT, CONCISE AND TO THE POINT AS PER BID EVALUATION CRITERIA.**

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: [Insert percentage, but not more/ less than 15% of total awarded quantity].
2.6.2	The Performance Guarantee shall be: [05 percent of the Contract Price]
2.6.2	The Performance Security (or guarantee) shall be in the form of: [Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque]

Section-V: General Conditions of Contract

1. Definitions

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

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

2. Application

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

3. Country of Origin

[where applicable]

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

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

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

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

4. Standards

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

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

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

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

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

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

6. Patent Rights

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

7. Performance Guarantee

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

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

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

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

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

8. Inspections and Tests

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

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

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

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

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

9. Packing

9.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be

sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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

10. Delivery and Documents

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

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

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

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

11. Insurance

11.1. The Goods supplied under the Contract shall be delivered on DDP basis where the seller has the responsibility of insurance.

12. Transportation

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

13. Incidental Services

[If required and decided by the Procuring Agency]

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

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

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

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

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

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

- (a) such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

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

15.2. This warranty shall remain valid for_[to be decided by the Procuring Agency] year/months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for _____[to be decided by the Procuring Agency] year/months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

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

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

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

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

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

16.4. The currency of payment is [to be decided by the Procuring Agency]

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

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

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

(d) the Services to be provided by the Supplier.

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

19. Contract Amendments

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

20. Assignment

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

21. Sub-contracts

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

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

22. Delays in the Supplier's Performance

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

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

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

23. Liquidated Damages

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

24. Termination for Default

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

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

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

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- xxvi. 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;
- xxvii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- xviii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

- xxix. 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;
- xl. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

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

25. Force Majeure

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

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

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

26. Termination for Insolvency

26.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not

27. Termination for Convenience

prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

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

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

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

28. Resolution of Disputes

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

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

29. Governing Language

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

30. Applicable Law

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

31. Notices

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

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

32. Taxes and Duties

32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.

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 Institute of Mental Health, Lahore**

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

GCC 1.1 (i)—The Supplier is:

Sample Provision

GCC 1.1 (j)—The Project Site is: [if applicable]

2. Country of Origin (GCC Clause 3)

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

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: [(05) percent of the Contract Price]

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

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows: [if so required by the Procuring Agency]

5. Packing (GCC Clause 9)

GCC 9.2—[This SCC shall supplement GCC Clause 9.2, exact details of the requisite packages be provided]

6. Delivery and Documents

(GCC Clause 10) [format of contract is to be decided by the Procuring Agency, however, a model provision for DDP is as follows]

Sample provision (DDP terms)

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

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) copies of the packing list identifying contents of each package;

- (iv) insurance certificat ;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
- (vii) Certificate of origin.

[Other similar documents should be listed, depending upon the Incoterm provisions.]

7. Insurance

(GCC Clause 11) [where applicable]

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are: The price of all types of incidental services quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract.

9. Spare Parts

(GCC Clause 14) [where applicable]

GCC 14.1—Additional spare parts requirements are:

Sample provision

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

10. Warranty

(GCC Clause 15) [for Medicine/Medical devices: [Manufacturer's certificate of warranty under Drugs Act 1976/DRAP Act 2012 & rules framed there under for the items covered in drug act]

11. Sample provision

The bidder shall provide packs of commercial samples of their quoted brand along with its bid if required. Sample submission is mandatory.

12. Payment (GCC Clause 16)

Sample provision

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

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

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

- (vii) L.C Modality.
- (viii) Running Bill modality.
- (ix) Lump sum modality.

13. Prices (GCC Clause 17)

Sample provision

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

14. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price after that Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.]

15. Resolution of Disputes (GCC Clause 28)

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

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

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be:

17. Applicable Law (GCC Clause 30)

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

18. Notices (GCC Clause 31)

GCC 31.1—Procuring Agency's address for notice purposes: Punjab Institute of Mental Health, Lahore.

—Supplier's address for notice purposes:

19. Product Specifications.

(Detailed technical specifications, given in Award of Framework Contract, will be followed)

Section-VII. Schedule of Requirements

The supplies shall be delivered in accordance with the Purchase Orders issued by The Executive Director Punjab Institute of Mental Health, Lahore as per requirements: -

Respective Consignee's End: Executive Director Punjab Institute of Mental Health, Lahore.
Free delivery to Consignee's end (DDP) basis:

MODE OF PENALTY	DELIVERY OF 100% QUANTITY AS PER PURCHASE ORDER
Without Recovery of Late Delivery Charges	45- days for local & imported items.
With Recovery of Late Delivery Charges @ 0.067 % per day	In case the supplier firm fails to adhere the delivery schedule then, its status will be considered blacklisted until and unless, the firm provides genuine reasons for delay in the supplies and it will be the discretion of the Executive Director, Procuring Agency to accept the supplies. However, this acceptance will be subject to the imposition of the Late Delivery Charges at the uniform rate of 2% per month / 0.067% per day.
Risk Purchase	After expiry of prescribed delivery period the Procuring Agency may proceed for risk purchases (at the risk & cost of defaulter) to ensure the un-interrupted healthcare services to the patients.

Section-VIII: Sample Forms
8.1 Bid Form

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

Date: _____

To: [Executive Director, Punjab Institute of Mental, Health, Lahore.]

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 05 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 [180] days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Name and address of goods provider	Amount and Currency
------------------------------------	---------------------

_____	_____
_____	_____
_____	_____

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.2 Bidder's JV Members Information Form (NOT APPLICABLE)

8.3. Manufacturer's Authorization Form

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

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

To: [name of the Procuring Agency]

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

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

[Signature for and on behalf of Manufacturer]

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

8.4. Bidder Profile Form

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

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

a) Audited Financial Statement Attachment/Income Tax Returns (Last _____ years)

Yes	No
-----	----

b) Details of Experience (Last _____ Years)

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

c) Staff Detail and last month Payroll

Yes	No
-----	----

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

8.5. General Information Form

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

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

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

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

8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

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

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

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

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To, [name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier) hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. [Please insert details].
(Here in after called "the Contract").

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

AND WHEREAS we have agreed to give the Contractor a Guarantee;

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

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

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.8. Technical Bid Form

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

Sr. No.	Item name	Brand name with Country of Manufacturer	Make & model	Quantity	Country of Origin	Specifications dimensions

Stamp & Signature of Bidder _____

8.9. Contract Form

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

THIS AGREEMENT made on the _____ day of _____ 20 between [name of Procuring Agency] of [country of Procuring Agency] (hereinafter called "the Procuring Agency") on the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") on the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

8.10. Financial Bid Form/Price Schedule

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

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

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

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". (Please refer ITB clause 2.5.6).

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

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

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto [name of Procuring Agency] (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of _____20_____.

THE CONDITIONS of this obligation are:

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

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1.	1% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
2.	All required samples must be submitted with the bid in the Purchase Cell of Punjab Institute of Mental Health, Lahore.		
3.	Registration with FBR. Active NTN & GST with 100% compliance		
4.	Copy of active Registration (Professional Tax Certificate)		
5.	Technical Bid Form (as per form 8.9 of Bidding documents) on letter head of the firm duly signed and stamped.		
6.	Financial Bid Form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
7.	Bid Security Form (as per form 8.11 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8.	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9.	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
10.	Affidavit(as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- (vii) The firm is not currently blacklisted by the Procuring Agency or by PPRA in whole Punjab. (viii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (ix) Affidavit for correctness of information. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
11.	viii. Work order / supply order / purchase order with relevant experience. ix. Company profile. Staff list along with location and address [where applicable]. x. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). xi. Bidders profile Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____

Annexure

ANNUAL DEMAND
PURCHASE OF X-RAY FILMS/ FIXERS/ DEVELOPERS
FOR THE YEAR 2024-25

Sr.	Medicine Name	Demand Quantity	Estimated Cost In Rs.
1	X-Ray Film Size 14" x 17"	02-Pkts (100 Film/Pkt)	120,000
2	X-Ray Film Size 14" x 14"	03-Pkts (100 Film/Pkt)	150,000
3	X-Ray Film Size 12" x 15"	01-Pkts (100 Film/Pkt)	45,000
4	X-Ray Film Size 10" x 12"	01-Pkts (100 Film/Pkt)	22,000
05	Developer in Liquid Form	04-Pkt	80,000
06	Fixer in Liquid Form	04-Pkt	78,000
Total estimated cost			Rs.495,000

NOTE: Annual demand for the 2024-25 is approximate. The authority may amend / increase or decrease the demand of any item subject to available budget & hospital requirement.