BIDDING DOCUMENT FOR PROCUREMENT OF :-

1. **Drug Medicine Surgical & Disposable Items / Medical Devices (TENDER-03).**
2. **Purchase of General Store Items.**
3. **Purchase of Dental Material /Items.**

(FOR THE YEAR 2023-24)

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 2023-24

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, Finical & Management capabilities.

2. Interested eligible bidders may get the bidding documents in the English language at the address mentioned below upon submission of the written application along with payment of the non-refundable tender fee mentioned below in the bidding document. Bidding documents including detailed specification terms and conditions shall be issued as details given below only during office working hours.

Sr. No	Name of Tender	Tender fee (Non-Refundable)	Bid Security @ (Refundable)	Tender Purchasing Last Date & Time	Tender Depositing Date & Time	Tender Opening Date & time
01.	Purchase of drug medicine surgical & disposable items	Rs.1000/-	2% of the estimated value	10:00 AM 22-08-2023 to 05-09-2023	10:30 AM 05-09-2023	11:00 AM 05-09-2023
02.	Purchase of General Store Items	Rs.1000/-	2% of the estimated value	10:00 AM 22-08-2023 to 07-09-2023	10:30 AM 07-09-2023	11:00 AM 07-09-2023
03.	Tender for Purchase of Dental Kits/items	Rs.1000/-	2% of the estimated value	10:00 AM 22-08-2023 to 05-09-2023	10:30 AM 05-09-2023	11:00 AM 05-09-2023

3. Single Stage – two envelope procedure, as per Rule 36 (b) 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. The bidders are requested to offer the competitive rates for the items, all the detail Terms & Conditions may be seen in the Bidding Document.

7. As per rule 35 of PPRA-14, the procuring agency reserves the right to accept or reject all bids or proposals without assigning any reason.

8. All assessments and procuring procedures i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules, 2014 (Amended).

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY: NO OFFER/BID SHALL BE CONSIDERED IF: -

1. Not received as per terms & condition of the tender enquiry.
2. It is received after the time and date fixed for its receipt.
3. It is received with no technical offer.
4. The complete technical bid is unsigned & unstamped including bidding documents.
5. Technical bid is not Binding/stapled or without page marking.
6. The offer is ambiguous.
7. The offer is conditional.
8. The offer from the firm, under a declaration of blacklisting by the Procuring Agency.
9. The offer is received by telegram.
10. Offer received with shorter validity than the required in the tender enquiry.
11. Is received without Earnest Money, as required.
    (Copy must be attached with technical proposal)

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

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, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order 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.

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].

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

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

v) 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.

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, and proof of compliance with the necessary legal requirements to carry out the contract effectively.

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

xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4. Eligible Goods and Services

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

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

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

2.1.5. Cost of 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.

ii) No Bidder can be a sub-contractor while submitting a Bid 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

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

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

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

2.2.2. Clarification of Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the

Bidding documents which it receives no later than seven (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 will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of 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 item wise/ package wise **[to be decided by the Procuring Agency on form 8.10]**

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

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

2.3.5. Documents Establishing Bidder's Eligibility

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

and Qualification

accepted.

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

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

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [Manufacturer's Authorization form No. 8.3] or producer to supply the same in Pakistan;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

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

ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment.

iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:

(a) a detailed description of the essential technical and performance characteristics of the goods;

(b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and

(c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions

of the Technical Specifications.

iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.

v) Where a sample(s) is required by a procuring agency, the sample shall be:
   (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
   (b) carriage paid;
   (c) received on, or before, the closing time and date for the submission of bids; and
   (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.

   {However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}

vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-

   (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
   (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.

vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.

viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.

ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).

x) **Pursuant to** the requirements as indicated in ITB 2.3.6**, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**

xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period

specified in the BDS following commencement of the use of the goods by the Procuring Agency.

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

2.3.7. Bid Security

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

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

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

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

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

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 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".

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 valid only if they are initialed by the authorized person for signing the Bid.

v) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.

vi) Any interlineations, erasures, or overwriting shall be valid only

if they are signed by the person or persons signing the Bidder.

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

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 after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

iii) No Bid may be modified after the deadline for submission of Bids.

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).

v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

i) The Procuring Agency will 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) 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.

iii) 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.

iv) 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.

v) 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.

vi) 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.

vii) 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.

viii) 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.

ix) 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).**

x) 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.

xi) 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.

xii) 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

i) The Procuring Agency shall examine the Bid to confirm that

of Terms and Conditions; Technical Evaluation

all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8.**

2.5.7. Conversion to Single Currency

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

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

2.5.8. Post-Qualification & Evaluation of Bids

i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.

ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.

iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.

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

2.5.9. Contacting the Procuring Agency

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

ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.

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

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

iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).

2.6.2. Performance Guarantee

i) Within fifteen (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.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall

constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of Purchase Order

i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order [as the case may be].

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

iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

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

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

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

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

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

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

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

2.6.7. Re-Bidding

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

other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

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

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

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

i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process."

ii) Blacklisting & Debarment:

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

Requirements & Procedure for Blacklisting & Debarment:

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

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

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

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

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

As per rule 21 of PPR-14:

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

(a) acted in a manner detrimental to the public interest or good practices;

(b) consistently failed to perform his obligation under the Contract;

(c) not performed the Contract up to the mark; or

(d) indulged in any corrupt practice.

(2) If a procuring agency 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]

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

Section-III. Technical Specifications

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	2% 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 General Store 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: [2023-24] 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: [**Office of the Executive Director, 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 above] b) Date:[as mentioned above] Time: [as mentioned above]
17.	**2.5.1**	Time, date/ Month/ Year, and place for Bid opening. [as mentioned above] [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 @2% 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 above in the schedule] Date: [as mentioned above in the schedule] Time : [11:00 AM]
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:

PURCHASE OF DRUG MEDICINE SURGICAL & DISPOSABLE ITEMS/ MEDICAL DEVICES

BID EVALUATION CRITERIA FOR DRUG / MEDICINE (LOCAL MANUFACTURER)

1. **Compulsory Parameters (knock Down Criteria)**

Failure to comply with any compulsory parameter will result in disqualification of bidder.

PARAMETERS	DOCUMENTS REQUIRED	COMPLIANCE STATUS (Yes/No)
Drug Manufacturing/Sale License	➢ Copy of Valid Drug Manufacturing License issued by DRAP (Formerly known as MOH) for manufacturers. ➢ Copy of Valid Drug sale License for importers. (Sole Agent)	
Drug Registration Certificate (DRC)	Copy of Valid Drug Registration Certificate issued by DRAP (Formerly Known as MOH).	
Active Tax Payer	Valid NTN Certificate and GST Certificate where applicable	
Specifications quoted in the technical offer will be verified from samples provided with the bid. Product that comply 100% with the advertised specifications and fulfill the requirements as per Labeling and Packing Rules 1986 shall be considered for evaluation.	Samples of quoted item. 03 packs of each item.	
A Bidder shall submit an Affidavit that the firm has not been blacklisted/debarred for the last three years on any ground by any Government (Federal, Provincial), a local body or a public sector organization. Furthermore, no batch of quoted items has been declared spurious/adulterated by DTLs of Punjab / any competent labs for the last three years. (On account of submission of false statement, the Bidder shall be disqualified forthwith and subsequently blacklisted)	Undertaking on legal stamp paper of Rs.100/- duly verified by notary public.	
Successful sample evaluation by the End User is mandatory		

Note: In case the end users have no experience with the quoted brand, the bidder may be asked to submit samples for trial use. The bidder will be bound to provide the required number of samples for the technical evaluation to proceed.

The bid complying with compulsory parameter shall be evaluated for below mentioned parameters:

ORDINARY PARAMETER:

<table>
<tr><th>Sr #</th><th>Parameters</th><th>Detail</th><th>Total Marks</th><th>Remarks</th></tr>
<tr><td>1</td><td>Past Performance of the Bidder (Last two years) As per Bid Form 4</td><td>Major institutions served, Past performance, contract execution:<table><tr><td>i</td><td>1</td><td>2</td></tr><tr><td>ii</td><td>2 to 3</td><td>4</td></tr><tr><td>iii</td><td>4 to 5</td><td>6</td></tr><tr><td>iv</td><td>6 to 7</td><td>8</td></tr><tr><td>v</td><td>8 & above</td><td>10</td></tr></table></td><td>10</td><td>The claim requires documentation (Purchase Orders, Delivery Challans & Satisfactory / Good Performance Certificates etc.) from the concerned institution.</td></tr>
<tr><td>2</td><td>Market experience of quoted product.</td><td><table><tr><td>i.</td><td>Supply of the quoted product Equivalent or Higher than the advertised quantity in Private Sector Only</td><td>20</td></tr><tr><td>ii.</td><td>Supply of the quoted product Equivalent or higher than the advertised quantity in Private & Public Sector.</td><td>13</td></tr><tr><td>iii.</td><td>Supply of the quoted product at least 60% of advertised quantity in Private & Public Sector.</td><td>06</td></tr><tr><td>iv.</td><td>Supply of the quoted product at least 60% of advertised quantity in Public Sector Only.</td><td>03</td></tr></table></td><td>20</td><td>The bidder shall provide verifiable documentary evidences like commercial invoices along with a summary of sale of quoted product, purchase orders & delivery challan. The bidder shall also provide batch manufacturing record of the product.</td></tr>
<tr><td>3</td><td>Compliance of Quality Standards.</td><td><table><tr><td>i</td><td>CEA/FDA/WHO</td><td>20</td></tr><tr><td>ii</td><td>Any others (international reputed certification / Pre-qualification with Govt./ semi-Govt. & Autonomous Institutions).</td><td>10</td></tr></table></td><td>20</td><td>Valid copies of certificates.</td></tr>
<tr><td>4</td><td>Financial Status / Capacity of Bidders (Annual Turnover of Last Financial Year)</td><td><table><tr><td>i.</td><td>1000 Millions & Above</td><td>10</td></tr><tr><td>ii</td><td>500 Millions & Above</td><td>07</td></tr><tr><td>iii.</td><td>Less than 500 Millions</td><td>05</td></tr><tr><td>iv.</td><td>Less than 100 Millions</td><td>02</td></tr></table>The bidder will provide requisite documents i.e. Federal Board of Revenue document showing the annual sale of the firm.</td><td>10</td><td>Bank Statements are not required. Bidder will provide Tax Returns of the last fiscal year.</td></tr>
<tr><td>5</td><td>Technical Staff of Manufacturer</td><td><table><tr><td>i</td><td>Plant Manager</td><td>B. Pharm PhD/M. Phil</td><td>02</td></tr><tr><td>ii</td><td>Production Pharmacist,</td><td>B. Pharm PhD/ M. Phil</td><td>02</td></tr><tr><td>iii</td><td>Quality Control Manager + Analyst</td><td>B. Pharm/ MSc Chemistry</td><td>02</td></tr><tr><td>iv</td><td>In process Quality assurance inspector</td><td>B. Pharm PhD/M. Phil</td><td>02</td></tr><tr><td>v</td><td>Quality</td><td>B. Pharm/</td><td>02</td></tr></table></td><td>10</td><td>The bidder is required to attach attested copy of the relevant Degree, appointment letter of concerned technical staff and attach firm’s payroll for the last year.
(Last year’s payroll of the firm is required to ensure enrollment of staff).</td></tr>
</table>

Sr #	Parameters	Detail	Total Marks	Remarks
		Assurance Manager | MSc Chemistry		
6	Active Pharmaceutical Ingredient (API) Source	i Original Source / Research Molecules 10 ii Source Licensed by Original / Accredited with FDA / WHO / EMA 07 iii Other Source 05	10	Certificate of API Source

- **Total marks of Ordinary Parameters: 80.**
- **Qualifying marks in Ordinary parameters: 70% (56 marks) and above.**

BID EVALUATION CRITERIA FOR SOLE AGENTS OF FOREIGN PRINCIPAL / MANUFACTURERS

1. **Compulsory Parameters (Knock Down Criteria)**

Failure to comply with any compulsory parameter will result in disqualification of bidder.

Sr.#	PARAMETERS
01.	Valid Agency Agreement (Translated in English) / Valid Manufacturers Authorization
02.	Valid Drug Sales License
03.	Valid Drug Registration Certificate of quoted product.
04.	Valid quality certification of FDA/JPMHLW/WHO/EMA/MDD CE / Valid GMP Certificate
05.	Undertaking on judicial stamp paper of Rs.100/- duly verified by notary public regarding Non-Declaration of Spurious/Adulterated batch by DTLs of the Punjab/any Competent Lab of quoted item for the last three years.
06.	A Bidder shall submit an affidavit on legal stamp paper of Rs.100- duly verified by notary public that their firm has not been blacklisted for the last three years on any ground by any Government (Federal, Provincial), a local body or a public sector organization. (On account of submission of false statement, the Bidder shall be disqualified forthwith and subsequently black listed).
07.	Copy of form 29 (article of association of the companies)
08.	Minimum Three Packs of samples quoted items for evaluation. Product that comply 100% with the advertised specifications and fulfill the requirements shall be considered.
09.	Successful sample evaluation by the End User is mandatory

Note: In case the end users have no experience with the quoted brand, the bidder may be asked to submit samples for trial use. The bidder will be bound to provide the required number of samples for the technical evaluation to proceed.

The financial bids of only technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders after the completion of award of contract.

MARKING CRITERIA FOR SOLE AGENTS

<table>
<tr><th>Sr #</th><th>Parameters</th><th>Detail</th><th>Total Marks</th></tr>
<tr><td>1</td><td>Bidder & Manufacturer Relationship</td><td>Sole Agent Certification from Manufacturer<table><tr><td></td><td>Less than on year will not be considered</td><td></td></tr><tr><td>i.</td><td>Upto 2 years</td><td>05</td></tr><tr><td>ii.</td><td>Upto 5 years</td><td>10</td></tr><tr><td>iii.</td><td>More than 5 years</td><td>20</td></tr></table></td><td>20</td></tr>
<tr><td>2</td><td>Local Market Business</td><td>How many years the quoted product is being marketed in Pakistan?
(The bidder shall provide verifiable documentary evidences like commercial invoices along with a summary of sale of quoted product, purchase orders & delivery challan. Less than one year will not be considered).<table><tr><td>i.</td><td>Upto 2 years</td><td>05</td></tr><tr><td>ii.</td><td>Upto 5 years</td><td>10</td></tr><tr><td>iii.</td><td>Upto 9 years</td><td>20</td></tr><tr><td>iv.</td><td>More than 09 years</td><td>25</td></tr></table></td><td>25</td></tr>
<tr><td>3</td><td>Compliance of Quality Standards</td><td><table><tr><td>i.</td><td>FDA / WHO approved</td><td>20</td></tr><tr><td>ii.</td><td>Others</td><td>10</td></tr></table></td><td>20</td></tr>
<tr><td>4</td><td>International Testing (foreign principal / manufacturer)</td><td><table><tr><td></td><td>Reports of WHO Accredited International Labs performed on the product through any Procuring Agency.</td><td></td></tr><tr><td>i.</td><td>1-2 Labs</td><td>07</td></tr><tr><td>ii.</td><td>3 or more</td><td>10</td></tr></table></td><td>10</td></tr>
<tr><td>5</td><td>Export of Quoted product (foreign principal / manufacturer)</td><td><table><tr><td>i.</td><td>Developed Countries
3-5 Countries 07 marks
Above 5 Countries 10 marks</td><td>10</td></tr><tr><td>ii.</td><td>Other countries
(1 mark per country maximum marks 10)</td><td>10</td></tr></table></td><td>10</td></tr>
</table>

- **Total marks of Ordinary Parameters: 85.**
- **Qualifying marks in Ordinary parameters: 60% (51 marks) and above.**

BID EVALUATION CRITERIA FOR SURGICAL DISPOSABLE (LOCAL MANUFACTURERS / SOLE AGENTS)

Sr.#	PARAMETERS
01.	Valid Agency Agreement (Translated in English) / Valid Manufacturers Authorization
02.	Valid Drug Manufacturing License (for Manufacturer) / Valid Drug Sales License (for Importer)
03.	Valid Drug Registration Certificate of quoted product.
04.	Valid quality certification of FDA/JPMHLW/WHO/EMA/MDD CE / Valid GMP Certificate
05.	Valid free sale certificate indicating that the quoted product is freely available in the country of manufacturer. This certificate must be issued by relevant authority of the country of origin duly legalized / notarized & translated into English. (For Sole Agents)
06.	Past Experience of quoted product in Government/Semi Govt./Private Hospitals for at least last one year. (The bidder shall attach purchase orders/delivery challan etc.
07.	Undertaking on judicial stamp paper of Rs.100/- duly verified by notary public regarding Non-Declaration of Spurious/Adulterated batch by DTLs of the Punjab/any Competent Lab of quoted item.
08.	A Bidder shall submit an affidavit on legal stamp paper of Rs.100- duly verified by notary public that their firm has not been blacklisted for the last three years on any ground by any Government (Federal, Provincial), a local body or a public sector organization. (On account of submission of false statement, the Bidder shall be disqualified forthwith and subsequently black listed).
09.	Minimum Three Packs of samples quoted items for evaluation. Product that comply 100% with the advertised specifications and fulfill the requirements shall be considered.
10.	Successful sample evaluation by the End User is mandatory

The financial bids of only technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders after the completion of award of contract.

Note:

1. In case the end users have no experience with the quoted brand, the bidder may be asked to submit samples for trial use. The bidder will be bound to provide the required number of samples for the technical evaluation to proceed.
2. Any directions / instructions / guidelines issued Government of Pakistan, Ministry of National Health Services, Regulations and Co-ordinations, may also be applicable.

EVALUATION CRITERIA

Category: **FOR THE PURCHASE OF GENERAL STORE 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 legal E. Stamp paper of Rs.100/- 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 Number with with 100% Compliance (ATL) with documentary proof.
4. Minimum one-year relevant experience.
5. Original receipt of purchase of tender should be attached with technical offer.
6. Technical/Financial offers must be typed / composed on company's letter head.
7. 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.	Company Profile	**Years of operations** i. 01-Year or more — 5 ii. Year of experience. Less than 01-Year — 0	**05**	From Registration date of NTN / FBR
02.	Bidders Relevant Experience/ Similar assignments / supplies over last 05 years.	**Institutions Served:** 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/completion certificates as well otherwise, no marks shall be awarded.

<table>
<tr>
<td>03.</td>
<td>Financial Status / Soundness</td>
<td>Business turn over:
<table>
<tr><td>i.</td><td>40 Million or more</td><td>20</td></tr>
<tr><td>ii</td><td>Between 30 Million 40 Million</td><td>15</td></tr>
<tr><td>iii</td><td>Between 10 Million 30 Million</td><td>10</td></tr>
<tr><td>iv</td><td>Less than 10 Million</td><td>05</td></tr>
</table></td>
<td>20</td>
<td>Federal Board of Revenue document showing the annual sale of last financial year.</td>
</tr>
<tr>
<td>04.</td>
<td>Registration, Tax and Audit Report / Certificate</td>
<td><table>
<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></td>
<td>40</td>
<td>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 charted accountant.(05 marks for each year).</td>
</tr>
</table>

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.**

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)

1. Copy of valid CNIC issued by NADRA.
2. Affidavit, duly attested by oath commissioner, signed and stamped by the contractor on legal E. Stamp paper of Rs.100/- 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 Number with 100% Compliance (ATL) with documentary proof.
4. Minimum one-year relevant experience.
5. Original receipt of purchase of tender should be attached with technical offer.
6. Technical/Financial offers must be typed / composed on company's letter head.
7. 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	i Market availability of quoted items in dental store 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 and market availability of quoted items relates to availability in open market other than dental stores. Items experience shall be confirmed from 1st market launch of the product with documentary proof / institution.

	Compliance of Quality Standards	i FDA/WHO approved 10 ii Others 05	**10**	
01.	Bidders Relevant Experience. (since last five years)	**Institutions Served:** 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.
02.	Financial Status / Soundness	**Business turn over:** i. 50 Million or more 10 ii 30 Million or more 05 iii 10 Million or more 03	**10**	FBR Tax returns showing sales of last financial year is required.
02.	Registration, Tax and Audit Report / Certificate	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 charted accountant.(05 marks for each year).

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.**

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

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

(a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract.

(d) "The Services" means those services ancillary and related to the 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

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

[where applicable]

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from ~~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:

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

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 three (03) packs of commercial samples of their quoted brand along with its bid (for medicine). Sample submission is mandatory. 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. For thermo labile items 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 & thermo log data from factory to

Consignee's end. Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.

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)

Labeling and Packaging

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 aluminium strip / blister pack. Expiry date must be printed on each aluminium strip / blister. The syrup should be supplied in glass / pet bottle with sealed caps.

Additional instructions for packing

i. The suppliers are required to furnish the Warranty certificate with regard to the potency and stability (Including colouration of medicines) of the Drug for human consumption etc. in accordance with the Drug Act, 1976 on judicial paper.
ii. The bidder shall supply the drugs/medicines in **special green packing with Logo of the Government of Punjab.** The following wording/insignia shall be printed in bold letters in English in indelible **red color ink** on each carton, pack, bottle, strip / blister, tubes, vial / ampoule etc. **In case of items supplied by the foreign manufacturer the mentioned condition can be relaxed by the Procuring Agency in the latest of labeling and packaging rules 1986.**

"NOT FOR SALE"
"PUNJAB GOVERNMENT PROPERTY"

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.

e). Testing/Verification Procedures

i. After delivery of drugs and medicines at PIMH, Lahore, the Procuring Agency shall send the samples from each batch to the Drugs Testing Laboratory, Punjab for testing. The Inspection Committee constituted by the Procuring Agency shall inspect the quantity, specifications of goods after receipt of standard quality report from DTL concerned. The cost of the lab tests shall be borne by the Supplier.

ii. 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 resupply the entire fresh stock of that batch free of cost within the reasonable time period to be intimated by the Procuring Agency 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 PQCB (provincial quality control board) for legal action as per Drugs Act 1976 and disposal of substandard stocks.

iii. 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 technical specifications. **Moreover, the Supplier will also be responsible to replace the unconsumed expired stores without any further charges.**

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. (In case of special quota medicines / items the delivery period will be calculated after the issuance of NOC from DRAP / Ministry of Narcotics Control).
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:

(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 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	Original receipt for purchase of tender along with Standard Bidding Documents.		
2	2% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
3	All required samples must be submitted with the bid in the Purchase Cell of Punjab Institute of Mental Health, Lahore.		
4	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
5	Copy of active Registration with Sales Tax Authorities (STRN) with 100% compliance		
6	Copy of active Registration (Professional Tax Certificate)		
7	Technical Bid Form (as per **form 8.9** of Bidding documents) on letter head of the firm duly signed and stamped.		
8	Financial Bid Form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.		
9	Bid Security Form (as per **form 8.11**of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	Performance Guarantee Form (as per **form 8.7** of Bidding documents) on letter head of the firm, duly signed and stamped.		
11	General Information Form (as per **form 8.5** of Bidding documents) on letter head of the firm duly signed and stamped.		
12	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. (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.		
13	i. Work order / supply order / purchase order of previous 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). iv. 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 FOR 3rd TENDER FOR PURCHASE OF DRUGS/MEDICINES/SURGICAL & DISPOSABLE ITEMS FOR FY 2023-24
PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE

SR #	T.E #	MEDICINE NAME	ANTICIPATED DEMAND FOR 2023-2024	TOTAL ESTIMATED COST
1.	2	Inj. Flupenthixol Decanoate 40 mg / 2ml	7000	3525200
2.	3	Inj. Zuclopenthixol Accuphase 100 mg /2ml	3000	1624110
3.	4	Inj. Zuclopenthixol Depot 200 mg /ml	7000	3965990
4.	5	Inj. Haloperidol 5mg/ml	20000	215200
5.	6	Tab. Zuclopenthixol 25 mg	25000	586500
6.	7	Tab. Haloperidol 5 mg	600000	540000
7.	9	Risperidone Oral Sol. 1mg/ml (bottle of 120ml or less)	1000	294000
8.	14	Tab. Lithium Carbonate 400mg	25000	150000
9.	24	Inj. Diazepam 10mg/2ml	1000	10000
10.	27	Inj. Procyclidine 10mg/2ml	40000	1499200
11.	31	Tab/ Cap Cefixime 400mg	10000	700000
12.	32	Tab. Metronidazole 400mg	30000	65400
13.	33	Tab/Cap Amoxicillin/clavulanic acid 625mg	50000	1908000
14.	34	Tab. Linezolid 600 mg	1000	116000
15.	35	Inf. Moxifloxacin 400mg/250ml	500	215000
16.	36	Inj. Tazobactam+Piperacillin 4.5g	240	238800
17.	37	Tab. Azithromycin 500 mg	1000	58420
18.	38	Inj. Ceftriaxone 1gm	2000	150000
19.	39	Inf. Metronidazole 100ml	2000	308000
20.	40	Tab Mebendazole 100mg	400	2280
21.	41	Tab Serratiopeptidase 10mg	400	3960

22.	42	Tab. Thyroxine 50mcg	1000	1620
23.	43	Tab Artimether /Lumefantrine 80/480 mg	500	36150
24.	47	Tab. Propranolol 10 mg	12000	25680
25.	48	Tab. Bisoprolol 2.5mg	6000	54900
SR #	**T.E #**	**MEDICINE NAME**	**ANTICIPATED DEMAND FOR 2023-2024**	**TOTAL ESTIMATED COST**
26.	49	Tab. Aspirin Enteric Coated 75 mg	10000	20900
27.	50	Inj Lignocaine HCl 2% 10 ml	300	7890
28.	51	Lignocaine HCl gel 2%	100	7500
29.	52	Inj Propofol 1% 20 ml	240	64800
30.	53	Inj Suxamethonium 100mg/2ml	150	5550
31.	54	Inj. Diclofenac Sodium 75mg/3ml	5000	21200
32.	56	Inf. Paracetamol 1g/100 ml	2000	250000
33.	57	Tab. Paracetamol 500 mg	100000	300000
34.	58	Tab. Ibuprofen 400 mg	45000	122850
35.	59	Cap. Tramadol 50mg	100000	500000
36.	60	Tab. Orphenadrine+Paracetamol (50mg+ 650mg)	70000	350000
37.	62	Tab. Metformin 500 mg	50000	60500
38.	63	Tab. Glimepiride 2 mg	10000	130000
39.	64	Tab. Dapagliflozin 5 mg	5000	106750
40.	65	Insulin human isophane suspension) 100 units/mL	30	19470
41.	66	Insulin 70/30 (insulin human isophane suspension and insulin human injection) 100 units/mL	300	182133
42.	67	Regular Human Insulin 100 units/mL	30	19470
43.	69	Tab. Cetrizine 10mg	100000	160000
44.	70	Tab. Chlorpheniramine Maleate 4 mg	20000	9200

45.	71	Inj. Promethazine 50mg/2 ml	20000	127000
46.	72	Syp. Sodium Picosulfate 7.5mg/ml (bottle of 120ml or less)	1000	126000
47.	73	Cap. Loperamide 2mg	20000	32000
48.	74	Tab. Domperidone 10mg	40000	39200
49.	75	Tab. Drotaverine 40mg	3000	23940
50.	77	Ointment Bacitracin 500IU/g + Polymixin B sulphate 10000IU/g 10g/20g Tube	3000	237090
SR #	**T.E #**	**MEDICINE NAME**	**ANTICIPATED DEMAND FOR 2023-2024**	**TOTAL ESTIMATED COST**
51.	78	Silver Sulfadiazine cream 1% w/w (Tube of 50g or less)	100	7800
52.	80	Inj. Iron Sucrose 100mg/5ml	1000	423000
53.	81	Cap. Ferous Sulphate B.P. 150 mg, Folic Acid B.P. 0.5 mg	50000	235000
54.	82	Inj. Mecobalamine 500mcg/ml	4000	550800
55.	83	Syp. Terbutaline Sulphate 0.3mg/ml (bottle of 60 ml or less)	5000	265000
56.	84	Infusion 0.9% Normal Saline 500 ml	3000	330000
57.	85	Infusion 5% Dextrose Water 1000 ml	2000	118000
58.	86	Infusion 5% Dextrose Saline 1000 ml	2000	118000
59.	87	Infusion 25% Dextrose Water 25 ml	2000	44000
60.	88	Oral Rehydration Salt (Sodium Chloride , Trisodium citrate dihydrate , Potassium Chloride , Glucose	40000	800000
61.	89	Inj. Ringer Lactate (sodium 130 mmol/ L, chloride 109 mmol/L, lactate 28 mmol/ L, potassium 4 mmol/ L, calcium 1.5 mmol/ L) 1000ml	3000	315000
62.	90	Petroleum Jelly 100 % 100g	3000	540000
63.	91	Povidone-Iodine Solution 10% 450ml or less	200	115438
64.	93	Ipratropium Bromide nebulization solution 1 ml or 10 ml	2000	180000

SURGICAL DISPOSABLE				
65.	95-1 S	Adhesive Tape (One Inch)	10000	900000
66.	99-5 S	Methylated Spirit 1 litre	500	175000
67.	103-S 9	Latex Gloves (Per Piece)	150000	934500
68.	104-10 S	Absorbent Gauze Roll (1m*30m roll)	300	260700
69.	105-11 S	Surgical Cotton Bandage 15cmx6m	1000	10000
70.	106-12 S	Cotton Crepe Bandage (10cm*4.5m)	800	96000
71.	107-13 S	Nelton catheter no 16	100	2300
SR #	**T.E #**	**MEDICINE NAME**	**ANTICIPATED DEMAND FOR 2023-2024**	**TOTAL ESTIMATED COST**
72.	108-14 S	Disposable Oxygen Mask	50	7500
73.	109-15 S	Silicon Anesthesia face mask # 4	400	180000
74.	110-16 S	ECT Mouth GAG	400	80000
75.	111-17 S	Steam Chemical Integrator	600	24000
76.	112-18 S	Surgical blade no 23	600	12000
77.	113-19 S	Surgical gloves 7 ½	120	6000
78.	114-20 S	Polypropylene 3/0 RB	72	30600
79.	115-21 S	Polypropylene 2/0 RB	24	9000
80.	116-22 S	Black Braided Silk 3/0	60	27000
81.	117-23 S	Black Braided Silk 2/0	24	10800
		MEDICINE		
82.		Tab. Lamotrigine 25mg	15000	135000
83.		Tab. Divalproex sodium 250mg	30000	150000

84.		Tab. Clozapine 25mg	50000	1150000 **Rs.27,460,291/-**

Note: Annual demand for the year 2023-24 is approximate. The authority may amend/rationalize the demand of any item subject to available budget & hospital requirement. The firm will quote rates as per unit / ml basis.

DENTAL ITEMS FOR THE YEAR 2023-24

Sr. No.	Items Description	Qty / Unit	Samples Required with Tech Bid	Brand Name	Estimated Cost
1	Zinc Phosphate Cement	One Pkt	--	TG, P/D/-3m or equivalent	4400
2	Xylocain Spray	02-Bottle	--	Septodont or equivalent	10500
3	Instruments Disinfection	03-Litr	--	Micro Ten or equivalent	7000
4	Napkins (500 each Box)	02-Box	--	Medicam or equivalent	4200
5	Pouches for sterilization	10-Pkt	--	Quolident or equivalent	1500
6	Paper Point (15-40) Regular=20 & Paper point=10	10-Nos	--	Gapodent or equivalent	1200
7	Surface Disinfectant	03-Bottle	--	Zermack or equivalent	5450
8	Articulating Papers (Thick)	20-books	--	P/D / or equivalent	450
9	Xylocain cartridges 1.8ml each	15-Box	--	Septocain or equivalent	7800
10	Calcium Hydroxide (Dycal)	01-Nos.	--	Dentsply/ P/D or equivalent	6500
11	Cresophene	01-Nos.	--	Septodont / P/D or equivalent	12500
12	Diamond Burs. Round, straight wheel 20+20	40-Nos	--	Mani/Trident or equivalent	120
13	Gloves (S-M) 20+20	40-Box	--	Safety/Proten or equivalent	1250
14	Glass Inomer (Type-2)	05-Nos	--	GC or equivalent	7800
15	Finishing Polishing Kit for Composite	01-Nos	--	Shofu or equivalent	9500
16	Light Care Etching Gel	02-Nos	--	Shofu / PD or equivalent	2500
17	Disposable Glasses (Paper)	1000-Nos	--	Paper	8
18	Calcium Hydroxide (Non-Setting)	01-Nos	--	P/D septadent, or equivalent	7950
19	Hard Plaster (1kg pkt)	5-Kg.	--	denturum, zermack or equivalent	1900
20	Sodium Hypochlorite (500ml)	01-Bottle	Samples required with tender	Best Quality	8500
21	Normal Saline (25ml amp)	01-Box	--		28
22	GIC Luting (Type-II)	02-Pkt	--	GC / Shofu or equivalent	7800

Sr. No.	Items Description	Qty / Unit	Samples Required with Tech Bid	Brand Name	Estimated Cost
23	X-Ray Film Holder (Intra Oral)	02-Nos	--	Yes star or equivalent	4800
24	Polishing paste	10-Nos	--	Clotene septodent or equivalent	12000
25	GC-9	05-Nos	--	GC/ Dentsply or equivalent	8800
26	EDTA Gel	05-Nos	--	Shofu/PD or equivalent	3850
27	Indomethacin	02-Nos	--	Septodent/PD or equivalent	15800
28	Teflon tape	03-Nos	Samples required with tender		275
29	K files (15-40)	10-Nos	--		1120
30	H- Files (15-40)	01-Box	--		750
31	Zinc oxide powder	02-Box	--	Septodent/PD or equivalent	4800
32	Fibre post plastic	05-Pkt	--		2200
33	Flowable composite	05-Nos	--	GC or equivalent	6200
34	Distilled water for auto clave (05-liter)	05-bottles	--		275
35	Temporary filling material (cavity)	02-Nos	--	Provicor or equivalent	1550
36	Ghaze pieces	25-Pack	--		275
37	Composite filling martial	01-No	--	Ivoclar/GC Septodent/PD or equivalent	5850
38	Bonding (single bond liquid)	01-No	--	Iltradent , dentsply or equivalent	6600
39	Check retractor (disposable)	03-Nos	--		350
40	Vaseline (petroleum jelly)	03-Nos	--	Vaseline	1500
41	Developer and fixer powder	01-Pack	--		5000
42	Pro taper paper points	05-Nos	--	Gapadent	1600
43	Pro GP points	05-Nos	--		1800
44	Pro Files set	05-Nos	--	Fanta	3800
45	Condenser	20-Nos	Samples required with tender	Best Quality	580
46	Tweezers	25-Nos	Samples required with tender	Best Quality	350

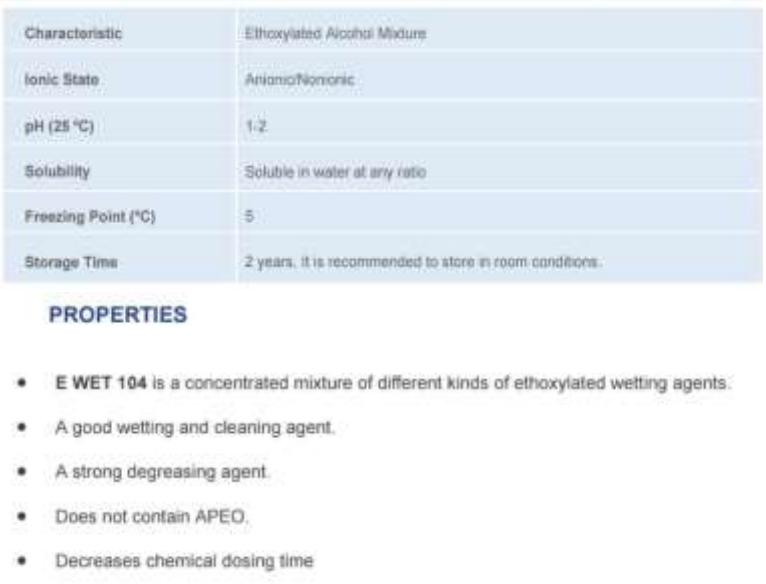
Sr. No.	Items Description	Qty / Unit	Samples Required with Tech Bid	Brand Name	Estimated Cost
47	Mirror (complete) (body + top)	25-Nos	Samples required with tender	Best Quality	350
48	Gatesgliden	03-Nos	Samples required with tender	Best Quality	2700
49	Plungers	10-Nos	Samples required with tender	Best Quality	550
50	Impression trays (metal)	02-Pkt	--	Best Quality	2800
51	Alginate	03-Pkt	--	Zermac , Cavex or equivalent	2800
52	Impression putty set (A-silicon)	02-Nos	--	Zermac , Cavex or equivalent	22000
53	Aesthetic Gel	02-Nos			4300
54	Dental Hand piece	02-Nos			18000
55	Air Motor slow hand piece	01-NOS			25000
				Total	**Rs.277,481/-**

NOTE:

- ✓ Annual demand for the year 2023-24 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.

Annual Demand of General Store Items for The Year 2023-24

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
1.	**Detergent Powder**, Best Quality (1-Kg Poly Pack) a) Surf Excel b) Brite c) Express d) Ariel or Equivalent	Kg.	700-Kg.	301000
2.	**Bath Soap**, Standard Size a) Life Buoy, 115gm b) Sufi Bath Soap, 120gm or Equivalent	No.	25,000-Nos.	2,350,000
3.	**Beauty Soap** 150gm a) Lux b) Capri c) Palmolive or Equivalent	No.	700-Nos.	97300
4.	**Cleaning Powder**, Best Quality,	Kg.	2800-Kg.	532000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
	1-Kg pack, Poly Bag a) Vim b) Max c) Sufi or Equivalent			
5.	**Laundry Soap**, 1-Kg Pack a) Sufi Soap Darja Awal c) Ghai Soap, No.1 Special Quality or Equivalent	Kg.	3000-Kg.	1440000
6.	**Liquid Detergent** for laundry.  Characteristic: Ethoxylated Alcohol Mixture Ionic State: Anionic/Nonionic pH (25 °C): 1-2 Solubility: Soluble in water at any ratio Freezing Point (°C): 5 Storage Time: 2 years. It is recommended to store in room conditions. PROPERTIES • E WET 104 is a concentrated mixture of different kinds of ethoxylated wetting agents. • A good wetting and cleaning agent. • A strong degreasing agent. • Does not contain APEO. • Decreases chemical dosing time **(Provide sample with tender)**	Liter	3000-Liter	1650000
7.	**Soda Ash** Original, Company Pak, a) LCI b) Olympia, or Equivalent	Kg.	4000-Kg.	736000
8.	**(Neel) 300ml**, Company Pack or 225gm Powder. a) Robin Best Blue or Equivalent	Pkt/Bottle	800-Pkt/Bottle.	399200
9.	**Bleaching Powder** for Cloth Original Company Pack, **(Provide sample before supply)**	Kg.	400-Kg.	44400
10.	**Bleaching Liquid** for Cloth Original Company Pack, **(Provide sample with tender)**	Liter	1700-Liters	391000
11.	**Leucophor Powder**, Best Quality a) China b) Bright Chemical Inds. Or Equivalent **(Provide sample before supply)**	Kg.	200-Kg.	173000
12.	**Leucophor Liquid** Original Company pack. **(Provide sample with tender)**	Liter	1000-Liters	2100000
13.	**Hand Sanitizer** Professional (Antibacterial Hand Gel) 500ml, Best Quality **(Provide sample with tender)**	No.	100-Nos.	90000
14.	**Insecticide Oil Spray,** Pack of 3.00 Liter, Best Quality a) Mortien b) Finis c) Primatox or Equivalent	Liter	3500-Liter.	3237000
15.	**Oil Mustard**, from local market. Best Quality	Kg.	900-Kg.	783000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
16.	**Teeth Cleaning Powder 180g.** a)Dentonic Powder or Equivalent	No.	100-Nos.	15000
17.	**Toothpaste 100g** a) Colgate b) Paradontex or Equivalent	Nos.	2200-Nos	391600
18.	**Toothbrush Soft.** a) Colgate b) Ezigrip c) Gorey Or Equivalent	Nos.	2500-Nos	330000
19.	**Antilice Lotion (50ml Pack)** a) Copex b) Primatox Or Equivalent	No.	3000-Nos.	984000
20.	**Hair Removing Powder, Pack 20gm** a) Lilly b) Sarban or Equivalent	No.	30,000-Pkt.	300000
21.	**Hydrochloric Acid**, local market. Best Quality	Liter	2000-Liter.	100000
22.	**Boiler Chemical** for RO Plant (Laundry), Anti Crozen, Sitara Chemical/Ittehad, or Equivalent **(Provide sample before supply)**	Liter	500-Liter.	245000
23.	**Lime Quick,** local market. Best Quality **(Provide sample before supply)**	Kg.	1500-Kg.	75000
24.	**Barber Soap Cup**, Local, Best Quality **(Provide sample before supply)**	No.	600-Nos.	21000
25.	**Disinfectant Liquid** **a)** Dettol 1-Liter Packing	Liter.	150-Liter.	340000
26.	**Tissue Paper Box**, 100x2 Ply Rose Petal/Fay or Equivalent	Packet	800-Pkt.	216000
27.	**Tissue Paper Roll**, Standard Size White Color, Rose Petal, Maxob or Equivalent **(Provide sample before supply)**	Roll	400-Roll.	47600
28.	**Brooms Coir**, Best Quality **(Provide sample before supply)**	Kg.	400-Kg.	210000
29.	**Naphthalin Ball**, Best Quality	Kg.	20-Kg.	9600
30.	**Polythene Shopper**, Yellow + White Color, Length 34", Width 31" Strong Polythene, Best Quality.+-2 **(Provide sample with tender)**	Kg.	3500-Kg.	1792000
31.	**Packing Tape**, Big Size	No.	100-Nos.	20000
32.	**Seed Flower Seasonal**, 5-gm Pack	Packet	1500-Pkt.	388500
33.	**Bukram for Curtain** size 3" to 4" width Sultan Brand, Best Quality	Meter	50-Mtr.	17000
34.	**Curtain Tape** 1" Inch	Meter	50-Mtr.	2000
35.	**Curtain Hooks**, Standard Size, Local Best Quality **(Provide sample before supply)**	Gurse	20-Gurse.	13000
36.	**Plastic Rings** for Curtain Pipes. **(Provide sample before supply)**	Dozen.	100-Dozen.	45000
37.	**Kerosine Oil** Pure	Liter	500-Liter.	246000
38.	**Anti-Termite** (Demak) Spray	Liter.	20-Liters.	70000
39.	**Plastic Shoppers** 2Kg to 10Kg	Kg.	700-Kg.	325000
40.	**Face Mask** **(Provide sample with tender)**	Nos.	20,000-Nos.	180000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
41.	**Phenyl 3 Liter Pack** a) Typhon b) Fins c) Primatox Equivalent	Bottles	2000-Bottles	410000
42.	**Keeri Trolly**	No.	20-Nos	640000
43.	**Mosquito Repellents** (50ml Bottle) a) mospel lotion b) Primatox or Equivalent	Bottle	6000-Bottles	1500000
44.	**Diapers** Size 52" x 68" Extra Large Pampers or Equivalent	No.	18,000-Nos.	200000
45.	**Torch (Plastic Body) Chargeable**, complete, D.P LED **(Provide sample with tender)**	No.	10-Nos.	35000
46.	**Wire 23/076 Full gauge**, copper a) New Age b) Pakistan Cable c) Fast or Equivalent	Meter	500-Mtr.	90000
47.	**Wire 23/076 Two core Round PVC Full Gauge**, copper a) New Age b) Pakistan Cable or Equivalent	Meter	2000-Mtr.	440000
48.	**Wire 3/029 Full gauge 1.5mm Double Core P.V.C.** Cable with Copper conductor, a) New Age b) Pakistan Cable or Equivalent	Meter	3000-Mtr.	700000
49.	**Wire 7/44 Full gauge Single Core, copper** a) New Age b) Pakistan Cable or Equivalent	Meter	180-Mtr.	56000
50.	**Wire 7/44 Full gauge Double Core**, copper a) New Age b) Pakistan Cable or Equivalent	Meter	1500-Mtr.	1100000
51.	**Wire 7/64 Full gauge Double Core, copper** a) New Age b) Pakistan Cable or Equivalent	Meter	100-Mtr.	180000
52.	**Wire 7/029 Full gauge Double Core P.V.C. Cable with Copper conductor,** a) New Age b) Pakistan Cable or Equivalent	Meter	2500-Mtr.	900000
53.	**Shoe Two Pin 15 Amp, White,** Best Quality a) Ittefaq b) PPI c) Hero or Equivalent	No.	24-Nos.	9000
54.	**Shoe Three Pin 15 Amp, White,** Best Quality a) Ittefaq b) PPI c) Hero or Equivalent	No.	50-Nos.	9000
55.	**Electric Call Bell with Push Button** (Best Quality) a) China b) Local Made. or Equivalent	No.	50-Nos.	20000
56.	**Circuit Breaker Single Pole 16-20 Amp**, Dolfan / Onix or Equivalent	No.	50-Nos.	38000
57.	**Safety Switch for A.C 25 Amp**, Two Pole, (Germany), Original a) Mitsubishi b) Malaysia c) Dolfan or Equivalent	No.	200-Nos.	190000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
58.	**Circuit Breaker** Single Pole 32 AMP with box	No.	300-Nos	140000
59.	**Circuit Breaker** Double Pole 32 AMP with box	No.	200-Nos	100000
60.	**Circuit Breaker** Three Pole 100 AMP with box	No.	24-Nos	12000
61.	**Rawal Plug** (Plastic)	No.	2000-Nos	16000
62.	**Thimble** 35 mm	No.	120-Nos	54000
63.	**Thimble** 70 mm	No.	48-Nos	36000
64.	**Thimble** 120 mm	No.	36-Nos	16000
65.	**Thimble** 240 mm	No.	36-Nos	16000
66.	**Fan Dimmer**	No.	1000-Nos	200000
67.	**Electric Capacitor (Fuji & Amber)** or Equivalent 2.2 uf.	No.	10-Nos.	2000
68.	**Electric Capacitor (Fuji & Amber)** or Equivalent 2.5 to 3.0 uf.	No.	500-Nos.	97000
69.	**Electric Capacitor (Fuji & Amber)** or Equivalent 3.5 uf.	No.	350-Nos.	94500
70.	**Electric Capacitor (Fuji & Amber)** or Equivalent 5.7 uf.	No.	05-Nos.	1600
71.	**Electric Capacitor (Fuji & Amber)** or Equivalent 6.5 uf.	No.	05-Nos.	1950
72.	**Electric Capacitor (Fuji & Amber)** or Equivalent 7 uf.	No.	05-Nos.	1950
73.	**Electric Capacitor for Water Cooler**, (Fuji) 80 x 110	No.	50-Nos.	22000
74.	**Capacitor for A.C 450 volts**, (Fuji) or Equivalent i) 35uf to 50 uf	No.	200-Nos.	116000
75.	**Capacitor for A.C 450 volts,** (Fuji) or Equivalent i) 60 uf	No.	50-Nos.	26000
76.	**Battery 190 to 195 Amp** A.G.S., Exide or Equivalent	No.	20-Nos.	900000
77.	**Battery 90 to 120 Amp 15 Plate** A.G.S. or Equivalent	No.	06-Nos.	192000
78.	**Electric Kettle**, 1800 watt, Philips or Equivalent	No.	10-Nos.	65000
79.	**Electric Wire 3 Core**, 76/110, copper	Mtr	270-Mtr.	350000
80.	**LED Tube Light 40 Watt,** Double, a) Philips b) Eco Star c) Orient or Equivalent **(Provide Sample before supply)**	No.	50-Nos.	112500
81.	**Power Plug with Plastic Box and Clan,** i) Bush ii) Akai iii) Hilife or Equivalent Original **(Provide sample with tender)**	Nos.	200-Nos.	89000
82.	**Light Plug with Plastic Box**, i) Bush ii) Akai (Original) or Equivalent	Nos.	400-Nos.	130000
83.	**Water Dispenser Electric**, Orient, Dawlance, Hier, Standard Size with Bottle or Equivalent	No.	05-Nos	270000
84.	**LED Emergency Light**, 60-Bulb, Best Quality.	No.	100-Nos.	264000
85.	**Exhaust Fan Size 12''** Plastic Body, Younas, Pak Fan, Royal, GFC or Equivalent	Nos.	150-Nos.	1080000
86.	**Bulb Holder** Screw Type	No.	1500-Nos	135000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
87.	**Electrode Holder for Welding**, Best Quality a) L.G China b) King China	No.	02-No.	2200
88.	**Pedestal Fan 24"** i) Yunis ii) Pak or Equivalent	No.	05-Nos.	105000
89.	**Bracket Fans**, Size 18'', G.F.C Brand or Equivalent	No.	20-Nos.	200000
90.	**Piano Switch** i) Aerial iii) Hilife or Equivalent	No.	1000-Nos i)800, ii)200	42000
91.	**Insect Killer Rod 2'**	No.	200-Nos	72000
92.	**Insect Killer** Complete 2 Feet	No.	150-Nos	1500000
93.	**L.E.D. Bulb 30-Watt** Best Quality Philips Eco Orient or Equivalent	No.	600-Nos	800000
94.	**L.E.D. Bulb 40-Watt** Best Quality Philips Eco Orient or Equivalent	No.	1200-Nos	1,300,000
95.	**L.E.D. Bulb 18-20-Watt** Best Quality Philips Eco Orient or Equivalent	No.	10-Nos	8000
96.	**Original Tri-circle** Lock 50mm **(Provide sample with tender)**	No.	600-Nos.	300000
97.	**Floor Wet Mop** Handle of Nickle 49" with Cotton Ropes net of 14" Wt. Approx. 250gm, Quote rate a) With Iron Fitting b) Without Iron Fitting. **(Provide sample with the tender)**	No.	150-Nos.	66000
98.	**Floor Dry Mop** Handle Painted Iron 49", Blade 2' x 25", made parashot cloth with cotton Ropes, Wt. Approx. 200gm net of cotton ropes & cloth. Quote rate a) With Iron Fitting b) Without Iron Fitting. **(Provide sample with the tender)**	No.	150-Nos.	66000
99.	**Floor Wiper**, Steel Handle 46" Gauge 18, Blade 17.5", Rubber Width 3" ¼. Best Quality **(Provide sample with tender)**	No.	150-Nos.	66000
100.	**Iron Ladder folding** 8' height or more Gauge 18, Best Quality	No.	10-Nos.	300000
101.	**Sharp Container**. Best Quality **(As per Sample available in the store)**	No.	200-Nos.	86000
102.	**Syringe Cutter** steel handle 52, Best Quality **(Provide sample with tender)**	No.	100-Nos.	43000
103.	**Nail Cutter**, Large Size, China, B/Q **(Provide sample with tender)**	No.	200-Nos.	138000
104.	**Plastic Pipe Watering** ¾ Dia 2.5 mm Thickness. (Best Quality). **(Provide sample with tender)**	Meter	1500-Mtr.	312000
105.	**Chick Kana** with Parashot Cloth with Border, Best Quality	P-Sft.	15000-Sft.	900000
106.	**Glass Sheet plain** 5mm thick with grinding all sides, Local	Sq. Feet	20-Sheet.	17000
107.	**Water Filter Cartridge stage 1**, size 20" Inches. **(Provide sample with the tender)**	No.	600-Nos.	174000
108.	**Water Filter Cartridge stage 2**, size 20" Inches. **(Provide sample with the tender)**	No.	600-Nos.	40000
109.	**Stopper for Railing Pipe Crystal**, Best Quality **(Provide sample before supply)**	No.	100-Nos.	29000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
110.	**Bracket for Railing Pipe** Best Quality **(Provide sample before supply)**	No.	300-Nos.	75000
111.	**Rings for Curtains**, Plastic Made **(Provide sample before supply)**	P-Dozen	150-Dozen.	36000
112.	**Tub Justi** Size L:34" W:29" Depth: 14" Gauge 22, oval shape. **(Provide sample before supply)**	No.	10-Nos.	190000
113.	**Lawn Mower 16" Manual** (Pak), Local Made Best Quality **(Provide sample before supply)**	No.	05-Nos.	148000
114.	**Bush cutting machine** (4 stroke petrol engine) a) Hyuandi b) Honda or Equivalent	No.	05-Nos	7250
115.	**Thread Plastic** of bush cutting machine	Kg.	30-Kg	8000
116.	**Steel Sword Garden** Large Size (Kamani), length 32" x 2" slightly curved with Wooden handle 6" x 1 ½", Best Quality **(Provide sample before supply)**	No.	10-Nos.	14000
117.	**Rumba** with wooden handle for Mali, Large size, length 6 ½", B/Q **(Provide Sample before supply)**	No.	20-Nos.	13000
118.	**Hurmachi** (Imported) Best Quality	Kg.	100-Kg.	9000
119.	**Axe with Wooden Handle** Best Quality	No.	05-Nos	15000
120.	**Matack (Kahi)** handle of toot size 11" x 9" Best Quality **(Provide sample before supply)**	No.	10-Nos.	15000
121.	**Curtain Railing Pipe** 1" Inch, Best Quality **(Provide sample before supply)**	Feet	300-Feet.	21000
122.	**Cotton Dori** all Size (4 Ply)	P-Kg.	50-Kg.	24000
123.	**Saw Blade** for Saw Machine size width 2", Brand 3KK Japan / Germany made.	Feet	108-Feet.	35000
124.	**Synthetic Enamel (Paint),** all colors, Pack of 3.64 Liter. a) Master b) Black Horse c) Champion d) ICI e) Dulux or Equivalent	Tin	200-Tin.	980000
125.	**Plastic Cane** Soft Single & double, Best Quality	Kg.	50-Kg.	47000
126.	**Sand Paper** for Iron all Nos (Made in China) Eagle Brand, Diamond, Best Quality	Sheet	144-Sheet	6000
127.	**Germany White Glue**, Pack of 01-Kg, a) ICI or Equivalent	Kg.	20-Kg.	20000
128.	**Soft Board** Sheet size 8' x 4' x 1/2" Imported (Best Quality)	Sheet	05-Sheet	30000
129.	**Hard Board Sheet**, both sides glazed 8' x 4' x 2"' (Lassani) China / Malaysia (Best Quality)	Sheet	05-Sheet	23500
130.	**Hard Board Sheet** one side glazed size 8' x 4', 2 Sootar Lasani, Best Quality	Sheet	50-Sheet	82000
131.	**Lamination Sheet** Lasani 8' x 4' x ¾" (All Colors) forimte / sonytax	Sheet	30-Sheet	220000
132.	**Lamination Sheet** 8' x 4' x ¾" (All Colors) forimte / sonytax	Sheet	20-Sheet	124000
133.	**Chip Board**, 8' x 4' x ¾" Density 700, Wooden, Local Karachi Made Best Quality	Sheet	30-Sheet	105000
134.	**Welding Rod**. M.T. 12, (size 3.2 x 350mm) J: 38 made in China.	Kg.	70-Kg.	70000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
135.	**Iron nail** all Nos. different sizes (Box Pack) Best Quality	Kg.	70-Kg.	40000
136.	**Iron Patti** Various Size	Kg.	200-Kg.	80000
137.	**Iron Chain** (8-gauge) Best Quality	Kg.	100-Kg.	54000
138.	**Iron Sheet** various width Gauge 16 Best Quality	Kg.	1000-Kg	500000
139.	**Iron Sheet** various width Gauge 18 Best Quality	Kg.		
140.	**Iron Sheet** various width Gauge 20 Best Quality	Kg.		
141.	**Iron Sheet** various width Gauge 22 Best Quality	Kg.		
142.	**Iron Sheet** various width Gauge 24 Best Quality	Kg.		
143.	**Iron bar** plain round / square all sizes (Sarya)	Kg.	200-Kg.	74000
144.	**Iron Pipe** Size 1 ½" Inch x 1 ½" Inch Gauge 18, Best Quality	Feet	400-Feet.	70000
145.	**Iron Pipe** Size ¾" Inch x ¾" Inch Gauge 18, Best Quality	Feet	100-Feet.	8000
146.	**Iron Pipe** 1" Inch x 1" Inch Gauge 18	Feet	400-Feet.	120000
147.	**Machine Screw** with Nuts size 1" Inch to 3" Inch length as per demand with dia 2 mm (02 sutar) Best Quality.	Nos.	900-Nos.	4500
148.	**Wooden Screw** Black Size No. ½" Inch to 3" Inches, Best Quality **(Provide Sample before supply)**	Box/Pack	100-box/pack Pack of 100 piece).	58000
149.	**Angle Iron** Various Size	Kg.	1000-Kg.	375000
150.	**Iron Hinges** Size 7' (Feet) Gauge 18 Heavy Duty, Best Quality,	No.	15-Nos.	2000
151.	**Iron Hinges** size 3" Inch Gauge 18, Zinc Heavy Duty, Best Quality	No.	20-Nos.	1000
152.	**Hinges size** 4" Inch Gauge 18, Zinc, Heavy Duty, Best Quality	No.	10-Nos.	800
153.	**Steel Handle Drawer** various sizes (Pak made) Best Quality **(Provide sample before supply)**	No.	50-Nos.	3850
154.	**Kundi Chapka**, various sizes a) 2" Inch b) 3" Inch c) 4" Inch	No.	150-Nos.	13000
155.	**Brush paint Double knit**, size 4" Inch Best Quality, a) Universal b) Black Cat c) Captain or Equivalent	No.	100-Nos.	65000
156.	**Hacksaw Blade** double edge width 1" Inch, Made in China	No.	10-Nos.	1500
157.	**Half Round** File Rough Length 10" Inches (Raitee) Brand Nicholson, Made in Canada or Equivalent	No.	05-Nos.	4700
158.	**Cutting Disk** Size 14" a) Horse Brand Best Quality or Equivalent	No.	10-Nos.	7000
159.	**Steel Nail** All Size, Taiwan	Kg.	70-Kg.	77000
160.	**Square Jali** Width 6' (Feet) Gauge 16, China	Feet.	100-Feet.	48000
161.	**Welding Cable** (Copper)	Mtr.	10-Mtr.	30000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
162.	**Wheels for Food Trolley**, size 5", Best Quality **(Provide sample before supply)**	No.	100-Nos.	95000
163.	**Wheels for laundry** Trolley size 4", Best Quality **(Provide sample before supply)**	No.	50-Nos.	42500
164.	**Wheels for hospital beds**, size 3", Best Quality **(Provide sample before supply)**	No.	100-Nos.	80000
165.	**Wheels for Bed Side locker**, size 3", Best Quality **(Provide sample before supply)**	No.	50-Nos.	42500
166.	**Door Handle lock**, Standard Size **(Provide sample before supply)**	No.	50-Nos.	130000
167.	**Door Closer**, Large Size Best Quality	No.	15-Nos.	60000
168.	**Iron Jaali**, Size 12 x 24 x 4'	Feet	300-Feet.	100000
169.	**Water Tanki** Plastic body with double Ply with accessories, 500-Gallons capacity	Nos.	05-Nos.	300000
170.	**Wooden Gola** Aish 1" x 2 x 1/1"	Feet	2500-Feet.	200000
171.	**Wooden Aish**, 1" x 34"	Feet	300-Feet.	12000
172.	**Wooden Gola**, 3" x ¾"	Feet	300-Feet.	60000
173.	**Handle Valve** Size ½	No.	200-Nos.	50000
174.	**Handle Valve**, Size ¾	No.	50-Nos.	47500
175.	**Duct** ¾", Best Quality **(Provide sample before supply)**	Feet.	2500-Feet	150000
176.	**Duct** 1", Best Quality **(Provide sample before supply)**	Feet.	1000-Feet	60000
177.	**Duct** 2" Best Quality **(Provide sample before supply)**	Feet.	500-Feet	50000
178.	**T Cock**	No.	50-Nos.	58000
179.	**Waste Pipe**	No.	100-Nos.	11000
180.	**Rubber Connection**	No.	100-Nos.	235000
181.	**Hand SAW Machine 2 Feet** (4 stoke petrol engine), for Wood Cutter, complete China/Japan	No.	02-Nos	290000
182.	**Blade** Hand SAW Machine 2 Feet	No.	05-Nos	102500
183.	**Blade** Hand SAW Machine 3 Feet	No.	05-Nos	140000
184.	**High Neck** for basin	No.	40-Nos.	25000
185.	**Side Pillar Cock single** best quality	No.	100-Nos	75000
186.	**Bib Cock** (Tuti) ½" Stainless Steel for Hamam	No.	500-Nos.	375000
187.	**Cover Split Air Conditioner** 02-Ton (PEL) Parachute	Pair.	200-Pairs.	50000
188.	**Switch Plate** Size 7 x 4 (08 holes) backo light	No.	300-Nos	18000
189.	**Welding Rod** of Copper, USA	Kg	03-Kg.	23000
190.	**Welding Rod** of Brass	Kg	02-Kg	30000
191.	Lead for Compressor	Nos	50-Nos	15000
192.	**Compressor 02 Ton**, A.C Mitsubishi or Equivalent	Nos.	35-Nos.	2065000
193.	**Compressor**, 1/3, ¼, 1/5 Water Cooler Denfos or Equivalent	Nos.	10-Nos.	260000
194.	**Compressor 1 ½** Ton A.C Mitsubishi or Equivalent	Nos.	10-Nos.	295000
195.	**Gas R-22**, U.S.A. Honeywell or Equivalent	Cylinder	10-Cylinders	390000
196.	**Gas R-134**, U.S.A. Honeywell or Equivalent	Cylinder	02-Cylinders	86000
197.	**Gas 410**, U.S.A.	Cylinder	03-	52000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
			Cylinders	
198.	**Transformer** 12V to 220V, Copper	Nos.	24-Nos.	18000
199.	**Magnet Conductor** 30A, 40A	Nos.	12-Nos.	57000
200.	**Pipe Copper 22 Gauge**, 3 Sooter ½, 5 Sooter, Quarter	Feet.	50-Feet 3" & 5"	14000
201.	**Pipe Copper 22 Gauge**, ½, ¼ Sooter fir Pipe	Feet.	50-Feet 1/2" & 1/4"	12000
202.	**New Kit for A.C** 02 Ton China L.C.D.	Nos.	20-Nos.	84000
203.	**Selector Switch** Window A.C	Nos.	05-Nos.	95000
204.	**Thermostat** for Cooler, Denfoss or Equivalent	Nos.	12-Nos.	12000
205.	**Thermostat** for Window A.C, Denfoss or Equivalent	Nos.	05-Nos.	6000
206.	**Push Cock** for Electric Cooler 3 Sootar	Nos.	24-Nos.	12000
207.	**Condenser Copper** 1/4, 1/5, 1/3, ½	Nos.	2+2+2=06-Nos.	50000
208.	**Relay** 1/4, 1/3, 1/5, Denfoss or Equivalent	Nos.	12-Nos.	11000
209.	**Overload** 1/4, 1/5, 1/3, National or Equivalent	Nos.	06-Nos.	1800
210.	**Capacitor** 80 x 110, Fuji or Equivalent	Nos.	24-Nos.	14000
211.	**Capacitor** 1.5uf to 8uf, Fuji or Equivalent	Nos.	12-Nos.	3000
212.	**Capacitor** 1HP for A.C Compressor	Nos.	12-Nos.	15000
213.	**Fan Motor** 10W, Copper	Nos.	12-Nos.	34100
214.	**Filter** 15 Gram Italy	Nos.	50-Nos.	20000
215.	**Pen vall**	Nos.	50-Nos.	15000
216.	**Blower Motor** A.C Split 02 Ton PEL	Nos.	03-Nos.	33000
217.	**Thimal** for A.C, Best Quality **(Provide Sample before supply)**	Packet	10-Packet.	19000
218.	**Ball Bearing** No.6200	No.	10-Nos.	3500
219.	Ball **Bearing** No.6201	No.	20-Nos.	7000
220.	**Ball Bearing** No.6202	No.	120-Nos.	42000
221.	**Ball Bearing** No.6203	No.	60-Nos.	21000
222.	**Ball Bearing** No.6003	No.	10-Nos.	3500
223.	**Ball Bearing** No.6004	No.	10-Nos.	3500
224.	**Varnish** Hitachi Brand	Gallon	02-Gallons.	64000
225.	**Connector** 5Amp	Dozen	10-Dozen.	42000
226.	**Drain Pipe** standard size for A.C	No.	50-Nos.	12500
227.	Valve for AC ½"	No.	12-Nos.	14000
228.	Valve for AC ¼"	No.	12-Nos.	900
229.	Valve for AC 3 Sootar	No.	12-Nos.	13000
230.	Valve for AC 3 Sootar	No.	12-Nos.	13000
231.	**Plastic Lota**, Large Size, weight not less than 100gm, Local, Best Quality **(Provide sample before supply)**	No.	450-Nos.	78000
232.	**Plastic Slippers** / Sponge, Soft, (All Size) Local, Best Quality, (Male / Female) **(Provide sample with tender)**	Pair	2000-Pairs.	690000
233.	**Blades Double Edge**, Best Quality a) 7'O Clock Or Equivalent	No.	45,000-Nos.	720000
234.	**Lice Comb Transparent Plastic**, size 4" x 2.5" Wt. Approx. 35gm.	No.	1500-Nos.	180000
235.	**Plastic Comb** Large Size	No.	500-Nos.	6000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
236.	**Manual Hair Cutting Machine**, Local Chaudhry Brand or Equivalent **(Provide sample before supply)**	No.	05-Nos.	14000
237.	**Electric Hair Cutting Machine**, Original a) China (Mouser/dingdong) Or Equivalent **(Provide sample before supply)**	No.	40-Nos.	150000
238.	**Razor for Barbers**, (Blade type) Full Size with Handle, Local, Chaudhry Brand or Equivalent **(Provide sample before supply)**	No.	50-Nos.	15000
239.	**Scissor for Barbers** Standard Size, Local, Chaudhry Brand, Best Quality or Equivalent **(Provide sample before supply)**	No.	50-Nos.	37000
240.	**Shaving Brush**, Medium Size (Chaudhry Brand) Local or Equivalent	No.	50-Nos.	16000
241.	**Hair Cleaning Brush** for Barbers (Chaudhry Brand) Local or Equivalent	No.	30-Nos.	18000
242.	**Disposal Gloves** for Barbers (Plastic)	Pkt.	800-Pkt.	80000
243.	**Elastic for Pajama** 1" width 10-Meter Roll Camel Brand **(Provide sample before supply)**	Meter	6000-Meter.	240000
244.	**Needles Sewing Machine** Singer No.18, Packet of 10 needles (Imported) Korea, Germany. or Equivalent	Packet	25-Pkt.	8000
245.	**Telephone Set**, Pak Telecommunication Digital, Tip, Panasonic) Japan, Best Quality. Or Equivalent **(Provide sample before supply)**	No.	25-Nos.	100000
246.	**Telephone Cable** (Drop Wire)	Yards	1000-Yards.	225000
247.	**Water Cooler** / Tea Container, Stainless Steel (Double wall Inside Thermophore), Capacity 25 Liter Gauge 24, Best Quality **(Sample available in store)**	No.	40-Nos.	356000
248.	**Stainless Steel Mug** Capacity ½ Liter (half), Weight Approx. 200gm, Size 4.6" Inches, Top: 3.6" Inches, Best Quality **(Provide sample before supply)**	No.	500-Nos.	220000
249.	**Stainless Steel Food Tray** 6 compartments for different dishes L: 16.2" Inches X W: 12.6" Inches, Weight Approx., 900gm Best Quality **(Provide Sample before supply)**	No.	300-Nos.	320000
250.	**Waste Paper Basket**, Plastic Different Colors, weight not less than approximately 400gm, Upper opening 9.5", L: 12" Best Quality. **(Provide Sample before supply)**	No.	150-Nos.	45000
251.	**Glass Tumblers**, Standard Size 250ml, a) Toyo Nasic b) Omroc or Equivalent **(Provide sample with tender)**	No.	400-Nos.	60000
252.	**Buckets with lid** Depth 27cm upper dia 31cm, Stainless Steel gauge 24 B/Q **(Provide sample before supply)**	No.	80-Nos.	240000
253.	**Tea Cup with Saucers in white colour** (with PIMH monogram in blue colour) . Regal China, Fine China, Lone China. **(Provide sample before supply)**	No.	240-Nos.	150000
254.	**Quarter Plate**, **in white colour**	No.	100-Nos.	43000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
	(with PIMH monogram in blue colour) Regal China, Fine China, Lone China, Best Quality. **(Provide sample before supply)**			
255.	**Half Plate**, **in white colour** (with PIMH monogram in blue colour) Regal China, Lone China, Fine China, Best Quality, **(Provide sample before supply)**	No.	100-Nos.	43000
256.	**Full Plate**, **in white colour** (with PIMH monogram in blue colour) Best Quality, Regal China, Fine China, Lone China. **(Provide sample before supply)**	No.	100-Nos.	63000
257.	**Tea Spoons**, Stainless Steel, 20-Gauge, Best Quality, Wt. Approx. 25gm. **(Provide sample with the tender)**	No.	300-Nos.	28000
258.	**Table Spoons**, Stainless Steel, 20-Gauge, Best Quality, Wt. Approx. 25gm. **(Provide sample before supply)**	No.	200-Nos	100000
259.	**Serving Spoon** Stainless Steel 20-gauge heavy handle Rod S.S. 1' Length with S.S. wood at the end Standard Size, Best Quality **(Provide sample before supply)**	No.	50-Nos.	25000
260.	**Insulation tape** plastic standard size, Nitto Original, Best Quality,	No.	300-Nos.	25000
261.	**Cone Thread** Polyester size 1000-meter (all colors) for High speed Sewing Machine **(Provide sample before supply)**	No.	50-Nos.	7000
262.	**Long Needle** No.16 for High Speed Power Sewing Machine	Dozen.	20-Dozen.	8000
263.	**Machine Oil** for high speed 300 Power Singer Machine (White Color)	Litre	05-Liter.	2800
264.	**Water Filter** Complete Set 20" slim	No.	40-Nos.	380000
265.	**Spray Machine Manual**, 10-Liter Stainless Steel, Pinco	No.	05-Nos.	7350
266.	**Dust Bin** with Wheel, Size 37x22x17	No.	30-Nos.	500000
267.	**Distemper** all color, Original Balti i) Black Horse ii) Masters iii) ICI or Equivalent	No.	150-Nos.	1400000
268.	**Weather Shield**, all colors, 24-Kg i) Master ii) Black Horse iii) ICI or Equivalent	No.	30-Nos.	480000
269.	**Pedal Dust Bin** Length 22" and 24" Width 13" and 16" Red, Green & Yellow (10+10+10) ***Provide Sample with the tender***	No.	10-Nos.	160000
270.	**Standing Weighing Machine** Best Quality Nondigital	No.	15-Nos	420000
271.	**Wheel Chair**, Best Quality (for use of 130 Kg and above) **(Provide Sample Before supply)**	No.	20-Nos	600000
272.	**Stretcher Steel** with wheels complete **(Sample before supply)**	No.	20-Nos	350000
273.	**Search Led Lights** 100 Watt	No.	50-Nos	900000
274.	**LED Street Light** 100 watt	No.	40-Nos	220000
275.	**Fire Extinguisher**, 10 liters	No.	30-Nos	190000
276.	**Fire Extinguisher**, 06 KG	No.	30-Nos	140000
277.	**Earthen Flower Pot** 14" best quality	Nos.	500-Nos	250000
278.	**Anti-scalar for boiler** **Provide sample with tender**	Liter	500-Liters	600000
279.	**Multi wash boiler. Provide sample with tender**	Liter	2000-	700000

Sr. No.	Articles to be supplied	Per (A/C Unit)	Demand	Estimated Cost in Rs.
			Liters	
280.	**Salt (Brik form)** for cleaning of RO plant & Softener Plant **Provide sample with tender**	Kg.	1000-Kg	22000
281.	**UPS** 1800 to 2000-Watts	No.	05-Nos	220000
282.	**Air Fresheners** 300ml or above	Nos.	300-Nos	130000
283.	**Automatic Electric Heater** 1200-2400 watts (04-Glass Rods)	Nos.	200-Nos	600000
284.	Glass Rods size 17" – 18 " for Electric heaters 1200-2400 watts	Nos.	300-Nos	150000
285.	**Electric Geyser** Large Size	Nos.	25-Nos	100000
286.	**Window Blinds** all colours with rollers	Sft.	4000-Sft	800000
	TOTAL:-			**RS.62,758,950/-**

NOTE: *Annual demand for the 2023-24 is approximate. The authority may amend / increase or decrease the demand.*

WALK IN REGISTRATION FOR

Limited Purchase through Quotation (LPQ) For Medicine, Surgical Disposable & Laboratory etc

(financial YEAR 2023-24)

Valid upto to 30th Sep 2024

PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE,
GOVERNEMENT OF THE PUNJAB
HEALTH DEPARTMENT
PH # 04299203772-6

Walk in registration of Bidder for Limited Purchase Through Quotation (LPQ) For Medicine, Surgical Disposable & Laboratory etc

As per direction of Procurement Wing, Specialized Healthcare & Medical Education Department, Government of the Punjab Lahore vide No. SO(P-I)/H/PPTQ/2023 dated 9th January 2023. Walk in interview for registration of Bidders for Limited Purchase through Quotation (LPQ) will be held from **22-08-2023 at 11:00 AM** in the conference room of Punjab Institute of Mental Health, Lahore.

1. Interested bidders must deposit Security fee amounting of **Rs: 1000/-** to Cashier (nonrefundable).
2. After the interview notice published in newspaper a copy of registration documents can be obtained immediately from Purchase Office during office working hours and copy of documents is also available on the websites of Punjab institute of mental health, Lahore.
3. Documents containing terms and condition must be attested and submitted at the time of interview along with Performance Guarantee i.e. **Rs. 30,000/-** (refundable) in the name of Executive Director Punjab Institute of Mental Health, Lahore. No documents will be accepted without Performance Guarantee.
4. Performance Guarantee amounting **Rs. 30,000**/- (refundable) to be submitted by the applicant which shall be returned upon satisfactory performance after completion of registration period, if not extended further.
5. Documents must be submitted at the time of interview at the office of the Executive Director PIMH, Lahore.
6. The documents shall clearly be marked with the name to be applied **Walk in registration of Bidder for Limited Purchase through Quotation (LPQ) For Medicine, Surgical Disposable & Laboratory etc.**
7. Vendors are required to submit the company profile with their registration documents.
8. Vendors must nominate their representative Name, CNIC & Contact Number.
9. In case the date of walk-in registration is declared as a public holiday or due to any other reason the next official working day shall be deemed to be the date of walk-in registration accordingly. Time and venue shall remain the same.

Annexure – A
MINIMUM CRITERIA FOR REGISTRATION OF MANUFACTURERS / SOLE AGENTS OF FOREIGN PRINCIPALS / DISTRIBUTORS FOR LIMITED PURCHASE THROUGH QUOTATION

S #	Details	Status Yes / No
1	a) Provision of Valid DML/Drug Sale License Form-11 of Punjab Drug Rules 2007 issued by concerned Licensing Authority. b) CNIC c) National Income Tax No (Active Tax Payer)	
2	Provision of documents establishing financial soundness for annual sales value (turn over); **The vendor must provide any one document mentioned below:** a) Audit Report for the last F.Y / Tax Returns for the last F.Y / Bank Statement for the last year.	
3	**Undertaking on a Stamp Paper** of Rs. 100 value regarding the following: a) The applicant for registration is not blacklisted. a) The applicant has read and agreed with all the terms and conditions of the policy of online purchase of goods through Limited Purchase through Quotation (LPQ).	
4	Manufacturing/sale of drugs/surgical & disposables is under the supervision of Qualified Pharmacist.	
5	The Applicant for registration required to have: Computerized inventory management software to monitor the inventory and record of sale / purchase of medicines / surgical disposables etc. Proper human resource and transportation of medicine for in time service delivery. (Attach supporting documents)	
6	Affidavit duly attested by Notary Public to the effect that the applicant is not involved in sale of spurious / substandard drugs or theft / selling of government owned supplies.	
7	Performance guarantee amounting **Rs. 30,000**/- should be attached with Performa.	
8	Warranty shall be provided as per the Drug Act 1976 / DRAP Act 2012 and rules framed there under.	

9	The discount offers for the good will be based on trade price of medicine, surgical & disposable will be fixed by the DRAP inclusive of all applicable taxes and duties.	
10	Rate offered in quotation will be in total quantity estimated by hospital. Medicine, Surgical & Disposable will be supplied as per issuance of supply order by the hospital within quotation limit.	
11	The hospital administration may inspect the premises to verify the submitted information and compliance of Govt. manufacturing / storage practices (if required)	

- **Bring all duly attested above mentioned documents at the time of walk-in registration. (Mandatory)**

Annexure-B

PROCEDURE FOR LIMITED PURCHASE THROUGH QUOTATION

1. Preparation of item-wise demand of goods by the concerned store, keeping in view the quantity of daily usage, tentative gap period till the availability of such goods through **bulk purchase and DTL reporting time**. The **AMS (Pharmacy)**, after consulting the **'Hospital Formulary'** as prepared by the Pharmacy & Therapeutic Committee (P&TC) of the hospital, will be responsible for scrutiny, rationalization and finalization of demand of goods generated by the Officer In-Charge of Medical Stores of the hospital before forwarding it to the Executive Director for approval.
2. The Executive Director, after consultation with Finance department of the hospital regarding availability of the budget, may approve the demand of goods for procurement if justified on administrative, clinical and financial grounds.
3. The request for quotation shall be shared with all the registered LPQ bidders through their login account on PITB's Online Limited Purchase Portal.
4. Invitation of quotations shall be for the monetary value prescribed for Limited Purchase through Quotation under Rule 59 (b) of the Punjab Procurement Rules (PPR) -2014.
5. The registered LPQ bidders shall submit online quotations for the required category of goods on the PITB's Online Limited Purchase Portal.

6. PITB's Online Limited Purchase Portal shall reflect cases where minimum three or more quotations are received to the hospital on the online portal. In case less than three quotations are received, the hospital shall again float the request for quotation on PITB's Online Limited Purchase Portal.
7. Receipt of quotation from registered LPQ bidders shall be within Three (03) days from the date of online request for quotation with details like brand name, manufacturer, strength, dosage form, expiry date etc.
8. Financial comparison of the offers received on PITB's Online Limited Purchase Portal

   will be prepared on the basis of prices (with discount on Trade Price) of the quoted goods. The **Registered Manufactures/ Sole Agents of Foreign Principals / Distributors** offering lowest price (inclusive of all applicable taxes and duties) shall be declared as successful. Identification of successful LPQ bidder, display of financial comparative statement of all other participants and intimation to the hospital will be conducted through PITB's Online Limited Purchase Portal.
9. The successful LPQ bidder, as identified by the PITB's Online Limited Purchase Portal, within given time frame shall be issued Supply Order in a quantity keeping in view the monetary limit as prescribed under Rule 59(b) of the PPR-2014.
10. The successful LPQ bidder shall supply the goods within Seven (7) to Fifteen (15) days of the receipt of Supply Order, with computerized bill mentioning brand, batch & expiry date with warranty as per the Drug Act 1976 / DRAP Act 2012 and rules framed there under.
11. Medicine & Surgical Disposables etc. i.e. goods procured on Limited Purchase through Quotation shall be exempted from DTL like the Local Purchase. However, the hospital may send random samples for test / analysis to Drug Testing Laboratory in order to ensure the quality of goods supplied.
12. Considering the requirement of the goods, the hospital may extend the delivery period with imposition of penalty. The extension shall not exceed the original delivery period in terms of days. The supplies of goods, beyond the specified

timeframe, will be received with imposition of **penalty@0.1% per day** of the cost of late delivered supply of that good upon the Supplier.

13. In case of shortage of medicines / surgical disposables etc. in the market, the registered LPQ bidder shall bring the matter in the notice of the hospital. The hospital through Local Purchase Vigilance Committee "LPVC" after due diligence and for reasons to be recorded in writing may relax the condition of minimum discount, prescribed shelf life and any other parameter not inconsistent with the Drug Act 1976 / DRAP Act 2012 and rules framed there under to ensure the uninterrupted supply of medicines and surgical disposables etc. The offered price, even in such cases, shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of the Institution (Vice Chancellor / Principal / Executive Director/ Dean, as the case may be) and shall be reported to PITB for incorporation of any relaxation granted by LPVC. Such matters shall be reported in 'monthly report of shortage of medicines and surgical disposables' to Chief Drug Controller, Punjab and SHC & ME Department.
14. The shelf life of the goods received shall not be less than One (1) year, whereas for vaccines / sera or any other product with total shelf life of one (1) year from the date of manufacturing, such products shall be supplied with minimum **six (6)** months remaining shelf life at the time of supply.
15. The goods received at the Main Medicine/ Surgical Store (as per the terms and conditions) shall be entered in the Medicine Inventory Control System **(MICS)** immediately by the Officer in-charge of respective stores. xvi. Defacing of the received goods shall be ensured by the Officer in-charge of respective stores of the concerned hospital.
16. The LPQ bidders, who fail to supply goods even after the extended period, after being declared as the 1st lowest bidder, shall be imposed a penalty 5 % quotation value, which shall be paid within one week. if the lowest LPQ bidder fails to submit 5% penalty to the hospital within week, his registration as LPQ bidder for limited purchase through quotation shall be suspended. If the 5% penalty is still not cleared even after two weeks, the penalty shall be recovered from his

outstanding payments / performance guarantee. The registration shall be restored upon making payments / adjustment of the penalty.

17. Registration of a LPQ bidder shall be cancelled, if his registration is suspended for the

fourth time by the hospital /in a year/ during registration period. The LPQ bidder whose registration is cancelled shall have to submit a fresh application for registration after the

next coming 30 September, subject to clearance of all pending dues/ liabilities to the hospital.

18. The hospital shall maintain proper record of Limited Purchase through quotation duly verified by the Executive Director of concerned hospital.

EXECUTIVE DIRECTOR
Punjab Institute of Mental Health, Lahore

WALK IN REGISTRATION FOR

Local Purchase on day to day vendors (LPDD) For Medicine, Surgical Disposable & Laboratory etc

(Financial Year 2023-24)

Valid upto 30th Sep 2024

PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE,
GOVERNEMENT OF THE PUNJAB
HEALTH DEPARTMENT
PH # 04299203772-6

INVITATION OF BID

As per direction of Procurement Wing, Specialized Healthcare & Medical Education Department, Government of the Punjab Lahore vide No. SO(P-I)/H/LP Guidelines/2023 dated 9th January 2023.
Walk in interview for registration of local purchase on day to day vendors (LPDD) will be held from **22-08-2023 at 11:00 AM** in the conference room of Punjab Institute of mental health, Lahore, for registered Pharmacies located maximum within **10KM** radius of PIMH, Lahore.

1. Interested bidders must deposit Security fee amounting of **Rs: 1000/-** to cahier (non-refundable).
2. After the interview notice published in newspaper a copy of registration documents can be obtained immediately from Purchase Office during office working hours and copy of documents is also available on the websites of Punjab institute of mental health, Lahore. **www.ppra.punjab.gov.pk** .
3. Documents containing terms and condition must be attested and submitted at the time of interview along with Performance Guarantee i.e. **Rs. 30,000/-** (refundable) in the name of Executive Director Punjab Institute of Mental Health, Lahore. No documents will be accepted without Performance Guarantee.
4. Performance Guarantee amounting **Rs. 30,000**/- (refundable) to be submitted by the applicant which shall be returned upon satisfactory performance after completion of registration period, if not extended further.
5. Documents must be submitted at the time of interview at the office of the Executive Director PIMH, Lahore.
6. The documents shall clearly be marked with the name to be applied **Walk in registration of local purchase on day to day vendors (LPDD).**
7. Vendors are required to submit the company profile with their registration documents
8. Vendors must nominate their representative Name, CNIC & Contact Number.
9. In case the date of walk-in registration is declared as a public holiday or due to any other reason the next official working day shall be deemed to be the date of walk-in registration accordingly. Time and venue shall remain the same.

Annexure-A

Criteria for Walk in registration of local purchase on day to day vendors (LPDD)

Sr #	Details	Status (Yes/No)
1.	Provision of Valid Drug Sale License Form-9 by Authorized Drug Sale Licensing Authority, CNIC National Income Tax No (active tax prayer)	
2.	Provision of documents establishing financial soundness for annual sales value (turn over); **The vendor must provide any one document mentioned below.** Audit Report for the last F.Y / Tax Returns for the last F.Y / Bank Statement for the last year.	
3.	Undertaking on stamp paper of Rs 100 value regarding The proprietor / applicant vendor has read and agreed with all the terms and conditions of Local Purchase on day to day basis. The applicant vendor, upon registration, shall actively participate in daily LPDD bidding process. In case he does not participate in daily bidding process for five consecutive days his registration shall be suspended by the hospital. That the applicant vendor is not blacklisted by this institute.	
4.	Affidavit by the proprietor / applicant vendor shall be duly attested by the Notary Public to effect that the pharmacy/ Proprietor is not involved in the sale of spurious / sub-standard / stolen / theft government supplies.	
5.	Pharmacy shall have minimum one-year experience of sale of medicines / Surgical Disposables etc.	
6.	Location of pharmacy shall be within 10 Km of hospital.	
7.	Good storage condition will be verified through inspection by the procuring agency.	

8.	Applicant vendor shall have: a) Computerized inventory management software to monitor the inventory and record of sale / purchase of medicines / surgical disposables etc. and facility for online data billing & data entry transfer. b) Human resource for management and timely transportation of LP indent items.	
9.	Sales of drugs shall be under the supervision of qualified pharmacist.	
10.	Performance guarantee amounting **Rs. 30,000/-** should be attached with proposal.	
11.	Discount shall be as per the guidelines of Specialized Healthcare & Medical Education Department.	
12.	Physical inspection of pharmacy before registration will be carried out by the hospital for verification of submitted information and compliance of good storage practice (if required)	
	Total Marks = 100	**Qualifying Marks = 80%**

Note: Physical inspection of the pharmacy before registration by the hospital for verification of submitted information and compliance of good storage practices will be carried out.

Bring all duly attested above mentioned documents at the time of walk-in registration.

Annexure-B

Terms and Conditions for supply of medicines & surgical disposable etc. to be followed by the registered LPDD vendor:

1. The LPDD vendor shall supply all the medicines and surgical disposables etc. as per provisions of the Drug Act 1976 / DRAP Act 2012 and rules framed thereunder and prevailing drug sales rules. Compliance of all relevant rules / regulations / laws for sale of medicines / surgical disposables etc. shall be the responsibility of the LPDD vendor.
2. The LPDD vendor shall supply the brands of medicines and surgical disposable etc. approved by the P&TC in same strength and pack size and dosage form, without any deviation.

3. Offered / quoted discounts on each category of medicines/ surgical disposables shall be based on Maximum Retail Price (MRP) of the medicines / surgical disposable etc. fixed by the Drug Regulatory Authority of Pakistan (DRAP). For registered surgical disposables etc. where MRP Is not fixed by DRAP, P&TC shall finalize and notify the price considering rates of same items from different hospitals & market survey. The notified list of these surgical disposables etc. shall be forwarded to the PITB for configuration with the PITB's Online LPDD Portal.
4. The registered LPDD vendor shall participate in daily online bidding of LPDD items. In case of failure to participate in online bidding consecutively for five days, the registration of the LPDD vendor shall be suspended by the hospital. Subject to payment as stated at Sr. No. (v) Below, upon written request along with an affidavit on a Stamp Paper worth Rs. 100 that he shall comply with the requirement of participation in online bidding process in future, the suspension of registration shall be withdrawn by the hospital.
5. A registered LPDD vendor who has not submitted bid for 5 consecutive days on the PITB's Online LPDD Portal shall be penalized for 0.5% of the total cost of the 5 days Local Purchase value. PITB shall identify and notify those LPDD vendors who do not submit their online bid for consecutive five days and calculate the amount of penalty and shall intimate to the procuring agency/ hospital for recovery.
6. In case of shortage of medicines / surgical disposables etc. In the market, the registered LPDD vendor shall bring the matter into the notice of the hospital. The hospital through LPVC after due diligence may relax the condition of minimum discount, prescribed shelf life and any other parameter not Inconsistent with the Drug Act 1976 / DRAP Act 2012 and rules framed thereunder to ensure uninterrupted supply of medicines/ surgical disposables etc. The offered price shall not exceed the MRP fixed by DRAP. Such cases shall be approved by the Head of Institution (Vice Chancellor / Principal / Executive Director/ Dean as the case may be) and shall be reported to PITB for incorporation of any relaxation. Such matters shall be reported in monthly report of shortage of medicines and surgical disposables to Chief Drug Controller, Punjab, and SHC & ME Department.

7. A registered LPDD vendor If found indulged in corrupt, fraudulent malpractices and fails to fulfill the contractual obligations or commits any act detrimental to the public interest shall be blacklisted by the procuring agency.
8. Registration of LPDD vendor shall be valid up-to **30th September** irrespective of the date of application / registration, and extendable on yearly basis subject to submission of application, fulfillment of prevailing eligibility criteria, terms & conditions for supply of medicines & surgical disposables etc. & satisfactory past performance.
9. Registration of LPDD vendor, who has failed to participate in the LPDD bidding process for more than 5 consecutive days four times, shall be cancelled. Such LPDD vendor shall be debarred from participation in the bidding process on PITB's Online LPDD Portal from any of the hospitals till the next coming 30th September.
10. The LPDD vendor whose registration has been cancelled shall have to submit a new application for registration after the next coming 30th September.
11. A registered LPDD vendor, if proved to be supplying expired stock/ spurious drug or found selling Government owned medical supplies shall be Ineligible for further participation besides initiation of legal action as per law.
12. Minimum percentage of discount on MRP (fixed by DRAP), on Local Purchase on Day- to-Day (LPDD) basis Inclusive of all applicable taxes to be offered by the registered LPDD vendor shall be as follows:

MINIMUM DISCOUNT FOR LOCAL PURCHASE ON DAYTO-DAY BASIS ON MRP FIXED BY DRAP			
S.#	**Description**	**National Firms**	**Multinational Firms**
1	Medicine (with MRP fixed by DRAP)	10%	6%
2	Surgical disposables etc. (with MRP fixed by DRAP)	15%	
3	Surgical disposables etc. (without MRP) (Rates finalized by P&TC of the hospital on the basis of market survey)	15%	

Note:

List of Medicine, Surgical & Disposable Items can be obtained from LP Incharge / Pharmacist.

EXECUTIVE DIRECTOR
Punjab Institute of Mental Health, Lahore.

SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
GOVERNMENT OF THE PUNJAB

FINANCIAL YEAR 2023-24

STANDARD BIDDING DOCUMENTS
[OUTSOURCING OF SECURITY SERVICES]

Ver 1

Punjab Institute of Mental Health, Lahore

BID REFERENCE NO. _____

SECTION-I: INVITATION TO BIDS

Subject: **PROVISION OF SECURITY SERVICES IN PUNJAB INSTITUTE OF MENTAL HEALTH, SHADMAN-II, JAIL ROAD, LAHORE.**

Sr. #	Tender Fee (Non-Refundable)	Bid Security (Refundable)	Tender Purchasing last date & time	Tender Depositing date & time	Tender opening date & time
01.	Rs.2000/-	1% of the estimated value	10:00 AM 22-08-2023 to 06-09-2023	10:30 AM 06-09-2023	11:00 AM 06-09-2023

The [Punjab Institute of Mental Health, Lahore] invites sealed bids from the bidders for provision of Security Services for [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore] for round the clock (365 days /24 Hours a Day including Sundays & Holidays), as per details mentioned in the *Schedule of Requirement*.

1. The bidding document can be acquired by contacting the designated officer of Punjab Institute of Mental Health, Lahore or may be downloaded from the website of Procuring Agency. A complete set of Bidding Document containing detailed terms & conditions and scope of services is readily available and can be downloaded from the websites (www.ppra.punjab.gov.pk) & (https://health.punjab.gov.pk/).
2. The bidders are required to submit bid security of 1% of estimated cost in the form of CDR / Demand Draft / Pay Order / Bank Guarantee with 100% encashment warranty, duly confirmed by the concerned Bank within three days of the claim, with minimum validity period of 180 days, issued by any scheduled Bank of Pakistan, in the name of [Punjab Institute of Mental Health, Lahore]. No conditional bank guarantee shall be accepted. A copy of the bid security shall be attached with the Technical Bid and the original bid security shall be attached with Financial Bid along with the confirmatory correspondence with the concerned bank.
3. The bidding process is being conducted under Single Stage – Two Envelopes bidding procedure as envisaged under Rule 38(2)(a) of Punjab Procurement, Rules, 2014 (as amended). All the prospective bidders shall be evaluated technically as per the Knockdown criteria given in this bidding document and only the bidders who comply this knockdown criterion will be declared as technically responsive bidders.
4. Sealed Bids are required to be submitted by fixed date and time mentioned above in the office of Purchase Cell, Admin Block, Punjab Institute of Mental Health, Lahore. The bids received till the stipulated date and time shall be opened on the same day after 30 minutes of the bid submission time, in presence of the bidder(s) or their representatives who choose to be present. The bids received after the closing time and date shall not be entertained.
5. 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.
6. The prospective bidders requiring any further information or clarification regarding the bidding documents may contact the Procuring Agency's designated officer in writing or by visiting the office of [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore],.

Executive Director

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

2.1.1 Scope of Bid

The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids from Bidders for *Provision of Security Services in [*Punjab Institute of Mental Health, Lahore*]* as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

Government of the Punjab.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.

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 any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).

v) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. 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 in the past, 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 for the procurement of the services to be purchased under this Invitation for Bids.

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

f) submit more than one Bid in this Bidding process.

vii) A Bidder may be ineligible if –

(a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;

(b) payments in favour 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 instituted 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/Service Provider is blacklisted/ debarred by any international organization.

viii. 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.

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

x) 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. Cost of Bidding	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.
2.1.5. One person one bid	As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process
2.1.6. Work Plan/ Deployment Plan	The Bidder shall be responsible for the provision of bids as per work plan/ deployment plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. THE BIDDING DOCUMENTS

2.2.1. Content of Bidding documents

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

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

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

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

iv)

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

2.2.2. Clarification of Bid 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. 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 the source) 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.

iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of 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 preBid 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.

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 time 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) of PPR-14.

ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.

v) 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 PPR14, in the similar manner , 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 The Bid prepared by the Bidder, as well as all correspondence and of Bid 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 The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents.

2.3.3. Bid Prices

(i) The Bidder shall indicate on form 8.7 the unit prices (where applicable) and total Bid price of Security staff, the services of which it proposes to provide under the contract.

(ii) Prices indicated on the Price Schedule shall be as per prescribed format

(iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) below 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 PKR unless otherwise specified in the Bid Data Sheet.

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

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 the Bidder has the financial, technical capability necessary to perform the contract;

(b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. 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 2.3.6. (vii).

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

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for thirty (30) days beyond the bid validity period prescribed in BDS.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as nonresponsive.

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 2.3.7 (iii) (a) 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 nonresponsive 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. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. 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 2.3.7 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.
2.3.8. Format and Signing of Bid	i)	The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
	ii)	Any interlineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.
2.3.9. Minimum Wage rates/all applicable taxes		The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department), all applicable taxes (imposed by FBR/PRA/GST/any other government organization) and contributions (PESSI, EOBI) while preparing financial bid.

2.4. SUBMISSION OF BIDS

2.4.1 Sealing and Marking of Bids	i)	The mode of procurement is Single Stage---Two Envelopes. The Bid shall be submitted in sealed envelope, comprising 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.

ii) Bids 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 as mentioned above.

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 all the envelopes are not sealed and marked as required by ITB Clause 2.4.1, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.
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.

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.

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) ii)	Not allowed after deadline prescribed for submission of Bids 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)

2.5. OPENING AND EVALUATION OF BIDS

2.5.1. Opening of Bids by the Procuring Agency	i)	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 time of their opening, as specified in BDS. The Bidders' representatives present shall sign a register/Attendance sheet as proof of their attendance.
	ii)	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) Any other details as the Procuring Agency may consider appropriate.
	iii)	Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
	iv)	Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure

to read out the correct information contained in the Bidder's Bid.

v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i).

vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and 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. A copy of the record shall be distributed to all the Bidders upon request.

vii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

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. 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. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

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 *security services* and related materials.
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 Service Provider 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 substantial responsiveness of each Bid to the Bidding documents. For purposes of these Clauses, a substantially 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 2.3.7), Applicable Law (GCC Clause 30) Taxes and Duties (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation.

iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

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;

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 substantially 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 VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.7.

2.5.7. Conversion to Single Currency. Not applicable

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, 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 substantially responsive Bids, as per the Evaluation Criteria in the BDS.

iv) The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form to be decided by the Procuring Agency, inclusive of all prevailing taxes, duties, fees along with observance of minimum wages, contributions of PESSI, EOBI, 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 any grievance, they will 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.

i) 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 GRC well before the proposal submission deadline.

ii) 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 GRC 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 05 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).

v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. AWARD OF CONTRACT

2.6.1. Notification of Award

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.

2.6.2. Performance Guarantee i) Within Ten (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.

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 work 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.

ii) Under rule-63 of PPR-14, within Three Days (03) 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

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 substantially 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. The Lowest shall be determined on the basis of Lowest Management Charges/ month.

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

The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of *Security 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 (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 requires that Bidders 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.

Section-III. SCOPE OF SERVICES
3.1 Scope of Services

3.1.1 Background

Punjab Institute of Mental Health Shadman-II Jail Road, Lahore is a 1510 bedded specialized mega institute for treatment of psychiatric patients standing on the face of earth since 1900. This historical Institute is spreading over the area of 52 Acres. On an average the daily OPD attendance of the patients is 600-700. More than 1200 patients are admitted in this Institute. Apart from OPD and Indoor services Emergency Psychiatric services are also available in this Institute round the clock.

3.1.2 Contextual Information

Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore requires firms to provide Security services for 24 hours a day and 365 days a year for the OPD/Emergency Block/ Any Other area of the hospital. The firm will be required to provide services and equipment as required. The bids will be made on lump sum basis factoring in all the required inputs and management costs.

3.1.3 Scope of Services.

Punjab Institute of Mental Health, Lahore requires firms to provide Security Services round the clock (365 days a year, 24 hours a day including Sundays & Holidays) in the Punjab Institute of Mental Health, Lahore. The firm will be required to provide supplies as mentioned in the Schedule of Requirement.

3.1.4 Operational Responsibilities

3.1.4.1 The service provider shall provide Security Services in 03 shifts (8 hours per shift i.e. Morning, Evening and Night) round the clock (365 days a year / 24 hours a day including Sundays & Holidays), for the contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that security services should not be compromised / interrupted under any case / circumstances.

3.1.4.2 The service provider must abide by prevailing labour laws including but not limited to payment of Minimum wages, Social Security and EOBI to its employees concerning security services. The Procuring Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the Termination of the Contract and/or forfeiture of Performance Guarantee as per PPRA Rules.

3.1.4.3 Provide the Security equipment mentioned in this document. The successful Firm shall have to make all this security equipment physically available and in 100% working condition in the hospital before starting the work and these should always remain in working condition during the period of contract.

3.1.4.4 The service provider shall provide two uniforms and one pair of shoes every six months, identification cards (ID), Personnel Protective Equipment (PPE) etc. to its entire security staff deployed at the hospitals and ensure its proper usage by the security staff. Each uniform will comprise of trousers, shirt, pair of socks, pair of shoes, disposable face masks etc. Supervisors shall ensure that uniforms are made available to the security staff as per weather requirements (vest, shoes, sweater and jacket with reflectors), identification cards, personal protective equipment etc. to its entire staff deployed at the hospital and ensure proper maintenance of it. Further, the staff would be in clean uniform at all the times.

3.1.4.5 Dress code of Security Staff must be as per below mentioned descriptions:

Sr.#	Specification	Description
	1. Type	Security Suit (Shirt (full sleeves) & Trouser) with long Security Shoes (black)
	2. Color	Navy Blue
	3. Logo / Tag line	*"Security Staff"* as Tag Line must be mentioned on the Back of the Shirt
	4. Identification	Identification shall include display of valid security company ID, containing name and picture of the person, at all times while in the hospital as part of their uniform requirements

3.1.4.6 Security Clearance of the staff from the concerned Law Enforcement Agencies (LEAs) provided to procuring agency / hospital will be the responsibility of Service Provider.

3.1.4.7 The firm / company have to deploy Staff (HR) at site as per Schedule of Requirement.

3.1.4.8 The contact details of every deployed staff member to be provided by the firm / company in first month of the contract execution to procuring agency / hospital.

3.1.4.9 The security staff shall be allowed leaves as per relevant labour laws. However, service provider shall ensure 100% availability of security staff for duty round the clock.

3.1.4.10 The Service Provider is required to arrange for the relievers to ensure the services for 365 days/24 hours. The cost of these relievers shall be included in the Management Cost while preparing the Financial Bid.

3.1.4.11 The service provider shall control unauthorized access to Hospital territory.

3.1.4.12 The service provider shall be bound to deploy at least one designated security guard / lady searcher in front of Nursery Ward, Pediatric Ward, CCU, ICU and other restricted areas i.e. Operation Theater etc. as desired by the hospital, to permit only authorized persons or visitors to these areas. The Service Provider is required to maintain an updated record of all entering & exiting persons at specific point(s) (if required) and provide support to hospital staff in monitoring the infants in/out movement in Nursery Ward / Pediatric Ward as per provided SOPs. The service provider shall ensure the availability of a guard in the Security Cameras Control Room of the hospital (if available)

3.1.4.13 The service provider shall ensure protection of the all the hospital staff & property / assets of the staff and hospitals against theft and damage. The service provider

shall prevent setting up of banners, posters, advertisements, graffiti etc. without Hospital Administration's permission in the Hospital territory/ premises.

3.1.4.14 There must be proper mechanism for entry & exit of any Equipment/ Medicines/ Supplies etc. that must be done through authorized signature preferably after issuance of an INWARD or OUTWARD GATE PASS by hospital administration. The detailed mechanism regarding the Gate Pass shall be dictated by the Hospital Administration. The Service Provider is required to maintain an updated record for this entry & exit of any equipment/ Medicines/ Supplies etc. Record Keeping of entry and exist is the responsibility of the service provider at the designated entry/ exit points.

3.1.4.15 The service provider shall prevent trespass as well as the entry of unauthorized persons and unauthorized vehicle inside the premises of hospital.

3.1.4.16 The service provider shall control and restrict the unnecessary movement of traffic in Hospital premises. Prevent the entry and parking of vehicles at unauthorized areas. Security staff shall ensure that all the vehicles of public/ Hospital staff are being parked at designated area notified by the Hospital Administration in an arranged manner. The entrance and exit gates of the Hospital shall be made clear from any encroachment for smooth traffic/ patient transfer.

3.1.4.17 In case of any incident such as theft, robbery, fight, accident inside the hospital, it is the responsibility of the service provider to coordinate/assist with designated hospital focal person in lodging of FIR, legal proceeding etc.

3.1.4.18 The service provider shall check entry and exit of the personnel, if required screen / inspect visitors/staff and their baggage, conduct body check (with the metal detector) to identify and take away sharp instruments, flammable stuff, prohibited items like narcotics or any other item notified by any competent forum in the best interest of the public or Hospital's property. Perform suppression and removal of invaders, demonstrators and unauthorized entrants.

3.1.4.19 In case of any untoward situation, the service provider shall ensure safety of healthcare personnel within the hospital including doctors, nurses, paramedical staff and other hospital staff.

3.1.4.20 The service provider shall recognize and respond to security threats or breaches. In addition to that, the service provider shall, recognize and respond to emergency situations and safety hazards such as fire, power outages, terrorist attacks, accidents, short circuits. The service provider shall have all emergency helplines Numbers for early response in case of emergency situation.

3.1.4.21 The Security Staff should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities. The Service Provider shall be bound to provide certified training to its staff within one month of commencement of services.

3.1.4.22 The Service Provider shall be bound to provide mock drills/exercises to its staff before joining the hospital in following areas and issue orientation certificate;

1. Fire fighting
2. Anti-Terrorism
3. Parking Management
4. Crowd Management

3.1.4.23 The Service Provider shall patrol the Hospital area (outside surroundings and inside corridors) as required or as directed by the Office/Hospital Administration to prevent trespassing, vandalism, sabotage, theft etc.

3.1.4.24 The Service Provider shall be responsible to ensure the safety and security of Hospital's assets (moveable and immovable) including any items stored in Hospital's warehouse. An independent Security Guard will be deputed to monitor the same.

3.1.4.25 The service provider while remaining vigilant will assist the hospital administration in monitoring and provision of information about public events or other activities in the geographic area that may impact Hospital Operations.

3.1.4.26 The service provider shall report any occurrence of security violations to the Hospital Administration as quickly as possible.

3.1.4.27 The Security Staff on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the premises and report in case of such event.

3.1.4.28 The service provider shall ensure the safety of flower, plants, trees and grassy lawns by the staff, outsiders or stray animals (i.e. dogs, rats, cattle, etc.).

3.1.4.29 In emergency situations, security staff/supervisor deployed shall also participate as per their role defined in the Security plan of the Hospital. Security personnel should be sensitized by the hospital administration or concerned LEAs beforehand for their role in such situations.

3.1.4.30 The Service Provider shall be responsible for the confidentiality of the information. The Service Provider shall take and must have mechanisms and means to ensure adequate precautions to protect the privacy and confidentiality of all data and Confidential Information pertaining to the security plans, in relation to this Agreement or the Security Services. Neither the Service Provider nor any of the employees/agents shall discuss nor disclose verbally or in writing any information regarding any of the internal security operations with any uninvolved persons or agencies without prior written approval from the Hospital Administration.

3.1.4.31 The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency/Hospital or its staff by the Service

Provider or its workers. The Service Provider can also partner with an Insurance Company that will pay for the damage on behalf on the Service Provider.

3.1.4.32 The Service Provider shall be entirely responsible for the conduct of its staff and in case of any strikes by its personnel or any complaint against any staff, Service Provider will be under obligation to take necessary action including but not limited to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability rising from breach of labour laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.

3.1.4.33 In case, a security guard is not performing his/her duties well, he/she shall be served a warning letter by Hospital administration and if, after one week, he/she is still not able to perform his/her duty, service provider will replace the said staff. However, hospital administration reserves the right to ask Service Provider to replace any security personnel without any reason.

3.1.4.34 Any other duties/responsibilities assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the Service Provider.

3.1.4.35 The Service contract include, but are not limited to, the following:/

- Conduct periodic outside patrols and periodically roam floors. Inspect packages, briefcases, purses, duffel bags, and other items being brought into or being removed from premises of the building.
- Endeavor to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such event, Contractor will summon appropriate response agencies and then notify to the concerned authorities in accordance with applicable orders and policies; assist in minimizing the effects thereof; and assist in restoring the area to a safe condition.
- Provide escorts for dignitaries, as required.
- Provide key and lock support to include unlocking and locking services.
- Prevent unauthorized access to High Risk areas (Labor Rooms/Wards/OTs/Doctor Examination Room etc).
- Check all floors as personnel leave for the day to ensure that lights and any other electrical units are turned off.
- Traffic Control: Serve as required in traffic direction; control and monitor admittances to parking areas.

3.1.4.36 The Service Provider shall install its own Bio-Metric Machine (Installed & Maintained by Service Provider) under the supervision of hospital administration having the dual Biometric Measurements: Face & Fingerprint. Provision of Internet and integration with the central dashboard of the hospital /any other will

be provided by Procuring Agency / Hospital. The Hospital Administration on daily basis will verify the record of the same. The specification of bio-metric machine is tabulated below;

Sr. #	Specification	Description
1.	Face Capacity	Minimum 300
2.	Identify mode	Face, Fingerprint and password
3.	Maximum Attendance Log	100,000
4.	Display Language	English
5.	Battery	Built in Battery Backup
6.	U-disk	Supported
7.	Communication	TCP/IP, 4G (Operational)
8.	Attendance Software	Centre cloud based attendance software
*The procuring agency reserves the right to require the sample of biometric attendance machine.		

3.1.4.37 All security staff will be enrolled on the bio-metric devices installed at the hospital. Service provider shall ensure that its security staff uses these devices for attendance marking. Their attendance will be monitored duly by the hospital administration through the biometric devices. Bio-Metric Attendance Sheet shall be a mandatory part of monthly Invoice from the second month of commencement of services.

3.1.4.38 However, in case of non-availability / non-functionality of Bio-Metric Machine, the service provider is bound to ensure availability / functionality within 03 Days. Subject to clause 2.3.1.39 procuring agency shall only consider manual attendance sheet for maximum of 05 Days for a given month.

3.1.4.39 In special circumstances and for reasons to be recorded in writing by Hospital Administration requirement of biometric attendance for a hospital for a specific month / time period can be dispense with.

3.1.4.40 Service provider shall be bound to pay its staff before 10th day of each month as per minimum wage notified by the Government and salaries shall not be linked to any other payment which Service Provider is entitled to receive from the Procuring Agency.

3.1.4.41 The service provider shall have sufficient amount/bank balance to pay the

salaries of its staff for a period of three months at least.

3.1.4.42 Service Provider shall pay its personnel not less than the minimum wages as notified by Government of Punjab and any other Labor Laws of Pakistan including other benefits mandated by the law.

3.1.4.43 Service Provider shall disburse salaries through E-Channel i.e. Bank Account / Easy Paisa / Jazz Cash etc. and attach E-channel Receipt with the same month Invoice. However, E-channel receipt is exempted for first month of the contract only.

3.1.4.44 Service Provider is liable to pay contributions of EOBI and PESSI of Security Personnel employed against the instant contract. The cost incurred by the service provider on account of EOBI and PESSI will only be reimbursed by the procuring agency on submission of the deposit slips pertaining to the deployed staff in this hospital.

3.1.4.45 The service provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Security Personnel to procuring agency / respective hospital. The service provider shall provide the discharge book by concerned competent authority of the security personnel hired against Ex-Army/ Law Enforcement Agencies category. File of Security Personnel will be maintained by Service Provider at the Hospital. The service provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed at the Hospital well in advance.

3.1.4.46 The Procuring Agency reserves the right to direct the service provider for replacement of Security Staff and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.

3.1.4.47 In the event of any illness/ injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.

3.1.4.48 In case of any disputes among the Security Staff, the service provider

shall resolve the same at the earliest to ensure that there is no interruption in the provision of security services to the hospitals.

3.1.4.49 The security staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the hospital management or the Procuring Agency.

3.1.4.50 The service provider will ensure that all security staff deputed at the hospital is adequately immunized against all types of communicable diseases (Hepatitis B&C, HIV etc.) and preventively monitored through health check-ups. The Service Provider will submit screening reports to the Procuring Agency / Hospital in this regard. Further, the service provider shall submit the medical fitness certificates of all the security staff on quarterly basis, issued from any Public sector tertiary care hospital in Punjab. The hospital administration will help for their immunization.

3.1.4.51 The service provider will perform Security duties in both the covered and uncovered areas including lawns, open spaces, walkways, roads, roofs and up till the boundary wall of the hospital. However, security of residential areas of the hospitals is not in scope of services of service provider.

3.1.4.52 Supervisors shall also be employed by the service provider for 24 hours in the hospital.

3.1.4.53 The Service Provider shall be bound to engage and include, after due diligence, the workers, utilities and equipment which are recommended by the hospital/ procuring agency.

3.1.4.54 The Service Provider shall ensure that female security staff hired for female and children wards/departments or other place required by the hospital.

3.1.4.55 During the term of this Agreement, Hospital Administration shall process the monthly Invoice after Salary disbursement Verification (E-Channel) to each security guard.

3.1.4.56 Any leave by any worker violating the SOPs notified by the Procuring agency shall also constitute as breach of the contractual provision.

3.1.4.57 Daily duty hours of every worker shall be 8 hours for (03 shifts) morning, evening and night shift respectively, provided that if any worker is arriving late, up to fifteen minutes and leaving early up to fifteen minutes, shall not be considered as deductible and early and late working, up to fifteen minutes, shall not be considered as chargeable / deductible.

3.1.4.58 Verification of the particulars, reference check and criminal record check, of the workers, shall be the responsibility of the Service Provider.

3.1.4.59 Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the hospital.

3.1.4.60 Service Provider shall immediately upon receipt of request replace any service personnel who may be considered undesirable and incompetent by the procuring agency / hospital administration.

3.1.4.61 Service Provider will be responsible to provide quality human resource with demonstrable experience in each hospital as per Qualification & Experience of human resource in first month.

- The Human Resource (HR) may increase or decrease as per the requirement of the hospital.

3.1.4.62 After joining, the security staff will be on probation of seven (7) days, who upon the recommendation of the hospital may continue his/ her services for a period as per contract agreement.

3.1.5 Security Staff Requirements

3.1.5.1 Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security Personnel's necessary to complete the duties as mentioned in this document. (Security Personnel's i.e. Ex-Army / Ex-Law Enforcement Agencies Personnel's (Ex-LEA-Personnel'), Civilian and Lady Searcher & Supervisors etc.). Seventy percent (70%) of the deployed staff shall be Ex-Army / Ex-Law Enforcement Agencies Personnel's (Ex-LEA-Personnel').

3.1.5.2 The Service Provider shall be responsible for furnishing all ammunitions,

uniforms, detectors and other related equipment at the hospital as mentioned in the documents.

3.1.5.3 Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

3.1.5.4 All arms wielded by personnel of the Service Provider must be licensed in the name of the company and a copy of each armed license/ Equipment/ Authority letter to relevant guard, where applicable shall be submitted to the Hospital Administration for verification and record purpose.

3.1.5.5 The Security Guard on duty shall not leave the premises during duty hours.

3.1.5.6 An authorized representative of the Service Provider shall ensure his/her presence at short notice when required by the administration.

3.1.5.7 Service Provider will provide additional staffing, as requested by the Hospital, for special events. These special events can require the Service Provider to provide staffing outside of our normal working hours.

3.1.5.8 The Service Provider shall be responsible for all acts done by the personnel engaged by it. The Service Provider shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services.

3.1.5.9 The Service Provider shall ensure that it does not engage or continue to engage any personnel with criminal record/ conviction/ drug addiction or otherwise, undesirable persons and shall bar such person from participating directly or indirectly in the provision of Security Services.

3.1.5.10 Minimum desired standards document of personnel shall be required as below:

a) Physical Fitness Certificate (Clear of Morbidity) from any Government Teaching Hospital
b) Psychological Fitness Certificate from any Government Teaching Hospital

3.1.5.11 All Security Guards assigned must be alert, punctual, physically fit, in good health, without physical/mental abnormalities/defects which could interfere with the performance of his/her duties including good vision without color blindness. They should possess good physique, necessary skills, knowledge, expertise and

experience to satisfy the requirements of the security & safety work involved. They should not be suffering from any contagious/major diseases.

3.1.5.12 The Service Provider's staff appearance will be influential in creating a good image of Hospital. Their appearance shall set a good example. The Service Provider shall ensure that guard personnel at all times present a neat and clean appearance, paying particular attention to their personal hygiene, bearing, uniform, and equipment.

3.1.5.13 If the assigned Security Personnel does not report on duty on time, the Service Provider is required to send a replacement personnel immediately, without jeopardizing the security.

3.1.5.14 During non-operational hours, the Security supervisor will check all doors to ensure that they are locked, inspect all areas by turning on a minimum number of lights, check for open windows, running or dripping water.

3.1.5.15 The Security Personnel shall take appropriate action to preclude or minimize loss and render reports of all incidents, accidents, property damage, and maintain all records in connection with the duties and responsibilities of the security force. They shall comply with inspection rounds requirement.

3.1.5.16 The Service Provider shall nominate a focal person (Supervisor), to engage regularly with the Hospital administration. The Service Provider shall ensure round the clock availability of such focal person. Hospital administration will engage this focal person to resolve day-to-day queries/issues/problems.

3.1.5.17 The Service Provider shall also nominate a focal person, to engage regularly with the Procuring Agency. Procuring Agency will engage this focal person to resolve day-to-day queries/issues/problems.

3.1.6 Qualification of Security Personnel

Sr. #	Description	Qualifications & experience
1	Supervisor	Minimum Qualification: Matric • Act as an interface between the Hospital and the Service Provider's staff. • Maintaining duly signed daily audit sheets and complaint registers • Record requests and feedback from the Hospital Administration from time to time and appropriate actions taken. • Coordinate any kind of shifting/ relocations of the staff and the same shall also be reported to the Hospital Administration. • Responsible for the turnout / grooming of the entire facility staff. • Decide on the work and staff deployment on a daily basis Maintain attendance for all the staff. • Ensuring presence of the staff at their respective stations and the completion/ compliance of the various duties assigned to
		them. • Help induce a sense of responsibility, discipline and hygiene in all employees. • Maintain log of all equipment and utilities' allocation and utilization • Submit the required reporting forms. • Should be medically fit Minimum experience: Ex/Retd - NCO / JCO from Army (No category–C serviceman is allowed) Gender: Male Age: 40-50 Years
2	Security Personnel (Civilian & Ex-Army / Ex-LEAs)	Job Description: (As listed in scope of services) Minimum Qualification: Middle Pass Minimum experience: At-least 3 years (as Security Guard or ex-serviceman) Gender: Male Age: 25-45 Years Height: Not less than 5'6"

3	Security Personnel (Lady Searcher) (Civilian / Ex-LEAs)	Job Description: (As listed in scope of services) Minimum Qualification: Middle Pass Minimum experience: At-least 3 years (as Security Guard or ex- LEA) Gender: Female Age: 25-40 Years Height: Not less than 5’3"

SECTION-IV: BID DATA SHEET

4.1. BID DATA SHEET (BDS)

The following specific data for the services 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 *SUBJECT OF PROCUREMENT*: PROVISION OF SECURITY SERVICES IN [Punjab Institute of Mental Health, Lahore] The Contract shall be valid for One Year from the date of signing of the contract, which may be further extended for the term as decided by mutual consent upto maximum of One Year.

2.	2.1.2	Financial year 2023-24 *NAME OF FINANCING INSTITUTION*: [Punjab Institute of Mental Health, Lahore] NAME AND IDENTIFICATION NUMBER OF THE CONTRACT: PROVISION OF SECURITY SERVICES IN [Punjab Institute of Mental Health, Lahore] BID REFERENCE NO. 05
	B.	BIDDING DOCUMENTS
6.	2.2.2	The address for clarification of Bidding Documents is The Executive Director, Punjab Institute of Mental Health, Lahore.
8.	2.3.8	The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
	C.	BID PRICE, CURRENCY, LANGUAGE & COUNTRY OF ORIGIN
9	2.3.1	*English*

10	2.3.4	The price quoted shall be in PKR.
11.	2.3.4 & 2.3.9	*In case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency.* *In case of increase or decrease of taxation by the Government at any stage during the execution of the contract; the same shall also be adjusted accordingly by the procuring agency / hospital.*
	D.	PREPARATION AND SUBMISSION OF BIDS

13.	2.1.3 & 2.5.8	Technical Evaluation Criteria i. (Knockdown Criteria) The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive. a) The Bidder shall be a legally registered entity with the formal intent to enter into an agreement. b) The bidder must have at least three years experience as a legally approved security services provider. c) The Bidder must be an active income tax payer. d) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number with documentary proof. e) The Bidder shall have a valid registration with EOBI and PESSI /IESSI. f) The Bidder must have a valid registration/ license issued by the Home Department, Government of the Punjab as a Security Service Provider. g) License of Walkie Talkie from PTA/ relevant authority / agency. h) Bidder who is barred / blacklisted or disqualified either by any Government Ministry / Division/ Department / Agency / Authority / Organization would not be eligible to submit the bid. The Bidder shall submit an undertaking in this regard. i) The complete technical proposal and Bidding Document shall be duly signed, stamped on each page and submitted by the bidder. j) A firm / company will provide original bank statement showing balance of at least Rs.07 Million for the advertising current month. ii. (Marking Criteria) It is mandatory for the Service providers to get at least 65 marks in the marking criteria to qualify for further procurement process; the financial proposal opening. Copies of all the required documents shall be attached;

Sr.#	Description		Max Marks
1	EXPERIENCE RECORD Three projects of similar nature (Similar services offered in hospitals / public access buildings (public or private sector) with minimum deployment of 50 or more security staff/project. 10 marks for each project (Purchase orders / supply orders / completion certificates must be attached)		30
2	FINANCIAL CAPABILITIES • 20 Marks will be given in case average annual turnover for the last three years is Rs. 30 Million or more. • For Average Annual Turnover for the last 03 years of less than Rs. 30 Million, but not less than Rs. 15 Million, 10 marks will be given. • For Average Annual Turnover for the last 03 years of less than Rs. 15 Million, but not less than Rs. 10 Million, 05 marks will be given. (Audit statement of last three financial years must be attached)		20
3	PAST PERFORMANCE Satisfactory past performance certificate from head of the organization One certificate= 02 marks		10
3.	HUMAN RESOURCE MANAGEMENT		30
	SSG Personnel	05	
	Individual Certified Training of Security Guard by APSAA or Government Agency More than 100= 05 marks Individual Fire Fighting Training More than 100= 05 marks	10	
	No. of Weapon Licenses 10 – 50 licenses = 05 marks 51 – 100 licenses = 10 marks More than 100 licenses= 15 marks	15	

		4.	Methodology / Management Plan	10

			The Bidder shall provide the details about how to plan and manage the services specific to the proposal including following plans. The procuring agency will assess each plan and will rate it as satisfactory, unsatisfactory and good. Max marks for each plan= 2.5 marks	
			Security Plan	
			Emergency Exit and Disaster Management plan	
			Crowd Management Plan	
			Parking Area Management Plan	
			Total Marks	100
14	2.1.1	Bids shall be submitted at Purchase Cell, Punjab Institute of Mental Health, Lahore		
15	2.4.2	The deadline for Bid submission is as mentioned above.		
16.	2.5.1	As mentioned above and Punjab Institute of Mental Health, Lahore.		
17.	2.6.2	Amount of Performance Guarantee is 05% of the contract amount.		
18.	2.3.6	Estimate Contract Price is Rs.26,000,000/- Amount of Bid Security is Rs.260,000/- Amount of Bid security is 1% of the estimated price		
19.	2.3.7	Bid validity period after opening of the Bid is: 180 Days		
20.	2.3.8	Not Applicable		
E. OPENING AND EVALUATION OF BIDS				
21.	2.5.1	The Bid opening shall take place at: The office of Executive Director, Punjab Institute of Mental, Health, Lahore.		

22.	2.3.4	Not applicable
G.		Award of Contract
24.	2.6.5	Percentage for quantity increase or decrease is: *15%*

25.	2.6.2	The Performance Guarantee shall be: 05% of the Contract Amount
26.	2.6.2	The Performance Security (or guarantee) shall be in the form provided in the Bidding documents

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 Service Provider, 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 Service Provider 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 Service Provider is required to perform security services under the Contract.

(d) "The Services" means those services *{as provided in Scope of Services by the Procuring Agency as per its requirements}* and other such obligations of the Service Provider covered under the Contract

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC

(h) "The Procuring Agency's country" is the country named in SCC.

(i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.

(j) "The Project Site" where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

2. Application

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

3. Country of Origin	3.1. All Services supplied under the Contract shall have their origin in Pakistan.
4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Scope of Services.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency. 5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency.
6. Performance Guarantee	6.1. 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 & ITB. 6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract. 6.3. 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; 6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30)

days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

7. Incidental 7.1. The Service Provider may be required to provide any of the material incidental material if any, specified in SCC.

8. Payment 8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. 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 Service Provider, provided the work is satisfactory.

8.4. The currency of payment is as specified in BDS/SCC

9. Prices 9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC / BDS.

10. Change Orders 10.1. The Procuring Agency may at any time, by a written order given to the Service Provider, make changes within the general scope of the Contract, only if required for the successful completion of the job.

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

11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole or any part of the contract to anybody else.
13. Subcontracts	Subcontracting is not allowed
14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deployment Plan as prescribed by the Procuring Agency in Section VII. 14.2. If at any time during performance of the Contract, the Service Provider encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without fines and penalties. 14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its contractual obligations shall render the Service Provider liable to the imposition of fines and penalties.
15. Liquidated Damages	15.1. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 05% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16.Termination for Default

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

(a) if the Service Provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

"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.*

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

17. Force Majeure

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

17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such

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

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

18. Termination for Insolvency

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

19. Termination for Convenience

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

19.2. The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.

20. Resolution of Disputes	20.1. After signing the contract, the Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
Notices 23.	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.
25. Change in minimum wage rate	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
26. Extension in Contract period	Extension in the contact agreement shall be the discretion of the procuring agency and the service provider has no right to claim further extension as a matter of right in the contract. The Extension of Contract shall be as specified in SCC.

Section-VI. Special Conditions of Contract

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 Service Provider is: _____

2. Performance Guarantee (GCC Clause 6)

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% of the Contract Amount.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services

4. Payment (GCC Clause 8)

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

i. Payment will be made in Pak. Rupees.

ii. The Invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Request of the Service Provider on Covering Letter	A.	
2.	Original Invoice/Bill(s)	B.	
3.	Separate Corrected Invoice, if required.	C.	
4.	Penalties Calculation Sheet signed by Hospital and must be shared with the Service Provider for their record.	D.	
5.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	E.	
6.	Bio Metric Attendance as mentioned in Scope of Services	F.	
7.	Any other document if required for processing of payments.	G.	
Note:			

a) The Service Provider must submit the Invoice in proper File Cover so that the documents to be attached by Hospital Administration don't get spoiled and disintegrated.

b) Biometric Attendance singed by hospital.

c) The page numbering of the whole Invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate and taxes through official notification; the contract price based on minimum wage rates and taxes shall be adjusted on prorate basis, as decided by the Procuring Agency.

6. Liquidated Damages (GCC Clause 15)

As per GCC 15.1

In addition to that, details of Fines and Penalties are attached as per Annex-A

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:
As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for Arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: [Punjab Institute of Mental Health, Shadman-II Jail Road, Lahore]
Service Provider's address for notice purposes: [Insert Address Of Service Provider]

11. Duration of Contract (GCC Clause 26)

GCC 26. The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VII. Schedule of Requirements/ Deployment Plan

PROVISION OF 365 DAYS /24 HOURS SECURITY SERVICES IN PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE				
DETAILS OF SECURITY SERVICES/HUMAN RESOURCE REQUIRED				
Bid Ref No.	Supervisor Nos.	Security Personnel Nos.	Lady Searcher Nos.	Total Human Resource
05	05	50	15	70

- Seventy percent (70%) of the deployed staff shall be Ex-Army / Ex-Law Enforcement Agencies Personnel's (Ex-LEA-Personnel')

- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security Personnel's necessary to complete the duties as mentioned in this document. (Security Personnel's i.e. Ex-Army / Ex-Law Enforcement Agencies Personnel's (ExLEA-Personnel'), Civilian and Lady Searcher & Supervisors etc.).

- The Service Provider is required to deploy 100% Human Resource as per above table at [Punjab Institute of Mental Health, Lahore] round the clock (365 days/ 24 Hours a Day including Sundays & Holidays).

- The service provider shall deploy the Security Staff as per above table for commencement of the services within one week after signing of contract.

- The security company should have at least three security guard having skills to operate computers and CCTV security surveillance system.

LIST OF SECURITY EQUIPMENT

Sr.#	Description	Minimum Number Required (Mandatory)
1	Weapons (0.223 Rifle, 30 Bore / 9MM along with ammunition)	For every shift 20% of guards shall be armed. However, in Entry / Exit Point, Emergency and Nursery, the availability of armed guards is mandatory.
	i. Supervisor to carry either 30 Bore or 9MM Pistol ii. Security Guards deployed at critical areas like emergency block to carry either 30 Bore or 9MM Pistol iii. Guards deployed at Entry / Exist points, parking points or Main Junctions to carry 0.223 Rifle	
2	Hand Metal Detectors	10-Nos
3	Navy Blue Uniform with company including Shirt & Trousers, Cap Shoes Belt, Name Tag and same colored Jackets in winter season etc.	For all Security Staff
4	Whistles	For all Security Staff
5	Torch Light (Good Quality and Range)	For all security staff on duty during Evening and Night Shifts
6	Vehicle search Mirror	02-Nos
7	Motor Bike for patrolling	01-No

Section-VIII: Forms

8.1 Bid Form

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

Date: _____

To

Executive Director
Punjab Institute of Mental Health, Lahore.

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% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree that our Bid will be valid for a period of 180 Days from the date fixed to Bid opening under Clause 2.3.7 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, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Technical bid includes the following:-

All documents required in the Bidding Documents

Financial bid includes the following:-

a) Original Bid form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.
b) Price schedule / financial form (as per form 8.7) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid Security Form (as per form attached) along with Original Bid Security (*Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)]* valid for 180 Days.

d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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. 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 (if applicable)	
PRA Tax No.		Company's Date of Formation	
No. of Employees			

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

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

8.3. Affidavit

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

Name: _____
(Bidder)

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 the procuring agency, 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 *[*Punjab Institute of Mental Health, Lahore*]* deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands that we have to comply with the Minimum Wage Rate Notification of the Government of the Punjab and shall pay the personnel accordingly.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[*Punjab Institute of Mental Health, Lahore*]*. The undersigned further affirms on behalf of the firm that:

(i) We have not been blacklisted by any Department.

(ii) We have provided authentic documents/photocopies with our Bid. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules. (iii) We declare that information contained in our bid is correct.

(iv) We are not blacklisted from any government department or subject to any pending litigation with any Government or Public Department.

(v) We shall have sufficient amount/bank balance to pay the salaries of our staff for a period of three months at least in case of delay of payment from the hospital.

(vi)

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.4. Performance Guarantee Form

To,

The Executive Director
Punjab Institute of Mental Health, Shadman-II, Jail Raod, Lahore.

WHEREAS (Name of the Service Provider) _____ hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF SECURITY SERVICES IN Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore" for procurement of Security Services.

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, 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.

[NAME OF GUARANTOR]

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

8.5. Technical Bid Form

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

Insert Details Of Technical Offer Here

Stamp & Signature of Bidder _____

8.6. Contract Form

THIS AGREEMENT made on the _____ day of _____ 20_____ between Punjab Institute of Mental Health, Lahore , (hereinafter called "the Procuring Agency") on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for *Security Services* at *[*Punjab Institute of Mental Health, Lahore*]* and has accepted a Bid by the Service Provider for the supply of those 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 Scope of Services;
   (d) the General Conditions of Contract;
   (e) the Special Conditions of Contract; and (f) the Procuring Agency's Notification of Award.
   (g) the Performance Bank Guarantee
   (h) Complete Bidding document
   (i) Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, 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 _Agency) the (for the Procuring

Signed, sealed, delivered by the (for the Service Provider)

8.7. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head]
[To be attached with Financial Bid]
[Please follow the Minimum wage rate, which should be strictly adhered to *as per prevailing rates in addition to Management Charges]*

{Location, Date}

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

We, the undersigned, offer to provide the services for tender of Procurement of Security Services for [Punjab Institute of Mental Health, Lahore] in accordance with your Bidding Document dated [Insert Date] and our Technical Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount {Indicate the corresponding amount(s) currency (ies)} [Insert Amount(s) In Words and Figures], *inclusive of all taxes.* The estimated amount of taxes is [Insert Currency] [Insert Amount In Words and Figures]. Our Bid shall be binding upon us up to expiration of the validity period of the Bid.

No commissions or gratuities have been paid or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive.
We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: E- _____

mail: _____

Financial Bid Form 8.7.2

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

SECURITY SERVICES FOR [Punjab Institute of Mental Health, Lahore]

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

GST Registration No (if applicable).

PESSI/ IESSI Registration No.

EOBI Registration No.

Total Amount on monthly basis (PKR) as per Financial Bid Form 8.7.3:

Total Amount on annual basis (PKR) as per Financial Bid Form 8.7.3:

Sign:

Designation:

Stamp:

Lowest Determination Factor
Management Cost as described in Financial Bid Form 8.7.3

Financial Bid Form 8.7.3

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

[To be attached with Financial Bid]

BREAKDOWN OF COST

Description	Number of Personnel	Minimum Wage (PKR)	PESSI / IESSI 06%	EOBI 05%	Income Tax 03%	PST 16%	Rate (PKR) per worker per month	Total Cost (in PKR) for one Month
Security Supervisors	A	30,089 (fixed)	1,585 (fixed)	1,321 (fixed)	1,190 (fixed)	5,470 (fixed)	39,654 (fixed)	A*39,115=B
Security Personnel	C	26,411 (fixed)	1,585 (fixed)	1,321 (fixed)	1057 (fixed)	4,860 (fixed)	35,234 (fixed)	C*35,234=D
Security Personnel (Lady Searcher)	E	26,411 (fixed)	1,585 (fixed)	1,321 (fixed)	1057 (fixed)	4,860 (fixed)	34,335 (fixed)	E*35,234=F
*Management Charges /Month	G *(Cost on account of relievers, cost of security equipment, Walkie Talkie, biometric attendance machine, uniforms, profit etc.)*				K	L	_	G+K+L=M
Total Price per month (PKR)							B+D+F+M	

NOTE :

i. The cost incurred on account of minimum wage will remain same for all bidders and will only change in case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency.

ii. The lowest evaluated bidder will be determined on the basis of Management Cost as the other costs are fixed for all the bidders.

iii. The Management Cost will include but not limited to the additional amount being paid to security staff over and above the minimum wage, cost on account of relievers, cost of security equipment, biometric attendance machine, uniforms etc and profit

iv. The management cost will also be subject to income tax and PST etc.

v. The offer showing unrealistic Management Charges/Cost will be rejected.

Number of SECURITY Personnel & Supervisor may be increased or decreased as per requirement of the procuring agency. However, the approved prices shall remain the same. The quantity mentioned in the Schedule of Requirement will be used for evaluation purpose.

The bidder shall have to abide by the circular / instructions issued by Punjab Procurement Regulatory Authority from time to time. Failing to comply with the said instructions will result in non-responsiveness of the bidder.

As per aforementioned PPRA circular and clarification letter of PPRA regarding Rules & Regulations of Labor Law vide No. L&M(PPRA)1-15(SOC)(AB)(LHR)(5)/2014/Com/P4 dated 17-08-2021, the Financial Bid(s) of the Bidder(s) will be declared Nonresponsive if the rates quoted by the bidder are not justified or do not include minimum applicable prevalent wage rate, applicable taxes, contributions to EOBI and PESSI.

8.8. 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 services]* (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 to *[*Punjab Institute of Mental Health, Lahore*],* (hereinafter called "the Procuring Agency") in the sum of Rs._____ 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]

ANNEXURE – A

FINES & PENALTIES

Sr.#	SUMMARY OF PENALTIES	PENALTIES IN PKR
1.	Attendance less than 100% (Absent / Vacant / Not Deployed) (It should be the responsibility of Service Provider to maintain 100% attendance (each day) of HR as mentioned in the Contract. In case any of service provider's personnel(s) as mentioned under the contract is (are) absent / Vacant / Not-deployed, for every missing personnel that was required to stay on duty for that particular day, a penalty as mentioned in column 03 shall be charged)	Rs. 1,000 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract (Amount of quoted daily wage rate will be calculated on the basis of 30 days per month)
2.	In case of Absent / Vacant / Not Deployed during public/local holidays or any other special occasions (penalty at Sr # 01 will not implement for that particular day)	Rs. 1,500 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract
3.	Staff is found without uniform that includes Shirt & Trousers, Shoes, Belt and Cap etc.	Rs. 500 will be charged for each such staff for that particular day.
4.	In case any of service provider's personnel deployed under this contract is not present at his assigned place of duty during inspection or is a habitual late comer or leaves early.	Penalty of Rs. 500/- per vacant point / late arrival / early leaving per shift will be imposed.
5.	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	Rs. 5,000 + (Difference of Amount between paid salary and notified minimum wage rate) shall be imposed as penalty per person per month.
6.	Procuring agency may desire to replace any personnel with justifiable reason and failure to do so	Rs. 2,000 per Day per Personnel will be imposed for non-

	in seven 07 Days shall be considered as breach of contract.	compliance of directions of procuring agency.
7.	Any protest or strike observed by the security staff due to any action of the Service Provider i.e. Late / Non disbursement of salary, Non-compliance of Minimum Wage Rate etc.	Rs. 100,000 per incident per day till calling off the strike.
8.	Service provider shall be responsible to provide ExArmy Guard / (Ex-LEA-Personnel') according to Section-VII Schedule of Requirements/ Deployment Plan	An Amount of Rs. 10,000/- per day till the availability of the Ex-Army Guard / (Ex-LEAPersonnel') according to Section-VII Schedule of Requirements/ Deployment Plan
9.	In case of non-availability/ un-serviceable/ out of order Security Equipment as listed below. i. Weapons (with ammunition) ii. Hand Metal Detectors (where required) iii. Torch Light (Good Quality and Range) during Evening and Night Shifts iv. Walkie Talkie v. Walk Through Gates	Rs. 1,000 will be charged per equipment per day. In case of non-availability of Torch Light Rs. 100 will be charged per day per item.
10.	In case of theft of major equipment / fixtures (AC, water cooler, Wires, water pumps, LED Screens etc.) by the intruder due to negligence of security staff	Rs. 5,000 will be charged as penalty plus amount of loss incurred by hospital if approved by Hospital Inquiry Committee.
11.	If security staff is found involved in any misuse / theft/ pilferage / anomaly of any Hospital Equipment / property.	Rs. 5,000 in addition to termination of individual alongwith FIR and amount of loss incurred by if approved by Hospital Inquiry Committee.
12.	In case any (Public / General) complaint is received attributable to misconduct / misbehaviour, financial benefits of service provider's personnel & is assessed as true by hospital administration, (depending on the severity of the incidence) for each such incident shall be levied and the same shall be deducted from service provider's bill. The service provider must	Rs 10,000/- will be charged per case

	require to surrender the accused personnel up till the charge will be proven or otherwise.	
13.	Security Service provider will ensure the disbursement of salaries within 10 days of each month. *The service provider will be responsible for paying his employees in the institution in the first 10 days of every month. Such payment will not depend on the payments made by the Procuring Agency to the service provider. The service provider will pay his employees from his own resources. Partial Payment will not be considered paid.	Rs. 100 per staff per day will be charged till 10th day of next month. (However, in special / unavoidable circumstances, if payment are delayed to the service provider by procuring agency for more than 90 Days for a particular hospital, this penalty shall not be imposed / applicable from 91st day onwards.
14.	The service provider shall ensure that no member of the staff takes financial compensation or benefit from the patients or their attendants of any sort.	A minimum fine of Rs. 5000 shall be levied for every instance of a proven or reportedly correct complaint of the same.

IMPORTANT POINTS:

a) Any protest or strike observed by the security staff due to any action of the Service Provider i.e. Late / Non disbursement of salary, Non-compliance of Minimum Wage Rate etc. will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the penalty mentioned. Three show cause notices / explanation letters may lead to termination of contract. In addition to that procuring agency may initiate blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency. An occurrence of strike will be documented by the hospital administration and the reasons of strikes shall not be attributed to the procuring agency.

b) Penalty should be charged in case the contractor fails to enroll 100% HR on any day as agreed in the contract. For example if 100 personnel are agreed then there must be 100 person enrolled on each day. If on any day the enrolled personnel are supposed to be 99 then penalty should be charged for missing 1 personnel.

c) The amount of the penalty will be imposed / approved / recommended by Administrative Head of the Institution

Note: The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management for immediate response. However, official

correspondence shall be made as per Govt. norms. The respective hospital will share the details of the performance penalties from time to time to the Service Provider.

B

SALARY VERIFICATION CERTIFICATE BY HOSPITAL ADMINISTRATION

SALARY VERIFICATION CERTIFICATE For the Month of _____ (As per Prevailing Labour Laws, Minimum Wage Rate and any other)					
Sr.	Name of Security Staff	CNIC	No. of Days Worked	Amount Paid	(Verified / Not Verified)
1					
2					
3					
4					

Signature & Stamp of Authorized Person

Note: The Service provider shall be bound to pay its staff before 10th of each month through E-channel only, and the E-channel Receipt (signed & stamped by Service Provider) must be attached with the Monthly Invoice of the same month for processing. However, E-channel receipt shall be a mandatory part of monthly invoice from the second month of commencement of services. It is further clarified that above Salary Verification Certificate for a particular month should be part of monthly invoice from the day first.

Annexure-C

MONTHLY ATTENDANCE PRO-FORMA AND PENALTY CALCULATION SHEET

HOSPITAL _____

Monthly Comprehensive Attendance & Penalty Calculation of SECURITY Services for the Month of (xxx) (Based on Bio-Metric Attendance)

S #	Name	CNIC	Designation	Shift / Deployed Place	Bio-Metric Attendance Reference / Page No.	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT	15 SUN	16 MON	17 TUE	18 WED	19 THU	20 FRI	21 SAT	22 SUN	23 MON	24 TUE	25 WED	26 THU	27 FRI	28 SAT	29 SUN	30 MON	31 TUE	Total
1						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Required / Deployed Personnel per day as per Contract 85% of Total Strength																																				0
Total Present on each Day																																				0
Total Absent / Missing Personnel per day																																				0
SECURITY Personnel Without Uniform (etc.)																																				0
No. of Late Arrivals, Early Leave, Vacant Points per day																																				0
Penalty on Absent / Missing Personnel per day 500 + (Daily Wage Rate of Respective Category)																																				0
Penalty on SECURITY Personnel Without Uniform																																				0
Penalty on Late Arrivals, Early Leave, Vacant Points per day (200 per incident)																																				0
Total HR Penalty on Each Day																																				0

*Daily Wage Rate = Quoted Rate (Category Wise) / 30

Annexure-D

EQUIPMENT PENALTY CALCULATION SHEET

[Punjab Institute of Mental Health, Lahore]						
Equipment Penalty Calculation Sheet for Security Services (_____) for the Month of (_____)						
Sr.#	Date	Description	Detail as per Appendix 1		Penalty (As per Contract)	Total Penalty per Day
			Required	Available / Functional		
1		Weapons (with ammunition)				
		Hand Metal Detectors				
		Uniform including Shirt & Trousers, Cap Shoes Belt, Name Tag, Jacket in winter etc.				
		Torch Light (Good Quality and Range)				
		Walk through gate				
		Walkie Talkie				
2		Weapons (with ammunition)				
		Hand Metal Detectors				
		Uniform including Shirt & Trousers, Cap Shoes Belt, Name Tag, etc.				
		Torch Light (Good Quality and Range)				
3		Weapons (with ammunition)				
		Hand Metal Detectors				
		Uniform including Shirt & Trousers, Cap Shoes				

		Belt, Name Tag, etc.				
		Torch Light (Good Quality and Range)				
- - -						
30		Weapons (with ammunition)				
		Hand Metal Detectors				
		Uniform including Shirt & Trousers, Cap Shoes Belt, Name Tag, etc.				
		Torch Light (Good Quality and Range)				

ANNEXURE –

SECTION IX- CHECK LIST

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

The sequence of Technical Bid must be as per below mentioned table.

MANDATORY REQUIREMENTS		
1.	Bid Security of estimated cost of articles / items given by the department. The copy of Bid Security must be submitted with Technical Bid and original shall be attached with the Financial Bid.	Flag – A
2.	Technical Bid Form (as per of Bidding documents) on letter head of the firm duly signed and stamped.	Flag – B
3.	Bid Form (as per Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – C
4.	Performance Guarantee Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – D
5.	General Information Form (as per Bidding documents) on letter head of the firm duly signed and stamped.	Flag – E
6.	Affidavit (as per bidding documents) on non-judicial Stamp Paper of Rs.100/- (i) The firm has not been black listed from any Department. (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. (iv) Undertaking that the guards/ personnel shall be given minimum wage salary notified by the Punjab Government. (v) Bidder is neither blacklisted from any government department nor is any litigation pending in this regard. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – F
7.	The Bidder shall be a legally registered entity with the formal intent to enter into an agreement.	Flag – G
8.	The Bidder must have an active National Tax Number (NTN).	Flag – H
9.	The Bidder must have an active Punjab Revenue Authority (PRA) registration Number.	Flag – J
10.	The Bidder who is barred/ blacklisted or disqualified either by any Government/ Department / Agency / Authority. The Bidder will submit an undertaking in this regard.	Flag – K
11.	The Bidder shall have valid registrations with EOBI and PESSI/ IESSI and ensure that they adhere to the guidelines / laws of the said entities.	Flag – L

12.	The Bidder must have valid PTA license/ concerned authority license for operating Walkie Talkie system.	Flag – M
13.	The copy of the Bidding Document duly signed and stamped on each page by the Bidder shall be attached with the Technical Bid whose each page must also be signed and stamped by the bidder.	Flag – N
14.	The Bidder must have valid License issued by the Government of the Punjab, Home Department as a Security Service Provider.	Flag – O
Technical Evaluation Criteria		
Experience and past performance of the firm		
1.	Projects	Flag – P
Human Resource and Managerial Strength		
2.	Number of Security Staff	Flag – Q
Financial Capability/strength		
3.	Audited Financial Statements of the requisite financial years	Flag – R
Any other documents required in this Bidding Documents		

Stamp & Signature of Bidder _____

SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
GOVERNMENT OF THE PUNJAB

FINANCIAL YEAR -**2023-24**

STANDARD BIDDING DOCUMENTS
OUTSOURCING OF JANITORIAL

Punjab Institute of Mental Health, Lahore

BID REFERENCE NO.
06

SECTION-I: INVITATION TO BIDS, LAHORE

PROVISION OF JANITORIAL SERVICES IN PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE

Sr. #	Tender Fee (Non-Refundable)	Bid Security (Refundable)	Tender Purchasing last date & time	Tender Depositing date & time	Tender opening date & time
01.	Rs.2000/-	1% of the estimated value	10:00 AM 22-08-2023 To 06-09-2023	10:30 AM 06-09-2023	11:00 AM 06-09-2023

1. The Punjab Institute of Mental Health, Lahore invites sealed bids from the bidders for the provision of Janitorial Services for Punjab Institute of Mental Health, Lahore for round the clock (365 days /24 Hours a Day including Sundays & Holidays), as per details mentioned in the Schedule of Requirement. The contract will be signed for a period of one year (extendable for further one year on same terms & conditions).
2. The bidding document can be acquired by contacting the Purchase Cell of Punjab Institute of Mental Health, Lahore or may be downloaded from the website of Procuring Agency. A complete set of Bidding Document containing detailed terms & conditions and scope of services is readily available and can be downloaded from the websites (www.ppra.punjab.gov.pk).
3. The bidders are required to submit bid security of 1% of estimated cost in the form of CDR / Demand Draft / Pay Order / Bank Guarantee with 100% encashment warranty, duly confirmed by the concerned Bank within three days of the claim, with minimum validity period of 180 days, issued by any scheduled Bank of Pakistan, in the name of Punjab Institute of Mental Health, Lahore. No conditional bank guarantee shall be accepted. A copy of the bid security shall be attached with the Technical Bid and the original bid security shall be attached with Financial Bid along with the confirmatory correspondence with the concerned bank.
4. The bidding process is being conducted under Single Stage – Two Envelopes bidding procedure as envisaged under Rule 38(2)(a) of Punjab Procurement, Rules, 2014 (as amended). All the prospective bidders shall be evaluated technically as per the Knockdown criteria given in this bidding document and only the bidders who comply this knockdown criteria will be declared as technically responsive bidders.
5. Sealed Bids are required to be submitted by as mentioned above in the office of The Executive Director. The bids received till the stipulated date and time shall be opened on the same day after 30

minutes of the bid submission time, in presence of the bidder(s) or their representatives who choose to be present. The bids received after the closing time and date shall not be entertained.

6. 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.

7. The prospective bidders requiring any further information or clarification regarding the bidding documents may contact the Procuring Agency's designated officer in writing or by visiting the office of The Executive Director Punjab Institute of Mental Health, Shadman II, Jail Road, Lahore.

The Executive Director
Punjab Institute of Mental Health,
Lahore.

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

2.1.1 Scope of Bid	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids from Bidders for Provision of Janitorial Services in Punjab Institute of Mental Health, Lahore as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.
2.1.2 Source of Funds	Government of the Punjab.
2.1.3 Eligible Bidders	i) The Invitation to Bids is open to all Service Providers i.e. association of persons/companies/sole proprietor, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter. ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids. iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

v) The invitation for Bids is open to all prospective bidder/service providers subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. 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 in the past, 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 for the procurement of the services to be purchased under this Invitation for Bids.

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

f) submit more than one Bid in this Bidding process.

vii) 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 instituted 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/Service Provider is blacklisted/ debarred by any international organization.

viii. 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.

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

x) 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. Cost of Bidding — 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.

2.1.5. One person one bid — As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process

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

2.2. THE BIDDING DOCUMENTS

2.2.1. Content of i) The services required, Bidding procedures, and contract Bidding terms are prescribed in the Bidding documents. The Documents Bidding documents, inter alia, include:

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

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

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

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

2.2.2. Clarification of Bid 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. 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 the source) 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.

iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: email etc., including a description of the inquiry, but without identifying its source

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of 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.

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 time 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) of PPR-14.

ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.

v) 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 similar manner , 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 The Bid prepared by the Bidder, as well as all correspondence and of Bid 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 — The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents.

2.3.3. Bid Prices

(i) The Bidder shall indicate on form 8.7 the unit prices (where applicable) and total Bid price of Janitorial staff, the services of which it proposes to provide under the contract.

(ii) Prices indicated on the Price Schedule shall be as per prescribed format

(iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) below 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 PKR unless otherwise specified in the Bid Data Sheet.

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

financial bid.

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 the Bidder has the financial, technical capability necessary to perform the contract;

(b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. 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 2.3.6. (vii).

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

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for thirty (30) days beyond the bid validity period prescribed in BDS.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) 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 2.3.7 (iii) (a) 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 nonresponsive Bidder, whichever is later:
provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or nonresponsive 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. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. 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 2.3.7 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.

2.3.8. Format and Signing of Bid

i) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.

ii) Any interlineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.

2.3.9. Minimum Wage

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

2.4. SUBMISSION OF BIDS

2.4.1 Sealing and Marking of Bids

i) The mode The Bid shall be submitted in sealed envelope, comprising 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.

ii) Bids 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 the time mentioned above.

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 all the envelopes are not sealed and marked as required by ITB Clause 2.4.1, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.

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.

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.
	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)	Not allowed after deadline prescribed for submission of Bids
	ii)	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)

2.5. OPENING AND EVALUATION OF BIDS

2.5.1. Opening of Bids by the Procuring Agency

i) 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 time of their opening, as specified in BDS. The Bidders' representatives present shall sign a register/Attendance sheet as proof of their attendance.

ii) 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) Any other details as the Procuring Agency may consider appropriate.

iii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.

iv) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i).

vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and 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. A copy of the record shall be distributed to all the Bidders upon request.

vii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

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 ~~t~~ime 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. 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. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

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 janitorial services and related materials.
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 Service Provider 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 substantial responsiveness of each Bid to the Bidding documents. For purposes of these Clauses, a substantially 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 2.3.7), Applicable Law (GCC Clause 30) Taxes and Duties (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation.

iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

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;

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 substantially 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 VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the

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

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors. ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.7.

2.5.7. Conversion to Single Currency

Not applicable.

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, 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 substantially responsive Bids, as per the Evaluation Criteria in the BDS.

iv) The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form to be decided by the Procuring Agency, inclusive of all prevailing taxes, duties, fees along with observance of minimum wages, contributions of PESSI, EOBI, 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 any grievance, they will 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 GRC 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 GRC 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 05 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the

procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders
(if any).

v) In case, the complaint 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

i) Prior to the expiration of the period of Bid validity, the 2.6.1. Notification Procuring Agency will notify the successful Bidder in of Award writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.

2.6.2. i) Within Ten (10) Days of the receipt of notification of award
Performance from the Procuring Agency, the successful Bidder

shall Guarantee furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents.

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 work 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.

ii) Under rule-63 of PPR-14, within Three Days (03) 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	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 substantially 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. The Lowest shall be determined on the basis of Lowest Management Charges/ month.
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of Janitorial 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 (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 requires that Bidders 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, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, 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.

Section-III. SCOPE OF SERVICES

3.1 Scope of Services

3.1.1 Background

Punjab Institute of Mental Health Shadman-II Jail Road, Lahore is a 1510 bedded specialized mega institute for treatment of psychiatric patients standing on the face of earth since 1900.

This historical Institute is spreading over the area of 52 Acres. On an average the daily OPD attendance of the patients is 600-700. More than 1200 patients are admitted in this Institute. Apart from OPD and Indoor services Emergency Psychiatric services are also available in this Institute round the clock.

3.1.2 Contextual Information

Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore requires firms to provide janitorial services for 24 hours a day and 365 days a year for the OPD/Emergency Block/ Any Other area of the hospital. The total calculated square meters of the proposed area for where the janitorial services are required is mentioned under. The firm will be required to provide services / supplies and equipment as required. The bids will be made on lump sum basis factoring in all the required inputs and management costs.

1. OBJECTIVES

The Hospital aims to outsource janitorial services to a reputable and capable janitorial service provider for a clean and pleasant hospital environment which would result in focus on healthcare delivery. The hospital believes that the current situation leads to administration problems and undue complexities, the janitorial services will help in overcoming these limitation and the focus can then be on healthcare delivery at the hospital.

3.1.3 Scope of Services

Punjab Institute of Mental Health requires firms to provide Janitorial Services round the clock (365 days a year, 24 hours a day including Sundays & Holidays) in the Punjab Institute of Mental Health. The firm will be required to provide supplies as mentioned in the Schedule of Requirement.

3.1.4 Operational Responsibilities

3.1.4.1 The service provider shall provide Janitorial Services in 03 shifts (8 hours per shift i.e. Morning, Evening and Night) round the clock (365 days a year / 24 hours a day including Sundays & Holidays), for the contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that Janitorial services should not be compromised / interrupted under any case / circumstances.

3.1.4.2 The janitorial staff is responsible to clean and disinfect the biomedical and non-biomedical equipment including ICU and ward beds after use under the supervision of hospital staff as per international standards.

3.1.4.3 The service provider must abide by prevailing labour laws including but not limited to payment of Minimum wages, Social Security and EOBI to its employees concerning janitorial services. The Procuring Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the Termination of the Contract and/or forfeiture of Performance Guarantee as per PPRA Rules.

3.1.4.4 The service provider shall provide two uniforms and one pair of shoes every six months, identification cards (ID), Personnel Protective Equipment (PPE) etc. to its entire janitorial staff deployed at the hospitals free of cost and ensure its proper usage by the janitorial staff. Each uniform will comprise of

trousers, shirt, pair of socks, pair of shoes, disposable face masks, disposable gloves etc. Supervisors shall ensure that disposable items and the uniform are made available to the janitorial staff as per weather requirements (vest, Covid-19 care essentials like gloves & masks and standard labor shoes), identification cards; personal protective equipment etc. to its entire staff deployed at the hospital and ensure proper maintenance of it. Further, the staff would be in clean uniform at all the times.

3.1.4.5 Dress code of Janitorial Staff must be as per below mentioned des

Sr.#	Specification	Description
1.	Type	Good Quality Janitorial Suit (Trouser Shirt) as per approved sample
2.	Color	Yellow
3.	Logo / Tag Line	"Janitorial Staff" as Tag Line must be mentioned on the Back of the Shirt
4.	Identification	Identification shall include display of valid company ID, containing name and picture of the person, at all times while in the hospital as part of their uniform requirements

3.1.4.6 Security Clearance of the staff from the concerned Law Enforcement Agencies (LEAs) provided to procuring agency / hospital will be the responsibility of Service Provider.

3.1.4.7 The firm / company have to deploy Staff (HR) at site as per Schedule of Requirement.

3.1.4.8 The contact details of every deployed staff member to be provided by the firm / company in first month of the contract execution to procuring agency / hospital.

3.1.4.9 The janitorial staff shall be allowed the leaves as per relevant labour laws. However, service provider

shall ensure 100% availability of janitorial staff for duty round the clock.

3.1.4.10 The service provider will ensure provision of the janitor as mentioned in Schedule of Requirement. The Hospital administration will order the supplies of next month (as per BOQ / UOM mentioned in the Schedule of Requirement) by 15th of each month and the same shall be provided by the service provider maximum by 25th of same month. However, before commencement of services the Service Provider shall top-up the one month inventory of Janitorial Consumables as per BOQ / UOM mentioned in the Schedule of Requirements.

3.1.4.11 The Inventory of Janitorial Consumables for at least one month shall always be maintained by Service Provider in the hospital premises and Hospital administration will issue the purchase order accordingly. The Hospital will facilitate the service provider for safe storage of supplies.

3.1.4.12 Service Provider shall submit a sample of each Janitorial Consumables / Supplies for approval by the hospital. All the supplies shall be as per approved samples. The inspection committee will inspect the supplies and may reject if found substandard.

3.1.4.13 The payments for supplies shall be made only for those quantities ordered by the Hospital and supplied by the Service Provider, which will be as per the approved quality of the sample / specifications. These supplies will be considered property of the hospital after expiration of contract. The hospital administration shall issue the items to the person designated by the Service Provider for use in the hospital. Service provider must ensure 24/7 availability of these supplies at each station and non-availability of these supplies may result in punitive action against the Service Provider.

3.1.4.14 The daily inventory will be provided to the nominated supervisor of firm for use after appropriate defacing of the item and entry in distribution / stock register. The same shall be signed by Hospital Administration and Supervisor of firm.

3.1.4.15 The service provider shall also provide wet floor signage written in URDU as per req

uirement of hospital.

3.1.4.16 The service provider shall also provide following equipment / items as per

following schedule;

Sr #	Items	Specifications	PROPOSED QUANTITIES
01.	Floor cleaning Machine	and cleaning having Motor Capacity 1300W or better, Brush Size width 450mm - or more, cleaning tank capacity 30 L or more, Battery Operated (2 or 3 hours) or Main Power operated	**03-Nos**
02.	Floor Scrubbing Machine (Single Disc)	Floor Scrubbing machine Capacity 1300W or better, Brush Size width 450mm - or more, Plastic Cleaning Tank, Electric Cable 30 meter or more	**01-No**
03.	Floor Polishing Machine (Single Disc)	Floor Polishing machine Capacity 1300W or better, Brush Size width 450mm - or more, Plastic Cleaning Tank, Electric Cable 30 meter or more	**01-No**
04.	Janitor Trolley	For transporting a mop bucket, brushes, cloths and more Mobile Dimensions: ~500 x 970 x 1140 mm (+- 05% Variation is permissible)	30-Nos
05.	Pressure Washer	Pressure Washer Flow Rate 500 L / H or more, Hose 20 ft or more, Pressure 150 Bar or more	02-Nos
06.	Window Glass Cleaning Kit	Window Glass Cleaning Kit With height adjustable as per requirement	02-Nos

The above mentioned equipment / items shall be provided as per
requirement of the hospital by the service provider. Service Provider shall ensure functionality of above mentioned items during the execution of the contract. After the completion of the contract the above mentioned items will remain the property of service provider. Service Provider will submit the details of above items for its acceptance by the procuring agency.

3.1.4.17 The Service Provider shall be fully responsible for safekeeping all the bathroom fittings and fixtures throughout the contract period. The current state of each bathroom will be recorded at the time of handing over and signed off by both parties to be maintained at that level at all times.

3.1.4.18 The service provider shall be bound to provide trainings as deemed necessary by the hospital administration, to its janitorial staff for cleanliness of hospital.

3.1.4.19 The service provider shall monitor and provide information about public events or other activities in the geographic area that may impact Hospital Operations.

3.1.4.20 The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency/Hospital or its staff by the Service Provider or its workers.

3.1.4.21 The Service Provider shall be entirely responsible for the conduct of its staff and in case of any strikes by its personnel or any complaint against any staff, Service Provider will be under obligation to take necessary action including but not limited to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability rising from breach of labour laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.

3.1.4.22 The service provider will perform cleaning duties in both the covered and uncovered areas including lawns, open spaces, walkways, roads, and roofs situated inside the boundary walls of the hospital. At least two dedicated Janitorial Personnel must be deputed to look after the horticultural aspects of the hospital. However, cleaning of residential areas of the hospitals is not in scope of services of service provider.

3.1.4.23 Any other duties/responsibilities assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the Service Provider.

3.1.4.24 The Service Provider shall install its own Bio-Metric Machine (Installed & Maintained by Service Provider) under the supervision of hospital administration having the dual Biometric Measurements: Face & Fingerprint. Provision of Internet and integration with the central dashboard of the hospital /any other will be provided by Procuring Agency / Hospital. The Hospital Administration on daily basis will verify the record of the same. The specification of bio-metric machine is tabulated below;

Sr. #	Specification	Description
1.	Face Capacity	Minimum 300
2.	Identify mode	Face, Fingerprint and password
3.	Maximum Attendance Log	100,000
4.	Display Language	English
5.	Battery	Built in Battery Backup
6.	U-disk	Supported
7.	Communication	TCP/IP, 4G (Operational)
8.	Attendance Software	Centre cloud based attendance software
*The procuring agency reserves the right to require the sample of biometric attendance machine.		

3.1.4.25 All janitorial staff will be enrolled on the bio-metric devices installed at the hospital. Service provider shall ensure that its janitorial staff uses these devices for attendance

marking. Their attendance will be monitored duly by the hospital administration through the biometric devices. Bio-Metric Attendance Sheet shall be a mandatory part of monthly Invoice from the second month of commencement of services.

3.1.4.26 However, in case of non-availability / non-functionality of Bio-Metric Machine, the service provider is bound to ensure availability / functionality within 03 Days. Subject to clause 3.1.4.23 procuring agency shall only consider manual attendance sheet for maximum of 05 Days for a given month.

3.1.4.27 In special circumstances and for reasons to be recorded in writing by Hospital Administration requirement of biometric attendance for a hospital for a specific month / time period can be dispense with.

3.1.4.28 Service be linked to any other payment which Service Provider is entitled to rece

3.1.4.29 Salary Disbursement Report will be considered as a Mandatory part for invoice processing.

3.1.4.30 The service provider shall have sufficient amount/bank balance to pay the salaries of its staff for a period of three months at least.

3.1.4.31 Service Provider shall pay its personnel not less than the minimum wages as notified by Government of Punjab and any other Labor Laws of Pakistan including other benefits mandated by the law.

3.1.4.32 Service Provider shall disburse salaries through E-Channel i.e. Bank Account / Easy Paisa / Jazz Cash etc. and attach E-channel Receipt with the same month

Invoice. However, E-channel receipt is exempted for first month of the contract only.

3.1.4.33 Service Provider is liable to pay contributions of EOBI and PESSI of Janitorial Personnel employed against the instant contract. The cost incurred by the service provider on account of EOBI and PESSI will only be reimbursed by the procuring agency on submission of the deposit slips pertaining to the deployed staff in this hospital.

3.1.4.34 The service provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Janitorial Personnel to procuring agency / respective hospital. File of Janitorial Personnel will be maintained by Service Provider at the Hospital. The service provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed at the Hospital well in advance.

3.1.4.35The Procuring Agency reserves the right to direct the service pro replacement of Janitorial Staff and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.

3.1.4.36 In the event of any illness/ injuries resulting from any accident to their staff,

the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.

3.1.4.37 In case of any disputes among the Janitorial Staff, the service provider shall resolve the same at the earliest to ensure that there is no interruption in the provision of janitorial services to the hospitals.

3.1.4.38 The janitorial staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the hospital management or the Procuring Agency.

3.1.4.39 The service provider will ensure that all janitorial staff deputed at the hospital is adequately immunized against all types of communicable diseases (Hepatitis B&C, HIV etc.) and preventively monitored through health check-ups. The Service Provider will submit screening reports to the Procuring Agency / Hospital in this regard. Further, the service provider shall submit the medical fitness certificates of all the janitorial staff on quarterly basis, issued from any Public sector tertiary care hospital in Punjab. The hospital administration will help for their immunization.

3.1.4.40 Supervisors shall also be employed by the service provider for 24 hours in the hospital.

3.1.4.41 The Service Provider shall ensure that female janitorial staff hired for female and children wards/departments or other place required by the hospital. The ratio of male and female janitorial staff will be determined by the hospital as per their requirement.

3.1.4.42 During the term of this Agreement, Hospital Administration shall process the monthly Invoice after Salary disbursement Verification (E-Channel) to each janitorial staff.

3.1.4.43 All janitorial staff will be allowed leave(s) as per the relevant labor laws. However, the service provider shall ensure that 100% janitorial staff is available for duty all the time.

3.1.4.44 The Service Provider is required to arrange for the relievers to ensure the services for 365 days/24 hours. The cost of these relievers shall be included in the Management Cost while preparing the Financial Bid.

3.1.4.45 Any leave by any worker violating the SOPs notified by the Procuring agency shall also constitute as breach of the contractual provision.

3.1.4.46 Daily duty hours of every worker shall be 8 hours for (03 shifts) morning, evening and night shift respectively, provided that if any worker is arriving late, up to fifteen minutes and leaving early up to fifteen minutes, shall not be considered as deductible and early and late working, up to fifteen minutes, shall not be considered as chargeable / deductible.

3.1.4.47 Verification of the particulars, reference check and criminal record check, of the workers, shall be the responsibility of the Service Provider.

3.1.4.48 Service Provider in the performance of its services shall secure, maintain at

its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the hospital.

3.1.4.49 Service Provider will be responsible to provide quality human resource with demonstrable experience in each hospital as per Qualification & Experience of human resource in first month.

- The Human Resource (HR) may increase or decrease as per the requirement of the hospital.

3.1.4.50 In case, a Janitorial Staff is not performing his duties well, he/she shall be served a warning letter by Hospital administration and if, after one week, he/she is still not able to perform his/her duty, service provider will replace the said staff. However, hospital administration reserves the right to ask Service Provider to replace any janitorial personnel without any reason.

3.1.4.51 Service Provider shall immediately upon receipt of request replace any service personnel who may be considered undesirable and incompetent by the procuring agency / hospital administration.

3.1.4.52 After joining, the janitorial staff will be on probation of seven (7) days, who upon the recommendation of the hospital may continue his/ her services for a period as per contract agreement.

3.1.5 Janitorial Staff Requirements

3.1.5.1 Service Provider will supply all the staff necessary to complete

mentioned in the Documents. Service Provider will supply all the staff / Janitorial Personnel's necessary to complete the duties as mentioned in this document.

3.1.5.2 The Janitorial Personnel on duty shall not leave the premises dur hours.

3.1.5.3 An authorized representative of the Service Provider shall ensure presence at short notice when required by the administration.

3.1.5.4 Service Provider will provide additional staffing, as requested b for special events. These special events can require the Service Provider to provide staffing outside of our normal working hours.

3.1.5.5 The Service Provider shall be responsible for all acts done by th engaged by it. The Service Provider shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Janitorial Services.

3.1.5.6 The Service Provider shall ensure that it does not engage or cont engage any personnel with criminal record/ conviction/ drug addiction or otherwise, undesirable persons and shall bar such person from participating directly or indirectly in the provision of Janitorial Services.

3.1.5.7 Minimum desired standards documents of personnel shall be require below:

a) Physical Fitness Certificate (Clear of Morbidity) from any Government Teaching Hospital

b) Psychological Fitness Certificate from any Government Teaching Hospital

3.1.5.8 All Janitorial Staff assigned must be alert, punctual, physically
health, without physical/mental abnormalities/defects which could interfere with the performance of his/her duties including good vision without color blindness. They should possess good physique, necessary skills, knowledge, expertise and experience to satisfy the requirements of janitorial work involved. They should not be suffering from any contagious/major diseases.

3.1.5.9 The Service Provider's staff appearance will be influential in cr
image of Hospital. Their appearance shall set a good example. The Service Provider shall ensure that janitorial personnel at all times present a neat and clean appearance, paying particular attention to their personal hygiene, bearing and uniform.

3.1.5.10 If the assigned Janitorial Personnel does not report on duty on time, the Service Provider is required to send replacement personnel immediately, without jeopardizing the cleanliness of hospital.

3.1.5.11 The Service Provider shall nominate a focal person (Supervisor), to engage
regularly with the Hospital administration. The Service Provider shall ensure round the clock availability of such focal person. Hospital administration will engage this focal person to resolve day-to-day queries/issues/problems.

3.1.6 Cleaning Schedule

3.1.6.1 All functional areas in the hospital have been assigned one of three risk areas based on below mentioned criteria:

- The risk of infection to patients.

- Occupational health and safety risk to staff and visitors. Aesthetics e.g. reception areas, grounds.

3.1.6.2 The risk category shall determine cleaning frequencies as mentioned below under the cleaning schedule:

Category	Status	Functional Areas included	Scoring Criteria
1	High Risk	Emergency – Surgical and Medical	4=Good 3=Satisfactory 2=Unsatisfactory 1=Poor
		Isolation Rooms	
		Dialysis Unit	
		Operation Theater	
		Labor Rooms	
		Wards	
		Laboratories, including Pathology	
2	Moderate Risk	Pharmacy – OPD & Emergency	
		Mortuary	
		Radiology	
		OPD (treatment rooms & clinical consultation room)	
		Patient washrooms	
		Corridors	
		Waiting Areas	
		Stairs / Ramps	
		Staff Changing Rooms	
3	Low Risk	Administrative areas	
		Stores	
		Record storage and archives	
		External areas	

Sr No.	Element	High Risk Areas	Moderate Risk Area	Low Risk Areas

1	Overall appearance	As required, to meet performance	As required, to meet performance	As required, to meet performance
2	Odour Control	As required, to meet performance	As required, to meet performance	As required, to meet performance
3	Commodes, weighing scales, manual handling equipment	Clean contact points each use, 1 full clean 6 daily & between patient use	Clean contact points each use, 1 full clean daily & between patient use	As required, to meet performance specification
4	Patient washbowls	1 full clean daily and between patient use	1 full clean daily and between patient use	As required, to meet performance specification
5	Bedside oxygen and suction connectors	1 full clean daily and between patient use	1 full clean daily and between patient use	As required, to meet performance specification
6	Patient Fans	check clean as required	check clean as required	check clean as required
7	Drug trolley	1 full clean every shift	1 full clean daily	1 full clean daily
8	Entrance/Exit	4 full cleans daily, dust control as required, 1 machine clean weekly	2 full cleans daily, dust control as required, 1 machine clean weekly	As required, to meet performance specification
9	Stairs (internal and external)	2 full cleans daily, dust control as required, 1 machine clean weekly	2 full cleans daily, dust control as required, 1 machine clean weekly	As required, to meet performance specification
10	Electrical items, e.g. overhead lights	1 check clean daily and 1 full clean monthly	1 check clean daily and 1 full clean monthly	1 check clean weekly and 1 full clean monthly
11	Chairs	1 full clean and 1 check clean daily	1 full clean daily	1 full clean weekly

12	Beds/Trolleys Mattresses	Bedframe, including all component parts daily, mattresses weekly and on discharge, total full clean	Bedframe, including all component parts daily, mattresses weekly and on discharge, total full clean	As required, to meet performance specification
13	Lockers/Ward robes/ Drawers	1 full clean daily	1 check clean daily and 1 full clean weekly	As required, to meet performance
14	Tables/ Bed tables	1 full clean daily	1 check clean daily and 1 full clean weekly	As required, to meet performance
15	All dispensers/ holders	1 full clean daily and daily as	1 full clean daily and daily as	1 full clean daily and daily as required
		required	required	
16	Waste receptacles / bin	1 full clean and 1 check clean every shift and 1 deep clean weekly. Replace (On need basis)	1 full clean daily and 1 deep clean weekly. Replace Monthly if necessary	1 full clean weekly and deep clean monthly. Replace Monthly if necessary
17	Wash Basins	Daily check system in operation to include 3 full cleans and 2 check cleans.	Daily check system in operation to include 3 full cleans and 2 check cleans	Daily check system in operation to include 3 full Clean and 2 check.
18	Toilets/ Urinals / Bidet	Daily check system in operation to include 4 full cleans and check cleans after each	Daily check system in operation to include 3 full cleans and check cleans after each	Daily check system in operation to include 3 full cleans and check cleans after each

		patient/staff use	patient/staff use	patient/staff use
19	Computer / Tel / Office Equip.	1 full clean daily	1 full clean daily	1 full clean weekly
20	Dirty Utility/ Sluice Room	1 full clean and 1 check clean daily	1 full clean daily	1 full clean daily
21	Windows and Windows Net	1 full clean every shift, 1 check	1 full clean daily, 1 check clean, and 1 equipment clean weekly	1 full clean
		clean, and 1 equipment clean weekly		daily and 1 equipment clean weekly
Full Clean – is where all aspects of the element are fully cleaned on each occasion in accordance with documented performance specification later in this section.				

3.1.6.3 Each worker will be required to perform his / her duty in the assigned work area with following adequate frequency of cleaning against each element's Service Standards and Requirements mentioned in performance specifications

3.1.6.4 Apart from the cleaning schedule mentioned above, cleaning services should be provided by the service provider as and when needed or as directed by the Hospital authorities from time to time.

3.1.7 Daily Monitoring

3.1.7.1 The service provider's performance will be monitored on daily basis by the assigned Focal Person. The designated officer of the Hospital will be assigned as the focal person for this task. The Focal Person at any time will visit and check the cleanliness of the indicator (s) of any/ all areas of the Hospital as per weekly cleaning review sheet given in performance specification later in this section. The Focal Person will identify and record the non-conformances in

Daily Activity Log and following time will be given for corrective action.

Risk Category	Time Frame for Corrective Action
High Risk Area	Immediately after reporting of problem to the service provider
Moderate Risk Area	15 Minutes after reporting of problem to the service provider.
Low Risk Area	30 Minutes after reporting of problem to the service provider

3.1.7.2 The focal person will visit the site once again after the stipulated time and in case the identified problem is not corrected; the fines will be imposed as mentioned in the Fines & Penalties section.

3.1.8 Weekly Score

3.1.8.1 On any one of the seven days of a week, the Focal Person (AMS/ DMS/ Admin Officer) will score cleanliness as per the weekly cleaning review sheet.

High Risk Area	Random Monitoring /week
Isolation Room	6
Dialysis Unit	6
Medical Emergency	7
Surgical Emergency	7
Operation Theater	6
Labor Rooms	7

Similarly, the random monitoring frequency for Moderate Risk Areas and Low Risk Areas, will be devised by the Hospital.

3.1.8.2 After every visit an overall percentage score will be calculated for each risk category. This score will be an average of the individual percentages of each indicator area. For example, for High Risk, overall percentage cleanliness will be calculated as:

High Risk Area	Score obtained	Percentage Score
Isolation Room	(4+4+4+4+4+4)/24 = 24/24	100%

Dialysis Unit	(3+3+3+3+3+3)/24 = 18/24	75%
Medical Emergency	(4+4+4+4+4+4+4)/28 = 28/28	100%
Surgical Emergency	(3+3+3+3+3+3+3)/28 = 21/28	75%
Operation Theater	(3+3+3+3+3+3)/24 = 18/24	75%
Labor Rooms	(2+2+2+2+2+2+2)/28 = 14/28	50%

Similarly, the score will be calculated for Moderate Risk Areas and Low Risk Areas. Once all areas are scored, their scores will be scaled with respect to their risk category using the following weights and an overall weekly score will be obtained.

Risk Category	Weightage
High risk	50%
Moderate risk	30%
Low risk	20%
For example, using the already obtained 75% in High Risk Category (average of 75+100+75+75+75+50), if a certain hospital receives 67% in Moderate Risk Category and 80 % in Low Risk Category, it will obtain an overall score of 75% x 0.5 + 67% x 0.3 + 80% x 0.2 = (37.5 + 20 +16) % = 73.5%. This will be overall score for this week's performance.	

3.1.8.3 In addition, the Focal Person will also cross-check each washroom's toilets and compare its fixtures against the handing over list of fixtures.

3.1.9 Monthly Score

3.1.9.1 Averaging all weekly performances of the month, a monthly score will be calculated. Service providers will be expected to maintain an average minimum score of 85% as well as 85% in each respective category at all times. the fines will be imposed as mentioned in the Fines & Penalties section.

3.1.10 Qualification and Experience of Janitorial Personnel

Sr. #	Description	Qualifications & experience
1	Supervisor	Responsible for overall cleanliness / maintenance of the Hospital premises, staff deployment and maintain attendance on daily basis. Act as an interface between the service provider and the Hosptial Administration. Maintaining duly signed daily audit sheets and complaint registers to record requests and feedback from the contracting authority from time to time and appropriate actions taken. Coordinate any kind of shifting/ relocations of the hospital staff

		and the same shall also be reported to the contracting authority. • Responsible for the turnout / grooming of the entire staff. • Determine and coordinate all the work schedules and to induce a sense of responsibility, discipline and hygiene in all employees. • Ensuring presence of the staff at their respective stations and the completion/ compliance of the various duties assigned to them. • Ensure that all staff deployed for waste collection duties understand and practices regarding waste collection for infection control including proper segregation and weight recording at collection and submission at the infectious waste room. • Help the service provider in submitting the required forms. • Maintain cleaning inventory, requisition new supplies when needed. • Should be medically and physically fit. • Should ensure that all the janitorial staff is trained as per demands of procuring agency / hospital.

		Minimum experience: 03 years or more Minimum Qualification: Intermediate / Capable of Doing Documentary Work Age: 25-50 Years
2	Janitor	• Responsible to clean assigned building areas. • Regularly check premises and perform necessary maintenance tasks. • Collaborate with other staff members. • Disinfect commonly used items like desks, door handles, side railings etc. • Maintain outdoor grounds, cut grass and trim bushes etc. • Remove debris • Empty trash and recycling bins • Vacuum, sweep and mop floors • Washing and clean windows and mirrors • Notify supervisors of unsafe conditions • Operate floor scrubbers and other equipment • Dust furniture and fixtures • Knowledge of safety guidelines when working with chemical cleaners • Knowledge of various cleaning products and when to use them Follow health and safety

		regulations. • Should be medically and physically fit. Age: 18-45 Years
3	Sewer Man	• Removes obstructions from external sewers with sewer rods with the precautions to not to damage the existing sewer. • Cleaning of sewer by Pumping out cellars or excavations that have become flooded as the result of storms. • May, under direction, operate pumps, motors and other machinery and equipment of pumping station. • Should be medically and physically fit. Age: 18-45 Years

SECTION-IV: BID DATA SHEET

4.1. BID DATA SHEET (BDS)

The following specific data for the services 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 SUBJECT OF PROCUREMENT: PROVISION OF JANITORIAL SERVICES IN Punjab Institute of Mental Health, Lahore The Contract shall be valid for One Year from the date of signing of the contract, which may be further extended for the term as decided by mutual consent upto maximum of One Year.
2.	2.1.2	Financial year 2023-24 NAME OF FINANCING INSTITUTION: Punjab Institute of Mental Health, Lahore NAME AND IDENTIFICATION NUMBER OF THE CONTRACT: PROVISION OF JANITORIAL SERVICES IN Punjab Institute of Mental Health, Lahore BID REFERENCE NO. (06)
B. BIDDING DOCUMENTS		

6.	2.2.2	The address for clarification of Bidding Documents is The Executive Director, Punjab Institute of Mental Health, Lahore.
8.	2.3.8	The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
C.		BID PRICE, CURRENCY, LANGUAGE & COUNTRY OF ORIGIN
9	2.3.1	English
10	2.3.4	The price quoted shall be in PKR.
11.	2.3.4 & 2.3.9	In case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency. In case of increase or decrease of taxation by the Government at any stage during the execution of the contract; the same shall also be adjusted accordingly by the procuring agency / hospital.
D. PREPARATION AND SUBMISSION OF BIDS		
13.	2.1.3 & 2.5.8	Technical Evaluation Criteria i. (Knockdown Criteria) The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive. a) The Bidder shall be a legally registered entity with the formal intent to enter into an agreement. b) The bidder must have at least three years' experience as a legally approved janitorial services provider.

		c) The Bidder must be an active income tax payer. d) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number and active General Sales Tax (GST) Registration Number with 100 % Compliance (ATL) with documentary proof. e) The Bidder shall have a valid registration with EOBI and PESSI /IESSI. f) Bidder shall submit an affidavit on E.Stamp paper to the effect that: • Bidder is not blacklisted by the procuring agency. • 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. g) The complete technical proposal including Bidding Document shall be duly signed, stamped on each page, submitted by the bidder. h) A firm / company will provide original bank statement showing balance of at least Rs.15 Million for the advertising current month. ii. (Marking Criteria) It is mandatory for the Service providers to get at least 65 % marks in the marking criteria to qualify for further procurement process; the financial proposal opening. Copies of all the required documents shall be attached.

Sr.#	Description		Max Marks
1	**EXPERIENCE RECORD** Three projects of similar nature (Similar services offered in hospitals / public access buildings (public or private sector) with minimum deployment of 50 or more janitorial staff/project. 10 marks for each project (Purchase orders / supply orders / completion certificates must be attached)		30
2	**FINANCIAL CAPABILITIES** • 20 Marks will be given in case average annual turnover for the last three years is Rs. 30 Million or more. • For Average Annual Turnover for the last 03 years of less than Rs. 30 Million, but not less than Rs. 15 Million, 10 marks will be given. • For Average Annual Turnover for the last 03 years of less than Rs. 15 Million, but not less than Rs. 10 Million, 05 marks will be given. (Audit statement of last three financial years must be attached)		20
3	**PAST PERFORMANCE** Satisfactory past performance certificate from head of the organization One certificate= 02 marks		10
3.	**HUMAN RESOURCE MANAGEMENT**		30
	Project Manager (with 16 years education) with experience in HR management/ Project management of at least 10 years or above	05	
	Supervisors with minimum experience of 5 years each in similar capacity (2.5 marks for each supervisor)	10	
	• Minimum of 150 Janitors with the firm (15 Marks) • 10 Marks for 100 janitors • For Janitors less than 100 but not less than 50= 05 marks	15	

Methodology / Management Plan

			The Bidder shall provide the details about how to plan and manage the services specific to the	
		4.	10 proposal The procuring agency will assess the plan and will rate it as satisfactory, unsatisfactory or good.	
			Total Marks	100

14	2.1.1	Bids shall be submitted to Punjab Institute of Mental Health, Shadman-II Jail Road, Lahore.
15	2.4.2	The deadline for Bid submission is as mentioned above.
16.	2.5.1	Punjab Institute of Mental Health, Lahore
17.	2.6.2	Amount of Performance Guarantee is 05% of the contract amount.
18.	2.3.6	Estimate Contract Price is Rs.54,240,000/-
		Amount of Bid Security is Rs. 542,400/-
		Amount of Bid security is 1% of the estimated price
19.	2.3.7	Bid validity period after opening of the Bid is: 180 Days
20.	2.3.8	Not Applicable
		E. OPENING AND EVALUATION OF BIDS
21.	2.5.1	The Bid opening shall take place at: Office of the Executive Director, Punjab Institute of Mental Health, Lahore
22.	2.3.4	Not applicable
		G. Award of Contract
24.	2.6.5	Percentage for quantity increase or decrease is: 15%

25. 2.6.2 The Performance Guarantee shall be: 05% of the Contract Amount
26. 2.6.2 The Performance Security (or guarantee) shall be in the form provided in the Bidding documents

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 Service Provider, 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 Service Provider 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 Service Provider is required to perform janitorial services under the Contract.

(d) "The Services" means those services {as provided in Scope of Services by the Procuring Agency as per its requirements} and other such obligations of the Service Provider covered under the Contract

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC

(h) "The Procuring Agency's country" is the country named in SCC.

(i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.

(j) "The Project Site" where applicable, means the place or places named in SCC.

(k) “Day” means calendar day.

2. Application	2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin	3.1. All Services supplied under the Contract shall have their origin in Pakistan.
4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Scope of Services.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Service Provider shall not, without the Procuring Agency’s prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2. The Service Provider shall not, without the Procuring Agency’s prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider’s performance under the Contract if so required by the Procuring Agency. 5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider’s accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency.
6. Performance Guarantee	6.1. 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 & ITB.

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

6.3. 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;

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

7. Incidental material

7.1. The Service Provider may be required to provide any of the material incidental material if any, specified in SCC.

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfilment of other obligations stipulated in the Contract.

8.3. 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 Service Provider, provided the work is satisfactory.

8.4. The currency of payment is as specified in BDS/SCC

9. Prices 9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC / BDS.

10. Change Orders 10.1. The Procuring Agency may at any time, by a written order given to the Service Provider, make changes within the general scope of the Contract, only if required for the successful completion of the job.

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

11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole or any part of the contract to anybody else.
13. Subcontracts	Subcontracting is not allowed
14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deployment Plan as prescribed by the Procuring Agency in Section VII.
	14.2. If at any time during performance of the Contract, the Service Provider encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's—time for performance, with or without fines and penalties.
	14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its contractual obligations shall render the Service Provider liable to the imposition of fines and penalties.
15. Liquidated	15.1. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual

Damages	performance, up to a maximum deduction of the 05% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16.Termination for Default

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

(a) if the Service Provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

"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.

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

17. Force Majeure

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

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

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

18. Termination for Insolvency	18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
19. Termination for Convenience	19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective. 19.2. The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.
20. Resolution of Disputes	20.1. After signing the contract, the Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
Notices	
23.	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.
25. Change in minimum wage rate	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
26. Extension in Contract period	Extension in the contact agreement shall be the discretion of the procuring agency and the service provider has no right to claim further extension as a matter of right in the contract. The Extension of Contract shall be as specified in SCC.

Section-VI. Special Conditions of Contract

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 Service Provider is: _____

2. Performance Guarantee (GCC Clause 6)

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% of the Contract Amount.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services

4. Payment (GCC Clause 8)

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

Payment for Services provided:

i. Payment will be made in Pak. Rupees.

ii. The Invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Request of the Service Provider on Covering Letter	A.	
2.	Original Invoice/Bill(s)	B.	
3.	Separate Corrected Invoice, if required.	C.	
4.	Penalties Calculation Sheet signed by Hospital and must be shared with the Service Provider for their record.	D.	
5.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	E.	
6.	Bio Metric Attendance as mentioned in Scope of Services	F.	
7.	Details of Supplies & its Inspection / acceptance by the hospital	G.	
8.	Any other document if required for processing of payments.	H.	

Note:

a) The Service Provider must submit the Invoice in proper File Cover so that the documents to be attached by Hospital Administration don't get spoiled and disintegrated.

b) Biometric Attendance singed by hospital.

c) The page numbering of the whole Invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate and taxes through official notification; the contract price based on minimum wage rates and taxes shall be adjusted on prorate basis, as decided by the Procuring Agency.

6. Liquidated Damages (GCC Clause 15)

As per GCC 15.1

In addition to that, details of Fines and Penalties are attached as per Annex-A

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:
As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for Arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: [Punjab Institute of Mental Health, Lahore]
Service Provider's address for notice purposes: [Insert Address Of Service Provider]

11. Duration of Contract (GCC Clause 26)

GCC 26. The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory

performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VII. Schedule of Requirements/ Deployment Plan

PROVISION OF 365 DAYS /24 HOURS JANITORIAL SERVICES IN PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE					
DETAILS OF JANITORIAL SERVICES/HUMAN RESOURCE REQUIRED					
Bid Ref No.	Supervisor Nos.	Janitor Nos.		Sewer man Nos.	Total Human Resource
		Male	Female		
6	**06**	**69**	**30**	**08**	**113**

- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff /Janitorial Personnel's necessary to complete the duties as mentioned in this document.

- The Service Provider is required to deploy 100% Human Resource as per above table at Punjab Institute of Mental Health, Lahore Round The Clock (365 Days/ 24 Hours A Day Including Sundays & Holidays).

- The service provider shall deploy the Janitorial Staff as per above table for commencement of the services within one week after signing of contract.

LIST OF JANITORIAL SUPPLIES

Sr.#	Items	Specifications	Estimated Quantity	Unit rate inclusive of all taxes/delivery charges
1	Brooms (Not less than 3 feet) per kg	~ Weight = 1kg. -Hand grip with clip for gripping bristles	800-Kg	
2	Wiper 2.5 ft width	High Quality base rubber with solid handle (plastic)	800-Nos	
3	Normal waste bags rate per kg	HPDE Polyethylene 40/60 Microns	1800-Kg	
4	Color coded waste bags per kg	HPDE Polyethylene 40/60 Microns	1000-Kg	
5	Furniture dusters (Rate per meter)	Microfiber cloth for critical surfaces & Cotton Cloth for non-critical surfaces of Maximum size (Different color cloth for biomedical and nonbiomedical equipment)	800-Meter	
6	Disinfectant for floor (Rate per Liter)	Phenyl or equivalent Quaternary Ammonium compounds(QACs) Germicidal disinfectant Solution ~3% or 0.5% enhanced (accelerated formulation) Hydrogen peroxide 3% Certification from PCSIR	50-Liter	
7	Hand Wash liquid with wall mounted container	6-8 PH Easily soluble in cold water/hot water having PCSIR Certification for germicidal qualities	450-Nos	

8	Air Freshener (300-500 ml)	CFCs free	400-Nos	
9	Hand wash towels (Medium)	High quality soft and absorbent towel 400-600 GSM	450-Nos	
10	Liquid Toilet Cleaner Rate per liter	Sodium Hydro Chlorite/ Hydrochloric acid having PCSIR Certification for germicidal qualities / equivalent (packing of 250 ml or more)	1200-Liter	
11	Floor Mops Standard	Handle bar length not less than 45”(extendable) with washable coarse strings bundle	600-Nos	
12	Floor cleaning towels (small size)	High cotton content and absorbent towel 400-600 GSM	1200-Nos	
13	Buckets	Plastic bucket 30 Liter, foot opener(local) with lid	50-Nos	
14	Hand sanitizer liquid with wall mounted container	Packing of 500 ml or more	300-Nos	
15	Surf		1000-Kg	
16	Dettol		350-Liter	
17	Bleach		1000-Liter	
18	Phenyl (03-Liter Pack)		5000-Liets	

- The quantities as mentioned in the table are tentative and can be increased or decreased as per requirements
- Above mentioned quantities with unit of measurement (UOM) will be considered as benchmark with respect to price and quantity.
- The inspection report of supplies, provided by the Service Provider, will be duly signed by the Hospital Administration before submission of invoices by the service provider for payment.
- The stock register will be maintained by the Hospital Administration properly reflecting inbound and outbound quantity of each supplies / item.
- Service Provider shall ensure optimum utilization of the above-mentioned consumables / cleaning items.

Section-VIII: Forms

8.1 Bid Form

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

Date: _____

To
Executive Director
Punjab Institute of Mental Health, Lahore

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% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree that our Bid will be valid for a period of 180 Days from the date fixed to Bid opening under Clause 2.3.7 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, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Technical bid includes the following:-

All documents required in the Bidding Documents

Financial bid includes the following:-

a) Original Bid form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.

b) Price schedule / financial form (as per form 8.7) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid Security Form (as per form attached) along with Original Bid Security (Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)] valid for 180 Days.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

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. 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.		Company's Date of Formation	
No. of Employees			

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

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

8.3. Affidavit

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

Name: _____
(Bidder)

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 the procuring agency, 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 [Punjab Institute of Mental Health, Lahore] deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands that we have to comply with the Minimum Wage Rate Notification of the Government of the Punjab and shall pay the personnel accordingly.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [Punjab Institute of Mental Health, Lahore]. The undersigned further affirms on behalf of the firm that:

(i) We are not blacklisted by the procuring agency.

(ii) We have provided authentic documents/photocopies with our Bid. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) We declare that information contained in our bid is correct.

(iv) We shall have sufficient amount/bank balance to pay the salaries of our staff for a period of three months at least in case of delay of payment from the hospital.

(v) We undertake to treat all information provided as confidential.

Signed by an authorized
Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.4. Performance Guarantee Form

To,

Medical Superintendent / Head of Institution
[Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore]

WHEREAS (Name of the Service Provider) _____ hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF JANITORIAL SERVICES IN [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore]" for procurement of Janitorial Services.

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, 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.

[NAME OF GUARANTOR]

Signature_____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.5. Technical Bid Form

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

[To be attached with Technical Bid]

Insert Details Of Technical Offer Here

Stamp & Signature of Bidder _____

8.6. Contract Form

THIS AGREEMENT made on the _____ day of _____ 20_____ between [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore], (hereinafter called "the Procuring Agency") on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for Janitorial Services at [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore] and has accepted a Bid by the Service Provider for the supply of those 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 Scope of Services;
   (d) the General Conditions of Contract;
   (e) the Special Conditions of Contract; and (f) the Procuring Agency's Notification of Award.
   (g) the Performance Bank Guarantee
   (h) Complete Bidding document
   (i) Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, 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 _Agency) the (for the Procuring

Signed, sealed, delivered by Provider) the (for the Service

8.7. Financial Bid Form/Price Schedule

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

[To be attached with Financial Bid]

[Please follow the Minimum wage rate, which should be strictly adhered to as per prevailing rates in addition to Management Charges]

{Location, Date}

To

Medical Superintendent / Head of Institution
[Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore]

We, the undersigned, offer to provide the services for tender of Procurement of Janitorial Services for [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore] in accordance with your Bidding Document dated [Insert Date] and our Technical Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount {Indicate the corresponding amount(s) currency (ies)} [Insert Amount(s) In Words and Figures], inclusive of all taxes. The estimated amount of taxes is [Insert Currency] [Insert Amount In Words and Figures]. Our Bid shall be binding upon us up to expiration of the validity period of the Bid.

No commissions or gratuities have been paid or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive. We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

_____

E-mail:

Financial Bid Form 8.7.2

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

JANITORIAL SERVICES FOR [Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore]

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

GST Registration No (if applicable).

PESSI/ IESSI Registration No.

EOBI Registration No.

Total Amount on monthly basis (PKR) as per Financial Bid Form 8.7.3:

Total Amount on annual basis (PKR) as per Financial Bid Form 8.7.3:

Sign:

Designation:

Stamp:

Lowest Determination Factor

Aggregate of Management Cost and Janitorial Supplies cost as described in Financial Bid Form 8.7.3

Financial Bid Form 8.7.3

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

[To be attached with Financial Bid]

BREAKDOWN OF COST

Description	Number of Personnel	Minimum Wage (PKR)	PESSI / IESSI 06%	EOBI 05%	Income Tax 03%	PST 16%	Rate (PKR) per worker per month	Total Cost (in PKR) for one Month
Supervisors	A	30,089 (fixed)	1,585 (fixed)	1,321 (fixed)	1,190 (fixed)	5,470 (fixed)	39,654 (fixed)	A*39,115=B
Total Janitorial Personnel (male +Female)	C	25,000 (fixed)	1,585 (fixed)	1,321 (fixed)	1006 (fixed)	4,626 (fixed)	33,537 (fixed)	C*33,537=D
Sewer man	E	25,000 (fixed)	1,585 (fixed)	1,321 (fixed)	1006 (fixed)	4,626 (fixed)	33,537 (fixed)	E*33,537=F
Janitorial Supplies	S [Total cost of supplies against the indicative quantities as per details in the schedule of requirement to inserted here]				I.T	GST	S+ I.T +GST	Y
*Management Charges /Month	G (Cost on account of relievers, cost of, biometric attendance machine, uniforms, profit etc.)				K	L	_	G+K+L=M
Total Price per month (PKR)							B+D+F+Y+M	

NOTE :

i. The cost incurred on account of minimum wage will remain same for all bidders and will only change in case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency.

ii. The lowest evaluated bidder will be determined on the basis of aggregate of Management Cost and cost of supplies (Y+M) as the other costs are fixed for all the bidders.
iii. The Management Cost will include but not limited to the additional amount being paid to janitorial staff over and above the minimum wage, cost on account of relievers, cost of equipment, biometric attendance machine, uniforms etc and profit
iv. The management cost will also be subject to income tax and PST etc.
v. The cost of Janitorial supplies will be subject to Income tax and GST etc.
vi. The service provider shall have to justify the Management Charges/Cost, if found unrealistic.

Number of JANITORIAL Personnel & Supervisor may be increased or decreased as per requirement of the procuring agency. However, the approved prices shall remain the same. The requirement /quantity mentioned in the Schedule of Requirement will be used for evaluation purpose.
The bidder shall have to abide by the circular / instructions issued by Punjab Procurement Regulatory Authority from time to time. Failing to comply with the said instructions will result in non-responsiveness of the bidder.

As per aforementioned PPRA circular and clarification letter of PPRA regarding Rules & Regulations of Labor Law vide No. L&M(PPRA)1-15(SOC)(AB)(LHR)(5)/2014/Com/P4 dated 17-08-2021, the Financial Bid(s) of the Bidder(s) will be declared Nonresponsive if the rates quoted by the bidder are not justified or do not include minimum applicable prevalent wage rate, applicable taxes, contributions to EOBI and PESSI.

8.8. 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 services] (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 to [Punjab Institute of Mental Health,Lahore.], (hereinafter called "the Procuring Agency") in the sum of Rs._____ 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]

ANNEXURE – A

FINES & PENALTIES

Sr.#	SUMMARY OF PENALTIES	PENALTIES IN PKR
1.	Attendance less than 100% (Absent / Vacant / Not Deployed) (It should be the responsibility of Service Provider to maintain 100% attendance (each day) of HR as mentioned in the Contract. In case any of service provider's personnel(s) as mentioned under the contract is (are) absent / Vacant / Not-deployed, for every missing personnel that was required to stay on duty for that particular day, a penalty as mentioned in column 03 shall be charged)	Rs. 500 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract (Amount of quoted daily wage rate will be calculated on the basis of 30 days per month)
2.	In case of Absent / Vacant / Not Deployed during public/local holidays or any other special occasions (penalty at Sr # 01 will not implement for that particular day)	Rs. 1,000 as penalty in addition to deduction amount of quoted daily wage per day per personnel as per contract
3.	Staff is found without uniform. Supervisor will wear distinctive vest.	Rs. 500 will be charged for each such staff for that particular day.

4.	In case any of service provider's personnel deployed under this contract is not present at his assigned place of duty during inspection or is a habitual late comer or leaves early.	Penalty of Rs. 200/- per vacant point / late arrival / early leaving per shift will be imposed.
5.	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	Rs. 3,000 + (Difference of Amount between paid salary and notified minimum wage rate) shall be imposed as penalty per person per month.
6.	Janitorial Service provider will ensure the disbursement of salaries within 10 days of each month.	Rs. 100 per staff per day till 30th of same month. The penalty shall not be
	*The service provider will be responsible for paying his employees in the institution in the first 10 days of every month. Such payment will not depend on the payments made by the institution to the service provider. The service provider will pay his employees from his own resources. Partial Payment will not be considered paid.	imposed / applicable if payments are delayed to the service provider by procuring agency for more than 90 Days.
7.	Janitorial Equipment (floor Scrubber / Collection Trolleys / Janitor Trolleys) handed over by the Hospital in functional condition at the start of the Contract to the Service Provider, if found broken or non-functional.	Rs. 3000 per instance for a particular month

8.	If service provider is found involved in any misuse / pilferage / anomaly of Janitorial Supplies/ consumables.	Rs. 5,000 will be charged in addition to termination of individual along with punitive action as per law and amount of loss incurred by the hospital as approved by inquiry committee.
9.	Non-Provision of Supplies within stipulated Time (25th of previous month plus five days as a grace period)	Rs. 3,000 per day for that particular month.
10.	Procuring agency may desire to replace any personnel(s) with justifiable reason and failure to do so in seven (07) days shall be considered a breach of contract.	Rs. 2,000 per Day per personnel will be imposed for noncompliance of directions of procuring agency.
11.	Any protest or strike observed by the staff / janitors etc. due to reasons not attributable to procuring agency will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the fine mentioned in column 03. Three show cause notices / explanation letters may lead to blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency.	Rs. 50,000 per incident per day till calling off the strike
12.	If Service Provider fails to maintain the situation of cleanliness as described in Daily Monitoring section.	Rs. 5,000 for High Risk Area Rs. 3,000 for Moderate Risk Area Rs. 2,000 for Low Risk Area

13.	If the service provider scores less than 85% in the monthly score. (Service providers will be expected to maintain an average minimum score of 85% as well as 85% in each respective category at all times.)	Rs. 25,000 per month (for 1st month). If this continues for another month, the second month's fine will be doubled to Rs. 50,000 and then doubled again to Rs. 100,000. If the
		score remains below 85% in the third consecutive month, then procuring agency may terminate the contract by serving a onemonth termination notice to the service provider.
14.	In case any (Public / General) complaint is received attributable to misconduct / misbehaviour, financial benefits of service provider's personnel & is assessed as true by hospital administration, (depending on the severity of the incidence) for each such incident shall be levied and the same shall be deducted from service provider's bill. The service provider must require to surrender the accused personnel up till the charge will be proven or otherwise.	Rs 5,000/- will be charged per case

IMPORTANT POINTS:

a) Any protest or strike observed by the janitorial staff due to any action of the Service Provider i.e. Late / Non disbursement of salary, Non-compliance of Minimum Wage Rate etc. will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the penalty mentioned. Three show cause notices / explanation letters may lead to termination of contract. In addition to that procuring agency may initiate blacklisting proceedings along with

forfeiture of performance guarantee, as per discretion of the procuring agency. An occurrence of strike will be documented by the hospital administration and the reasons of strikes shall not be attributed to the procuring agency.

b) Penalty should be charged in case the contractor fails to enroll 100% HR on any day as agreed in the contract. For example if 100 personnel are agreed then there must be 100 person enrolled on each day. If on any day the enrolled personnel are supposed to be 99 then penalty should be charged for missing 1 personnel.

c) The amount of the penalty will be imposed / approved / recommended by

Administrative Head of the Institution

Note: The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management for immediate response. However, official correspondence shall be made as per Govt. norms. The respective hospital will share the details of the performance penalties from time to time to the Service Provider.

ANNEXURE – B

SALARY VERIFICATION CERTIFICATE BY HOSPITAL ADMINISTRATION

SALARY VERIFICATION CERTIFICATE For the Month of _____ (As per Prevailing Labour Laws, Minimum Wage Rate and any other)					
Sr.	Name of Janitorial Staff	CNIC	No. of Days Worked	Amount Paid	(Verified / Not Verified)
1					
2					
3					

4					

Signature & Stamp of
Authorized Person

Note: The Service provider shall be bound to pay its staff before 10th of each month through E-channel only, and the E-channel Receipt (signed & stamped by Service Provider) must be attached with the Monthly Invoice of the same month for processing. However, Echannel receipt shall be a mandatory part of monthly invoice from the second month of commencement of services. It is further clarified that above Salary Verification Certificate for a particular month should be part of monthly invoice from the day first.

ANNEXURE – C

Monthly Attendance Pro-forma and Penalty Calculation Sheet

DHQ / TQH HOSPITAL _____

Monthly Comprehensive Attendance & Penalty Calculation of JANITORIAL Services for the Month of (xxx) (Based on Bio-Metric)

Sr.#	Name	CNIC	Designation	Shift / Deployed Place	Bio-Metric Attendance Reference / Page No.	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT	15 SUN	16 MON	17 TUE	18 WED	19 THU	20 FRI	21 SAT	22 SUN	23 MON	24 TUE	25 WED	26 THU	27 FRI	28 SAT	29 SUN	30 MON	31 TUE	Total
1						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5						P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Required / Deployed Personnel per day as per Contract 85% of Total Strength																																				0
Total Present on each Day																																				0
Total Absent / Missing Personnel per day																																				0
JANITORIAL Personnel Without Uniform (etc.)																																				0

No. of Late Arrivals, Early Leave, Vacant Points per day																															0
Penalty on Absent / Missing Personnel per day 500 + (Daily Wage Rate of Respective Category)																															0
Penalty on JANITORIAL Personnel Without Uniform																															0
Penalty on Late Arrivals, Early Leave, Vacant Points per day (200 per incident)																															0
Total HR Penalty on Each Day																															0
Any other violation as mentioned in Annexure-A																															

*Daily Wage Rate = Quoted Rate (Category Wise) / 30

SECTION IX- CHECK LIST

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal). The sequence of Technical Bid must be as per below mentioned table.

MANDATORY REQUIREMENTS		
1.	Bid Security of estimated cost of articles / items given by the department. The copy of Bid Security must be submitted with Technical Bid and original shall be attached with the Financial Bid.	Flag – A
2.	Technical Bid Form (as per of Bidding documents) on letter head of the firm duly signed and stamped.	Flag – B
3.	Bid Form (as per Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – C
4.	Performance Guarantee Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – D
5.	General Information Form (as per Bidding documents) on letter head of the firm duly signed and stamped.	Flag – E

6.	Affidavit (as per bidding documents) on non-judicial Stamp Paper of Rs.100/- (i) The firm is not black listed by the procuring agency. (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. (iv) Undertaking that the janitorial personnel shall be given minimum wage salary notified by the Punjab Government. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – F
7.	The Bidder shall be a legally registered entity with the formal intent to enter into an agreement.	Flag – G
8.	The Bidder must have an active National Tax Number (NTN).	Flag – H
9.	The Bidder must have an active Punjab Revenue Authority (PRA) registration Number.	Flag – J
10.	The Bidder who is barred/ blacklisted or disqualified by Procuring Agency. The Bidder will submit an undertaking in this regard.	Flag – K
11.	The Bidder shall have valid registrations with EOBI and PESSI/ IESSI and ensure that they adhere to the guidelines / laws of the said entities.	Flag – L
12.	The copy of the Bidding Document duly signed and stamped on each page by the Bidder shall be attached with the Technical Bid whose each page must also be signed and stamped by the bidder.	Flag – N
Technical Evaluation Criteria		
Experience and past performance of the firm		
1.	Projects	Flag – P
Human Resource and Managerial Strength		
2.	Number of Janitorial Staff	Flag – Q
Financial Capability/strength		
3.	Audited Financial Statements of the requisite financial years	Flag – R
Any other documents required in this Bidding Documents		

Stamp & Signature of Bidder _____

SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
GOVERNMENT OF THE PUNJAB

FINANCIAL YEAR -2023-24

BIDDING DOCUMENTS

OUTSOURCING OF REPAIR & MAINTENANCE OF GENERATORS

Punjab Institute
Mental Health,

BID REFERENCE NO.
07

SECTION-I: INVITATION TO BIDS

OUTSOURCING REPAIR & SERVICES OF GENERATORS

PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE

Sr. #	Tender Fee (Non-Refundable)	Bid Security (Refundable)	Tender Purchasing last date & time	Tender Depositing date & time	Tender opening date & time
01.	Rs.2000/-	1% of the estimated value	10:00 AM 22-08-2023 to 06-09-2023	10:30 AM 06-09-2023	11:00 AM 06-09-2023

The Punjab Institute of Mental Health, Lahore. invites sealed bids from the bidders for provision of MEPG Services for Punjab Institute of Mental Health, Lahore. for round the clock (365 days /24 Hours a Day including Sundays & Holidays), as per details mentioned in the Schedule of Requirement for a period of one year (Extendable).

1. The bidding document can be acquired by contacting the designated officer of Punjab Institute of Mental Health, Lahore.or may be downloaded from the website of Procuring Agency. A complete set of Bidding Document containing detailed terms & conditions and scope of services is readily available and can be downloaded from the websites (www.ppra.punjab.gov.pk) & (https://health.punjab.gov.pk/).
2. The bidders are required to submit bid security of 1% of estimated cost in the form of CDR / Demand Draft / Pay Order / Bank Guarantee with 100% encashment warranty, duly confirmed by the concerned Bank within three days of the claim, with minimum validity period of 180 days, issued by any scheduled Bank of Pakistan, in the name of Punjab Institute of Mental Health, Lahore. No conditional bank guarantee shall be accepted. A copy of the bid security shall be attached with the Technical Bid and the original bid security shall be attached with Financial Bid along with the confirmatory correspondence with the concerned bank.
3. The bidding process is being conducted under Single Stage – Two Envelopes bidding procedure as envisaged under Rule 38(2)(a) of Punjab Procurement, Rules, 2014 (as amended). All the prospective bidders shall be evaluated technically as per the Knockdown criteria given in this bidding document and only the bidders who comply this knockdown criteria will be declared as technically responsive bidders.

4. Sealed Bids are required to be submitted by as mentioned above in the office of Executive Director Punjab Institute of Mental Health, Lahore.The bids received till the stipulated date and time shall be opened on the same day after 30 minutes of the bid submission time, in presence of the bidder(s) or their representatives who choose to be present. The bids received after the closing time and date shall not be entertained.

5. 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.

6. The prospective bidders requiring any further information or clarification regarding the bidding documents may contact the Procuring Agency's designated officer in writing or by visiting the office of Punjab Institute of Mental Health, Shadman- II, Jail Road, Lahore,.

Executive Director
Punjab Institute of Mental Health, Lahore

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

2.1.1 Scope of Bid The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids from Bidders for Provision of MEPG Services in Punjab Institute of Mental Health, Lahore as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds Government of the Punjab.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all Service Provid companies/sole proprietor, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.

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 any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).

v) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. 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 in the past, 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 for the procurement of the services to be purchased under this Invitation for Bids.

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
f) submit more than one Bid in this Bidding process.

vii) 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 instituted 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/Service Provider is blacklisted/ debarred by any international organization.

viii. 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.

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

x) 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. Cost of Bidding	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.
2.1.5. One person one bid	As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process
2.1.6. Work Plan/ Deployment Plan	The Bidder shall be responsible for the provision of bids as per work plan/ deployment plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. THE BIDDING DOCUMENTS

2.2.1. Content of Bidding documents

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

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Scope of Services

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)
(f) Special Conditions of Contract (SCC)
(g) Schedule of Requirements
(h) Bid Form
(i) General Information Form
(j) Affidavit
(k) Bid Security Form
(l) Technical Bid Form
(m)Contract Form
(n) Financial Bid Form / Price Schedule
(o) Performance Guarantee Form
(p) Check List

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

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

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

2.2.2. i)

Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding document may notify the Procuring Agency in Bid Documents writing or by email at the Procuring Agency's address indicated in Invitation to Bid. 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 the source) 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.

iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: email etc., including a description of the inquiry, but without identifying its source

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of 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.

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 time 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) of PPR-14.

ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.

v) 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 similar manner , 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 documents

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

The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents.

2.3.3. Bid Prices

(i) The Bidder shall indicate on form 8.7 the unit prices (where applicable) and total Bid price of staff, the services of which it proposes to provide under the contract.

(ii) Prices indicated on the Price Schedule shall be as per format

(iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) below 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 PKR unless otherwise specified in the Bid Data Sheet.

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

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 the Bidder has the financial, technical capability necessary to perform the contract;

(b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. 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 2.3.6. (vii).

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

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for 180 Days.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) 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 nonresponsive Bidder, whichever is later:
provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or nonresponsive 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. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. 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 2.3.7 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.

2.3.8. Format and Signing of Bid

i) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.

ii) Any interlineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.

2.3.9. Minimum

The Bidders must adhere to the minimum wage rate (notified by

Wage rates/all
Labour & Human Resource Department), all applicable taxes
applicable taxes
(imposed by FBR/PRA/GST/any other government organization) and contributions (PESSI, EOBI) while preparing financial bid.

2.4. SUBMISSION OF BIDS

2.4.1 Sealing i) The mode of procurement is Single Stage---Two Envelopes. and Marking of The Bid shall be submitted in sealed envelope, comprising
Bids 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.

ii) Bids 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 date & time mentioned above"

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 all the envelopes are not sealed and marked as required by ITB Clause 2.4.1, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.

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.

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.
	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)	Not allowed after deadline prescribed for submission of Bids
	ii)	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-

2.5. OPENING AND EVALUATION OF BIDS

2.5.1. Opening of Bids by the Procuring Agency	i)	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 time of their opening, as specified in BDS. The Bidders' representatives present shall sign a register/Attendance sheet as proof of their attendance.
	ii)	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) Any other details as the Procuring Agency may consider appropriate.
	iii)	Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.

iv) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read
information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i).

vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and 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. A copy of the record shall be distributed to all the Bidders upon request.

vii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

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 Bids of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. 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. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

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 MEPG Services and related materials.
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 Service Provider 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 substantial responsiveness of each Bid to the Bidding documents. For purposes of these Clauses, a substantially 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 2.3.7), Applicable Law (GCC Clause 30) Taxes and Duties (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation.

iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

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;

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 substantially 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 VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.7.

2.5.7. Conversion to Single Currency		Not applicable
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, 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 substantially responsive Bids, as per the Evaluation Criteria in the BDS.
	iv)	The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form to be decided by the Procuring Agency, inclusive of all prevailing taxes, duties, fees along with observance of minimum wages, contributions of PESSI, EOBI, 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 any grievance, they

will 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 GRC 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 GRC 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 05 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders
(if any).

v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. AWARD OF CONTRACT

2.6.1. Notification of Award	i)	Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.
	ii)	The notification of award will constitute the formation of the Contract.
	iii)	Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.
2.6.2. Performance Guarantee	i)	Within Ten (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.
	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 rule4 of PPR-14.
2.6.3. Signing of Contract / Issuance of work 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.

ii) Under rule-63 of PPR-14, within Three Days (03) 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	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 substantially 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. The Lowest shall be determined on the basis of criteria mentioned in Financial Form.
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of MEPG 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 (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 requires that Bidders 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.

Section-III. SCOPE OF SERVICES

3. Scope of Services

3.1.1 Background

Punjab Institute of Mental Health Shadman-II Jail Road, Lahore is a 1510 bedded specialized mega institute for treatment of psychiatric patients standing on the face of earth since 1900. This historical Institute is spreading over the area of 52 Acres. On an average the daily OPD attendance of the patients is 600-700. More than 1200 patients are admitted in this Institute. Apart from OPD and Indoor services Emergency Psychiatric services are also available in this Institute round the clock.

3.1.2 Contextual Information

Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore requires firms to provide repair & maintenance services for 24 hours a day and 365 days a year. The firm will be required to provide services / supplies and equipment as required. The bids will be made on lump sum basis factoring in all the required inputs and management costs.

3.1.3 Scope of Services

Punjab Institute of Mental Health, Lahore requires firms to provide Services round the clock (365 days a year, 24 hours a day including Sundays & Holidays) in the Punjab Institute of Mental Health, Lahore. The firm will be required to provide supplies as mentioned in the Schedule of Requirement.

3.1.4 Operational Responsibilities (HUMAN RESOURCE)

3.1.4.1 The service provider shall provide Services in 03 shifts (8 hours per shift i.e. Morning, Evening and Night) round the clock (365 days a year / 24 hours a day including Sundays & Holidays), for the contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that Services should not be compromised / interrupted under any case / circumstances.

3.1.4.2 The service provider must abide by prevailing labour laws including but not limited to payment of Minimum wages, Social Security and EOBI to its employees concerning Services. The Procuring Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the Termination of the Contract and/or forfeiture of Performance Guarantee as per PPRA Rules.

3.1.4.3 The service provider shall provide and enroll Human Resource as mentioned in the Schedule of Requirements.

3.1.4.4 Service Provider will be responsible to provide quality human resource with demonstrable experience in

each hospital as per Qualification & Experience of human resource with the commencement of services.

3.1.4.5 All staff will be enrolled on the bio-metric devices installed at the hospital by the department. Service provider shall ensure that its staff uses these devices for attendance marking. Their attendance will be monitored duly by the hospital administration through the biometric devices. Bio-Metric Attendance Certificate will be part of Monthly Invoice from 2nd Month onwards.

3.1.4.6 In case of non-availability / non-functionality of Bio-Metric Machine, for reasons to be recorded in writing by Hospital Administration, requirement of Bio-Metric Attendance for a hospital for a specific month / time period can be dispense with.

3.1.4.7 If required by the procuring agency, the Service Provider may be required to install its own Bio-Metric Machine (Operated, Installed & Maintained by Service Provider) under the supervision of Hospital Administration, having the dual Biometric Measurements: Face & Fingerprint. The Hospital Administration on daily basis will verify the record of the same.

3.1.4.8 Service provider shall be bound to pay its staff before 10th of each month and salaries shall not be linked to any other payment which contractor is entitled to receive from the Procuring Agency.

3.1.4.9 Service Provider shall pay its personnel not less than the minimum wages as notified by Government of the Punjab and any other labor laws of Pakistan including other benefits mandated by the law.

3.1.4.10 The EOBI and PESSI contributions shall only be paid after the submission of EOBI & PESSI Deposit Receipt as per actual basis. Procuring Agency reserves the right to withhold amount of EOBI & PESSI contributions until submission of Deposit Receipt.

3.1.4.11 Service Provider will disburse salaries through E-Channel i.e. Bank Account / Easy Paisa / Jazz Cash etc. and proof of the same must be readily available with the service provider all the time. The service provider will provide Bank Advice with due verification from

concerned bank (having details of employee name, account no. and amount transferred) or electronically generated individual staff transaction details (having details of employee name, account no. and amount transferred) or Bank Statement with verification of bank (having details of employee name, account no. and amount transferred) in order to substantiate its claim and the same must be attached with the respective monthly invoice and attach E-channel Receipt with the same month invoice. However, E-channel receipt is exempted for first month of the contract.

3.1.4.12 The services provider shall provide the names, address, CNIC, age, Medical Certificate of the Personnel deployed to the respective client hospitals. File of Personnel will be maintained by Service Provider and a copy will be shared with the respective client Hospital Management.

3.1.4.13 The Procuring Agency reserves the right to direct the service provider for replacement of Personnel and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.

3.1.4.14 In the event of any illness / injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.

3.1.4.15 In case of any disputes among the staff, the service provider shall resolve the same at the earliest to ensure that there is no interruption in the provision of services to the hospital/ institute.

3.1.4.16 The staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the client hospital management or the Procuring Agency.

3.1.4.17 The service provider will ensure that all staff deputed at the client hospital is adequately immunized

against all types of communicable diseases and preventively monitored through health check-ups.

3.1.4.18 The service provider shall provide two uniforms, safety helmet, safety gloves, safety glasses and one pair of safety shoes every six months, identification cards (ID), Personal Protective Equipment (PPE) as per standards etc., to its entire staff deployed at the hospitals free of cost and ensure its proper usage by the staff. Each uniform will comprise of trousers, shirt, pair of socks, pair of shoes, safety helmet, safety googles (where required) and safety gloves etc. Supervisors shall ensure that all these items and the uniform are made available to the staff invariably. Dress code of Staff must be as per below mentioned descriptions:

Sr.#	Specification	Description
1.	Type	Suit trouser shirt with Shoes (white Joggers) (as per approved sample)
2.	Colour	Blue or any other color approved by the Procuring Agency
3.	Logo / Tag Line	"Staff" as Tag Line must be mentioned on the Back of the Shirt
The dress code sample must be approved from the Procuring Agency before commencement of the Services.		

3.1.4.19 All the human resource, shall be equipped with tool kit / equipment including personal safety equipment. The Service Provider will provide the required toolkits / equipment mentioned in Schedule of Requirement. The successful Applicant shall have to make all this toolkit / equipment physically available in the office before starting the work and these should always remain in working condition during the period of contract.

3.1.4.20 The staff will be allowed leave(s) as per the relevant labor laws.

3.1.4.21 The service provider shall be bound to provide trainings, as deemed necessary by the client hospital, to its Staff for providing effective services in the hospital. However, the firm shall deploy all qualified, experienced & trained in their respective fields.

3.1.4.22 Daily duty hours of every personnel employed under the contracts shall be 08- hours for morning, evening and night shift respectively.

3.1.4.23 Service Provider in the performance of its services shall secure, maintain at its own expense all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the hospital / government.

3.1.4.24 Service Provider shall immediately upon receipt of request replace any staff who may be considered undesirable and incompetent by the procuring agency / hospital administration.

3.1.4.25 Service Provider will be responsible to provide quality human resource as per Qualification & Experience of human resource.

3.1.4.26 The Human Resource (HR) may be increased or decreased by the hospital.

4 Requirements during first month

4.1 The successful bidder shall provide following items to the hospital/ institute.

The Procuring Agency may require samples of the following items for approval;

- Sample of spare inventory as mentioned in the schedule of requirements. The spare inventory must be maintained at all times in each hospital during execution of the contract.
- Complete Tool kit as mentioned in the schedule of the requirements.
- Uniform and Safety Equipment / Items as mentioned above.

4.2 Service provider will be responsible to tag all the equipment placed in the hospital in first month of the contract and submit the list to Hospital Administration which can be changed time to time. The said list will be updated every two months during the execution of the contract. The tags must nonperishable and non-removable and the tags should be linked with Information Management System to be developed by the service provider; if available.

4.3 Service provider will also be responsible for submission of detailed functional inventory of hospital, during the 1st month of commencement of services duly signed and counter signed by the Medical Superintendent and Admin Officer of the concerned hospital.

5 Documents required at the conclusion of the contracts

5.1 The Service Provider will submit a satisfactory performance certificate duly verified from hospital that each equipment placed in each hospital is in working condition/functional.

5.2 Ensure there is no pending liability on account of generator repair and replacement at hospital end.

5.3 Service provider shall submit a complete consolidated record of each generator running hours and carried preventive maintenance along with dates. Service provider shall also identify due preventative maintenance required in future.

5.4 Compile functional inventory list duly signed by Executive Director and Supervisor.

5.5 Provide an undertaking on stamp paper that all salaries and due have been cleared to all employees as per the labor laws and minimum wage rate.

5.6 Resolve all complaints till last day of contract operationalization.

5.7 Arrange performance certificate from each hospital including no pending liability certificate.

5.8 Remove its equipment within 05- working days from hospital.

5.9 Performance Guarantee will be released on submission of above mentioned documents.

6 Complaint Resolution Mechanism

6.1 A complaint pertaining to any non-functional equipment will be registered through written complaint to be logged by any concerned officer of the hospital on an already developed sheet / prescribed proforma, which may contain but not limited to the name and location of the hospital area, equipment, complaint logging officer and time of complaint.

7 Part Replacement Mechanism

7.1 After a registration of complaint, if any part replacement is required. The requisition of the part will be done through a requisition slip by concerned supervisor, which will be counter signed by the authorized staff of the hospital.

7.2 At the end of every month, all requisitions made by the hospital will be sent along with the invoices

and payment will be made accordingly, where applicable.

7.3 Printing the requisition slip or any other supporting document (Required for Invoice processing) shall be the responsibility of the Service Provider. However, following mechanism may be followed for any such repairs, replacement and maintenance;

a. Supervisor of the Service Provider along with the Officer designated by the Executive Director will conduct a daily inspection of the hospital pertaining to scope of Services, in order to check the functionality of every equipment along with general scope pertaining to services.

b. A complaint pertaining to any non-functional equipment or any other similar services will be registered through written complaint to be lodged by any concerned officer of the hospital on an already developed sheet, which may contain the name and location of the hospital area, equipment, complaint logging officer and time of complaint. The format of sheet will be approved by the procuring agency.

c. Upon resolution of the complaint, the sheet will be duly signed by the complaint logging officer, admin officer and the supervisor of service provider along with resolution time, warranty time period. Further, if any delay has been occurred beyond the specified resolution time, the delay will also be mentioned. It is further stated that a copy of the complaint sheet will remain with the lodging officer, one will be kept by the admin officer and last copy will be for the record of the Service Provider. Any penalty to be charged against the non-resolution of complaint should be supported by the subject sheet.

d. Designated Officer will prepare a weekly performance report on received/ resolved or pending complaints

and Executive Director will sign the report for efficient utilization of resources.

e. In order to ensure quality services, any replacement/repair made by the Service Provider should be of the same quality and ensure compatibility with specifications (if applicable).

f. All parts replaced shall be added in stock register and removed parts shall be added in dead stock register which shall duly verified and send with each invoice.

g. Any items replaced from as per scheduled list of Equipment Replacement shall have a warranty as mentioned in the Financial Form and in case of any problem, the service provider will replace it free of cost.

h. If any Part Replacement is made History Sheet for that Specific Part Shall be attached along with.

8 TERMS OF REFERENCE FOR REPAIR AND MAINTENANCE OF EQUIPMENT

8.1 The Service Provider must submit and maintain a comprehensive plan for maintenance of the appliances and must be responsible for the procurement of all the spare parts holdings and labor required for the maintenance purposes.

8.2 A complete daily general checking of the entire installation shall be carried out by the Service Provider’s and they will immediately convey any abnormality in the equipment and allied systems, as well as make immediate arrangements to set right such abnormalities. Moreover, Service Provider shall

maintain related records and produce such records on demand by the Hospital.

8.3 Service Provider shall ensure inspection and maintenance activities necessary to maintain/repair all contractually - covered equipment in trouble-free and smooth operating condition.

8.4 Routine maintenance will not be limited to the working schedule. The Service Provider must carry out other repair / maintenance, operation & services to up keep as and when required so as to keep the equipment in top running condition.

8.5 Service Provider must keep sufficient stock of running spare parts for immediate replacement and sufficient amount as petty Cash in hospital to avoid interruption in smooth operation.

8.6 The Service Provider shall warrant to the hospital administration that the Goods supplied by the Service Provider, under the Contract are genuine, non- refurbished and un-altered in any way, unless provided otherwise in the bidding documents. The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation. Repair and maintenance of panel boards, electric wirings, cables, switches, boards, fans and bulbs etc. and replacements of the same, if required.

8.7 The following equipment must be cleaned, assessed, replaced, serviced and /or repaired within stipulated time or when need arises:

9 GENERATOR REPAIR AND MAINTENANCE

9.1 Operation, repair and maintenance of all generators installed in the hospital, included in the functional inventory, for 24/7 optimal functionality. If any new generator is added to the hospital inventory, then functional inventory will be jointly updated and authenticated by the Hospital Administration and the Service Provider, and such updated functional inventory shall form the basis of further performance of contractual obligation.

9.2 Service provider will be responsible for 100% functioning of generators being installed in the hospital. It should be ensured that there must be a backup generator of similar capacity with +-20% variation and the same shall be provided within 04 Hours.

9.3 However, generator mechanic deployed should immediately respond towards any disruption/issue which may arise from time to time. Details regarding resolution time has been provided in the repairs requirement portion.

9.4 The service provider shall also be responsible for the preventive maintenance of the generators, on need basis as per OEM recommendations.

9.5 The service provider shall also be responsible for repair works of generators.

9.6 The supply of fuel for the operation of generators shall be the responsibility of hospital administration of the respective hospital. However, the service provider is required to maintain a log-book for the generator operation and maintenance as per standard format.

9.7 Ensure the down time of the generator is minimum and provision of backup generator at each facility at its own cost is present in case of breakdown.

9.8 Service Provider is also responsible to claim warranty of generators when needed and must perform all contractual obligations on behalf of the hospital administration.

9.9 The service provider is also required to ensure that qualified personnel may provide preventive visits, for inspection of generators and submit report to the procuring agency about their condition and function. The service provider is to ensure that the hospital is visited twice a month for the aforementioned inspection.

9.10 Monitor incoming electrical supply and make sure the generators start immediately upon disruption of electrical supply. Any delay with reference to the startup of any generator should be avoided. It must be ensured that generator should be started immediately as and when required.

9.11 Consumable materials for routine maintenance like kerosene oil, grease, cotton, duster, cleaning brush, vacuum cleaner and allied tools etc. will be arranged by the Service provider at his own cost and

the total proposal will be inclusive of all such consumables.

9.12 Generator mechanic shall be responsible for the routine maintenance, i.e., greasing, cleaning, and tightening of bolts and any other repair works required from time to time.

9.13 Service provider will ensure to Test and monitor output of generator through a proper measurement tool to ensure its working at optimal capacity daily report for which shall be submitted to the hospital by the service provider.

9.14 Maintain a log of daily fuel consumption and generator runtime, daily report for which shall be submitted to the hospital.

9.15 Submit reports for modification in equipment or processes to improve the performance of system for smooth operation

9.16 Ensure removal and disposal of generator waste.

9.17 Conveyance for moving back up generators will also be the responsibility of service provider.

9.18 On the last month of contract execution, the Service Provider will submit a satisfactory performance certificate that each generator placed in each hospital is in working condition/functional.

Note. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins similarly for other type/ manufacturers. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

10 Routine Maintenance Requirements

Service provider shall carry out routine maintenance for generators and associated equipment and systems in accordance with the following:

10.1 Refer to O&M (Operation and Maintenance) manuals of generator for performing maintenance and upkeep work and follow instructions therein.

10.2 Monitor generators for abnormal noise, vibration or any other condition.

10.3 Supervise inspection and maintenance activities necessary to maintain/repair all contractually-covered equipment in trouble-free and smooth operating condition.

10.4 Responsible for operation and maintenance of Electric panels, ATS and change over panel installed on the generator site and fitness certificate shall be provided monthly.

10.5 A complete daily general checking of the entire installation shall be carried out by the Service provider and they will immediately convey any abnormality in the equipment and allied systems listed above, as well as make immediate arrangements to set right such abnormalities. Moreover, Service provider shall maintain related records and produce such records on demand by the Hospital. Routine maintenance will not be limited to the working schedule. The service provider must carry out other repair / maintenance, operation & services upkeep as and when required so as to keep the equipment in top running condition.

10.6 Service provider will be responsible to make good all the damages to all appliances due to

abnormal generator's supply after concrete proof and inquiry 15.7 A fitness certificate regarding performance and excellent condition of Generator(s), countersigned by the Medical Superintendent of the Hospital, will be submitted by the Service provider along with every monthly bill.

15.8 Service provider will be responsible for software calibration of generator electronic modules regardless of the model installed in all the generator. Whatever the tool/software equipment required for such calibration would be supplied/provided by service provider.

11 Daily Maintenance Routine

Following is the detail regarding set of activities to be performed by the service provider on Daily, Weekly and Monthly basis. These maintenance works shall not be charged separately.

11.1 Clean the generator set, control panel and generator room.

11.2 Check for fluid leakage and leaks in the exhaust system.

11.3 Check the fuel tank level, (fill if less than ¾ full)

11.4 Check the engine oil and coolant levels (solution of Ethylene Glycol or Propylene Glycol with water 50/50, or consult manufacturer's instructions for particular generator), replenish as necessary.

11.5 Check the battery electrolyte fill with distilled water as necessary.

11.6 Check the battery connection and terminals make it clean and tight if necessary.

11.7 Observe the functioning of battery charger.

11.8 Check for any abnormal noise and vibration after start of engine.

11.9 Check the control panels for indication of operation, particularly abnormal temperature (beyond 95^0 C on load, consult manufacturer manual for particular engine) and oil pressure (30 – 60 psi, consult manufacturer manual for particular engine.)

11.10 Check the control panel for correct voltage and frequency.

11.11 Checking of generator on no load for 5 minutes and observe for any abnormality.

11.12 Immediately report and take corrective measure in case of any abnormality/non- compliance of above check list.

11.13 Check/conduct all such daily maintenance works for each generator, which the O&M manual of that particular generator require/demands and which is a universally accepted normal daily practice for generator maintenance

12 Preventive Maintenance Requirements

12.1 The service provider will be responsible for the preventive maintenance of generators in order to keep every generator in functioning condition. It will be the responsibility of service provider to conduct preventive maintenances of generators, placed on the functional inventory. The preventive maintenances shall be carried out on need basis, as required by the hospital administration or warranted by the generator used since last maintenance or its general condition.

12.2 However, the number of preventive maintenances may vary upon use and condition of each generator.

13 Repair Requirements

13.1 The service provider shall be responsible for repair works of generators, placed on the functional inventory.

13.2 In case where a generator is required to be moved outside hospital premises for repair works to be carried out outside hospital prior approval of the hospital administration must be sought which shall not be more than 01 day from the date of intimation to the hospital. However, hospital administration shall ensure proper handing over and taking over of generator to be carried out outside hospital.

13.3 However, in case of no response on the part of hospital management/ administration, which may lapse for more than 01 Day the service provider will approach the next higher authority.

13.4 Service provider must keep sufficient stock of running spare parts for immediate replacement to avoid interruption in smooth operation.

13.5 It will be the responsibility of the service provider to immediately coordinate with the hospital administration in order to cater with any complaint.

13.6 Service provider will not make any alteration/modification/repair/replacement etc. in existing Generator machinery without prior written approval of the Executive Director of such hospital.

13.7 Service provider will be responsible to place spare generator till the resolution of such issue.

13.8 Service provider will be responsible for software calibration of generator electronic modules regardless of the model installed in all the generator. Whatever the tool/software equipment required for such calibration would be supplied/provided by service provider.

13.9 The service provider is required to ensure that his staff immediately responds to any repair needs and carries out the repair work within the resolution time mentioned in the penalty section. In case the time for necessary repair works exceeds the resolution time mentioned, the penalties mentioned hereunder shall be levied.

Note. The equipment which is under warranty, The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation.

14 Management Cost

14.1 The management cost is the Cost that will include but not limited to the additional amount being paid to staff over and above the minimum wage, cost on account of relievers, tool kits, uniforms, equipment, biometric attendance machine etc and profit.

14.2 This cost also include the cost under which the service provider is required to keep all the equipment / items (under the scope of mechanical, electrical, plumbing, carpentry, welding and glass work) in functional and running condition including every item / task / work / other than the item replacement

as mentioned in Financial Form. The system maintenance cost shall also include all parts / consumables require to keep their equipment in working condition.

14.3 The bidder shall quot the management charges on some rational, which has to be justified before the procuring agency for its viability otherwise the bid shall stand rejected.

14.4 Qualification of Personnel

S. No.	Description	Job Description
01	Supervisor	Responsible for supervision of staff and maintenance activities as well as Act as an interface between the Procuring Agency and the Service Provider's staff. Maintaining duly signed daily audit sheets and complaint registers. Record requests and feedback from the Procuring Agency from time to time and appropriate actions taken and Coordinate any kind of shifting/ relocations of the staff and the same shall also be reported to the Procuring Agency. Responsible for the turnout / grooming of the entire facility staff and Decide on the work and staff deployment on a daily basis /Maintain attendance for all the staff. Ensuring presence of the staff at their respective stations and the completion/ compliance of the various duties assigned to them. Help induce a sense of responsibility, discipline and hygiene in all employees. Maintain log of all equipment and utilities' allocation and utilization and ensure that required checklists are followed and updated accordingly. Submit the required reporting forms and any other task assigned by Hospital Administration. <u>Qualification & Experience:</u> BSc Mechanical / Electrical/Mechatronics Engineering with minimum 03 year of relevant

		experience Or

		BS Technology / DAE with minimum 10 years of relevant experience. Age: Less than 40 Years

06	Generator Mechanic	Generator Mechanic should be able to make repairs and maintenance of generators. Should be able to make Preventive Maintenance and overall generator related works. Any other electrical/generator related work as not mentioned above or Any other task assigned by Hospital Administration. Qualification & Experience:
		DAE Mechanical/ Electrical with 5 years of relevant experience. Age: Less than 45 Years

SECTION-IV: BID DATA SHEET

4.1. BID DATA SHEET (BDS)

The following specific data for the services 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. SUBJECT OF PROCUREMENT: Outsourcing repair & Services of Generators in Punjab Institute of Mental Health, Lahore. The Contract shall be valid for One Year from the date of signing of the contract, (Extendable).
2.	2.1.2	Financial year 2023-24 NAME OF FINANCING INSTITUTION: Punjab Institute of Mental Health, Lahore NAME AND IDENTIFICATION NUMBER OF THE CONTRACT: Outsourcing repair & Services of Generators in Punjab Institute of Mental Health, Lahore. BID REFERENCE NO. (07)
B. BIDDING DOCUMENTS		
6.	2.2.2	The address for clarification of Bidding Documents is Executive Director, Punjab Institute of Mental Health, Shadman-II, Jail

		Road, Lahore.
8.	2.3.8	The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
C.		BID PRICE, CURRENCY, LANGUAGE & COUNTRY OF ORIGIN
9	2.3.1	English
10	2.3.4	The price quoted shall be in PKR.

11.	2.3.4 & 2.3.9	In case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency. In case of increase or decrease of taxation by the Government at any stage during the execution of the contract; the same shall also be adjusted accordingly by the procuring agency / hospital.
D. PREPARATION AND SUBMISSION OF BIDS		

13.	2.1.3 & 2.5.8	Technical Evaluation Criteria i. (Knockdown Criteria) The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive. a) The Bidder shall be a legally registered entity with the formal intent to enter into an agreement. b) The bidder must have at least three years experience as a legally approved Generators Services/Maintenance provider. c) Bank Statement of last three months with an average balance of more than three months estimated contract price or credit line (account maintenance certificate) from any schedule bank of Pakistan of equivalent amount. d) The Bidder must be an active income tax payer. e) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number with documentary proof. f) The Bidder shall have a valid registration with EOBI and PESSI /IESSI. g) Bidder who is barred / blacklisted or disqualified by the Procuring Agency would not be eligible to submit the bid. The Bidder shall submit an undertaking in this regard. h) The copy of the Bidding Document shall be duly signed, stamped on each page and submitted by the bidder.

		ii. (Marking Criteria) It is mandatory for the Service providers to get at least 65 marks in the marking criteria to qualify for further procurement process; the financial proposal opening. Copies of all the required documents shall be attached;

Sr.#	Description		Max Marks
1	**EXPERIENCE RECORD** Three projects of similar nature (Similar services offered in hospitals / public access buildings (public or private sector) with minimum deployment of 50 or more staff/project. 10 marks for each project (If one/ two of these services is provided then 5 marks for each project) **(Purchase orders / supply orders / completion certificates must be attached)**		30
2	**FINANCIAL CAPABILITIES** • 20 Marks will be given in case average annual turnover for the last three years is Rs. 30 Million or more. • For Average Annual Turnover for the last 03 years of less than Rs. 30 Million, but not less than Rs. 15 Million, 10 marks will be given. • For Average Annual Turnover for the last 03 years of less than Rs. 15 Million, but not less than Rs. 10 Million, 05 marks will be given. **(Audit statement of last three financial years must be attached)**		20
3	**PAST PERFORMANCE** Satisfactory past performance certificate from head of the organization One certificate= 02 marks		10
3.	**HUMAN RESOURCE MANAGEMENT**		20
	SUPERVISOR 02 - 04 Personnel (03 Marks) 05 - 09 Personnel (05 Marks) > 9 Personnel (10 Marks) Having minimum Qualification & Experience: • Graduate Engineer in Mechanical / Electrical / Electronics / Mechatronics	10	
	ELECTRICIAN 05 - 10 Personnel (03 Marks) 10 - 15 Personnel (04 Marks)	05	

			> 15 Personnel (05 Marks) Having minimum Qualification & Experience: • DAE in Electrical with 05 years of relevant experience		
			AC TECHNICIAN 05 - 10 Personnel (03 Marks) 10 - 15 Personnel (04 Marks) > 15 Personnel (05 Marks) Having Minimum Qualification & Experience: • Diploma in Refrigeration/ AC Technician/ HVAC with 05 years of relevant experience	05	
			PEC REGISTRATION Registration with Pakistan Engineering Council for MEP works/ services		10
		4.	Methodology / Management Plan The Bidder shall provide the details about how to plan and manage the services specific to the proposal including following plans. The procuring agency will assess each plan and will rate it as satisfactory, unsatisfactory and good. Max marks for each plan= 2.5 marks		10
			• Electrical Works Plan		
			• Mechanical/ AC Works plan		
			• Plumbing/ Carpentering Works Plan		
			• Generators Maintenance Plan		
			Total Marks		**100**
14	**2.1.1**	**Bids shall be submitted to [Insert Name & Complete Address Of Hospital]**			
15	**2.4.2**	**The deadline for Bid submission is [Insert Date And Time Here].**			
16.	**2.5.1**	**[insert Date & Time Here i.e. At least 30 Minutes After Closing Time Of Bid Submission], and [Insert Name and address of Hospital]**			
17.	**2.6.2**	**Amount of Performance Guarantee is 05% of the contract amount.**			
18.	**2.3.6**	**Estimate Contract Price is Rs.** **Amount of Bid Security is Rs. 30,000/-**			

		Amount of Bid security is 1% of the estimated price
19.	2.3.7	Bid validity period after opening of the Bid is: 180 Days
20.	2.3.8	Not Applicable
E. OPENING AND EVALUATION OF BIDS		
21.	2.5.1	The Bid opening shall take place at: Office of the Executive Director as mentioned
22.	2.3.4	Not applicable
G.		Award of Contract
24.	2.6.5	Percentage for quantity increase or decrease is: 15%
25.	2.6.2	The Performance Guarantee shall be: 05% of the Contract Amount
26.	2.6.2	The Performance Security (or guarantee) shall be in the form provided in the Bidding documents

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 Service Provider, 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 Service Provider 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 Service Provider is required to perform MEPG Services under the Contract.

(d) "The Services" means those services {as provided in Scope of Services by the Procuring Agency as per its requirements} and other such obligations of the Service Provider covered under the Contract

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC

(h) "The Procuring Agency's country" is the country named in SCC.

(i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.

(j) "The Project Site" where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

2. Application	2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin	3.1. All Services supplied under the Contract shall have their origin in Pakistan.
4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Scope of Services.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency. 5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency.
6. Performance Guarantee	6.1. 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 & ITB. 6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring

Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

6.3. 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;

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

7. Incidental material

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC.

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. 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 Service Provider, provided the work is satisfactory.

8.4. The currency of payment is as specified in BDS/SCC

9. Prices	9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC / BDS.
10. Change Orders	10.1. The Procuring Agency may at any time, by a written order given to the Service Provider, make changes within the general scope of the Contract, only if required for the successful completion of the job. 10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole or any part of the contract to anybody else.
13. Subcontracts	Subcontracting is not allowed

14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deployment Plan as prescribed by the Procuring Agency in Section VII.
	14.2. If at any time during performance of the Contract, the Service Provider encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without fines and penalties.
	14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its contractual obligations shall render the Service Provider liable to the imposition of fines and penalties.
15. Liquidated Damages	15.1. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 05% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
16.Termination for Default	16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

(a) if the Service Provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

"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.

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

17. Force Majeure	17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g.: epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure". 17.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.
18. Termination for Insolvency	18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

19. Termination for Convenience	19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective. 19.2. The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.
20. Resolution of Disputes	20.1. After signing the contract, the Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

Notices	
23.	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.
25. Change in service contract, minimum	25.1. If during the continuation of the minimum wage wage rate is revised by the competent authorized forum, then the rate ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
26. Extension in Contract period	Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the service provider has no right to claim further extension as a matter of right in the contract.

Section-VI. Special Conditions of Contract

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 Service Provider is: _____

2. Performance Guarantee (GCC Clause 6)

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% of the Contract Amount.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services

4. Payment (GCC Clause 8)

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

Payment for Services provided:

i. Payment will be made in Pak. Rupees.

ii. The Invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Request of the Service Provider on Covering Letter	A.	
2.	Original Invoice/Bill(s)	B.	
3.	Separate Corrected Invoice, if required.	C.	
4.	Penalties Calculation Sheet signed by Authorized Person and must be shared with the Service Provider for their record.	D.	
5.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	E.	
6.	Supplies Detail, Report Inspection, Consumption Report, Stock Register, Dead Stock Register. etc	F.	
7.	Bio Metric Attendance as mentioned in Scope of Services from 2nd month	G.	

8.	Proof of Spending System Maintenance i.e. Quotations, Vouched Accounts etc	H.	
9.	Any other document if required for processing of payments.	I.	
10.	EOBI/ PESSI/IESSI Deposit Receipt	J.	

Note:

a) The Service Provider must submit the Invoice in proper File Cover so that the documents to be attached by Hospital Administration don't get spoiled and disintegrated.

b) Biometric Attendance singed by hospital.

c) The page numbering of the whole Invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate and taxes through official notification; the contract price based on minimum wage rates and taxes shall be adjusted on prorate basis, as decided by the Procuring Agency.

6. Liquidated Damages (GCC Clause 15)

As per GCC 15.1

In addition to that, details of Fines and Penalties are attached as per Annex-A

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:
As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for Arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore. Service Provider's address for notice purposes: Punjab Institute of Mental Health, Shadman-II, Jail Road, Lahore.

11. Duration of Contract (GCC Clause 26)
    GCC 26. The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VII. Schedule of Requirements/ Deployment Plan

PROVISION OF 365 DAYS /24 HOURS MEPG SERVICES IN Punjab Institute of Mental Health, Lahore		
DETAILS OF MEPG SERVICES/HUMAN RESOURCE REQUIRED		
Bid Ref No.	Supervisor Nos.	Generator Mechanic Nos.
07	**01**	**03**

LIST OF TOOL KIT

Sr No	Item Description	QTY
1	Tool Box Set (For All)	1
2	Helmets (For All)	1/Person
3	Safety Gloves Rubber (For All)	1/Person
4	Safety Gloves Leather (For All)	1/Person
5	Spanner set/Chabbi set (For All)	1
6	Steel Tape 5m (For All)	1
7	T-Rod (For All)	1
8	Extension Cords Min 35yards (For All)	1
9	Cleaning brush (For All)	1
10	Hammer (For All)	1
11	Small hammer (For All)	1
12	9" Side Cutting Plier (For All)	1
13	8” Long Nose plier (For All)	1
14	Step ladder (For All)	1
23	Tester (Elect)	3

* Any other item/tool required by the Procuring Agency will be duly incorporated in the above mentioned list upon receipt of official demand

LIST OF SPARE PARTS INVENTORY

SNo	Items	UOM	QTY	Approved Brands or equivalent
	Petty Cash	PKR	200,000	-

Section-VIII: Forms

8.1 Bid Form

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

Date: _____

To
Executive Director,
Punjab Institute of Mental Health, Lahore.

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% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree that our Bid will be valid for a period of 180 Days from the date fixed to Bid opening under Clause 2.3.7 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, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Technical bid includes the following:-

All documents required in the Bidding Documents

Financial bid includes the following:-

a) Original Bid form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.
b) Price schedule / financial form (as per form 8.7) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid Security Form (as per form attached) along with Original Bid Security (Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)] valid for 180 Days.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

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. 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 (if applicable)	
PRA Tax No.		Company's Date of Formation	
No. of Employees			

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

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

8.3. Affidavit

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

Name: _____
(Bidder)

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 the procuring agency, 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 Punjab Institute of Mental Health, Lahore deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands that we have to comply with the Minimum Wage Rate Notification of the Government of the Punjab and shall pay the personnel accordingly.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Punjab Institute of Mental Health, Lahore .The undersigned further affirms on behalf of the firm that:

(i) The firm has not been blacklisted by the Procuring Agency.

(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) Affidavit for correctness of information.

(iv) Bidder is not blacklisted by the Procuring Agency or subject to any pending litigation with any Government or Public Department.

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

Signed by an authorized
Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.4. Performance Guarantee Form

To,

Medical Superintendent / Head of Institution

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

WHEREAS (Name of the Service Provider) _____ hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF SERVICES IN Punjab Institute of Mental Health, Lahore" for procurement of Services.

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, 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.

[NAME OF GUARANTOR]

Signature_____

Name _____

Title _____

Address _____

Seal _____

Date _____

8.5. Technical Bid Form

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

Insert Details Of Technical Offer Here

Stamp & Signature of Bidder _____

8.6. Contract Form

THIS AGREEMENT made on the _____ day of _____ 20_____ between Punjab Institute of Mental Health, Lahore , (hereinafter called "the Procuring Agency") on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for Services at Punjab Institute of Mental Health, Lahore , and has accepted a Bid by the Service Provider for the supply of those 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 Scope of Services;
   (d) the General Conditions of Contract;
   (e) the Special Conditions of Contract; and (f) the Procuring Agency's Notification of Award.
   (g) the Performance Bank Guarantee
   (h) Complete Bidding document
   (i) Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, 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 _Agency) the the Procuring (for

Signed, sealed, delivered by Provider) the the Service (for

8.7. Financial Bid Form/Price Schedule

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

[To be attached with Financial Bid]

[Please follow the Minimum wage rate, which should be strictly adhered to as per prevailing rates in addition to Management Charges]

{Location, Date}

To

Medical Superintendent / Head of Institution
Punjab Institute of Mental Health, Lahore.

We, the undersigned, offer to provide the services for tender of Procurement of MEPG
Services for Punjab Institute of Mental Health, Lahore in accordance with your Bidding Document dated [Insert Date] and our Technical Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount {Indicate the corresponding amount(s) currency (ies)} [Insert Amount(s) In Words and Figures], inclusive of all taxes. The estimated amount of taxes is [Insert Currency] [Insert Amount In Words and Figures]. Our Bid shall be binding upon us up to expiration of the validity period of the Bid.

No commissions or gratuities have been paid or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive.
We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

Financial Bid Form 8.7.2

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

SERVICES FOR PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

GST Registration No (if applicable).

PESSI/ IESSI Registration No.

EOBI Registration No.

Total Amount on monthly basis (PKR) as per Financial Bid Form 8.7.3:

Total Amount on annual basis (PKR) as per Financial Bid Form 8.7.3:

Sign:

Designation:

Stamp:

Financial Bid Form 8.7.3

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

[To be attached with Financial Bid]

BREAKDOWN OF COST

HR Component					
Description	Number of Personnel	Rate (PKR) per worker per month	PST per month	PESSI/IESSI & EOBI per month	Total Cost (in PKR) for one Month
Supervisor					
Generator Mechanic					
Total HR Component Price per month (PKR)					
Total HR Component Price per annum (PKR)					HR

GENERATOR REPAIR AND REPLACEMENT COST								
Sr. No	Description	Tentative Annual No. of Occurrence			Quoted Rate (PKR)			Total Cost
		220 kVA	200 kVA	Less than 100 kVA	220 kVA	200 kVA	Less than 100 kVA	
		A	B	C	D	E	F	(A*D) + (B*E) + (C*F)
1	Radiator	3	01	03				
2	Fuel Pump	3	01	03				
3	Crank Shaft	1	1	1				
4	Electronic Oil Pump	2	1	1				
5	Camshaft	1	1	1				
6	Water pump	2	1	2				
7	Ring piston	2	1	2				
8	Head	1	1	1				

9	Head Gasket	1	1	1				

GENERATOR REPAIR AND REPLACEMENT COST								
Sr. No	Description	Tentative Annual No. of Occurrence			Quoted Rate (PKR)			Total Cost
		220 kVA	200 kVA	Less than 100 kVA	220 kVA	200 kVA	Less than 100 kVA	
		A	B	C	D	E	F	(A*D) + (B*E) + (C*F)
10	Engine Block	1	1	1				
11	Engine Hosing	1	1	1				
12	Flywheel	2	1	1				
13	Field Coil/Winding	1	1	1				
14	Coupler	1	1	1				
15	Computer Card/Electronic Module/ Control Panel	1	1	1				
16	Batteries	3	1	3				
17	Self-Starter	1	1	1				
18	ATS (Auto Transfer Switch) Timer	1	1	1				
19	ATS (Auto Transfer Switch) Relays	1	1	1				
20	Rental Generator Cost per Day (maximum up to 05 Days)	1	1	1				
Preventive Maintenance of Generators								
1	Engine Oil, Fuel Filter, Air Filter or any other consumable item required for preventive maintenance	09	3	09				
Tentative Total Cost								M-2

Repair and Replacement of all other parts shall be charged as per actual rates and all type of prices will be inclusive of all applicable taxes.

Service provider will be responsible for the timely preventive maintenance of each and every generator against whom such maintenance is required. However, the generators having valid warranty period will be maintained by the concerned firm including parts & labor and no payment in this regard shall be made except the cost of consumables.

The preventive maintenance shall include change oil filters, fuel filters, engine oil PSO/Shell/Equivalent, software calibration (if required), etc. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins and like for other generators as well. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

The Human Resource placed in the hospital shall be responsible for the daily maintenance, i.e., greasing, cleaning, and tightening of bolts and any other works which do not entail replacement of spare parts.

GENERATOR REPAIR AND REPLACEMENT COST

Sr. No	Description	Tentative Annual No. of Occurrence			Quoted Rate (PKR)			Total Cost
		220 kVA	200 kVA	Less than 100 kVA	220 kVA	200 kVA	Less than 100 kVA	
		A	B	C	D	E	F	(A*D) + (B*E) + (C*F)

The number of annual number of occurrences mentioned above are tentative and for the purpose of evaluation only, payment shall be made on as per actual basis. The number of generators may increase or decrease. A functional inventory shall be prepared jointly by the hospital administration and the service provider. The Service Provider will submit a satisfactory performance certificate that each generator placed in each hospital is in working condition/functional.

Total Tentative Cost of Replacement Component (RC)	RC = M-1 + M-2

LOWEST FINANCIAL BID

COST OF THE FINANCIAL BID			
FINANCIAL FACTOR	Total Amount as per Financial Form (X)	Weightage (Y)	Total Amount as per Weightage X * Y

Human Resource Cost per year	HR	40 %	S
Equipment Replacement Cost per year	RC	60 %	T
Sub Total			S+T=V
Management Charges/ Year (PKR)			W
Total Annual Cost of the Financial Bid / Lowest Determination Factor			V+W
All quoted prices shall be inclusive of all applicable levies, taxes, duties, Govt tariffs etc			

NOTE :

i. The Management Cost will include but not limited to the additional amount being paid to staff over and above the minimum wage, cost on account of relievers, tool kits, uniforms, equipment, biometric attendance machine etc and profit.

8.8. 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 services] (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 to Punjab Institute of Mental Health, Lahore. (hereinafter called "the Procuring Agency") in the sum of Rs._____ 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]

ANNEXURE – A

FINES & PENALTIES

S. NO.	DESCRIPTION	PENALTY RATE
1	Service Provider Fails to hire 100% of contracted Human Resource. It shall be construed as a failure to enroll 100% contracted HR if an employee has not been hired or resigned / left for more than 07 days.	PKR 5,000 per month / per employee.
2	If an employee (s) from contracted Human Resource is / are absent for a particular day.	PKR 500 / day (Further the service provider shall not be paid Quoted Wage Rate Per / Day)
3	If an employee (s) from contracted Human Resource is / are absent during public/local holidays or any other special occasions.	PKR 1000 + Quoted Wage Rate Per / Day (Not to be duplicated with penalty at Sr No 2)
4	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	Rs. 2,000 + (Difference of amount between paid salary and notified / applicable minimum wage rate) shall be imposed as penalty per person per month for that particular month only.
5	If an employee leaves or arrives late with a time margin of 15 Minutes	Rs. 200 / Employee / Day

6	Service provider will ensure the disbursement of salaries by 10th of next month. (Disbursement of salaries will not depend on the payments made by the procuring agency to the service provider. The service provider will pay his employees from his own resources. Partial Payment will not be considered paid.)	Rs. 500 per staff per day till 10th day of next month. (However, in special / unavoidable circumstances, if payments are delayed to the service provider by procuring agency for more than 90 Days for a particular hospital for a particular month, this penalty shall not be imposed / applicable from 91st day onwards.
7	Staff is found without uniform.	Rs. 200 will be charged for each such staff for that day.
8	Non-Availability of Tool Kits / Instruments as mentioned in the Schedule of Requirement.	Rs. 1,000 / Day
9	Any protest or strike observed by the staff and verified by the concerned hospital.	Rs. 100,000 per incident per day till calling off the strike

10	If the Service Provider fails to operate the functional generator within 05 minutes	Rs. 200/- per minute. In case of fault in generator, penalty will be charged as per complaint resolution penalty.
11	Complaints not resolved due to non-availability of spare inventory as mentioned in the schedule of requirement.	For a given month if more than 03 cases / complaints remained unresolved in the prescribed timeframe due to non-availability of spare inventory a fixed penalty of 20,000 / month shall be charged.
12	Complaints not resolved due to non-availability of petty cash as mentioned in the schedule of requirement.	For a given month if more then 03 cases / complaints remained unresolved in the prescribed timeframe due to non-availability of petty cash a fixed penalty of 10,000 / month shall be charged.

13	Preventive Maintenance is not executed within 07 Days after approval from hospital.	Rs. 20,000 / Week
14	In case any (Public / General) complaint is received attributable to misconduct / misbehavior of service provider's personnel & is assessed as true by hospital administration, (depending on the severity of the incidence) for each such incident shall be levied and the same shall be deducted from service provider's bill. The service provider must require to surrender the accused personnel up till the charge will be proven or otherwise.	Up to Rs. 30,000 as per severity of the matter, to be determined by the hospital administration through an inquiry.

Complaint Resolution Penalties

Sr No	Category	Rectification Time (For Minor Repair)	Rectification Time (For Part Replacement)	Penalty (PKR) per item	Maximum Penalty per Item for a particular month
01	Generator	06 Hours	Up to 05 Days	10,000 / Day	75,000
02	Provision of Back Up of Similar Range Capacity (+-20%) not to be duplicated with sr no 12	04 Hours		1,000 per hour	50,000

NOTE: Rectification Time must be verified through a complaint resolution proforma duly signed by authorized Officer and Supervisor of Service Provider No penalty shall be imposed without documentary evidence.

IMPORTANT POINTS:

The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management for immediate response. However, official correspondence shall be made as per Govt. norms. The respective hospital will share the details of the performance penalties from time to time to the Service Provider.

ANNEXURE – B

SALARY VERIFICATION CERTIFICATE BY HOSPITAL AUTHORIZED PERSON

SALARY VERIFICATION CERTIFICATE For the Month of _____					
Sr.	Name of Staff	CNIC	No. of Days Worked	Amount Paid	(Verified / Not Verified)
1					
2					
3					
4					

Signature & Stamp of
Authorized Person

Note: The Service provider shall be bound to pay its staff before 10th of each month through E-channel only, and the E-channel Receipt (signed & stamped by Service Provider) must be attached with the Monthly Invoice of the same month for processing. However, Echannel receipt shall be a mandatory part of monthly invoice from the second month of commencement of services. It is further clarified that above Salary Verification Certificate for a particular month should be part of monthly invoice from the day first.

SECTION IX- CHECK LIST

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal). The sequence of Technical Bid must be as per below mentioned table.

MANDATORY REQUIREMENTS		
1.	Bid Security of estimated cost of articles / items given by the department. The copy of Bid Security must be submitted with Technical Bid and original shall be attached with the Financial Bid.	Flag – A

2.	Technical Bid Form (as per of Bidding documents) on letter head of the firm duly signed and stamped.	Flag – B
3.	Bid Form (as per Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – C
4.	Performance Guarantee Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – D
5.	General Information Form (as per Bidding documents) on letter head of the firm duly signed and stamped.	Flag – E
6.	Affidavit (as per bidding documents) on non-judicial Stamp Paper of Rs.100/- (i) The firm has not been black listed by the Procuring Agency. (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. (iv) Undertaking that the personnel shall be given minimum wage salary notified by the Punjab Government or more. (v) Bidder is neither blacklisted by the Procuring Agency nor is any litigation pending in this regard. Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.	Flag – F
7.	The Bidder shall be a legally registered entity with the formal intent to enter into an agreement.	Flag – G
8.	The Bidder must have an active National Tax Number (NTN).	Flag – H
9.	The Bidder must have an active Punjab Revenue Authority (PRA) registration Number.	Flag – I
10.	The Bidder shall have valid registrations with EOBI and PESSI/ IESSI and ensure that they adhere to the guidelines / laws of the said entities.	Flag – J
11.	The copy of the Bidding Document duly signed and stamped on each page by the Bidder shall be attached with the Technical Bid whose each page must also be signed and stamped by the bidder.	Flag – K
Technical Evaluation Criteria		
Experience and past performance of the firm		
1.	Projects	Flag – L
Human Resource and Managerial Strength		

2.	Number of Staff	Flag – M
Financial Capability/strength		
3.	Audited Financial Statements of the requisite financial years	Flag – N
Any other documents required in this Bidding Documents		

Stamp & Signature of Bidder _____