PUNJAB VOCATIONAL TRAINING COUNCIL
GOVERNMENT OF THE PUNJAB

BIDDING DOCUMENTS
LOT-WISE PROCUREMENT OF STATIONARY, TONERS AND STORE ITEMS THROUGH FRAMEWORK CONTRACT

Tender NO: PVTC/ADMN/BD/2026/2369

Issued by:
Punjab Vocational Training Council
134-A, Quaid e Azam Industrial Estate
Madar e Millat Road, Kot Lakhpat, Green Town, Lahore
Ph: 042-35209200, Fax: 042-35213459

Preface

In order to ensure that the procurement process is conducted in a fair, transparent, and competitive manner and to achieve value for money in accordance with the Punjab Procurement Rules 2014, the Punjab Vocational Training Council (PVTC), as the Procuring Agency, invites bids through **open competitive bidding**.

All interested bidders intending to participate in the procurement process shall submit their bids electronically through the **Punjab e-Procurement System (eP)** in accordance with the Punjab Procurement Regulations governing e-Procurement.

The bidders shall upload all requisite information, undertakings, certificates, and documentary evidence as specified in the Bidding Documents within the prescribed time and in the manner provided in the e-Procurement system. Any bid submitted without the required undertakings, supporting documentary evidence, or in a manner inconsistent with the instructions contained in the Bidding Documents shall be treated as **non-responsive** and may be rejected in accordance with the applicable provisions of the Punjab Procurement Rules.

The bidder shall also provide supporting data and valid documentary evidence for the critical components and eligibility requirements specified in the Bidding Documents. Such information and documents shall be properly arranged and uploaded in the form of a clearly labeled **index or checklist** to facilitate examination and evaluation by the Procuring Agency.

DISCLAIMER

1. This Bidding Document has been issued by the **Punjab Vocational Training Council (PVTC), Government of the Punjab**, hereinafter referred to as the *Procuring Agency*, for the purpose of inviting bids from eligible firms, companies or organizations for the procurement described in the subsequent sections of this document. The procurement process shall be conducted in accordance with the **Punjab Procurement Rules, 2014 (as amended)** and the **Punjab Procurement Regulations governing e-Procurement**, including submission of bids through the **Punjab e-Procurement System (eP)** where applicable.
2. The evaluation of bids shall be carried out strictly in accordance with the **evaluation criteria and conditions specified in this Bidding Document**, in line with the provisions of the Punjab Procurement Rules, 2014. The information contained in this Bidding Document has been prepared in good faith; however, neither the Punjab Vocational Training Council (PVTC), nor its employees, representatives, consultants, advisors, agents or affiliated entities, makes any representation or warranty, express or implied, regarding the accuracy, reliability or completeness of the information contained herein or in any other communication issued in connection with this procurement process. The Procuring Agency shall not be liable for any loss or damage incurred by any bidder arising from reliance on such information.
3. Submission of a bid by a bidder shall be deemed to constitute full understanding and unconditional acceptance of all terms, conditions, instructions and provisions contained in this Bidding Document.
4. Each bidder is expected to carefully examine the entire Bidding Document and independently verify all relevant information prior to submission of its bid. By submitting a bid, the bidder shall be deemed to have satisfied itself as to the correctness and sufficiency of the information provided by the Procuring Agency and to have obtained all necessary information required for preparation and submission of its bid.
5. The Punjab Vocational Training Council (PVTC) reserves the right to **amend, modify, or supplement this Bidding Document** at any stage of the procurement process in accordance with the applicable provisions of the Punjab Procurement Rules, 2014. The Procuring Agency also reserves the right to **reject any or all bids or cancel the procurement process at any stage prior to the acceptance of a bid**, in accordance with the provisions of the applicable procurement rules. In such cases, the Procuring Agency shall not be liable to compensate or reimburse any bidder for any costs, expenses or losses incurred in the preparation or submission of bids or participation in the procurement process.
6. The submission of a bid or participation in the bidding process shall not create any legal right, claim or entitlement in favor of any bidder for award of contract or continuation of the procurement process.

Tender No: PVTC/ADMN/BD/2026/2369

PUNJAB VOCATIONAL TRAINING COUNCIL (PVTC)
GOVERNMENT OF THE PUNJAB

TENDER NOTICE FOR E-BIDS

LOT-WISE PROCUREMENT OF STATIONARY, TONERS AND STORE ITEMS THROUGH FRAMEWORK CONTRACT

Punjab Vocational Training Council (PVTC) invites encrypted electronic bids from eligible manufacturers, authorized distributors, general order suppliers or firms registered with relevant authorities and tax departments for the Procurement through Open Competitive Bidding under Single Stage – One Envelope Procedure in accordance with Punjab Procurement Rules 2014 (as amended) and Punjab e-Procurement Regulations.

Sr. No	LOT #	Description	Estimated Cost/Price	Bid Security (5% of Estimated Cost)
1	**LOT 1**	**Stationary**	Rs: 1,404,001/-	Rs: 70,200/-
2	**LOT 2**	**Toners**	Rs: 974,196/-	Rs: 48,709/-
3	**LOT 3**	**Store Items**	Rs: 813,792/-	Rs: 40,689/-

i. The Bidders may participate in a single lot or in all lots. However, a separate bid shall be submitted for each lot.

ii. There will be separate framework contract for each lot for a period of one year.

iii. The bidding documents, specifying the specification, quantity, evaluation criteria, and terms & conditions, are available for free download at:
   a. PPRA Website: http://eproc.punjab.gov.pk/ActiveTenders.aspx
   b. eP Portal: https://ep.punjab.gov.pk/
   c. PVTC Website: www.pvtc.gop.pk/

iv. Interested bidders must be registered on Punjab e-Procurement System (eP). For assistance regarding eP registration, please contact Mobile: 1248, Landline: 042-1248

v. Encrypted electronic scanned PDF bids must be submitted through Punjab e-Procurement System (eP) at: https://ep.punjab.gov.pk/

vi. Submission Deadline: September 30, 2026 at 11:00 AM

vii. Opening of Bids: September 30, 2026 at 11:30 AM

viii. Bids shall be opened publicly through Punjab e-Procurement System (eP) at below given address in the presence of bidders or their representatives who may choose to attend.

ix. Response time shall be counted from the date of publication of this advertisement/tender on PPRA website.

x. If the submission/opening date falls on a public holiday or non-working day, the next working day shall be considered the submission deadline at the same time.

xi. E-bid or proposal including entries & record submitted on the eP portal found corrupt, unreadable or contain virus, the such e-bid or proposal shall be rejected.

xii. **Bid Security:** Bid Security shall be paid digitally for each lot separately through any Bank in favor of **Vocational Training Council**. Find the relevant tender on the Punjab e-procurement Portal (https://ep.punjab.gov.pk/). Click the option to generate PSID from the Punjab e-procurement portal. From your Bank's Mobile app or Corporate Payment Portal, access 1Bill invoice option and process PSID using prefix 267901430 with PSID generated from Punjab e-procurement portal. Once PSID is paid, funds will be transferred via 1link. It will be automatically updated in the Punjab e-procurement portal against your selected tender.

xiii. PVTC shall not be responsible for any cost incurred by bidders in preparation or submission of bids.

xiv. The Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at Punjab Vocational Training Council 134-A Industrial Estate Green Town Lahore on dated September 16, 2026 at 11:00 AM.

SENIOR MANAGER ADMINISTRATION
Punjab Vocational Training Council
134 A, Quaid e Azam Industrial Estate, Madar e Millat Road
Kot Lakhpat, Lahore. Ph: 092-42-35209200, Fax: +92-42-42134590
Email: raza.shamsi@pvtc.gop.pk

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Section-I: Invitation to Bids

1.1 INVITATION TO BIDDERS

Tender No.: PVTC/ADMN/BD/2026/2369

Lot-wise Procurement of Stationary, Toners and Store Items through Framework contract

Punjab Vocational Training Council (PVTC), Government of the Punjab, invites encrypted electronic bids from eligible manufacturers, authorized distributors, general order suppliers or firms duly registered with relevant authorities and tax departments including Income Tax, Sales Tax and Punjab Sales Tax, for the subject procurement.

The procurement shall be conducted through Open Competitive Bidding under Single Stage – One Envelope Procedure, in accordance with the Punjab Procurement Rules 2014 (as amended) and the Punjab Procurement Regulations governing e-Procurement.

Encrypted electronic bids shall be submitted electronically through the Punjab e-Procurement System (eP).

Availability of Bidding Documents

The bidding documents containing detailed specifications, quantities, instructions to bidders, evaluation criteria, qualification requirements, and terms & conditions of contract are available free of cost and may be downloaded immediately after publication of this notice from:

- PPRA Website: http://eproc.punjab.gov.pk/ActiveTenders.aspx
- eP Portal: https://ep.punjab.gov.pk/
- PVTC Website: www.pvtc.gop.pk/

Procurement Details

Sr. No	LOT	Description	Estimated Cost/ Price	Bid Security
1	LOT 1	Stationary	Rs: 1,404,001/-	Rs: 70,200/-
2	LOT 2	Toners	Rs: 974,196/-	Rs: 48,709/-
3	LOT 3	Store Items	Rs: 813,792/-	Rs: 40,689/-

i. The Bidders may participate in a single lot or in all lots. However, a separate bid shall be submitted for each lot.

ii. There will be separate framework contract for each lot for a period of one year.

iii. The bidding documents, specifying the specification, quantity, evaluation criteria, and terms & conditions, are available for free download at:

   a. PPRA Website: http://eproc.punjab.gov.pk/ActiveTenders.aspx
   b. eP Portal: https://ep.punjab.gov.pk/
   c. PVTC Website: www.pvtc.gop.pk/

iv. Interested bidders must be registered on Punjab e-Procurement System (eP). For assistance regarding eP registration, please contact Mobile: 1248, Landline: 042-1248

v. Encrypted electronic scanned PDF bids must be submitted through Punjab e-Procurement System (eP) at: https://ep.punjab.gov.pk/

vi. **Submission Deadline:** September 30, 2026 at 11:00 AM

vii. **Opening of Bids:** September 30, 2026 at 11:30 AM

viii. Electronic bids will be opened publicly through Punjab e-procurement system (eP) at the address given below in the presence of the bidders or their representatives who may choose to attend.

ix. Response time shall be counted from the date of publication of this advertisement on the PPRA website.
x. If the submission date falls on a public holiday, the next working day shall be considered at the same time.
xi. E-bid or proposal including entries & record submitted on eP portal found corrupt, unreadable or contain virus, the such e-bid or proposal shall be rejected.
xii. **Bid Security:** Bid Security shall be paid digitally for each lot separately through any Bank in favor of Vocational Training Council. Find the relevant tender on the Punjab e-procurement Portal (https://ep.punjab.gov.pk/). Click the option to generate PSID from the Punjab e-procurement portal. From your Bank's Mobile app or Corporate Payment Portal, access 1Bill invoice option and process PSID using prefix 267901430 with PSID generated from Punjab e-procurement portal. Once PSID is paid, funds will be transferred via 1link. It will be automatically updated in the Punjab e-procurement portal against your selected tender.
xiii. PVTC shall not be responsible for any cost incurred by bidders in preparation or submission of bids.
xiv. The Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at Punjab Vocational Training Council 134-A Industrial Estate Green Town Lahore on dated September 16, 2026 at 11:00 AM.

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Email: raza.shamsi@pvtc.gop.pk

Section-II: Instructions to Bidders (ITB)

Note:- All procurement proceedings under this Bidding Document shall be conducted in accordance with the **Punjab Procurement Regulatory Authority Act, 2009**, the **Punjab Procurement Rules, 2014 (as amended)**, and the **Punjab Procurement Regulations governing e-Procurement**, including the use of the **Punjab e-Procurement System (eP).**

In the event of any inconsistency or conflict between the provisions of this Bidding Document and the provisions of the **Punjab Procurement Regulatory Authority Act, 2009**, the **Punjab Procurement Rules, 2014 (as amended)**, or the **applicable e-Procurement Regulations**, the provisions of the **Act, Rules, and Regulations** shall prevail to the extent of such inconsistency.

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, and commission 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 or 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)	This **Invitation to Bids** is open to all eligible bidders including **firms, companies, sole proprietors, and general order suppliers,** duly registered with relevant **registration authorities and tax authorities**, including **Income Tax, Sales Tax and Punjab Sales Tax**, subject to the requirements specified in the **Bid Data Sheet (BDS)**.
	ii)	Bidders shall not be associated, nor have been associated in the past, directly or indirectly, with a firm

	or any of its affiliates that has been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, or other documents to be used for the procurement of the goods 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) Joint Venture, Consortium, Association and Association of persons are not allowed to participate in the bidding process. vi) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors/general order suppliers subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet. vii) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they: a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used. b) Have controlling shareholders in common; or c) Receive or have received any direct or indirect subsidy from any of them; or d) Have the same legal representative for purposes of

	this Bid; or e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or xii) A Bidder may be ineligible if – (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent; (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct; (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21,

	read with Schedule appended with, Punjab Procurement Rules, 2014. (g) The firm, supplier, and contractor is blacklisted/ debarred by any international organization. xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively. xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
2.1.4. Eligible Goods and Services	i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such goods and related services. ii) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components. iii) The origin of goods and services is distinct from the nationality of the Bidder. *In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.*
2.1.5. Cost of Bidding	i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
2.1.6. One person one bid	i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding

	process individually.

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 seek such clarification from the Procuring Agency in writing, by email, or through the **Punjab e-Procurement System (eP)** at the address specified in the **Invitation to Bids/Tender Notice/Advertisement**. The Procuring Agency shall respond in writing or through **Punjab e-Procurement System (eP)** to any request for clarification of the Bidding Documents that it receives **not later than seven (7) days prior to the deadline for submission of bids** prescribed in the **Bid Data Sheet (BDS)**. Copies of the Procuring Agency's response, including an explanation of the query but **without identifying the source of the request**, shall be made available to all prospective bidders who have obtained the Bidding Documents through **Punjab e-Procurement System (eP) or other official means**, in order to ensure transparency and equal access to information.
	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 to requests for clarification shall be uploaded on the **Punjab e-Procurement System (eP)** and, where applicable, on the **website of the Procuring Agency** on the specified date. Such responses shall also be communicated to the identified prospective bidders through an expeditious means of communication, such as **e-mail or other electronic means**, and shall include a description of the inquiry 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 held, including the text of the questions raised by bidders (without identifying their source) and the responses provided during or after the meeting, shall be promptly circulated to all prospective bidders who have obtained the Bidding Documents. The minutes shall also be **uploaded on the Punjab e-Procurement System (eP)** and, where applicable, on the **website of the Procuring Agency**. Any modification to the Bidding Documents arising from the Pre-Bid Meeting shall be made by the Procuring Agency **only through the issuance of an Addendum** in accordance with **ITB Clause 2.2.3**, and such addendum shall be uploaded on **Punjab e-**

		Procurement System (eP) and made available to all prospective bidders. Non-attendance at the Pre-Bid Meeting shall **not be a cause for disqualification of any 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 for submission of bids**, the Procuring Agency may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, **modify the Bidding Documents through an amendment/addendum**. Any such amendment to the Bidding Documents shall be communicated to all prospective bidders **in a timely manner and on an equal opportunity basis**, in accordance with **Rule 25(3) or Rule 25(4) of the Punjab Procurement Rules 2014**, as the case may be. The amendment/addendum shall be **uploaded on the Punjab e-Procurement System (eP)** and, where applicable, on the **website of the Procuring Agency**, and shall form an integral part of the Bidding Documents.
	ii)	In order to allow prospective bidders reasonable time to take an **addendum/amendment** into account in preparing their bids, the Procuring Agency may, at its discretion, **extend the deadline for submission of bids** in accordance with **Rule 29 of the Punjab Procurement Rules 2014**. Any such extension shall be **notified in the same manner as the original advertisement** and shall also be **uploaded on the Punjab e-Procurement System (eP)** and, where applicable, on the **website of the Procuring Agency**, so as to ensure transparency and provide a **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.
	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 and Qualification	i)	Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
	ii)	The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
	iii)	The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

	(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer *[Manufacturer's Authorization form No. 8.3]* or producer to supply the same in Pakistan; (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract; (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
2.3.6 Documents Establishing Goods' Eligibility and Conformity to 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**. 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 digital form paid through the Bank of the Punjab. 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 shall be discharged or returned as promptly as possible but not later than **thirty (30) days** after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to **ITB Clause 2.3.8(ii)**, or in accordance with **Rule 38(2)(a)(vii) of the Punjab Procurement Rules 2014**, whichever is applicable. In terms of **Rule 38(2)(a)(vii) of the Punjab Procurement Rules 2014**, the **financial proposals of bids found technically non-responsive shall remain unopened (or inaccessible in the electronic system) and shall be returned upon expiry of the grievance period or upon decision of any complaint filed by the non-responsive bidder, whichever is later.** Provided that the Procuring Agency may return the financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an **affidavit through an authorized representative** stating that it 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 in 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 request the bidder's consent to extend the **period of bid validity**, in accordance with **Rule 28 of the Punjab Procurement Rules 2014**. The request and the responses thereto shall be communicated **in writing, by email, or through the Punjab e-Procurement System (eP),** as applicable. The **Bid Security** provided under **ITB Clause 2.3.8** shall also be extended for the corresponding period. A bidder may refuse such request without forfeiting its Bid Security. A bidder accepting the request shall **not be permitted to modify its bid.**
2.3.9. Format and Signing of Bid	i) The bidder shall prepare and submit its **electronic bid through the Punjab e-Procurement System (eP)** in the format and manner specified in the **Bidding Documents and the Bid Data Sheet (BDS)**. All documents forming part of the bid shall be **properly completed, signed by the authorized signatory, and uploaded on eP portal within the specified deadline**. The electronic bid submitted through eP portal shall constitute the **official and binding bid submission**. ii) The Bidder shall authorize a person or persons to **sign, submit and correspond with the Procuring Agency** on behalf of the Bidder in relation to the bid and the procurement process. The **authorization letter or power of attorney** shall be submitted as part of the Bid. The Bidder shall remain responsible for all acts and communications made by its authorized representative in connection with the bid. iii) The Bid shall be **prepared, duly signed by the Bidder or by a person duly authorized to bind the Bidder to the contract, and submitted**

	electronically through the Punjab e-Procurement System (eP) in the manner specified in the Bidding Documents. All documents forming part of the Bid shall be **digitally signed or duly signed and stamped by the authorized representative and uploaded on eP portal**. The authorization of the person signing the Bid shall be evidenced by a **written authorization or power of attorney** submitted as part of the Bid. iv) Any corrections, amendments, or modifications in the bid documents shall be **authenticated by the authorized signatory of the bidder before submission**. All documents forming part of the bid shall be **properly signed and uploaded through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents. v) The Bidder shall submit its **electronic bid through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents and the Bid Data Sheet (BDS). The bid shall be **signed by the bidder or by a person duly authorized to sign on behalf of the bidder**. Such authorization shall consist of a **written authorization or power of attorney**, as specified in the BDS, and shall be uploaded as part of the electronic bid. The name and position of the authorized person signing the bid shall be clearly indicated in the authorization document. All documents forming part of the bid shall be **duly signed and stamped by the authorized signatory and uploaded through eP portal.** vi) Any corrections, amendments, or modifications made in the bid documents shall be **authenticated by the authorized signatory of the bidder prior to submission**. All bid documents shall be **duly signed by the authorized representative and submitted electronically through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents. 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

2.4.1Encryption and Marking of Bids	i)	Bids shall be **submitted electronically through the Punjab e-Procurement System (eP)** in accordance with the Punjab Procurement Regulations governing e-Procurement. The electronic submission of an encrypted bid through eP portal shall be deemed equivalent to submission of a sealed bid under **Rule 24 of the Punjab Procurement Rules 2014**. The bidder shall upload all required documents and information on eP portal in the format and manner specified in the **Bidding Documents and the Bid Data Sheet (BDS)** before the deadline for submission of bids.
	ii)	Bids shall be **submitted electronically through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents and the **Bid Data Sheet (BDS)**. The bidder shall ensure that the electronic bid is **properly uploaded on eP portal under the relevant procurement activity**, clearly identifying the **procurement title, reference number, and other required details** as specified in the BDS. The eP system shall **secure and encrypt the submitted bid and prevent access to its contents until the official time and date of bid opening** specified in the Bidding Documents.
	iii)	The bidder shall ensure that its **name, address, and other identification details are correctly provided in the bidder profile and bid submission forms on the Punjab e-Procurement System (eP).** Bids submitted after the **deadline for submission of bids** specified in the Bidding Documents shall **not be accepted by the eP system** and shall be treated as **late bids in accordance with the applicable procurement rules**.
	iv)	The bidder shall ensure that the **electronic bid is properly submitted through the Punjab e-Procurement System (eP)** in accordance with the requirements of the Bidding Documents and the Bid Data Sheet (BDS). The Procuring Agency shall **not be responsible for any error, omission, or incorrect submission of documents by the bidder on the eP platform**, including failure to upload required documents before the deadline for submission of bids.

v) In case of the **Single Stage One Envelope Procedure**, the bidder shall submit its **electronic bid through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents and the **Bid Data Sheet (BDS)**. The electronic bid submitted through eP platform shall constitute the **single bid containing all required technical, financial and supporting documents**. The eP system shall **secure and encrypt the bid and prevent access to its contents until the official bid opening time**, in accordance with **Rule 38 of the Punjab Procurement Rules 2014 and the applicable e-Procurement Regulations**.

vi) Bids shall be **submitted electronically through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the **Bidding Documents and the Bid Data Sheet (BDS)**. The bidder shall ensure that the electronic bid is **submitted under the correct procurement title/reference number** as specified in the BDS. The **eP system shall securely encrypt the submitted bid and prevent access to its contents until the official time and date of bid opening** specified in the Bidding Documents.

vii) In case of the **Single Stage Two Envelope Procedure**, the bidder shall submit its bid **electronically through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the Bidding Documents and the Bid Data Sheet (BDS). The bid shall comprise two separate electronic components:

a) **Technical Proposal**, containing all technical information, documents and supporting evidence required under the bidding documents; and

b) **Financial Proposal**, containing the price schedules and financial information.

c) The **Financial Proposal shall remain encrypted and inaccessible in the eP system until the completion of the technical evaluation** of the bids. Only the financial proposals of technically responsive bidders shall be opened electronically at the time specified in the Bidding Documents.

viii) Bids shall be **submitted electronically through the Punjab e-**

		Procurement System (eP) in accordance with the requirements specified in the **Bidding Documents and the Bid Data Sheet (BDS)**. The bidder shall ensure that the electronic bid is submitted under the **correct procurement title, reference number, and identification details** as specified in the BDS. The bidder's **name, address, and contact details** shall be provided in the bidder's profile and bid submission forms on eP system. The **eP system shall securely encrypt all submitted bids and prevent access to their contents until the official time and date of bid opening** specified in the Bidding Documents. Bids submitted after the prescribed deadline shall **not be accepted by the system**.
	ix)	The bidder shall ensure that the **electronic bid is correctly prepared and submitted through the Punjab e-Procurement System (eP)** in accordance with the requirements specified in the **Bidding Documents and the Bid Data Sheet (BDS).** The Procuring Agency shall **not be responsible for any error, omission, or incorrect submission of documents by the bidder on the eP platform**, including failure to upload the required documents or information before the deadline for submission of bids. All bids submitted through eP system shall remain **secure and encrypted within the system and shall not be accessible until the official bid opening time** specified in the Bidding Documents.
2.4.2 Deadline for Submission of Bids	i)	Bids shall be **submitted electronically through the Punjab e-Procurement System (eP)** no later than the **date and time specified in the Bid Data Sheet (BDS)**. The eP system shall **automatically record the date and time of bid submission**, and bids submitted after the prescribed deadline shall **not be accepted by the system**.
	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 **submitted electronically through the Punjab e-Procurement System (eP)** no later than the **date and time specified in the Bid Data Sheet (BDS)**. The eP system shall automatically **record the date and time of submission**, and

		bids submitted after the prescribed deadline shall **not be accepted by the system**.
2.4.3. Late Bids	i)	Bids shall be **submitted electronically through the Punjab e-Procurement System (eP)** no later than the **date and time specified in the Bid Data Sheet (BDS)**.
	ii)	The **eP system shall automatically record the date and time of submission** of bids. Bids submitted after the prescribed deadline shall **not be accepted by the system**.
	iii)	Any bid submitted after the deadline shall be **treated as a late bid and shall not be considered for evaluation**.
2.4.4. Modification and Withdrawal of Bids	i)	A bidder may **modify or withdraw its bid after submission**, provided that such modification or withdrawal is made **electronically through the Punjab e-Procurement System (eP)** prior to the **deadline for submission of bids** specified in the **Bid Data Sheet (BDS)**. No bid shall be modified or withdrawn after the expiry of the deadline for submission of bids.
	ii)	Any **modification or withdrawal of a bid** shall be made **electronically through the Punjab e-Procurement System (eP)** prior to the **deadline for submission of bids** specified in the **Bid Data Sheet (BDS)**. The eP system shall **record the date and time of such modification or withdrawal**. No modification or withdrawal shall be permitted after 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 submission**, provided that the withdrawal is made **electronically through the Punjab e-Procurement System (eP)** prior to the **deadline for submission of bids** specified in the **Bid Data Sheet (BDS)**. The eP system shall record the **date and time of the withdrawal request**.
	vi)	A bidder may submit a **revised bid after withdrawing the previously submitted bid**, provided that such withdrawal and

	resubmission are made **electronically through the Punjab e-Procurement System (eP)** before the **deadline for submission of bids** specified in the **Bid Data Sheet (BDS)**.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency	i) The Procuring Agency shall open the bids publicly and **electronically through the Punjab e-Procurement System (eP)** in the presence of the bidders or their representative, who may choose to attend, and other parties with legitimate interest in the bid opening proceedings, at the **date and time specified in the Bid Data Sheet (BDS)**. The bidders or their representatives present shall sign the attendance sheet as a proof of their attendance. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. ii) Where the **Single Stage One Envelope Procedure** is adopted in accordance with **Rule 38(1) of the Punjab Procurement Rules 2014**, all bids submitted through eP system shall be opened electronically and the following information shall be displayed/announced and recorded by the system: A) Name of the Bidder B) Bid Price / Total amount of each Bid C) Presence or absence of Bid Security or Bid Securing Declaration D) Any other details considered appropriate by the Procuring Agency iii) Where the **Single Stage Two Envelope Procedure** is adopted in accordance with **Rule 38(2)(a) of the Punjab Procurement Rules 2014**, only the **Technical Proposals** shall be opened publicly at the specified date and time in the presence of bidders or their representatives, who may choose to attend, and other parties with legitimate interest in the bid opening proceedings. The bidders or their representatives present shall mark the attendance on the attendance sheet as a proof of their presence. The **Financial Proposals shall remain encrypted and inaccessible in the eP system** until completion of the technical evaluation. After completion of technical evaluation, the Procuring Agency shall **open the Financial Proposals electronically through eP system** at the date and time communicated to the technically responsive

	bidders. The bidders or their representative present at the time of opening of Financial Proposal shall mark the attendance. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. iv) No bid shall be rejected at the time of opening except late submissions or non-compliant submissions as per **Punjab e-Procurement System (eP)** and PPRA Rules. v) The minutes of the proceedings shall be recorded and final evaluation report shall be uploaded on the PPRA website or shared with the bidders through email or other means, as the case may be.
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 **announcement of the Bid Evaluation Report**, in accordance with **Rule 37 of the Punjab Procurement Rules 2014**. ii) Any effort by a bidder to **influence the Procuring Agency in the processing of bids or in the decision regarding contract award** may result in the **rejection of its bid**. iii) Notwithstanding ITB Clause 2.2.2, from the time of bid opening until the award of contract, if any bidder wishes to contact the Procuring Agency on any matter related to the bidding process, such communication shall be made **in writing, by email, or through the Punjab e-Procurement System (eP),** in a manner that provides a **record of the content of communication**.
2.5.3. Clarification of Bids	i) As per **Rule 33(2) of the Punjab Procurement Rules 2014**, to assist in the **examination, evaluation, and comparison of bids and post-qualification of bidders**, the Procuring Agency may, at its discretion, request any bidder to provide **clarification of its bid**, including a **breakdown of prices to determine their reasonableness**. Such requests and responses shall be communicated **in writing or through electronic means, including the Punjab e-Procurement System (eP).** Any clarification submitted by a bidder **without a request from the Procuring Agency shall not be considered**. ii) The request for clarification and the response shall be **in writing**

	or through electronic means, including the Punjab e-Procurement System (eP), in a manner that provides a record of the content of communication. In case of the **Single Stage Two Envelope Procedure**, no change in the **price or substance of the bid** shall be sought, offered, or permitted. Whereas, in case of the **Single Stage One Envelope Procedure**, only the **correction of arithmetic errors discovered by the Procuring Agency during the evaluation of bids** may be requested, in accordance with **ITB Clause 2.5.6**. iii) Any alteration or modification in a bid that affects any of the following parameters shall be considered a **change in the substance of the bid**: a) Evaluation and qualification criteria; b) Required scope of work or technical specifications; c) Bid Security, Performance Guarantee, or any other security requirements; d) Applicable tax requirements; e) Terms and conditions of the Bidding Documents; or f) Any change that may affect the **ranking of bidders**. iv) From the time of **bid opening until the award of contract**, if any bidder wishes to contact the Procuring Agency on any matter related to the bidding process, such communication shall be made **in writing, by email, or through the Punjab e-Procurement System (eP)** in a manner that provides a **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 shall be rectified on the following basis: a) If there is a discrepancy between the **unit price and the total price obtained by multiplying the unit price by the quantity**, the **unit price shall prevail**, and the total price shall be corrected accordingly. If the bidder does not accept the correction of the errors, its **bid may be rejected**.

	b) If there is a discrepancy between **amounts in figures and in words**, the **amount stated in words shall prevail**. iii) Prior to the detailed evaluation, the Procuring Agency shall determine the **responsiveness of each bid** to the Bidding Documents, pursuant to **ITB Clause 2.5.5**. For the purposes of this clause, a **responsive bid** is one that conforms to all the **terms, conditions and specifications** of the Bidding Documents without **material deviation, reservation or omission**. Deviations from, or objections or reservations to **critical provisions**, including those concerning **Bid Security (ITB Clause 2.3.8), Applicable Law (GCC Clause 30), Taxes and Duties (GCC Clause 32), and mandatory legal or regulatory registrations required under the Bidding Documents**, shall be considered **material deviations**. The Procuring Agency's determination of a bid's responsiveness shall be **based solely on the contents of the bid itself without recourse to extrinsic evidence**. iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity. v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**; b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) Has been properly signed; d) Is accompanied by the required securities; and e) Is responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
2.5.5. Examination of Terms and Conditions; Technical Evaluation	i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation. ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in

	Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation. iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid.
2.5.6. Correction of Errors	i) Bids determined to be **substantially responsive** shall be checked for any **arithmetic errors**, which shall be corrected as follows: a) If there is a discrepancy between the **unit price and the total price obtained by multiplying the unit price by the quantity**, the **unit price shall prevail**, and the total price shall be corrected accordingly, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which case the **total price as quoted shall prevail 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. c) Where there is a discrepancy between the **amounts in figures and in words**, the **amount in words shall prevail**. d) Where there is a discrepancy between the **grand total of the Price Schedule and the amount stated in the Form of Bid**, the **amount indicated in the Price Schedule shall prevail**, subject to correction of other arithmetic errors. ii) The amount stated in the bid shall be **adjusted by the Procuring Agency in accordance with the above procedure for correction of errors**. If the bidder **does not accept the corrected amount**, its **bid shall be rejected** in accordance with the provisions of the Bidding Documents.
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 shall determine, to its satisfaction, whether the bidder is **qualified to perform the contract satisfactorily**, in accordance with the **evaluation and qualification criteria specified in the Bid Data Sheet (BDS)** and pursuant to **ITB Clause 2.1.3**. ii) Such determination shall take into account the bidder's **financial, technical and production/supply capabilities** and shall be based on an examination of the **documentary evidence submitted by the bidder**, pursuant to **ITB Clause 2.3.6**, together with any other eligibility or qualification requirements specified in the **Bid Data Sheet (BDS)**. iii) The Procuring Agency shall **technically evaluate and compare the bids determined to be substantially responsive**, pursuant to **ITB Clause 2.5.5**, in accordance with the **Technical Specifications** and requirements set out in the Bidding Documents. iv) The **financial evaluation of bids** shall be carried out on the basis of the **Price Schedule / Financial Bid Form (Form 8.10)** as specified by the Procuring Agency. The evaluation method shall clearly specify whether the comparison will be conducted **item-wise or package-wise**, and shall include all **applicable taxes, duties, fees and other levies**.
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 bid opening until the Bid Evaluation Report is made public**, in accordance with **Rule 37 of the Punjab Procurement Rules 2014**, which requires publication of the evaluation report at least **ten (10) days prior to contract award**. If a bidder wishes to bring additional information or any grievance to the notice of the Procuring Agency, it shall do so **in writing, by email, or through the Punjab e-Procurement System (eP)** in a manner that provides a **record of the communication**. 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)	In accordance with **Rule 67 of the Punjab Procurement Rules 2014**, the Procuring Agency shall constitute a **Grievance Redressal Committee (GRC)** comprising an **odd number of members** with appropriate authority to address complaints. The GRC shall not include any member of the **Evaluation Committee**. The Committee may, where possible, include **one subject specialist relevant to the procurement and one member having legal background**, subject to availability.
	ii)	Any prospective bidder who feels aggrieved regarding the **eligibility criteria or any provision of the Bidding Documents** that appears to be inconsistent with the **Punjab Procurement Rules 2014** may file a **written complaint** with the Procuring Agency. Such complaint shall be addressed by the Procuring Agency **well before the deadline for submission of bids**.
	iii)	Any bidder feeling aggrieved by any act or decision of the Procuring Agency **after submission of its bid** may lodge a written complaint with the **Grievance Redressal Committee** within **ten (10) days of the announcement of the Bid Evaluation Report (BER)**.
	iv)	In case of the **Single Stage Two Envelope Procedure**, any bidder feeling aggrieved by the **technical evaluation** may file a grievance within **five (5) days of the announcement of the Technical Evaluation Report**. After completion of technical evaluation, the Procuring Agency shall **upload the Technical Evaluation Report on the PPRA website and Punjab e-Procurement System (eP)** for the purpose of receiving grievances, if any.
	v)	Where a complaint is filed after the issuance of the **Bid Evaluation Report**, the complainant shall not raise objections relating to the **technical evaluation**, except where the procurement has been conducted under the **Single Stage One Envelope Procedure**, in which case objections may be raised regarding any part of the Bid Evaluation Report.
	vi)	The **Grievance Redressal Committee** shall investigate and decide upon the complaint within **fifteen (15) days of receipt of the complaint**, in accordance with **Rule 67 of the Punjab Procurement Rules 2014**. The mere lodging of a complaint shall **not suspend the procurement process**, unless otherwise directed by the competent authority.

2.6. Award of Contract

2.6.1. Notification of Award	i) Prior to the expiration of the **bid validity period**, and after completion of the requirements of **Rule 37 of the Punjab Procurement Rules 2014**, the Procuring Agency shall notify the **successful bidder** of the acceptance of its bid. Such notification shall be communicated **in writing or through electronic means, including the Punjab e-Procurement System (eP).** ii) The **notification of award** shall constitute the **formation of the contract**, subject to the successful bidder furnishing the **Performance Guarantee** in accordance with the provisions of the Bidding Documents. iii) Upon the successful bidder furnishing the **Performance Guarantee** pursuant to **ITB Clause 2.6.2**, the Procuring Agency shall promptly notify each **unsuccessful bidder** and shall discharge their **Bid Securities** in accordance with **ITB Clause 2.3.8(v)**.
2.6.2. Performance Guarantee	i) Within **fifteen (15) days** from the date of receipt of the **Notification of Award**, the successful bidder shall furnish the **Performance Guarantee** in accordance with the **Conditions of Contract**, in the 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 the **Punjab Procurement Rules 2014**. In such event, the Procuring Agency may, subject to the **bid validity period**, proceed to **award the contract to the next lowest evaluated responsive bidder** or may **initiate a fresh bidding process**, keeping in view the principle of **value for money as defined under Rule 2(ae)** and the **principles of procurement under Rule 4 of the Punjab Procurement Rules 2014**.
2.6.3. Signing of Contract/ Issuance of Purchase Order	i) At the same time the Procuring Agency notifies the **successful bidder of the acceptance of its bid**, the Procuring Agency shall send the **Contract Form provided in the Bidding Documents**, incorporating all agreements between the parties, or may issue a **Purchase Order**, as the case may be. ii) In accordance with **Rule 63 of the Punjab Procurement Rules 2014**, where the Procuring Agency requires **formal signing of the contract**, the successful bidder shall, within **fifteen (15) days of receipt of the Contract Form**, sign and date the contract and return it to the Procuring Agency.

	iii)	Where formal signing of the contract is **not required**, the Procuring Agency may **issue the Purchase Order after receipt of the required Performance Guarantee**, in accordance with **Rule 55 of the Punjab Procurement Rules 2014**
2.6.4. Award Criteria	i)	Subject to **ITB Clause 2.6.2**, and in accordance with **Rule 55 of the Punjab Procurement Rules 2014**, the Procuring Agency shall award the contract to the **bidder whose bid has been determined to be substantially responsive and evaluated as the lowest**, provided that such 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 **award of contract**, to **increase or decrease the quantity of goods and related services originally specified in the Schedule of Requirements**, without any change in the **unit price or other terms and conditions**, provided that such variation **shall not exceed fifteen percent (15%) of the original quantity**, on the analogy of **Rule 59(c)(iv) of the Punjab Procurement Rules 2014**.
2.6.6. Procuring Agency's Right to Accept or Reject All Bids	i)	In accordance with **Rule 35 of the Punjab Procurement Rules 2014**, the Procuring Agency reserves the right to **accept or reject any bid or all bids**, and to **annul the bidding process at any time prior to the acceptance of a bid**, without thereby incurring any liability to the bidders.
	ii)	The Procuring Agency shall **promptly inform all bidders** of the rejection of bids or annulment of the bidding process through **written or electronic communication, including the Punjab e-Procurement System (eP),** where applicable.
	iii)	Upon request, the Procuring Agency shall **communicate to any bidder the grounds for the rejection of its bid or all bids**, but shall **not be required to justify those grounds in detail**.
2.6.7. Re-Bidding	i)	If the Procuring Agency **rejects all bids pursuant to Rule 35 of the Punjab Procurement Rules 2014**, it may initiate a **fresh bidding process**. Prior to doing so, the Procuring Agency shall **assess the reasons for rejection of bids** and may, if necessary, **revise the specifications, evaluation criteria, or any other conditions for Bidders.**

2.6.8. Corrupt or Fraudulent	i)	The Procuring Agency requires that **bidders, suppliers and contractors observe the highest standards of ethics**

Practices	**during the procurement process and execution of contracts**. For the purposes of this clause, the term **"corrupt practice"** shall have the meaning assigned to it under **Section 2(d) of the Punjab Procurement Regulatory Authority Act, 2009**, which includes: *"(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." If a bidder is found to have engaged in any **corrupt, fraudulent, collusive, coercive or obstructive practice**, the Procuring Agency may take action in accordance with the **PPRA Act 2009 and Punjab Procurement Rules 2014**, including rejection of bid, cancellation of contract, or blacklisting. **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
3.1. Technical Specifications

The **technical specifications** are as under:

LOT 1: STATIONERY		
Sr. No.	**Item**	**Minimum Specification**
1	Binding sheet	Plastic, A4 size local
2	Binding sheet	Plastic, A4 imported
3	Binding sheets	Plastic, legal imported
4	Box File	(3 x 11 x 13.5) Inch With Clip, Local
5	Board Duster	White board eraser Double side Sponge High Quality material Premium Stuff Light in weight
6	Calculator	Desktop , solar dual Power, 14 digit display
7	Cleaning Liquid	500 ml Multipurpose Cleaner, Non-Toxic
8	Certificate Paper	White, A4 Size, 150 gm, Glassy finish
9	Clutch Pencil	0.5 mm Lead
10	Color Paper	A4, 80 gm imported
11	Color Chart Paper	80 gram imported, 21*27 inch
12	Copy Writing (Ring Binding)	A4 Size, 200 Pages, Ring Bound
13	Envelops Cloth Liner	Legal Size Khaki
14	Envelope	A4 Size, 80 gm., Khaki With Printing As Per Sample
15	Eraser	43*17*12 mm, for lead pencils

16	File Cover	A4 Size, Plastic
17	File Cover	Legal Size, Plastic
18	File Separator	(1x10), Paper Separator Card, A4, different colors
19	File Tray	Plastic (Double portion), 2.5 * 10 * 13.45 inches
20	Fluid Pen	White/Text Corrector
21	Gum Stick	minimum 21 gm
22	Highlighter	Different Colors, chisel tip,
23	Ink Pot	50 ml, Non-Drying Ink, Leak Proof bottle
24	Lead for Clutch Pencil	0.5 mm HB Lead (Pack of 12 Pieces)
25	Lead Pencil	Wooden, non-toxic, 2b for Drawing, (pack of 12)
26	Board Marker	Erasable, refillable, round tip, pack of 12
27	Marker Ordinary	Permanent Marker, Black/Blue Color, cut tip, pack of 12
28	Marker Ordinary	Permanent Marker, Black/Blue Color, round tip, pack of 12
29	O Ring	Rubber Material,
30	Marker Permanent	Round Tip, different colors Pack of 10
31	Pen Pointer	0.5 mm pointer, permanent ink, different colors Packs of 12 Pieces
32	Paper	A4 size, 70 gm with 500 sheets Imported Reams
33	Paper	A4 size, 80 gm with 500 sheets Imported Reams
34	Paper	Legal size, 70 gm with 500 sheets Imported, Reams
35	Paper Cutter	Medium Size, blade stain less steel,
36	Pen Holder	Mattel Material, Table Top Type
37	Pin Opener	Metal Body, Rust Resistant

38	Post Color Flag/Annexures (Memo Paper)	4 Color (3 x 0.75), Inch, 100 Sheets,
39	Register Dak Dairy (Incoming)	200 Sheets, hard binding
40	Register Simple (Incoming)	200 Sheets, hard binding
41	Register Dak Dispatch (Outgoing)	200 Sheets, hard binding
42	Scissor	(Medium-Size 6 Inch, Stainless Steel)
43	Scale Steel	(Thick Iron Scale), Steel
44	Sharpener Machine	Manual, single hole
45	Stapler	Size 24/6,
46	Stapler Pins	Pin Size 24/6, (1000 Pins)
47	Stamp Pad	Blue & Black, for rubber stamp
48	Tape Scotch	Size 1 Inch width
49	Tape Scotch	Size 2 Inch width
50	Tape Dispenser	For 1 Inch size tape
51	Table Diary	A5 Size, Hard Cover
52	Table Set	Wooden Material, Office Use Set, 6 piece set
53	USB	16 GB Memory
54	Visiting Card Album	2*8 inches or above in Size, Plastic Pages, at least 240 card capacity
`55	Writing Pad (50 Pages)	Size A4 writing Pad, 70 gm., Imported, Perforated, Perforated to Separate Page From Top
56	Writing Pad PVTC	Green folder, As Per Sample
57	Punch Single	Metallic, silver color, single one hole, for paper

58	Punch Double	Metallic, minimum 22 sheets punching capacity, punching distance 80 mm, punching dia 6 mm,
59	Punch Double Heavy Duty	210*116*190mm, 70 sheets of 80gm pages capacity, 6mm hole,
60	Dak Folder	Rexine Material, hard sheet in the middle Green/Blue Color Legal size.

LOT 2: TONERS

Sr. No.	Make & Model of Printer	Toner Cartridge/Specification
1	HP-Pro 400	80 A HP or equivalent
2	HP-M 604 DN	81 A HP or equivalent
3	HP 612 DN	147 A HP or equivalent
4	HP- M 402 DW/DN	26 A HP or equivalent
5	HP- 404 DN	76 A or equivalent
6	HP-1020	12 A HP or equivalent
7	HP-1319 MFP	12 A or equivalent
8	HP-Pro M254 DW Color	202 A HP or equivalent
9	HP-Enterprise M-651 Color	654 A HP Four Color Set or equivalent
10	HP-1536 DN	78 A HP or equivalent
11	HP-1606 DN	78 A HP or equivalent
12	HP-2015	53 A HP or equivalent
13	HP- 2035, HP-2055	5 A HP or equivalent
14	HP LaserJet Enterprise M507	89 A HP or equivalent

15	HP LaserJet 4003DN	151 A HP or equivalent
16	Canon 4525i (Photocopier)	GPR-57 Canon or equivalent
17	Ricoh 2352 SP (Photocopier)	841337/888169 Ricoh
18	Samsung K7500 LX (Photocopier)	MLT-K 706 S or equivalent
19	Heavy Duty 611 DN	147 A HP or equivalent
20	Color Printer HP 5700 DN	213 A HP or equivalent

LOT 3: STORE ITEMS		
Sr. No.	**Item**	**Minimum Specification**
1	Air freshener	300ml Spray Bottle
2	Air freshener Refill	300ml Bottle **Dunhill** or Lavender Classic luxury fragrance
3	Fabric Conditioner Liquid	400ml Bottle
4	Bin liner (Dustbin Cover)	Plastic large & medium, white Color
5	Dish Wash Liquid Bottle	450 ml
6	Wet mop with stick	Cotton (complete Set Frame, Mop, Stick Large size)
7	Dry mop with stick	24” (complete set (complete Set Frame, Mop, Stick Large size)
8	Mosquito Spray	550 ml bottle
9	Phenyl Liquid	2.75 liter bottle
10	Toilet Soap	White, 120grm, 3x1 Save pack
11	washing powder	1000g packing
12	Green Pad for dish washing	With sponge large size
13	Toilet tissue roll	(10x1 Pack) standard size
14	Toilet cleaner (sweep)	1200 ml bottle
15	Tissue Refill	100 towel pack, for tissue dispenser
16	Phenyl balls	100x1 pack
17	Wiper for floor	24” stainless steel set heavy duty
18	Kitchen cleaner	750ml Spray bottle
19	Toilet freshener tablets (wash room fragrance)	80 gm, different fragrances

20	Cotton buds	Packed in Plastic Dabi of 100, with plastic sticks
21	Dustpan Complete set	Plastic, large size heavy duty
22	Glass Cleaner	750ml spray bottle
23	Liquid Soap	1000 ml bottle
24	Broom (Jharu) 1.5kg Bundle	Baans Jharu, 1.5 kg bundle.
25	Toilet brush	Silicon Toilet Brush with Holder
26	Tissue box	(Without Perfume) 2 ply ultra soft 200 pulse

Section-IV: Bid Data Sheet

The following specific data for the goods to be procured shall **complement, supplement, or amend** the provisions contained in **Section II – Instructions to Bidders (ITB)**. In case of any conflict between the provisions of the **Bid Data Sheet (BDS)** and the **Instructions to Bidders (ITB)**, the provisions of the **Bid Data Sheet shall prevail**.

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 Vocational Training Council **The subject of procurement is**: Lot-wise Procurement of - Stationary, Toners and Store Items under Tender no: PVTC/ADMN/BD/2026/2369 **Period for delivery of goods:** Period of delivery of goods is 5 days from the date of issuance of purchase order, as and when issued, as it a framework contract. **Commencement date for delivery of goods:** Delivery of goods shall commence from the date of signing of contract/ award of contract/agreement/issuance of Purchase Order, whichever the case is.
2.	**2.1.2**	**Financial year for the operations of the Procuring Agency:** 2026-27 **Name of Project/ Grant (Development or Non Development):** Non-Development **Name of financing institution:** Government of the Punjab **Name and identification number of the Contract:** Lot-wise Procurement of Stationary, Toners and Store Items under Tender No: PVTC/ADMN/BD/2026/2369
3.	**2.1.3 (v)**	Joint Venture, consortium, association or association of persons are not allowed to participate.
4.		**Ineligible country(s):** Bidders and goods from countries

		prohibited by the Government of Pakistan under applicable trade laws/policies shall be ineligible.
5.	**2.3.5(iii)**	As Clause 2.3.5 (iii) ITB. Certificate of conformity of Technical Specifications, on firm's letterhead.
		B. Bidding Documents
6.	**2.2.2**	The address for clarification of Bidding Documents: **Senior Manager Administration** Punjab Vocational Training Council 134-A, Quaid-e-Azam Industrial Estate, Kot Lakhpat, Madar-e-Millat Road, Green Town, Lahore. Ph: (042) 35209200, Fax: (042) 35213459 Email: raza.shamsi@pvtc.gop.pk
7.	**2.2.2**	There shall be pre-bid meeting on dated September 16, 2026 at 11:00 AM. The Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the below given address: **Senior Manager Administration** Punjab Vocational Training Council 134-A, Quaid-e-Azam Industrial Estate, Kot Lakhpat, Madar-e-Millat Road, Green Town, Lahore. Ph: (042) 35209200, Fax: (042) 35213459 Email: raza.shamsi@pvtc.gop.pk
8.	**2.3.9**	**The number of bidding documents to be completed and returned:** Not applicable after procurement through **Punjab e-Procurement System (eP).** Only encrypted electronic scanned bid is required.
		C. Bid Price, Currency, Language and Country of Origin
9	**2.3.1**	Language of the Bid shall be English only.
10	**2.3.4**	The price quoted shall be in Pak Rupees on DDP basis, inclusive of all applicable taxes and incidental services.
11.	**2.3.4**	The quoted price shall remain fixed and valid for the entire contract period (including any extension).
12.	**2.1.4 (ii)**	Country of origin: All countries permissible by the Government of Pakistan under applicable trade laws / policies.
		D. Preparation and Submission of Bids
13.	**2.1.3**	**Qualification Criteria/Knock down criteria.** The following mandatory documents and conditions shall be required from all bidders. These requirements shall constitute **Knock-Down Criteria**. Any bid failing to comply with **any of the following requirements shall be declared technically**

		non-responsive and shall not be considered for further evaluation. 1. The bidder must be active for at least for 2 years. (Scanned copy of proof document be attached) 2. **Valid National Tax Number (NTN)** issued by the Federal Board of Revenue (FBR). *(Copy to be attached)* 3. **Valid Sales Tax Registration Number (STRN)** issued by the relevant authority (FBR). *(Copy to be attached)* 4. The bidder must be **Active Taxpayer** and appear on the **Active Taxpayer List (ATL)** of FBR. *(Latest documentary proof to be attached)* 5. Affidavit on stamp paper of Rs: 300 from the bidder/firm that the bidder/firm is not blacklisted or debarred by the procuring agency. 6. The bidder must have **successfully completed at least two (02) supply contracts of similar nature** during the last **two (02) years** in Government, Semi-Government, or private organizations. (Scanned Copies of **Purchase Orders / Contracts / Completion Certificates must be attached)** 7. **Compliance with Technical Specifications:** The bidder must submit a **Compliance certificate** on firm letter head confirming that the **quoted good(s)/items(s)** fully comply with the minimum specifications mentioned in the bidding documents. Failure to submit any mandatory document shall result in technical disqualification and shall not be considered for further evaluation.
14.	**2.3.6&2.3.7**	1: Spare parts are not required during the period of operation of contract. 2: The bidder shall furnish, as part of the bid, a bid security in the amount as specified in this Bid Data Sheet.
15.	**2.2.2**	Bid shall be submitted electronically through Punjab e-Procurement System (eP) website: https://ep.punjab.gov.pk/ and Bid Security must have been paid digitally through any Bank.
16.	**2.4.2**	**The deadline for Bid submission is:** a) Day *:As per Tender Notice/Invitation to Bidders* b) Date*: As per Tender Notice/Invitation to Bidders*

		c) Time*: As per Tender notice/Invitation to Bidders*
17.	**2.5.1**	Time, date/ Month/ Year, and place for Bid opening. a) Day *:As per Tender Notice/Invitation to Bidders* b) Date*: As per Tender Notice/Invitation to Bidders* c) Time*: As per Tender notice/Invitation to Bidders*
18.	**2.6.2**	**Performance Guarantee:** The successful bidder shall furnish a Performance Guarantee equivalent to **10% of the total contract price / bid price (each corresponding Lot, separately)**, to be submitted digitally through any **Bank in favor of Vocational Training Council**. Find the relevant tender on the Punjab e-procurement Portal (https://ep.punjab.gov.pk/). Click the option to generate PSID from the Punjab e-procurement portal. From your Bank's Mobile app or Corporate Payment Portal, access 1Bill invoice option and process PSID using prefix 267901430 with PSID generated from Punjab e-procurement portal. Once PSID is paid, funds will be transferred via 1link. It will be automatically updated in the Punjab e-procurement portal against your selected tender. The Performance Guarantee shall be submitted **within fifteen (15) days of issuance of the notification of award / acceptance of the bid before signing of contract/agreement/issuance of purchase order** and shall remain **valid for one year from the date of award of contract/agreement/issuance of purchase order or until completion of contract obligations, whichever is later.**
19.	**2.3.7**	**1: Estimated Contract Price/ bid price of Lot 1 Stationary:** PKR 1,404,001/- **Amount of Bid security of Lot 1 Stationary:** PKR: 70,200/- **2: Estimated Contract Price/ bid price of Lot 2 Toners:** PKR 974,196/- **Amount of Bid security of Lot 2 Toners:** PKR: 48,709/- **3: Estimated Contract Price/ bid price of Lot 3 Store Items:** PKR 813,792/- **Amount of Bid security of Lot 3 Store Items:** PKR: 40,689/-
20.	**2.3.8**	Bid validity period after opening of Bid: 90 days.
21.	**2.3.9**	Number of copies of the Bid to be provided are: Not applicable after implementation of **Punjab e-Procurement System (eP)**. Encrypted electronic scanned bids are to be submitted through **Punjab e-Procurement System (eP)** website:

		https://ep.punjab.gov.pk/
E. Opening and Evaluation of Bids		
22.	**2.5.1**	**The Bid opening shall take place at:** **Punjab Vocational Training Council,** 134-A, Quaid-e-Azam Industrial Estate, Kot Lakhpat, Madar-e-Millat Road, Green Town, Lahore. Ph: (042) 35209200, Fax: (042) 35213459 Email: raza.shamsi@pvtc.gop.pk **a)** Day *:* **As Per Tender Notice/ Invitation to Bidders** **b)** Date: **As Per Tender Notice / Invitation to Bidders** **c)** Time: **As Tender Notice / Invitation to Bidders**
23.	**2.3.4**	The currency that shall be used for Bid evaluation and comparison purposes shall be Pak Rupees.
F. Bid Evaluation Criteria		
24.	**2.5.8**	**Criteria of Bid evaluation.** Financial proposals/bids of **technically responsive bidders** shall be evaluated on the basis of **lowest evaluated contract price/bid price (Grand Total of the lot) for the complete supply of a lot**, inclusive of all applicable taxes and duties. The contract shall be awarded to the bidder offering the **lowest evaluated bid of the lot in accordance with the bidding documents and Punjab Procurement Rules 2014**.

G. Award of Contract

2.6.5	**Percentage for quantity increase or decrease:** The Procuring Agency may increase or decrease the quantity of goods and related services by **fifteen percent (15%) of the original quantity specified in the Schedule of Requirements at the time of award of contract**, without any change in the **unit price and other terms and conditions of the bid.**
2.6.2	**Performance Guarantee:** The successful bidder shall furnish a Performance Guarantee equivalent to **10% of the total contract price / bid price (each corresponding Lot, separately)**, to be submitted digitally through any **Bank in favor of Vocational Training Council**. (Find the relevant tender on the Punjab e-procurement Portal (https://ep.punjab.gov.pk/). Click the option to generate PSID from the Punjab e-procurement portal. From your Bank's Mobile app or Corporate Payment Portal, access 1Bill invoice option and process PSID using prefix

	267901430 with PSID generated from Punjab e-procurement portal. Once PSID is paid, funds will be transferred via 1link. It will be automatically updated in the Punjab e-procurement portal against your selected tender.) The Performance Guarantee shall be submitted **within fifteen (15) days of issuance of the notification of award / acceptance of the bid before signing of contract/agreement/issuance of purchase order** and shall remain **valid for one year from the date of award of contract/agreement/issuance of purchase order or until completion of contract obligations, whichever is later.**
2.6.2	**Form of Performance guarantee:** Performance Guarantee shall be digital submitted through any Bank in favor of **Vocational Training Council.** (Find the relevant tender on the Punjab e-procurement Portal (https://ep.punjab.gov.pk/). Click the option to generate PSID from the Punjab e-procurement portal. From your Bank's Mobile app or Corporate Payment Portal, access 1Bill invoice option and process PSID using prefix 267901430 with PSID generated from Punjab e-procurement portal. Once PSID is paid, funds will be transferred via 1link. It will be automatically updated in the Punjab e-procurement portal against your selected tender.)

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 a calendar day.

2. Application	2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin *[where applicable]*	3.1. All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from 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 Procuring Agency or any Competent Authority.
6. Patent Rights	6.1. The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.
7. Performance Guarantee	7.1. Within **fifteen (15)** days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB. 7.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract. 7.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; (This is not be applicable after commencement of payment of performance Guarantee digitally through the Bank of Punjab) 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. (This is not be applicable after commencement of payment of performance Guarantee digitally through the Bank of Punjab) (c) performance Guarantee be paid digitally through any Bank. 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 *[in case of Framework Modality the Procuring Agency may amend these condition as per its requirements]*	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 submit the invoice for payment. 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 *[If required and decided by the Procuring Agency]*	11.1. The Goods supplied under the Contract shall be delivered duty paid (DDP) at the procuring agency location. The supplier shall bear all costs, duties, transportation, and risks until delivery of Goods at the specified location and shall arrange adequate transit insurance coverage as well.
12. Transportation	12.1.The Supplier shall be responsible for transportation of the Goods to the specified destination(s) within the Procuring Agency's country, including insurance, loading, unloading, handling, storage (if required), and all related services, as specified in the Contract. All such costs shall be deemed to be included in the Contract Price.
13. Incidental Services	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 **one (01)** year after the Goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination(s) indicated in the Contract, or for **eighteen (18)** 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 the SCC. 15.3.The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty. 15.4.Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency. 15.5.If the Supplier, having been notified, fails to rectify the 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 *Pak Rupees.*
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, overall variation shall not 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. In the event of extension in delivery, the Supplier also has to extend the validity of performance guarantee instrument. 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 Vocational Training Council, Lahore**

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

GCC 1.1 (i)—The Supplier is: ___________________________

Project Site

GCC 1.1 (j)—The Project Site is: **Punjab Vocational Training Council, 134A, Quaid e Azam Industrial Estate, Madar e Millat Road, Kot Lakhpat, Green Town, Lahore.**

2. Country of Origin (GCC Clause 3)

Bidders and goods from countries, as indicated in Section IV-Bid Data Sheet, prohibited by the Government of Pakistan under applicable trade laws shall be ineligible. All countries permissible by the Government of Pakistan under applicable trade laws / policies shall be eligible.

3. Performance Guarantee (GCC Clause 7)

GCC 7.1—The successful bidder shall furnish Performance Guarantee equal to **10% of the Contract Price / bid price each corresponding Lot, separately**, **within fifteen (15) days** of receipt of Letter of Acceptance / Notification of Award in accordance with Rule 56 of PPR-2014 before signing of award of contract/agreement/issuance of purchase order.

GCC 7.4—the Performance Guarantee shall be retained 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 —The supplied goods may be inspected by authorized personnel of the Procuring Agency. Any item not conforming to the approved specifications shall be rejected and replaced by the Supplier at no additional cost.

5. Packing (GCC Clause 9)

GCC 9.2— The supplied goods shall be in the original packaging.

6. Delivery and Documents

(GCC Clause 10): The goods shall be delivered to destination(s)/address(es) as specified in the "Schedule of Requirements". The Technical Specification Brochure, warranty cards, and delivery challan of the supplied goods shall also be provided.

GCC 10.3 (DDP Terms): For the 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.

7. Insurance
(GCC Clause 11)
GCC 11.1— The Goods shall be delivered **DDP PVTC (designated location) in accordance with Incoterms 2020**. The Supplier shall bear all costs, duties, taxes, transportation, and risks until delivery of the Goods at the specified destination and shall arrange **adequate transit insurance coverage** as well.

8. Incidental Services (GCC Clause 13)

GCC 13.1— Incidental services and its related cost shall be responsibility of the supplier.

9. Spare Parts
(GCC Clause 14)
GCC 14.1— No additional spare parts are required under this Contract. However, the Supplier shall ensure six (06) months of shelf life of the toners.

Sample Provision

GCC 14.1— The bidder shall submit the technical brochure or datasheet of the offered product(s)/Item(s) along with the bid. No additional spare parts are required under this Contract. However, the Supplier shall ensure availability of spare parts 9if any) during the warranty period.

10. Warranty (GCC Clause 15)**:**

The Supplier shall provide a minimum **one year or as manufacturer's warrantee, whichever is higher** from the date of delivery of goods for the goods which have warranty.

11. Payment (GCC Clause 16)

GCC 16.1— Payment shall be made in "Running Bill Modality" after complete delivery of goods and satisfactory inspection of goods mentioned in the purchase order, as and when issued. Payment shall be made in Pak Rupees through crossed cheque or bank transfer against invoice submitted by the Supplier.

12. Prices (GCC Clause 17)

GCC 17.1— The prices quoted by the Supplier shall remain **fixed and shall not be subject to adjustment** during the performance of the Contract, except in the event of a **change in the scope of the Contract as envisaged under GCC Clause 18.**

13. Extension In Delivery Period (GCC Clause 22)

If the Supplier encounters conditions that delay timely delivery of the Goods, the Supplier shall notify the Procuring Agency in writing stating the cause and expected duration of the delay. The Procuring Agency may, after evaluation and approval of the competent authority, grant an extension of the delivery period with or without imposition of liquidated damages. Any such extension shall be formalized through amendment of the Contract.

14. Liquidated Damages (GCC Clause 23)

GCC 23.1— Liquidated damages shall be 0.0715% of the Contract Price per day of delay, subject to maximum of 10%.

15. Resolution of Disputes (GCC Clause 28)

GCC 28.2— The Procuring Agency and the Supplier shall make every effort to resolve amicably, by direct negotiation, any dispute or disagreement arising between them under or in connection with the Contract. If the dispute cannot be settled amicably within thirty (30) days, either party may refer the matter to **arbitration in accordance with the Arbitration Act, 1940**, as amended from time to time. The **place of arbitration shall be Lahore, Pakistan**, and the decision of the arbitrator shall be **final and binding upon both parties**.

16. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be **English.**

17. Applicable Law (GCC Clause 30)

GCC 30.1- The Contract shall be governed and construed in accordance with the **laws of the Islamic Republic of Pakistan**. All matters arising under or in connection with this Contract shall be subject to the jurisdiction of the **courts of competent jurisdiction at Lahore, Punjab.**

18. Stamp Paper for Agreement:

The successful bidder shall execute the Contract Agreement within **fifteen (15) days** of issuance of Notification of Award / Letter of Acceptance / Letter of Intent on non-judicial stamp paper equivalent to **0.25% of the Contract Price**. The cost of the stamp paper and all other incidental expenses related to the execution of the agreement shall be **borne by the Supplier**.

19. Notices (GCC Clause 31)

GCC 31.1— Notices shall be in writing and may be delivered by hand, courier, email or other electronic means. Procuring Agency's address for notice purposes:

Punjab Vocational Training Council
134-A, Quaid-e-Azam Industrial Estate
Kot Lakhpat, Madar-e-Millat Road
Green Town, Lahore.
Ph: (042) 35209200, Fax: (042) 35213459
Email: raza.shamsi@pvtc.gop.pk

Supplier's Address For Notice Purposes:

____

____

Section-VII. Schedule of Requirements
7.1 Schedule of Requirements

The following schedule specifies the **Goods required, delivery location, and delivery schedule**. The Supplier shall deliver the Goods in accordance with the requirements specified below.

Delivery shall be made **DDP (Delivered Duty Paid) at the designated location(s)/address(es) of the Procuring Agency in accordance with Incoterms 2020**. The delivery period shall be counted from the **date of issuance of Notification of Award / Purchase Order or signing of the Contract/agreement**, whichever is applicable.

The Supplier shall ensure that all 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, accompanied by the required documentation and warranty certificates.

Schedule of Requirements

LOT 1: STATIONERY				
Sr. No.	**Item**	**Specification**	**Total Quantity**	**Delivery Schedule**
1	Binding sheet	Plastic, A4 size local	23	Quantity mentioned in the purchase order to be delivered within the time f rame given in the PO, as it is a framework contract
2	Binding sheet	Plastic, A4 imported	85	
3	Binding sheets	Plastic, legal imported	60	
4	Box File	(3 x 11 x 13.5) Inch With Clip, Local	548	
5	Board Duster	White board eraser Double side Sponge High Quality material Premium Stuff Light in weight	03	
6	Calculator	Desktop , solar dual Power, 14 digit display	12	

7	Cleaning Liquid	500 ml Multipurpose Cleaner, Non-Toxic	22	
8	Certificate Paper	White, A4 Size, 150 gm, Glassy finish	480	
9	Clutch Pencil	0.5 mm Lead	27	
10	Color Paper	A4, 80 gm imported	12	
11	Color Chart Paper	80 gram imported, 21*27 inch	01	
12	Copy Writing (Ring Binding)	A4 Size, 200 Pages, Ring Bound	02	
13	Envelops Cloth Liner	Legal Size Khaki	644	
14	Envelope	A4 Size, 80 gm., Khaki With Printing As Per Sample	2,486	
15	Eraser	43*17*12 mm, for lead pencils	25	
16	File Cover	A4 Size, Plastic	306	
17	File Cover	Legal Size, Plastic	134	
18	File Separator	(1x10), Paper Separator Card, A4, different colors	94 packs	
19	File Tray	Plastic (Double portion), 2.5 * 10 * 13.45 inches	13	
20	Fluid Pen	White/Text Corrector	16	
21	Gum Stick	minimum 21 gm	81	
22	Highlighter	Different Colors, chisel tip,	110	
23	Ink Pot	50 ml, Non-Drying Ink, Leak Proof bottle	6	
24	Lead for Clutch Pencil	0.5 mm HB Lead (Pack of 12 Pieces)	29 Packs	
25	Lead Pencil	Wooden, non-toxic, 2b for Drawing, (pack of 12)	32 packs	

26	Board Marker	Erasable, refillable, round tip, pack of 12	07 Packs	
27	Marker Ordinary	Permanent Marker, Black/Blue Color, cut tip, pack of 12	04 Packs	
28	Marker Ordinary	Permanent Marker, Black/Blue Color, round tip, pack of 12	02 Packs	
29	O Ring	Rubber Material,	17	
30	Marker Permanent	Round Tip, different colors Pack of 10	05 Packs	
31	Pen Pointer	0.5 mm pointer, permanent ink, different colors Packs of 12 Pieces	02 Packs	
32	Paper	A4 size, 70 gm with 500 sheets Imported Reams	180 Reams	
33	Paper	A4 size, 80 gm with 500 sheets Imported Reams	40 Reams	
34	Paper	Legal size, 70 gm with 500 sheets Imported, Reams	50 Reams	
35	Paper Cutter	Medium Size, blade stain less steel,	14	
36	Pen Holder	Mattel Material, Table Top Type	4	
37	Pin Opener	Metal Body, Rust Resistant	06	
38	Post Color Flag/Annexures (Memo Paper)	4 Color (3 x 0.75), Inch, 100 Sheets,	07 Packets	
39	Register Dak Dairy (Incoming)	200 Sheets, hard binding	07	
40	Register Simple (Incoming)	200 Sheets, hard binding	12	
41	Register Dak Dispatch (Outgoing)	200 Sheets, hard binding	9	
42	Scissor	(Medium-Size 6 Inch, Stainless Steel)	19	

43	Scale Steel	(Thick Iron Scale), Steel	26	
44	Sharpener Machine	Manual, single hole	19	
45	Stapler	Size 24/6,	04	
46	Stapler Pins	Pin Size 24/6, (1000 Pins)	40 Boxes	
47	Stamp Pad	Blue & Black, for rubber stamp	08	
48	Tape Scotch	Size 1 Inch width	01	
49	Tape Scotch	Size 2 Inch width	77	
50	Tape Dispenser	For 1 Inch size tape	07	
51	Table Diary	A5 Size, Hard Cover	21	
52	Table Set	Wooden Material, Office Use Set, 6 piece set	6	
53	USB	16 GB Memory	25	
54	Visiting Card Album	2*8 inches or above in Size, Plastic Pages, at least 240 card capacity	3	
`55	Writing Pad (50 Pages)	Size A4 writing Pad, 70 gm., Imported, Perforated, Perforated to Separate Page From Top	224 Pads	
56	Writing Pad PVTC	Green folder, As Per Sample	10	
57	Punch Single	Metallic, silver color, single one hole, for paper	11	
58	Punch Double	Metallic, minimum 22 sheets punching capacity, punching distance 80 mm, punching dia 6 mm,	03	
59	Punch Double Heavy Duty	210*116*190mm, 70 sheets of 80gm pages capacity, 6mm hole,	10	

60	Dak Folder	Rexine Material, hard sheet in the middle Green/Blue Color Legal size.	06	

Delivery Location Address
Punjab Vocational Training Council
134A, Quaid e Azam Industrial Estate
Madar e Millat Road, Kot Lakhpat, Lahore

LOT 2: TONERS

Sr. No.	Make & Model of Printer	Toner Cartridge/Specification	Total Quantity	Delivery Schedule
1	HP-Pro 400	80 A HP or equivalent	**08**	Quantity mentioned in the purchase order to be delivered within the timeframe given in the PO, as it is a framework contract
2	HP-M 604 DN	81 A HP or equivalent	**06**	
3	HP 612 DN	147 A HP or equivalent	**08**	
4	HP- M 402 DW/DN	26 A HP or equivalent	**32**	
5	HP- 404 DN	76 A or equivalent	**04**	
6	HP-1020	12 A HP or equivalent	**08**	
7	HP-1319 MFP	12 A or equivalent	**03**	
8	HP-Pro M254 DW Color	202 A HP or equivalent	**03**	
9	HP-Enterprise M-651 Color	654 A HP Four Color Set or equivalent	**02**	
10	HP-1536 DN	78 A HP or equivalent	**02**	
11	HP-1606 DN	78 A HP or equivalent	**04**	
12	HP-2015	53 A HP or equivalent	**02**	

13	HP- 2035, HP-2055	5 A HP or equivalent	**10**	
14	HP LaserJet Enterprise M507	89 A HP or equivalent	**04**	
15	HP LaserJet 4003DN	151 A HP or equivalent	**20**	
16	Canon 4525i (Photocopier)	GPR-57 Canon or equivalent	**01**	
17	Ricoh 2352 SP (Photocopier)	841337/888169 Ricoh	**04**	
18	Samsung K7500 LX (Photocopier)	MLT-K 706 S or equivalent	**02**	
19	Heavy Duty 611 DN	147 A HP or equivalent	**06**	
20	Color Printer HP 5700 DN	213 A HP or equivalent	**01**	
Delivery Location Address Punjab Vocational Training Council 134A, Quaid e Azam Industrial Estate Madar e Millat Road, Kot Lakhpat, Lahore				

LOT 3: Store Items				
Sr. No.	**Product/Items**	**Specification**	**Total Quantity**	**Delivery Schedule**
1	Air freshener	300ml Spray Bottle	30 Bottles	
2	Air freshener Refill	300ml Bottle **Dunhill** or Lavender Classic luxury fragrance	25 Bottles	
3	Fabric Conditioner Liquid	400ml Bottle	40 Bottles	
4	Bin liner (Dustbin Cover)	Plastic large & medium , white Color	40kg	
5	Dish Wash Liquid Bottle	450 ml	250 Bottles	
6	Wet mop with stick	Cotton (complete Set Frame, Mop, Stick Large size)	30 Sets	

7	Dry mop with stick	24" (complete set (complete Set Frame, Mop, Stick Large size)	20 Sets	Quantity mentioned in the purchase order to be delivered within the timeframe given in the PO, as it is a framework contract
8	Mosquito Spray	550 ml bottle	40 Bottles	
9	Phenyl Liquid	2.75 liter bottle	60 Bottles	
10	Toilet Soap	White, 120grm, 3x1 Save pack	700 Packs	
11	washing powder	1000g packing	48 Kg	
12	Green Pad for dish washing	With sponge large size	100 Pcs	
13	Toilet tissue roll	(10x1 Pack) standard size	7 Packets	
14	Toilet cleaner (sweep)	1200 ml bottle	150 Bottles	
15	Tissue Refill	100 towel pack, for tissue dispenser	300 pkt	
16	Phenyl balls	100x1 pack	20 pkt	
17	Wiper for floor	24" stainless steel set heavy duty	20 Pcs	
18	Kitchen cleaner	750ml Spray bottle	15 Bottles	
19	Toilet freshener tablets (wash room fragrance)	80 gm, different fragrances	500 Tablets	
20	Cotton buds	Packed in Plastic Dabi of 100, with plastic sticks	7 Packets	
21	Dustpan Complete set	Plastic, large size heavy duty	12 Sets	
22	Glass Cleaner	750ml spray bottle	25 Bottles	
23	Liquid Soap	1000 ml bottle	25 liters	
24	Broom (Jharu) 1.5kg Bundle	Baans Jharu, 1.5 kg bundle.	30kg	
25	Toilet brush	Silicon Toilet Brush with Holder	20 Sets	
26	Tissue box	(Without Perfume) 2 ply ultra soft 200 pulse	350 Boxes	

Delivery Location Address
Punjab Vocational Training Council
134A, Quaid e Azam Industrial Estate
Madar e Millat Road, Kot Lakhpat, Lahore

Section-VIII: Forms
8.1 Bid Form

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

Date: ____________________

To: [name and address of Procuring Agency]

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

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is**:**

a) Complete bidding document (without filling) signed and stamped by the bidder

b) all the forms relevant to the technical and financial bids (clearly indicated on each form)

c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.

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

[In case of single stage two envelope bidding procedure],

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

Technical bid includes the following:-

a) Complete bidding document (without filling) signed and stamped by the bidder

b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.

c) Copy of bid security form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for …… ( ) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.

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

Financial bid includes the following: -

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

b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid security form (as per **form 8.11**) along with Original financial instrument *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for …… ( ) Days, beyond the validity of Bid.

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

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

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

(if none, state "none")

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

Dated this _________________ day of _________________ 20______.

_____________________________ _____________________________________

[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____________________________

8.2 Bidder’s JV Members Information Form

This form is not applicable.

8.3 Manufacturer’s Authorization Form

This form is not applicable.

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 (Not applicable)

Yes	No

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 300 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: ____

(Applicant)

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

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

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

(i) The firm is not currently blacklisted by the Procuring Agency.

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

(iii) Affidavit for correctness of information.

(iv) **********omitted******

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

Signed by an authorized Officer of the company

Title of Officer: ________________________

Name of Company: ________________________

Date: ________________________

8.7. Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid. This form is to be used if Bank Guarantee is to be used as Performance Guarantee]

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 Bid/Technical Bid]

- The Bidders may participate in a single lot or in all lots. However, a separate bid shall be submitted for each lot. There will be framework contract for each lot for a period of one year

LOT 1 STATIONARY				
Sr. No.	**Item name**	**Brand name with Country of Manufacturer**	**Quantity**	**Specifications dimensions**

Stamp & Signature of Bidder __________________________

Note:
Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

LOT 2 TONERS				
Sr. No.	**Item name**	**Brand name with Country of Manufacturer**	**Quantity**	**Specifications dimensions**

Stamp & Signature of Bidder __________________________

Note:
Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

LOT 3 STORE ITEMS				
Sr. No.	**Item name**	**Brand name with Country of Manufacturer**	**Quantity**	**Specifications dimensions**

Stamp & Signature of Bidder __________________________

Note:
Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

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 is made on the _____ day of __________ 20_____ between *Punjab Vocational Training Council* of *Punjab, Pakistan* (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 the supply of stationary/toners/store items under an Framework Contract, for a period of one (01) year, and

WHEREAS, the Supplier submitted its bid and the Procuring Agency accepted the said bid for the supply of the Goods and the provision of the related Services at a total Contract Price of [amount in words] ([amount in figures]) (hereinafter referred to as 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 / Letter of Intent
(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]

- The Bidders may participate in a single lot or in all lots. However, a separate bid shall be submitted for each lot. There will be separate framework contract for each lot for a period of one year.

LOT 1 STATIONARY					
Sr. No.	**Item name**	**Brand Name**	**Unit price (inclusive of all taxes & duties etc.)**	**Quantity**	**Total price (inclusive of all taxes & duties etc.)**
Total price in figures					
Total price in words					

Note:

1) 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).*

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

3) Bid for this lot shall be evaluated whole package-wise (grand total of lot). Lowest evaluated bidder may be awarded contract.

4) Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

Stamp & Signature of Bidder ________________________

LOT 2 TONERS					
Sr. No.	**Item name**	**Description**	**Unit price (inclusive of all taxes & duties etc.)**	**Quanti ty**	**Total price (inclusive of all taxes & duties etc.)**
Total price in figures					
Total price in words					

Note:

1) 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).*

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

3) Bid for this lot shall be evaluated whole package-wise (grand total of lot). Lowest evaluated bidder may be awarded contract.

4) Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

Stamp & Signature of Bidder ________________________

LOT 3 STORE ITEMS					
Sr. No.	**Item name**	**Description**	**Unit price (inclusive of all taxes & duties etc.)**	**Quantity**	**Total price (inclusive of all taxes & duties etc.)**
Total price in figures					
Total price in words					

Note:

1) 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).*

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

3) Bid for this lot shall be evaluated whole package-wise (grand total of lot). Lowest evaluated bidder may be awarded contract.

4) Bidders must clearly specify the **brand** of the quoted item. Quoting more than one brand/model shall render the bid ambiguous.

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. This form is to be used if Bank Guarantee is to be used as Bid Security.]

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. **Not applicable**		
2	____% eBid Security of estimated cost of articles / items given by the department. The Bid security must be submitted digitally through the Bank of the Punjab.		
3	All required samples (if demanded) have been submitted in *[name of the Procuring Agency]* sample store. **Not Applicable**		
4	Active Registration with Income Tax Authorities (National Tax Number NTN).		
5	Copy of active Registration with Sales Tax Authorities (STRN)		
6	Copy of active Registration (Professional Tax Certificate)		
7	Bidder s JV Member information as per **form 8.2. Not Applicable**		
8	**Successfully completed at least two (02) contracts of similar nature** during the last two **(02) years** in Government, Semi-Government, or private organizations. (Scanned Copies of **Purchase Orders / Contracts / Completion Certificates must be attached)**		
9	Technical Bid Form (as per **form 8.9** of Bidding documents) on letter head of the firm duly signed and stamped.		
10	Financial Bid Form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.		
11	Bid Security Form (as per **form 8.11**of Bidding documents) on letter head of the firm, duly signed and stamped.		
12	Performance Guarantee Form (as per **form 8.7** of Bidding documents) on letter head of the firm, duly signed and stamped.		

13	General Information Form (as per **form 8.5** of Bidding documents) on letter head of the firm duly signed and stamped.		
14	Affidavit (as per **form 8.6**) on non-judicial Stamp Paper of Rs. 300/- (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. (iv) ****omitted*** Affidavit for correction of information Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		
15	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. iii. National tax number Certificate, General Sale Tax Number Certificate, Proof of Active taxpayer. iv. Bidders profile Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder ________________________