TENDER NOTICE / INVITATION TO BIDDERS

Electronic bids are invited on e-Procurement System {(e-Pak Acquisition Disposal System (**EPADS**)} at www.punjab.eprocure.gov.pk from the Bidders, suppliers/manufacturers/firms engaged in trading, registered with relevant Authorities and Tax Departments (Income Tax, Sales Tax and registered on e-Procurement System (**EPADS**).

The Bidding Document is being made immediately available after the publication of the advertisement. Interested Firms / Companies / Business Individuals may view and download the Bidding Document from the PPRA Punjab website (www.ppra.punjab.gov.pk) & EPADS website (www.punjab.eprocure.gov.pk) free of cost.

Pre-bid meeting will be held on 27th April 2026 at 1100 hours in the office of PSER-PSPA at the given address below.

The Bids should be submitted (lot wise) as per rule 38 (2) (a) PPR-2014 single stage two envelope procedures, for the items mentioned below:

Procurement of IT Equipment				
Lot No.	**Lot Description**	**Estimated Amount (in PKR)**	**Bid Security (in PKR)**	**Time Limit of Framework contract**
1	Photocopier Machine	1,000,000	50,000	30th September2026
2	Laptops Category –A	6,000,000	300,000	30th September 2026
3	Laptops Category –B	25,000,000	1,250,000	30th September 2026
4	Computer LED	850,000	42,500	30th September 2026
5	Colour Printer and Black & White Printers and Cartridges (Colour and B&W)	1,750,000	87,500	30th September 2026

All electronic Bids must be accompanied by a scanned Bid Security as per the amount given in above table for each lot in which the bidder will participate. The original Bid security instrument in form of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque etc. must be submitted on or before 06th May, 2026 in the office of Project Director, Punjab Socio-Economic Registry, PSPA before submission on EPADS. Late Bids shall be rejected.

The complete electronic Bids must be submitted online at www.punjab.eprocure.gov.pk, as per the following schedule:

Pre- Bid Meeting Date & Time	**27h April 2026 @ 11:00 AM**
Bid Submission Date & Time	**06th May 2026 @ 11:00 AM**
Bid Opening Date &Time	**06th May 2026 @ 11:30 AM**

Punjab Socio-Economic Registry, Punjab Social Protection Authority will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or online submission of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The URL of the website of PPRA is (https://eproc.punjab.gov.pk/viewTender.aspx). The Bidding document carrying all details can also be downloaded from the website of Punjab Procurement Regulatory Authority https://ppra.punjab.gov.pkand www.punjab.eprocure.gov.pk.

IPL. 3757

Project Director
Punjab Socio-Economic Registry
Punjab Social Protection Authority
78-79 Block D, New Muslim Town, Lahore
Ph.042-99231710

TENDER NO. PSER/ADMN/TENDER-02/2025-26

PUNJAB SOCIO-ECONOMIC REGISTRY (PSER)

PUNJAB SOCIAL PROTECTIONAUTHORITY

GOVERNMENTOFTHE PUNJAB

BIDDING DOCUMENT

(Single Stage- Two envelop)

FOR

PROCUREMENT OF IT EQUIPMENT THROUGH FRAME WORK CONTRACT PUNJAB SOCIO-ECONOMIC REGISTRY, PUNJAB SOCIAL PROTECTION AUTHORITY GOVT. OF PUNJAB

Last date of Submission: 06th May 2026 @ 11:00 AM

Opening of bids: 06th May 2026 @ 11:30 AM

Note: The tender documents must be signed, stamped, and attached to the Technical Bid; otherwise, the bid will be rejected. Late and incomplete bids will not be accepted.

Section-I: Invitation to Bids

TENDER NOTICE / INVITATION TO BIDDERS

Electronic bids are invited on e-Procurement System {(e-Pak Acquisition Disposal System (**EPADS**)} at www.punjab.eprocure.gov.pk from the Bidders, suppliers/manufacturers/firms engaged in trading, registered with relevant Authorities and Tax Departments (Income Tax, Sales Tax and registered on e-Procurement System (**EPADS**).

The Bidding Document is being made immediately available after the publication of the advertisement. Interested Firms / Companies / Business Individuals may view and download the Bidding Document from the PPRA Punjab website (www.ppra.punjab.gov.pk) & EPADS website (www.punjab.eprocure.gov.pk) free of cost. Pre-bid meeting will be held on 27th April, 2026 at 1100 hours in the office of PSER-PSPA at the given address below.

The Bids should be submitted (lot wise) as per rule 38 (2) (a) PPR-2014 single stage two envelope procedures, for the items of mentioned below:

Procurement of IT Equipment				
Lot No.	**Lot Description**	**Estimated Amount (in PKR)**	**Bid Security (in PKR)**	**Time Limit of Frame work contract**
1	Photocopier Machine	1,000,000	50,000	30th September2026
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5	Colour Printer and Black & White Printers and Cartridges (Colour and B&W)	1,750,000	87,500	30th September 2026

All electronic Bids must be accompanied by a scanned Bid Security as per the amount given in above table for each lot in which the bidder will participate. The original Bid security instrument in form of Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque etc. must be submitted on or before 06th May, 2026 in the office of Project Director, Punjab Socio-Economic Registry, PSPA before bids submission on EPADS. Late Bids shall be rejected.

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Project Director

Punjab Socio-Economic Registry

Punjab Social Protection Authority

78-79 BlockD, New Muslim Town, Lahore

Ph.042-99231710

Section-II: Instructions to Bidders (ITB)

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

2.1. Introduction

2.1.1 Scope of Bid

i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

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

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) [**to be decided by the Procuring Agency**], except as provided hereinafter.

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

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

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

v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

[It is upon procuring agency to decide the participation of Bidders in J.V mode. The limit on the number of members of JV or Consortium or Association and extent of their role shall be prescribed in BDS, in accordance with the guidelines issued by the PPRA].

vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.

vii) Any agreement that form a Joint Venture, Consortium or Association shall be required to be submitted as part of the Bid and shall be attested.

viii) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

ix) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.

x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
b) Have controlling shareholders in common; or
c) Receive or have received any direct or indirect subsidy from any of them; or
d) Have the same legal representative for purposes of this 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 Biddermay 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 Bidderinvolving 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) TheBidder 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.

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

2.1.4. Eligible Goods and Services

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

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

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

2.1.5. Cost of Bidding

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

2.1.6. One person one bid

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

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

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

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

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Technical Specifications

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)

(f) Special Conditions of Contract (SCC)

(g) Schedule of Requirements

(h) Bid Form

(i) Manufacturer's Authorization Form

(j) Bidder Profile Form

(k) General Information Form

(l) Affidavit

(m) Bid Security Form

(n) Technical Bid Form

(o) Contract Form

(p) Financial Bid Form / Price Schedule

(q) Performance Guarantee Form

(r) Check List

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

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

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

2.2.2. Clarification of Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

ii) A prospective Bidder requiring any clarification of the Bidding

Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS.**

iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids.As prescribed in **ITB 2.2.2 (i), above.** However, this clause shall not apply in case of alternate methods of Procurement.

iv) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date(____) and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3.**

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

vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documentsand by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner,

preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.

ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

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

2.3.2. Bid Form

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

2.3.3. Bid Prices

i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.

ii) Prices indicated on the Price Schedule shall be item wise/ package wise ***[to be decided by the Procuring Agency on form 8.10]***

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

iv) Prices quoted by the Biddershall 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

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.

Eligibility and Qualification

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 relatedservices which the Bidder proposes to supply under the contract.

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

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

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

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

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

Specifications.

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

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

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

vi) The Procuring Agency may retain the sample(s) of the successful Biddertill 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 theBDS** 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 translationattested by the embassy in country of manufacturer into English shall be attached to the original version.

2.3.7. Bid Security

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

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

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

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for……

( ) Days, beyond the validity of Bid.*[to be decided by the Procuring Agency keeping in view the time to be taken till award of contract or signing of contract agreement and chances of extension in Bid validity if any. The number of days will be expressedin word and figures].*

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

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than …. () days *[to be inserted by the Procuring Agency in word and figures]*after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or alongwith unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

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

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

vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

vii) The Bid security may be forfeited:

a. If a Bidder withdraws its Bid during the period of Bid validity

specified by the Bidder on the Bid Form; or

b. In the case of a successful Bidder, if the Bidder:

i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**

ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or

iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

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

2.3.9. Format and Signing of Bid

i) The Bidder shall prepare one (01) original Bid and the number of copies, if required, as specified in the Bid Data Sheet (BDS). In case of electronic submission through e-PADS, the Bid shall be uploaded in the prescribed electronic format as required by the system.

ii) Where physical bids are required, the Bidder shall clearly mark the documents as "ORIGINAL BID" and "COPY OF BID." In case of any discrepancy between the original and copies, the original shall prevail.

iii) In case of electronic procurement through e-PADS, the Bidder shall submit the Bid electronically through the e-PADS portal, duly signed or authenticated through the Bidder's registered account or digital authorization, as per the instructions provided in the system.

iv) The Bid shall be signed by the Bidder or by a person duly authorized to bind the Bidder to the contract. The written authorization or power of attorney of the signatory shall be attached with the Bid in accordance with the requirements specified in the BDS.

v) The name and designation of the authorized signatory shall be clearly typed or printed below the signature, and the Bid shall bear the official stamp/seal of the Bidder, where applicable.

vi) In case of manual submission, all pages of the Bid shall be signed and stamped by the authorized signatory. In case of electronic submission, scanned copies of duly signed documents shall be uploaded through the e-PADS system.

vii) Any interlineations, erasures, or overwriting in the Bid documents shall be valid only if they are initialed by the authorized signatory of the Bidder.

viii) The Bidder shall disclose in the Form of Bid any commissions, gratuities, or fees, if any, paid or to be paid to agents relating to this Bid or to the execution of the contract in case the Bidder is awarded the contract, in accordance with the applicable procurement rules.

2.4. Submission of Bids

2.4.1 Submission, Sealing, and Marking of Bids (E-PADS)

i) In accordance with Rule 24 and Rule 38 of the Punjab Procurement Rules, 2014, and as per the e-PADS procedure, the Bidder shall submit the original electronic Bid through the Punjab e-Procurement System (e-PADS) within the stipulated date and time specified in the Bid Data Sheet (BDS).

ii) Physical submission of bids, sealed envelopes, or hard copies shall not be required nor entertained, unless specifically provided in the BDS.

iii) The electronic Bid submitted through e-PADS shall be deemed to be properly sealed and marked, as the system ensures confidentiality, security, encryption, and non-tampering of bids until the time of bid opening.

iv) The Bidder shall ensure that:
a) the Bid is uploaded under the correct procurement title and ITB number as indicated in the BDS;
b) all required documents are uploaded in the prescribed format, duly signed digitally where required; and
c) the Bid is submitted before the deadline specified in the BDS. Late bids shall not be accepted by the system.

v) Single Stage One Envelope Procedure (e-PADS):

vi) Under this procedure, the Bidder shall submit a single electronic Bid comprising all required technical and financial information through e-PADS. The system shall automatically restrict access to the Bid until the designated opening time.

vii) Single Stage Two Envelope Procedure (e-PADS):
a) The Bid shall comprise two separate electronic submissions, namely the Technical Proposal and the Financial Proposal, uploaded separately through e-PADS.
b) The Financial Proposal shall remain electronically locked and inaccessible until the technical evaluation is completed and officially approved.
c) Only technically qualified bidders' Financial Proposals shall be opened electronically on the date and time notified through e-PADS.

viii) The Bidder's name, address, and identification details shall be entered within the e-PADS system to enable identification and communication. Bids declared late or non-responsive shall remain unopened or shall be rejected by the system, as applicable.

ix) The Procuring Agency shall assume no responsibility for bids not successfully uploaded due to incorrect submission, incomplete uploads, use of wrong procurement reference, or failure to meet the submission deadline.

x) In case of any inconsistency between physical bidding provisions and e-PADS procedures, the e-PADS process shall prevail, in accordance with Rule-38 of PPR-2014.

2.4.2 Deadline for Submission of Bids (E-PADS)

i) Bids shall be submitted electronically through the Punjab e-Procurement System (e-PADS) no later than the date and time specified in the Bid Data Sheet (BDS). The e-PADS system shall automatically record the date and time of submission.

ii) The Procuring Agency may, at its discretion and in accordance with Rule 29 of the Punjab Procurement Rules, 2014, extend the deadline for submission of Bids by issuing an amendment to the Bidding Documents through e-PADS in accordance with ITB Clauses 2.2.2 and 2.2.3. In such case, all rights and obligations of the Procuring Agency and the Bidders previously subject to the original deadline shall thereafter be subject to the extended deadline.

iii) Bids submitted after the deadline specified in the BDS shall not be accepted by e-PADS and shall be treated as late bids.

2.4.3. Late Bids (E-PADS)

i) Any Bid not submitted through e-PADS by the deadline specified in the Bid Data Sheet (BDS), pursuant to ITB Clause 2.4.2, shall be treated as a late bid.

ii) Late bids shall not be accepted by the e-PADS system and shall not be opened or considered for evaluation by the Procuring Agency.

iii) The Procuring Agency shall not be responsible for any delay, failure, or inability of a Bidder to submit a Bid through e-PADS before the prescribed deadline, and such bids shall stand rejected automatically by the system.

2.4.4. Modification and Withdrawal of Bids (E-PADS)

i) A Bidder may modify or withdraw its Bid electronically through e-PADS after submission, provided that such modification or withdrawal is completed before the deadline for submission of Bids as specified in the Bid Data Sheet (BDS).

ii) Any modification or withdrawal of a Bid shall be effected only through e-PADS. No physical notice, email, or written correspondence shall be entertained for this purpose.

iii) The e-PADS system shall automatically record the date and time of any modification or withdrawal made by the Bidder prior to the submission deadline.

iv) No Bid shall be modified after the deadline for submission of Bids. Any attempt to do so shall not be accepted by the e-PADS system

v) No Bid shall be withdrawn during the period between the deadline for submission of Bids and the expiration of the Bid validity period specified in the Bid Form. Withdrawal of a Bid during this period may result in forfeiture of Bid Security and other remedies available to the Procuring Agency under PPR-2014, pursuant to ITB Clause 2.3.8.

vi) A Bidder may submit a revised Bid through e-PADS only after withdrawing the original Bid, provided that such withdrawal and resubmission are completed before the submission deadline.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency (E-PADS)

i) The Procuring Agency shall open Bids electronically through the Punjab e-Procurement System (e-PADS) at the date and time specified in the Bid Data Sheet (BDS). The bid opening shall be conducted in an electronic/public manner as enabled by e-PADS. Bidders or their authorized representatives may attend the bid opening online, where such facility is provided by the system.

ii) Any Bid withdrawn electronically through e-PADS prior to the submission deadline, pursuant to ITB Clause 2.4.4, shall not be opened or considered. No withdrawal shall be permitted after the deadline for submission of Bids.

iii) Any Bid modified or substituted electronically through e-PADS prior to the submission deadline shall be opened and recorded as per system records. The latest valid version of the Bid submitted through e-PADS before the deadline shall prevail.

iv) In case of Single Stage One Envelope Procedure, the Procuring Agency shall open the Bids electronically and the following details shall be displayed/read out and recorded, as applicable:
a) name of the Bidder;
b) Bid price(s);
c) total Bid amount;
d) presence or absence of Bid Security or Bid Securing Declaration, if required; and
e) any other information deemed appropriate by the Procuring Agency.

v) In case of Single Stage Two Envelope Procedure, the Procuring Agency shall electronically open only the Technical Proposals at the date and time specified in the BDS. The Financial Proposals shall remain electronically locked and inaccessible until completion and approval of the technical evaluation.

vi) During the opening of Technical Proposals under the Single Stage Two Envelope Procedure, the following shall be displayed/read out and recorded, as applicable:
a) name of the Bidder;
b) presence of any modification or substitution;
c) presence or absence of Bid Security, if required; and
d) any other details considered appropriate by the Procuring Agency.

vii) Financial Proposals of only those Bidders who are declared technically qualified shall be opened electronically through e-PADS on the date and time notified to the Bidders through the system.

viii) Any Bid or information not opened or displayed by e-PADS at the time of bid opening shall not be considered further for evaluation. In particular, any discount or information not reflected in the system at bid opening shall not be taken into account.

ix) No Bid shall be rejected at the time of bid opening except for late bids, which shall not be accepted by the e-PADS system pursuant to ITB Clause 2.4.3.

x) The Procuring Agency shall prepare electronic minutes of the Bid opening, automatically generated and/or recorded through e-PADS. The record shall include, at a minimum, the name of the Bidder, presence of any modification or withdrawal, and Bid price(s), where applicable.

xi) The Bid opening record/minutes shall be made available to all Bidders through e-PADS. The absence of a Bidder or its representative during the electronic bid opening shall not affect the validity of the bid opening proceedings or the recorded information.

2.5.2. Confidentiality

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially

concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas, in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

a) Evaluation & qualification criteria;
b) Required scope of work or specifications;
c) All securities requirements;
d) Tax requirements;
e) Terms and conditions of bidding documents.
f) Change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

ii) Arithmetical errors will be rectified on the following basis: -

a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bidmay be rejected, and its Bid security may be forfeited.

b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of eachBid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 2.3.8), Applicable Law (GCC Clause 30), Taxes and Duties (GCC Clause 32) &mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

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

v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

a) Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4;
b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
c) Has been properly signed;
d) Is accompanied by the required securities; and
e) Is responsive to the requirements of the Bidding Documents.

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

2.5.5. Examination of Terms and Conditions; Technical Evaluation

i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

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

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid

is not responsive in accordance**,** it shall reject the Bid.

2.5.6. Correction of Errors

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

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

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

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

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

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

2.5.7. Conversion to Single Currency

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

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

2.5.8. Post-Qualification & Evaluation of Bids

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

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

Procuring Agency deems necessary and appropriate.

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

iv) The **financialevaluation** of a Bid will be on the basis of form of Price Schedules/Financial BidForm8.10to be decided by the Procuring Agencywhich must include clear cut instruction regarding item wise or package wise evaluationinclusive of prevailing taxes, duties, feesetc.

2.5.9. Contacting the Procuring Agency

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

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

2.5.10. Grievance Redressal

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

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

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

iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than tendays after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall

immediately upload the technical evaluation reporton the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

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

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

2.6. Award of Contract

2.6.1. Notification of Award

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

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

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

2.6.2. Performance Guarantee

i) Within fifteen (15) *[to be decided by the procuring agency]*days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of Purchase Order

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

ii) Under rule-63 of PPR-14, where the Procuring Agency requires

formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

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

2.6.4. Award Criteria

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

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

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

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

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

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

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

2.6.7. Re-Bidding

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

2.6.8. Corrupt or Fraudulent Practices

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

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

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

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

ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process."

ii) Blacklisting & Debarment:

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

Requirements & Procedure for Blacklisting & Debarment:

Asperas 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 Bidderhave 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 Bidmay be rejected.

Section-III. Technical Specifications

SPECIFICATIONS OF ITEMS FOR WHICH BIDS ARE BEING DEMANDED

Lot No. 01: Photocopier Machine

Sr #	**Technical Specification**	
1	Core Function	Print, Copy, Scan, Send
2	Print Speed	25 PPM A4 (80 gsm) or higher 15ppm A3 or higher
3	Document Feeder	DADF (50 sheets) or above
	Paper Handling	**Paper Sizes:** A4, Legal, A3 or higher **Paper Supply:** Standard dual front paper cassettes **Duplex:** Yes (standard)
4	Display	LCD Partial Touch Display
5	Paper Capacity	1200 Sheets or above
6	FCOT first copy out time	Less than 7 sec
7	Warm up Time	4 Seconds or Less
8	Multiple Copying	UP to 9,999
10	Tonner Yield	32,500 or above
11	Local Trolley	Yes
12	Interface	Network & Wi-Fi Built in
13	Ram	2 GB or above
14	Scanning	Scanning Resolution: 600 × 600 dpi
15	Printing	Printing Resolution:1200 × 1200 dpi
16	Warranty	Standard warranty 01 year with parts and 03 years service warranty
16	Consumables	04 No of Tonner and 01 No. of Drum unit extra other than built in **OR** 04 No of Tonner and 01 No of developer unit extra other than build in **(Original consumable verifiable)**

Stamp & Signature of Bidder _____

Lot No. 02:Laptop Category-A

Sr #	Technical Specification	
1	Processor:	Intel® Core™ i7 14th Generation with Turbo Frequency ≥ 5.0 GHz
2	Chipset	Intel, Integrated with processor with TPM 2.0
3	Graphics	Integrated High-Performance Graphics with NVIDIA® GeForce RTX™ 4060 8GB GDDR6 or higher Boost Clock 2370MHz, TGP 140W, 233 AI TOPS, FHD 1080p CAM with E-shutter, 16" WQXGA (2560x1600) IPS 500nits Anti-glare, 100% DCI-P3, 240Hz, Display HDR™ 400, Dolby Vision®, G-SYNC®, Low Blue Light, High Gaming Performance.
4	System Memory:	16 GB DDR5
5	Hard Disk Drive:	512 GB SSD, Upgradeable
6	Key Board / Touchpad	Standard keyboard and Precision Touchpad
7	Display	14" – 16" Full HD IPS / WVA Display
8	WIFI and Bluetooth	Dual Band Wireless (802.11 b/g/n or ac) W/ Bluetooth
9	Carrying Case	Standard carrying case of same brand
10	Mouse	Wireless Optical Mouse of same brand.
11	Audio:	Built-in Stereo Speakers with Integrated Microphone
12	I/O Parts	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1xUSB Type-C,1X HDMI/VGA port.
13	Battery and Adaptor	Battery with 3 cell or higher, minimum 4-5 hours battery life
14	Windows / Operating System:	Licensed Pre-Installed Microsoft Windows 11 Professional (64-Bit).
15	Microsoft Office	Licensed Microsoft Office
16	Warranty & Support	Minimum 3-Year Official Warranty with Local Service Support in Pakistan

Lot No. 03: Laptop Category-B

Sr #	Technical Specification	
1	Processor:	Intel® Core™ i7 14th Generation with Turbo Frequency ≥ 5.0 GHz
2	Chipset	Intel, Integrated with processor with TPM 2.0
3	Graphics	Integrated High-Performance Graphics
4	System Memory:	16 GB DDR5
5	Hard Disk Drive:	512 GB SSD, Upgradeable
6	Key Board / Touchpad	Standard keyboard and Precision Touchpad
7	Display	14" – 16" Full HD IPS / WVA Display
8	WIFI and Bluetooth	Dual Band Wireless (802.11 b/g/n or ac) W/ Bluetooth
9	Carrying Case	Standard carrying case of same brand
10	Mouse	Wireless Optical Mouse of same brand.
11	Audio:	Built-in Stereo Speakers with Integrated Microphone
12	I/O Parts	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1xUSB Type-C,1X HDMI/VGA port.
13	Battery and Adaptor	Battery with 3 cell or higher, minimum 4-5 hours battery life
14	Windows / Operating System:	Licensed Pre-Installed Microsoft Windows 11 Professional (64-Bit).
15	Microsoft Office	Licensed Microsoft Office
16	Warranty & Support	Minimum 3-Year Official Warranty with Local Service Support in Pakistan

Stamp & Signature of Bidder _____

Lot No. 04: Computer LED

Sr #	Name of Item	Technical Specification
1	Computer LED	Display Size: 27 inches or higher Display Type: QLED (Quantum Dot LED) Technology: Quantum Dot layer for enhanced colour and brightness Aspect Ratio: 16:9 Resolution: Full HD (1920 × 1080) or higher Ports: HDMI, VGA, USB Accessories: Standard HDMI Cable and Standard VGA Cable included

Stamp & Signature of Bidder _____

Lot No. 05: Colour Printer and Black & White Printers and Cartridges (Colour and B&W)

Sr #	Name of Item	Technical Specifications	
1	Colour Printer	Printing Technology	Colour laser printing technology for high-quality colourprints
		Print Speed	Upto 33 pages per minute for both colour and black -and-white or above
		Print Resolution	1200 x 1200 dpi
		Paper Handling	Input capacity: Upto 250 sheets in the main tray Output capacity: Up to 100 sheets Supports various paper sizes and types including letter, legal, envelopes, and labels
		Paper Capacity Standard	300 sheets A4 80gs (250 cassette + 50 MPT) or higher
		Paper Output capacity	150 sheets A4 80gsm or higher
		Processor	1200Mhz or higher
		Memory	800 MB or higher
		Duplex Printing	Automatic duplex printing
		Recommended Monthly Print Volume	50,000 pages or above
		Print Language	UFR II, PCL 6, Adobe Post Script
		Connectivity	High Speed USB, Built-in Fast Ethernet 10/100 or better.
		OS Support	Compatible with Windows 10/11 or latest
		Accessories	USB Cable, Power Cable and other allied accessories.
		Warranty	1 Year Parts and Labor OEM recommended Warranty
2	Black & White Printers	Print Speed	40 pages per minute or higher
		Print Resolution	1,200 × 1,200 DPI
		Processor	1200 MHz or higher
		Memory	800 MB or higher
		Duty Cycle	80,000 pages or above
		Paper Trays	2 trays or higher
		Duplex Printing	Auto duplex
		Paper Sizes Supported	Letter, A4, Legal
		Print language	UFR II, PCL 6, post Script
		Paper Input Capacity	Input tray 250 sheets, MPT 100 sheet, 150 sheets output tray.
		Connectivity	1 Hi-speed USB 2.0, 1Ethernet 10/100 network, Wi-Fi 802.11b/g/n
		Other Function:	Low ink indicator, print cancel button, Power Button, etc.
		Operating System Compatibility	Windows 10/11 or latest
		Accessories	USB cable & standard accessories
		Warranty	Standard One Year on site, with OEM Authorized after sales services.
3	Cartridges for Colour Printer	Spare Printer cartridges (colour printing)	Compatible with printer model Page Yield: 2,500 – 5,000 pages (standard) CMYK: Separate cartridges
4	Cartridges for Black & White Printer	Spare Printer cartridges (black and white printing)	Compatible with printer model Page Yield: 3,000 – 10,000 pages (will be installed by vendor)

Stamp & Signature of Bidder _____

Section-IV: Bid Data Sheet

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

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses which may be deleted while submitting the Bids.]

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 Socio-Economic Registry, Punjab Social Protection Authority. The subject of procurement is: Procurement of IT Equipmentfor The Punjab Socio-Economic Registry, Punjab Social Protection Authority. Period for delivery of goods: • Within 15 days after issuance of Purchase Order for Lot No. 01, 04 & 05 • Within 30 days after issuance of Purchase Order for Lot No. 02 &03 Commencement date for delivery of Goods Issuance date of Purchase Order /Award Letter or Effective date of Signed Contract.
2.	**2.1.2**	Financial year for the operations of the Procuring Agency: Financial year 2025-26& Financial Year 2026-27
3.	**2.1.3**	**Qualification Criteria/Knock down criteria.** i. The bidders must have at-least ten (10) years of experience for supply of similar items as requisitioned in the bidding documents (to be verified from work orders/contracts). ii. The bidders must be registered with the relevant forums/ organizations. iii. The bidders must be registered with income tax and sales tax department and also have active taxpayer status. iv. The bidders must be the authorized OEM (Original Equipment manufacturer) distributer / partner or dealer of quoted brand for minimum last 05 years. v. The bidder must have 05 No. of technical resource persons. vi. The bidder must have support and service workshop setup physically verifiable. vii. Affidavit to the effect that: - • The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. • Bidder has not been blacklisted by Punjab Social Protection

<table>
<tr><td></td><td></td><td>Authority, Lahore.</td></tr>
<tr><td>4.</td><td>2.1.4 (ii)</td><td>Country of origin PAKISTAN</td></tr>
<tr><td>5.</td><td>2.2.2 (ii)</td><td>The address for clarification of Bidding Documents is
Project Director
Punjab Socio-Economic Registry
Punjab Social Protection Authority
78-79 Block D, New Muslim Town, Lahore
Ph.042-99231710</td></tr>
<tr><td>6.</td><td>2.2.2 (vi)</td><td>Pre-bid meeting will be held on 27th April, 2026 at 1100 hours in the office of PSER-PSPA.</td></tr>
<tr><td colspan="3">B. Bid Price, Currency, Language and Country of Origin</td></tr>
<tr><td>7.</td><td>2.3.1</td><td>The language of the bid will be English.</td></tr>
<tr><td>8.</td><td>2.3.4</td><td>The price quoted shall be fixed and inclusive of all taxes.

*The price quoted shall be in typing form only; no handwritten bid prices are acceptable. The price quoted shall be fixed and inclusive of all taxes.</td></tr>
<tr><td>9.</td><td>2.3.6(iii)</td><td>Demonstration of authorization by manufacturer: Not Required</td></tr>
<tr><td>10.</td><td>2.3.7</td><td>Amount of Bid security is:
<table>
<tr><th>Lot No.</th><th>Lot Description</th><th>Bid Security (in PKR)</th></tr>
<tr><td>1</td><td>Photocopier Machine</td><td>50,000</td></tr>
<tr><td>2</td><td>Laptops Category –A</td><td>300,000</td></tr>
<tr><td>3</td><td>Laptops Category –B</td><td>1,250,000</td></tr>
<tr><td>4</td><td>Computer LED</td><td>42,500</td></tr>
<tr><td>5</td><td>Colour Printer and Black & White Printers and Cartridges (Colour and B&W)</td><td>87,500</td></tr>
</table></td></tr>
<tr><td>11.</td><td>2.3.8</td><td>Bid validity period after opening of the Bid is 90 days.</td></tr>
<tr><td>12.</td><td>2.3.9</td><td>The Bidder shall submit the Bid electronically through the e-PADS portal, duly signed or authenticated through the Bidder’s registered account or digital authorization, as per the instructions provided in the system.</td></tr>
<tr><td colspan="3">C. Preparation and Submission of Bids</td></tr>
<tr><td>13.</td><td>2.4.1</td><td>Bid shall be submitted to: Online on EPADs portal</td></tr>
<tr><td>14.</td><td>2.4.2</td><td>The deadline for Bid submission is
a) Date: 06th May 2026
b) Day: Wednesday
Time:11.00 AM through EPADs</td></tr>
<tr><td>15.</td><td>2.5.1</td><td>Time of Bid Opening: 11:30 AM
Date: 06th May 2026 through EPADS
The Bid opening shall take place at
Punjab Socio-Economic Registry,
Punjab Social Protection Authority</td></tr>
<tr><td colspan="3">D. Bid Evaluation Criteria</td></tr>
<tr><td>16.</td><td>2.5.8</td><td>Criteria to Bid evaluation are given below.</td></tr>
</table>

Technical Bid Evaluation Criteria:

Sr. No.	Parameters against which technical evaluation shall be done	Total points allocated	
1.	**Type of Entity:** Registered Company (should be registered with SECP, to be verified from document) =20Marks Partnership = 15 Marks Sole Proprietorship = 10 Marks	**20**	
2.	**Years of Experience (Establishing of firm):** (to be verified from incorporation certificate)	**15**	
a.	From 10 years to 15 years	5	
b.	Above 15 years to 20 years	10	
c.	Upto20 years = 10 marks + Above 20 years (1 marks for each year, max 05 marks)	10+5	
3.	**Similar Nature Projects Experience**		
a.	2.5 marks of each work order of similar nature with govt. departments for last 03 years To be verified from work order, each work order should be minimum worth Rs. 05 Million		15
4.	**Average Annual Turnover** (to be verified from Audited financial statements / Income Tax returns, for the last three years).		**25**
	Rs.100million	10	
	From 100 million to Rs. 500million	15	
	Above Rs. 500 million	25	
5.	**Financial Strength** (Required latest Bank statement / Credit Limit certificate from Bank / Running Finance Letter from Bank)		**15**
	BelowRs.30million	5	
	From 30 to Rs. 40million	10	
	Above Rs. 40million	15	
6	**Performance Certificate** 02 number each against submission of one performance certificate from the client (only govt. departments. (Maximum 10 marks).	10	**10**

Note: Qualifying / passing marks are 70 out of 100. Technically qualified bidders will be invited for Financial Bid Opening at the advance notice as per PPRA Rules 2014.

National Competitive Bidding process shall be conducted online through EPADSunderrule38-2-aofPPR-14 (Single Stage Two Envelope Bidding Procedure) with Least Cost method.

Bidders shall fill the prices in the price schedule of this bidding document and shall submit the bid document in the financial bid. Signed & Stamp, copy of the bidding document without price schedule will be submitted in the technical bid. Each page of the bidding document must be signed and stamped by the authorized person of the bidder.

E. Award of Contract

17.	**2.6.2**	The Performance Guarantee shall be 10% of the contract price. The Performance Security (or guarantee) shall be in the form of Bank Guarantee, Call Deposit Receipt (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque.
18.	**2.6.5**	Percentage for quantity increase or decrease is 15% of the total contract price.

Section-V: General Conditions of Contract

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

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 ofthe 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 Bidderor firm supplying the Goods and Services under this Contract.

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

(k) "Day" means calendar day.

2. Application

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

3. Country of Origin

[where applicable]

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

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from 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 Auditby 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 Agencyto inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

6. Patent Rights

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

7. Performance Guarantee

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

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

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

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

(b) aBank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's chequecashier's or certifiedcheque or CDR.

7.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier notlater 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 put up the bill".

[Further conditions may be incorporated by the Procuring Agency keeping in view the nature of contract, DDP, CIF, C&F, FOR, FOP for example; for a DDP contract the clause may be as follows:].

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

12. Transportation

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

13. Incidental Services

[If required and decided by the Procuring Agency]

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

(a) satisfactory performance for specified time/ quantity on-site and/or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) Training of the Procuring Agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

(i) the prevailing rates charged for other parties by the Supplier for similar services; and

(ii) Original price of goods.

14. Spare Parts

[If required and decided by the Procuring Agency]

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

(a) such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

(i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

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

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

16. Payment

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

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

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

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

17. Prices

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

18. Change Orders

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

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

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended.

Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency's change order.But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

19. Contract Amendments

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

20. Assignment

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

21. Sub-contracts

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

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

22. Delays in the Supplier's Performance

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

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

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

23. Liquidated

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of

Damages

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 Agencymay 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, TheProcuring 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

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. **Country of Origin:** All goods and related services to be supplied under the contract must be from that origin / country as indicated under general conditions of the contract.
2. **Performance Guarantee/ Security:** After signing of contract, the successful bidder shall furnish the Performance Guarantee/Security equivalent to **10 %** of the total Contract amount for each lot in the shape of Bank Guarantee, Call-Deposit Receipt (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque in the name of **Project Director, Punjab Socio-Economic Registry, Punjab Social Protection Authority** from any of the scheduled banks in accordance with the conditions of the tender inquiry on the prescribed format.
11. **Inspection and Tests:** Inspection of products at final acceptance shall be in accordance with the conditions of contract. After delivery at PUNJAB SOCIO-ECONOMIC REGISTRY, PUNJAB SOCIAL PROTECTION AUTHORITY, the goods shall be inspected /examined by the Inspection Committee. The Committee shall submit its inspection report to Procuring Agency, the Supplier shall be bound to rectify it free of cost. The supply shall not be accepted if found substandard. The seller shall be bound to replace the substandard supplies immediately.
3. The committee may visit distribution setup / dealership for inspection.
4. The Supplier will be responsible for the warranty claims within the country and after sales services in respect of quoted products.
5. **Delivery and documents:** The Supplier shall provide the following documents at the time of delivery of goods to Consignee**'** end for verification and onward submission, duly completed in all respect for payment.
   i) Original copies of Delivery Note / Challan (in duplicate) showing name of destination to which delivery is to be made, item**'**s description, batch No(s), Registration No, manufacturing date and quantity.
   ii) Original copies of the Supplier**'**s invoices (in duplicate) showing warranty, name of Procuring Agency /destination to which delivery is to be made, item**'**s description, Batch No, Registration No, manufacturing date, quantity, per unit cost, and total amount (where applicable).
6. **Insurance** The goods supplied under the Contract shall be delivered duty paid, under which the risk is transferred to the Procuring Agency after having been delivered; hence insurance coverage is Supplier**'**s responsibility therefore, they may arrange appropriate coverage.
7. **Payment**
   A. The Payment shall be in Pak Rupees.
   B. The payment shall be made to the Supplier on receipt of original delivery Challan(s) and invoice(s) inclusive of applicable taxes in duplicate duly completed in all respect and signed & stamped by the store officer / signed and stamped by Consignee, along with physical inspection report, carried out by the Committee, with certificate that the supplies conform to specifications.

09. **Penalties/ Liquidated Damages**

In case of late delivery of goods beyond the periods specified in the schedule of requirements, **penalty @ 1% per week** of the cost of late delivered supply shall be imposed upon the Supplier and maximum up-to 10% of work order amount.

10. Arbitration and Resolution of Disputes: In case of any dispute, concerning the interpretation and / or application of this Contract shall be settled through mediation or arbitration. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.

12. Governing Language: The language of this Contract shall be in English.

13. **Applicable Law:** This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
14. If the Supplier provide substandard item and fail to provide the item as per specification laid down in the Technical Specification Form / Tender Enquiry, the procuring agency shall be entitled to make other arrangement at the risk / expense of the Contractor / Supplier Firm, the price difference shall be paid by the Supplier.
15. Partial supply shall not be accepted.
16. The Supplier shall ensure timely, continuous / uninterrupted supply of Goods to the end users as per demand throughout the contract period.
17. The Supplier shall provide free delivery of Goods to consignee at the PSER.
18. This contract agreement shall remain valid till **30th September, 2026.**
19. Rates shall remain firm and fixed for the entire contract period.

Notices

Supplier's address for notice purpose

Procuring Agency's address for notice Purposes shall be the;

Project Director

Punjab Socio-Economic Registry,
Punjab Social Protection Authority
78-79BlockD, New Muslim Town,
Lahore
Ph.042-99231710

Section-VII. Schedule of Requirements

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

SCHEDULE OF REQUIREMENT

Location	Lot No	Item Name	Total delivery period From Date of issuance of purchase order
Punjab Socio-Economic Registry, Punjab Social Protection Authority	1	Photocopier Machine	15 days
	2	Laptops Category – A	30 days
	3	Laptops Category – B	30 days
	4	Computer LED	15 days
	5	Colour Printer and Black & White Printers and Cartridges (Colour and B&W)	15 days

MODE OF PENALTY	100% QUANTITY AS PER PURCHASE ORDER	TOTAL DELIVERY PERIOD
WITHOUT PENALTY	AS MENTIONED ABOVE	AS MENTIONED ABOVE
WITH PENALTY 1% per week after allowed days of Purchase Order and maximum up-to 10% of work order amount.	AS MENTIONED ABOVE	AS MENTIONED ABOVE

Section-VIII: Sample Forms

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

Notes on the Sample Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3&2.3.4 and in accordance with the requirements included in the Bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Agency, pursuant to ITB Clause 2.3.8
The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 17, acceptable deviations e.g., payment schedule pursuant toGCC 16, spare parts pursuant to ITB Clause 2.3.6 & 2.3.7, or quantity variations pursuant to ITB Clause 2.6.5. The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.

The **Performance Guarantee** and **Bank Guarantee for Advance Payment** forms should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide Performance Guarantee and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Agency and pursuant to GCC Clause 7.3 and SCC 10, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause2.3.6(iii).

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 _____

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

8.2 Bidder's JV Members Information Form

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

{The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture}.
Date: *[insert date (as day, month and year) of Bid submission*]
RFB No.: *[insert number of RFB process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of_ _____ pages

1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidder's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidder's JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]* Address: *[insert address of JV's Member authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]* Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6. 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.3. Manufacturer's Authorization Form

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

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

To: *[name of the Procuring Agency]*

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

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

[Signature for and on behalf of Manufacturer]

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

8.4. Bidder Profile Form

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

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

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

Yes	No

b) Details of Experience (Last _____ Years)

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

c)Staff Detail and last month Payroll

Yes	No

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

8.5. General Information Form

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

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

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

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

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

8.6. Affidavit

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

Name: _____

(Applicant)

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

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

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

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

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

(iii) Affidavit for correctness of information.

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

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

8.7. Performance Guarantee Form

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

To,

[name and address of the Procuring Agency]

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

1. [***Please insert details***].

(Here in after called "the Contract").

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

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

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

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

[NAME OF GUARANTOR]

Signature_____

Name_____

Title _____

Address_____

Seal_____

Date_____

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

8.8. Technical Bid Form

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

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

Stamp & Signature of Bidder _____

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

8.9. Contract Form

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

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
(a) the Bid Form and the Price Schedule submitted by the Bidder;
(b) the Schedule of Requirements;
(c) the Technical Specifications;
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Procuring Agency's Notification of Award.
(g) Contract agreement
(h) Complete Bidding document

3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

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

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

8.10. Financial Bid Form/Price Schedule

Lot No. 01: Photocopier Machine:

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Estimated Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1	Photocopier Machine					1		
Total price in figures								
Total price in words								

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
The Prices quoted is to be inclusive of all taxes and levies.
The rates quoted are market based, if the procuring agency identified the rate higher than the market rate, the difference will be paid by the bidder.
Quantities mentioned in the document may vary as per the requirement.

*List of the items which are to be procured for each lot is attached at the end of document. Fill this form for specific lot for which you are submitting your bid.

Stamp & Signature of Bidder _____

Lot No. 02: Laptops Category – A :

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Estimated Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1	Laptop Category - A					10		
Total price in figures								
Total price in words								

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
The Prices quoted is to be inclusive of all taxes and levies.
The rates quoted are market based, if the procuring agency identified the rate higher than the market rate, the difference will be paid by the bidder.
Quantities mentioned in the document may vary as per the requirement.

*List of the items which are to be procured for each lot is attached at the end of document. Fill this form for specific lot for which you are submitting your bid.

Stamp & Signature of Bidder _____

Lot No. 03: Laptops Category – B:

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Estimated Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1	Laptop Category - B					50		
Total price in figures								
Total price in words								

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
The Prices quoted is to be inclusive of all taxes and levies.
The rates quoted are market based, if the procuring agency identified the rate higher than the market rate, the difference will be paid by the bidder.
Quantities mentioned in the document may vary as per the requirement.

*List of the items which are to be procured for each lot is attached at the end of document. Fill this form for specific lot for which you are submitting your bid.

Stamp & Signature of Bidder _____

Lot No. 04: Computer LED

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Estimated Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1	Computer LED					10		
Total price in figures								
Total price in words								

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
The Prices quoted is to be inclusive of all taxes and levies.
The rates quoted are market based, if the procuring agency identified the rate higher than the market rate, the difference will be paid by the bidder.
Quantities mentioned in the document may vary as per the requirement.

*List of the items which are to be procured for each lot is attached at the end of document. Fill this form for specific lot for which you are submitting your bid.

Stamp & Signature of Bidder _____

Lot No. 05: Colour Printer and Black & White Printers and Cartridges (Colour and B&W)

Sr. No.	Item name	Specifications/ dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Estimated Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1	Colour Printer					1		
2	Black & White Printer					4		
3	Cartridges for Colour Printer					2		
4	Cartridges for Black & White Printer					10		
Total price in figures								
Total price in words								

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

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
The Prices quoted is to be inclusive of all taxes and levies.
The rates quoted are market based, if the procuring agency identified the rate higher than the market rate, the difference will be paid by the bidder.
Quantities mentioned in the document may vary as per the requirement.

*List of the items which are to be procured for each lot is attached at the end of document. Fill this form for specific lot for which you are submitting your bid.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

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

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

[Signature of the bank]

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

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	Bidding Documents duly signed and stamped by the authorized Person.		
2	5% Bid Security of estimated price for each lot. The original Bid security must be submitted at PSER-PSPA Head Office till **1100 Hours** on or before **06th May ,2026**		
3	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
4	Copy of active Registration with Sales Tax Authorities (STRN)		
5	Copy of active Registration (Professional Tax Certificate)		
6	Bidder s JV Member information as per **form 8.2**		
7	Technical Bid Form (as per**form 8.9** of Bidding documents) on letter head of the firm duly signed and stamped.		
8	Financial Bid Form (as per **form8.1 of**Bidding documents) on letter head of the firm, duly signed and stamped.		
9	Bid Security Form (as per**form8.11**of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	Performance Guarantee Form (as per**form8.7** of Bidding documents) on letter head of the firm, duly signed and stamped.		
11	General Information Form (as per **form 8.5**of Bidding documents) on letter head of the firm duly signed and stamped.		
12	Affidavit(as per **form 8.6**) on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the Procuring Agency. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. Affidavit for correction of information Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		
13	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address*[where applicable]*. iii. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		
14	Performance Certificate		

15	Copy of all required documents as per Technical Evaluation Criteria.		
16	Copy of all required documents as per knock down criteria.		

Stamp & Signature of Bidder _____

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view the nature and scope of the procurement and as per its requirements.]

LIST OF ITEMS FOR WHICH BIDS ARE BEING DEMANDED

Lot No. 01: Photocopier Machine

Sr #	Name of Item	Estimate Quantity
1	Photocopier Machine	1

Lot No. 02: Laptops Category - A

Sr #	Name of Item	Estimate Quantity
1	Laptops Category - A	10

Lot No. 03: Laptops Category - B

Sr #	Name of Item	Estimate Quantity
1	Laptops Category - B	50

Lot No. 04: Computer LED

Sr #	Name of Item	Estimate Quantity
1	Computer LED	10

Lot No. 05: Colour Printer and Black & White Printers and Cartridges (Colour and B&W)

Sr #	Name of Item	Estimate Quantity
1	Colour Printer	1
2	Black & White Printers	4
3	Cartridges for Colour Printer	2
4	Cartridges for Black & White Printer	10

Undertaking:

- It is certified that I have read all terms and conditions and I will remain oblige to the terms and conditions.
- Quantities mentioned in the documents may vary as per the requirement.

Stamp & Signature of Bidder _____

SPECIFICATIONS OF ITEMS FOR WHICH BIDS ARE BEING DEMANDED

Lot No. 01: Photocopier Machine

Sr #	**Technical Specification**	
1	Core Function	Print, Copy, Scan, Send
2	Print Speed	25 PPM A4 (80 gsm) or higher 15ppm A3 or higher
3	Document Feeder	DADF (50 sheets) or above
	Paper Handling	**Paper Sizes:** A4, Legal, A3 or higher **Paper Supply:** Standard dual front paper cassettes **Duplex:** Yes (standard)
4	Display	LCD Partial Touch Display
5	Paper Capacity	1200 Sheets or above
6	FCOT first copy out time	Less than 7 sec
7	Warm up Time	4 Seconds or Less
8	Multiple Copying	UP to 9,999
10	Tonner Yield	32,500 or above
11	Local Trolley	Yes
12	Interface	Network & Wi-Fi Built in
13	Ram	2 GB or above
14	Scanning	Scanning Resolution: 600 × 600 dpi
15	Printing	Printing Resolution:1200 × 1200 dpi
16	Consumables	04 No of Tonner and 01 No. of Drum unit extra other than built in **OR** 04 No of Tonner and 01 No of developer unit extra other than build in **(Original consumable verifiable)**

Stamp & Signature of Bidder _____

Lot No. 02: Laptop Category-A

Sr #	Technical Specification	
1	Processor:	Intel® Core™ i7 14th Generation with Turbo Frequency ≥ 5.0 GHz
2	Chipset	Intel, Integrated with processor with TPM 2.0
3	Graphics	Integrated High-Performance Graphics with NVIDIA® GeForce RTX™ 4060 8GB GDDR6 or higher Boost Clock 2370MHz, TGP 140W, 233 AI TOPS, FHD 1080p CAM with E-shutter, 16" WQXGA (2560x1600) IPS 500nits Anti-glare, 100% DCI-P3, 240Hz, Display HDR™ 400, Dolby Vision®, G-SYNC®, Low Blue Light, High Gaming Performance.
4	System Memory:	16 GB DDR5
5	Hard Disk Drive:	512 GB SSD, Upgradeable
6	Key Board / Touchpad	Standard keyboard and Precision Touchpad
7	Display	14" – 16" Full HD IPS / WVA Display
8	WIFI and Bluetooth	Dual Band Wireless (802.11 b/g/n or ac) W/ Bluetooth
9	Carrying Case	Standard carrying case of same brand
10	Mouse	Wireless Optical Mouse of same brand.
11	Audio:	Built-in Stereo Speakers with Integrated Microphone
12	I/O Parts	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1xUSB Type-C,1X HDMI/VGA port.
13	Battery and Adaptor	Battery with 3 cell or higher, minimum 4-5 hours battery life
14	Windows / Operating System:	Licensed Pre-Installed Microsoft Windows 11 Professional (64-Bit).
15	Microsoft Office	Licensed Microsoft Office
16	Warranty & Support	Minimum 3-Year Official Warranty with Local Service Support in Pakistan

Lot No. 03:Laptop Category-B

Sr #	Technical Specification	
1	Processor:	Intel® Core™ i7 14th Generation with Turbo Frequency ≥ 5.0 GHz
2	Chipset	Intel, Integrated with processor with TPM 2.0
3	Graphics	Integrated High-Performance Graphics
4	System Memory:	16 GB DDR5
5	Hard Disk Drive:	512 GB SSD, Upgradeable
6	Key Board / Touchpad	Standard keyboard and Precision Touchpad
7	Display	14" – 16" Full HD IPS / WVA Display
8	WIFI and Bluetooth	Dual Band Wireless (802.11 b/g/n or ac) W/ Bluetooth
9	Carrying Case	Standard carrying case of same brand
10	Mouse	Wireless Optical Mouse of same brand.
11	Audio:	Built-in Stereo Speakers with Integrated Microphone
12	I/O Parts	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1xUSB Type-C,1X HDMI/VGA port.
13	Battery and Adaptor	Battery with 3 cell or higher, minimum 4-5 hours battery life
14	Windows / Operating System:	Licensed Pre-Installed Microsoft Windows 11 Professional (64-Bit).
15	Microsoft Office	Licensed Microsoft Office
16	Warranty & Support	Minimum 3-Year Official Warranty with Local Service Support in Pakistan

Lot No. 04: Computer LED

Sr #	Name of Item	Technical Specification
1	Computer LED	Display Size: 27 inches or higher Display Type: QLED (Quantum Dot LED) Technology: Quantum Dot layer for enhanced colour and brightness Aspect Ratio: 16:9 Resolution: Full HD (1920 × 1080) or higher Ports: HDMI, VGA, USB Accessories: Standard HDMI Cable and Standard VGA Cable included

Stamp & Signature of Bidder _____

Lot No. 05: Colour Printer and Black & White Printers and Cartridges (Colour and B&W)

Sr #	Name of Item	Technical Specifications	
1	Colour Printer	Printing Technology	Colour laser printing technology for high-quality colourprints
		Print Speed	Up-to 33 pages per minute for both colour and black -and-white or above
		Print Resolution	1200 x 1200 dpi
		Paper Handling	Input capacity: Up-to 250 sheets in the main tray Output capacity: Up to 100 sheets Supports various paper sizes and types including letter, legal, envelopes, and labels
		Paper Capacity Standard	300 sheets A4 80gs (250 cassette + 50 MPT) or higher
		Paper Output capacity	150 sheets A4 80gsm or higher
		Processor	1200Mhz or higher
		Memory	800 MB or higher
		Duplex Printing	Automatic duplex printing
		Recommended Monthly Print Volume	50,000 pages or above
		Print Language	UFR II, PCL 6, Adobe Post Script
		Connectivity	High Speed USB, Built-in Fast Ethernet 10/100 or better.
		OS Support	Compatible with Windows 10/11 or latest
		Accessories	USB Cable, Power Cable and other allied accessories.
		Warranty	1 Year Parts and Labor OEM recommended Warranty
2	Black & White Printers	Print Speed	40 pages per minute or higher
		Print Resolution	1,200 × 1,200 DPI
		Processor	1200 MHz or higher
		Memory	800 MB or higher
		Duty Cycle	80,000 pages or above
		Paper Trays	2 trays or higher
		Duplex Printing	Auto duplex
		Paper Sizes Supported	Letter, A4, Legal
		Print language	UFR II, PCL 6, post Script
		Paper Input Capacity	Input tray 250 sheets, MPT 100 sheet, 150 sheets output tray.
		Connectivity	1 Hi-speed USB 2.0, 1Ethernet 10/100 network, Wi-Fi 802.11b/g/n
		Other Function:	Low ink indicator, print cancel button, Power Button, etc.
		Operating System Compatibility	Windows 10/11 or latest
		Accessories	USB cable & standard accessories
		Warranty	Standard One Year on site, with OEM Authorized after sales services.
3	Cartridges for Colour Printer	Spare Printer cartridges (colour printing)	Compatible with printer model Page Yield: 2,500 – 5,000 pages (standard) CMYK: Separate cartridges
4	Cartridges for Black & White Printer	Spare Printer cartridges (black and white printing)	Compatible with printer model Page Yield: 3,000 – 10,000 pages (will be installed by vendor)

Stamp & Signature of Bidder _____