# UNIVERSITY OF GUJRAT

## BIDDING DOCUMENT

## FOR

## REPAIR & MAINTENANCE OF RFID GATE AT CENTRAL LIBRARY, UNIVERSITY OF GUJRAT

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**Tender No. UOG/DP/2024-25/RM&E/01**

**Tender Opening Date: 08-05-2025**

Documents Issue To: - ______________________________ on __________

University of Gujrat
Hafiz Hayat Campus, Jalalpur Jattan Road Gujrat
director.purchase@uog.edu.pk , Ph: 053-3643167,117,195

**1. INVITATION OF BIDS**

**University of Gujrat**

**TENDER NOTICE**

**IFB/Tender No. UOG/DP/2024-25/RM&E/01**

University of Gujrat invites sealed bids from reputable firms/companies, registered with relevant Registration Authorities and Tax Department for Income Tax and Sales Tax (GST/PST) purpose with **active taxpayer profile** and having adequate experience for supply of below mentioned services. Bids shall be received/processed on **Single Stage One Envelope** bidding procedure.

| Sr. # | Description | Estimated Cost | 2% Bid Security | Remarks |
|---|---|---|---|---|
| 1 | REPAIR & MAINTENANCE OF RFID GATE AT CENTRAL LIBRARY, UNIVERSITY OF GUJRAT | 1.00 Million | 20,000 | Complete Package |

Documents are immediately available w.e.f. the date of publication and can be downloaded from websites of University of Gujrat (www.uog.edu.pk) and PPRA (ppra.punjab.gov.pk), (www.punjab.eprocure.gov.pk). For participation, bidding documents can also be obtained during office hours on submission of a written request on company's letterhead.

**Technical Bids** must be accompanied by a **Bid Security** (in the form of CDR/Demand Draft/Pay Order), in favor of **Treasurer, University of Gujrat**.

Sealed bids (prepared in conformity with instructions of bidding documents) must reach through **E-PROCUREMENT** (http://www.punjab.eprocure.gov.pk) to the office of the Director Purchase, no later than **08-05-2025 AM ON 02:00 PM**

Bids shall be opened on the same day **at 02:30 PM** in the presence of bidders or their representatives, who may choose to be present, having a valid authority letter from their respective organization.

University shall not be responsible for delays & non-delivery caused by courier firms/post office etc. regarding issuance of bidding document & receiving of bids etc. In the case of an official holiday on the day of submission, the next day will be treated as closing date.

The University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules 2014.


**Director Purchase**
**Admin Block Hafiz Hayat Campus,**
**University of Gujrat**
**Ph: 053-3643112, Ext 117,195,**
**Email: director.purchase@uog.edu.pk**

## 2. Instruction to Bidders (ITB)

**Eligible Bidders:**

The Invitation to Bids is open to all" Companies / Firms / Authorized Dealers/ Distributors registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with necessary legal requirements to carry out the repair/maintenance of RFID gates effectively.

**Bidding Procedures:**

i. **Bids must be submitted on EPADS and as per Single Stage One Envelope procedure. Bidding procedure of single stage one envelope shall be applicable under Punjab Procurement Rule 38 (1) which implies; -**

ii- Bidding procedure of single stage one envelope shall be applicable under Rule 38(1) of Punjab Procurement Rule, 2014 which implies; -

iii- The bid shall be submitted in a single package consisting of one envelop. Information regarding Procurement Name, IFB No. and closing date & time, must be mentioned on envelope(s), as per tender notice.

iv- The lowest evaluated bidder(s) shall be awarded contract within the original or extended bid validity period.

**Bid Security:**

i. The Bid Security shall be in Pakistan Rupees and shall be in form of Bank Call-deposit (CDR) / Demand Draft (DD)/Pay Order. Unsuccessful Bidder's Bid Security will be discharged or returned as promptly as possible but not later than (15) Days after the expiration of the period of bid validity period prescribed in Bid Data Sheet or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14.
ii. The Bid Security may be forfeited:
   a. If a bidder withdraws its bid during the period of bid validity.
   b. If the successful bidder fails to sign the Contract in accordance with instruction to bidders.
   c. If the contractor fails to complete the supplies in accordance with the General and Special Condition of bidding document.

**Late Bids:**

i. Bids must be submitted on EPADS specified under BDS not later than the time and date specified in the Bid Data Sheet. Bids (in hard form) through registered courier service and by hand both are not acceptable.
ii. The 2% bid security received after the deadline for submission of bids on prescribed, shall be rejected and returned back to the bidder as per PPRA Rules.

**Grievance Redressal:**

Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten (10) days after the announcement of the Final evaluation reports The Grievance Redressed Committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**Arbitration:**

Parties shall mutually settle dispute related to this contract. If attempts do not yield any result with in a period of 30 days, the Vice Chancellor, University of Gujrat shall be the Competent to resolve the dispute(s) related to this contract and his decision shall be final.

**Performance Guarantee:**

The successful bidder will have to deposit Performance Guarantee of the contract amount (5% or as mentioned in Bid Data Sheet) in the shape of CDR / Demand Draft / Bank Guarantee, within fifteen (15) days of receipt of notification of award or supply/work order from the University of Gujrat, in accordance with the Conditions of Contract, in the Performance Guarantee Form provided by the University, or in another form acceptable to the University.

Performance Guarantee will be resealed after expiry of the contract.

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

ii. **Blacklisting & Debarment**

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

**Requirements & Procedure for Blacklisting & Debarment:**

Asper as per S-17A of PPRA, Act, 2009: *As per rule 21 of PPR-14: or Sub rule (6) of 21.s*

**Note:** The act of blacklisting the bidder/contractor/service provider by a procuring agency shall be limited to the extent that procuring agency. Furthermore, if a procuring agency intends to debar a bidder/contractor/service provider from participating in all the procuring agency of the Punjab it shall refer the matter to MD PPARA under section 17A (2) of PPRA act-2009 read with Rule 21(2) (b) of PPR-14.

## 3. General Terms & Conditions

1. The supplier shall be responsible for all the incidental service charges including taxes. The procuring agency shall not pay any extra amount against any expenditure incurred, as the contract shall be construed as fixed amount and includes all costs.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes / duties, where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes / duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
4. Bids shall remain valid for a period mentioned in Bid Data Sheet after opening of bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the parties. A bid valid for a shorter period shall be rejected as non-responsive.
5. If the bid acceptance within the bid validity period is not accepted by the bidder, the bid security shall be forfeited.
6. The Central Purchase Committee UOG, at any stage of the procurement may ask the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.
7. All bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.
8. The offer should be strictly as per specifications / requirements of the tender.
9. Bidders are required to quote rate as prescribed in Financial Bid Form / Price Schedule.
10. The bidder/firm will be responsible to deliver according to standards. In case of any unfortunate damage, the bidder/firm will take the whole responsibility of the consequences and also be responsible to replace the damages.
11. The contract will be awarded under provision of PPRA 2014 as amended from time to time.
12. The bidder is required to offer competitive price. All prices must include the all payable taxes and duties, where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the University.
13. Conditional offer shall be considered as non-responsive bidder.
14. All the taxes and stamp duty will be deducted as per prevailing Govt. policy.
15. Contract will be awarded to technically qualified & financially lowest bidder on complete package basis.
16. In case of holiday or unforeseen situation resulting closure of University on the date of opening, bids shall be submitted/opened on next working day at the same time & venue.
17. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
18. Bids proposing substandard, low quality or refurbished items shall be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached, if required.

19. Flags may be applied putting in order all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
20. Bidding organization is expected to quote proposal in accordance to bid form. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in University's prescribed bid form.
21. Bidding organization should submit an affidavit about its status about present black listing by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
22. Rates must be quoted in Pak Rupees including all relevant Taxes and FOR Gujrat basis.
23. One person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids, as provided under Rule-36a of Punjab Procurement Rules, 2014.
24. Successful bidder shall have to enter into contract agreement on stamp paper, of Rs.1,200/- or 0.25% of ordered value whichever is greater, on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
25. Performance guarantee in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to 5% of contract amount. Insurance guarantees/cheques or third-party undertakings shall not acceptable.
26. Quantity of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
27. Dead stock must be submitted to the UOG main store after the completion of work.
28. Proposals shall remain valid for at least 120 days, initially, w.e.f. tender opening date.
29. University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.
30. "Under rule 21(1) of Punjab Procurement Rules 2014, University management may, for a specified period, debar a bidder or contractor from participating in any public procurement process, 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.
    d. Indulged in any corrupt practice."
31. **Force Majeure**: The Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. 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

# SECTION-IV: BID DATA SHEET

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

| **A. INTRODUCTION** | |
|---|---|
| **BDS Clause Number** | **Amendments of, and Supplements to, Clauses in the Instruction to Bidders** |
| **1.** | ***NAME OF PROCURING AGENCY*:**<br>UNIVERSITY OF GUJRAT<br>***SUBJECT OF PROCUREMENT*:**<br>REPAIR & MAINTENANCE OF RFID Gate AT CENTRAL LIBRARY, UNIVERSITY OF GUJRAT"s |
| **2.** | Financial year: **2024-25**<br>***NAME OF FINANCING INSTITUTION*:**<br>University of Gujrat<br>**NAME AND IDENTIFICATION NUMBER OF THE CONTRACT**:<br>REPAIR & MAINTENANCE OF RFID Gate AT CENTRAL LIBRARY, UNIVERSITY OF GUJRAT"<br>BID REFERENCE NO. (**IFB #.UOG/DP/2024-25/RM&E/01**) |
| **B. BIDDING DOCUMENTS** | |
| **3.** | The address for clarification of Bidding Documents is [**Director Purchase, Admin Block, HH Campus, University of Gujrat**] |
| **4.** | The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid. |
| **C. BID PRICE, CURRENCY, LANGUAGE & COUNTRY OF ORIGIN** | |
| **5.** | *English* |
| **6.** | The price quoted shall be in PKR. |
| **D. PREPARATION AND SUBMISSION OF BIDS** | |
| **7.** | **Technical Evaluation Criteria**<br>**i. (Knockdown Criteria)**<br>The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as **non-responsive**.<br>ii) Bid Security (as mentioned in invitation for bids or BDS)<br>iii) The bidder must have at least five (03) years' experience as a legally approved services provider.<br>iv) The Bidder must be an active income tax payer.<br>v) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number and active General Sales Tax (GST) Registration Number etc. with documentary proof. |

| | |
|---|---|
| | vi) The bidder must submit an affidavit on the stamp paper of Rs. 100/- to certify that:<br>1. Bidder is not currently blacklisted by the Procuring Agency/PPRA.<br>2. 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 (PPRA – 14).<br>3. The provided information is correct. The copy of the Bidding Document shall be duly signed, stamped on each page, submitted by the bidder.<br><br>***Note: The proposals will be evaluated based on the submitted documents / evidences as per following marking criteria (E).** |
| **8** | Bids shall be submitted to [**Insert Name & Complete Address of University]** |
| **9** | The deadline for Bid submission is 08-05-2025 at 2:00 pm |
| **10.** | Opening of Bids on 08-05-2025 at 2:30 pm |
| **11.** | Amount of Performance Guarantee is 5% of the contract amount. |
| **12.** | **Estimate Repair Cost/Price is Rs. 1.00 million**<br>**Amount of Bid Security is Rs. 20,000/-**<br>**Amount of Bid security is 2% of the estimated price** |
| **13.** | Bid validity period after opening of the Bid is: 120 Days |
| **14.** | Not Applicable |

**E. OPENING AND EVALUATION OF BIDS**

| | |
|---|---|
| **15.** | The Bid opening shall take place at:<br>**2.30 pm on 08-05-2025 in the office of the Director Purchase, Admin Block, HH Campus, University of Gujrat** |
| **16.** | Not applicable |

**F. Award of Contract**

| | |
|---|---|
| **17.** | Percentage for quantity increase or decrease is: *15%* |
| **18.** | The Performance Guarantee shall be: 5% of the Contract Amount |
| **19.** | The Performance Security (or guarantee) shall be in the form provided in the Bidding documents |

# E. Bid Evaluation Criteria

## Evaluation Criteria (Eligibility & Qualification)

| Sr. | Evaluation Criteria (Eligibility) | Requirement |
|---|---|---|
| 1 | Bid Security (as mentioned in invitation for bids or BDS) | Mandatory |
| 2 | Company Profile / Registration with supporting documents | Mandatory |
| 2 | Copy of CNIC of Owner/Authority Person along with Authority Letter from the Bidder Company authorizing the relevant person to represent the company. | Mandatory |
| 3 | Income Tax / Sales Tax/ PST/ with Active Taxpayer profile status<br>(Professional Tax Certificate for Year 2024-25) | Mandatory |
| 4 | Sole Distributor /Reseller / authorized dealer /Distributor | |
| 5 | Affidavit on the stamp paper of Rs. 100/- to certify that<br>• Bidder is not currently blacklisted by the Procuring Agency/PPRA.<br>• 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 (PPRA – 14).<br>•The provided information is correct. | Mandatory |

a. **The proposals will be evaluated based on the submitted documents / evidences as per following criteria.**

## Evaluation Criteria:

| Sr. # | Performance Qualification | Marks | Maximum Marks |
|---|---|---|---|
| **1** | **Past Performance:**<br>Purchase orders / supply orders / Completion certificates must be attached, otherwise, no marks shall be awarded.<br>(Years of operations w.e.f. Registration date of NTN /STN, FBR etc.) | | **40** |
| | Work Order Less Than this Tender Cost | 15 | -- |
| | Work Order equal to this Tender Cost | 30 | -- |
| | Work Order above this Tender Cost | 40 | -- |
| **2** | **Relevant Experience:** | | **40** |
| | 01 to 03 Years work experience | 15 | |
| | 04 to 05 Years work experience | 30 | |
| | Above 05 Years work experience | 40 | |
| **3** | **Financial Position / Status** | | **20** |
| | **Annual Turnover (for the Last / Previous Fiscal Year)**<br>If the total annual turnover indicated in annual bank statement/annual tax return of last year is; | | -- |
| | Bank Balance equal to this Tender Cost | 10 | |
| | Bank Balance 1.5 times more than this Tender Cost | 15 | |
| | Bank Balance 2.0 times more than this Tender Cost | 20 | |
| | **Qualifying Marks = 60** | | **100** |

b. **Technical Evaluation of only those companies / vendors will be conducted who fulfill / qualify in the performance qualification Criteria**

**TECHNICAL EVALUATION PROCESS:**

1. **TECHNICAL ACCEPTANCE: -** Only the Bids securing minimum of 60% marks shall be declared technically accepted by the Evaluation Committee.
2. **DOCUMANTORY PROOF: -** The bidder must provide verifiable documentary proof against all the mandatory requirements along with the Technical Proposal at the time of opening of the technical bid(s).
3. **SPECIFICATIONS CONFORMANCE: -** Conformance to the required specification of items given in Schedule of Requirement shall be evaluated by the Technical Evaluation Committee.

## 4. TECHNICAL SPECIFICATIONS

| Sr. No. | Product Name | Item | Qty | Unit Price | Total Estimated |
|---|---|---|---|---|---|
| 1 | RFID Gate (EM Detection System 3500 Series) | Replacement of Main Logic Board for Power Supply | Job | 1,000,000 | 1,000,000 |

## 5. Bidder Profile

| | | | |
|---|---|---|---|
| **Firm Name** | | | |
| **Entity of Firm** | ☐ **Individual** ☐ **Partnership** ☐ **Company** ☐ **Other** | | |
| **Nature of Business** | | | |
| **Addresses / Branches** | | | |
| **Telephone / Fax** | | | |
| **Email** | | | |
| **Date & Place of Registration** | | | |
| **Company's NTN / Sales Tax Reg. No.** | **NTN** _________________________ **S.T.N.**_____________________________ | | |
| **Owner's Detail** | **Name:** _______________________ **CNIC** _____________________________<br>**Address**___________________________________________________________ | | |
| **No. of Employees** | | | |
| **Year of Establishment** | | | |
| **Annual Sales** | **2021-22** | **2022-23** | **2023-24** |
| | | | |
| **Five Major Clients** | **i)**______________________________ **ii)**______________________________<br>**iii)**_____________________________ **iv)** _____________________________<br>**v)** ______________________________ | | |
| **Bank Details** | **Bank:**_______________________ **A/c #**_________________________ | | |

**SIGNATURE**

## 6. Bid Form

(To be signed & stamped by the Bidder, preferably on the letterhead. 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:
The Director Purchase
University of Gujrat

Dear Sir/ Madam:

Having examined the Bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer services under the above named contract in full conformity with the said Bidding documents and at the rates / unit prices described in the Schedule of Prices or such other sums as may be determined in accordance with term and conditions of the contract.

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

If our Bid is accepted, we undertake to provide a performance guarantee of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for the Bid Validity Period specified in the Bid Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We 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 __________________________________________

## 7. Affidavit

(To be printed on PKR.100/- E-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 University of Gujrat 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 University of Gujrat. The undersigned further affirms on behalf of the firm that:

b. The firm is neither currently blacklisted by any Department nor any litigations pending before PPRA or any other court of law competence in this regard against any such blacklisting order.

c. 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.

d. Affidavit for correctness of information.

e. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.

f. The documents/photocopies provided with Bid are authentic (In case of any fake/bogus document look at any stage, the procurement agency reserves the rights to take action for blacklisting of contractor/firm as per Rules/Laws).

Anti-bribery and anti-corruption;

2. Each party agrees to comply with the laws and regulations that apply and its business with the other party, particularly anti bribery and anti-corruption laws and regulations.

3. Each party warrants and represent that they setup internal controls processes and anti-bribery and anti-corruption (ABAC) policies to ensure that their personnel or always conducting business with other party in accordance with such processes, policies and applicable laws and regulations.

4. Each party agrees that the obligations under this clause shall extend to include their owners, directors, officers, employees, sub-contractors and agents hence the breaching party shall be liable only to the extent of any breach of this clause by any of its member or directors, any officers, employees, sub- contractors and agents shall be held independently liable for any breach of this clause.

5. Each party further agrees to co-operate in good faith with other party and its auditors, attorneys and representatives in the event of any actual or alleged violation of anti-bribery and anti-corruption laws by the other party. Such co-operations includes but shall not be limited to providing the other party and its representative’s prompt and complete access to relevant records and personnel as requested by the other party in order to analyze facts of the matter.

6. That any breach of this anti-bribery and anti-corruption laws by the breaching party shall be deemed material breach of this contract allowing the other party, at its sole discretion to terminate this contract.

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

Signed by an authorized Officer of the company

Title of Officer: ________________________________

Name of Company: ________________________________ Date: ____________________________

## 8. Financial Bid Form / Price Schedule

(To be signed & Stamped by the bidder and reproduced on the letterhead. To be attached with Financial Bid)

| **Sr. No.** | **Item name** | **Quantity** | **Unit price (without taxes & duties)** | **Total quoted price** | **Applicable GST/PST etc. Amount** | **Total price (inclusive of all Taxes & Duties)** |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| | Grand Total price in Figures | | | | | |
| | Grand Total Price in Words | | | | | |

**Note:**

a. In case of difference between unit price and total price, unit price shall prevail and total price shall be "final"

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

c. Bid shall be evaluated on **Complete Package.**

**Stamp & Signature of Bidder:** ____________________

## 9. Contract Agreement

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____day of ____________ 20________ between ______________________________________ (hereinafter called the "Procuring Agency") of the one part and _________________________(hereinafter called the "Contractor/Firm") of the other part.

WHEREAS the Procuring Agency is desirous that certain Work/job, viz should be executed by the Contractor/Firm and has accepted a Bid by the Contractor/Firm for the execution and completion of this Work/job.

Now this Agreement witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them by Procuring Agency in the Conditions of Contract mentioned in tender document hereinafter referred to.
2. The following documents are as major part of this agreement
   a) Tender documents including scope of work and Terms & Conditions;
   b) Letter of acceptance;
3. In consideration of the payments to be made by the Procuring Agency to the Contractor/Firm as hereinafter mentioned, the Contractor/Firm hereby covenants with the Procuring Agency to execute/complete the Works/Services and remedy defects/complaints therein-in conformity and in all respects within the provisions of the Contract mentioned in tender document of Procuring Agency. In case of any dispute, decision of the competent authority of Procuring Agency will be final and the Contractor/Firm will obey it, whatsoever the case may be.
4. The Procuring Agency hereby covenants to pay the Contractor/Firm, in consideration of the execution/completion of the Work/job as per provisions of the Contract mentioned in tender document of Procuring Agency.
5. IN WITNESS WHEREOF, the parties hereto have caused this Contract Agreement to be executed on the day**,** month and year first before written in accordance with their respective laws mentioned/issued by Procuring Agency time to time.

| Signature of the Contactor/Firm | Signature on behalf of the Procuring Agency |
|---|---|
| ________________________ | ________________________ |
| (Seal) | (Seal) |

Signed, Sealed and Delivered in the presence of:

| Witness: | Witness: |
|---|---|
| __________________________ | ____________________________________ |
| (Name, Title and Address) | (Name, Title and Address) |

## 10. Check List

(To be signed and stamped, preferably on Bidder's letterhead pad)

The provision of this checklist on bidder's letter head pad (duly signed & stamped) is an essential prerequisite along with submission of tenders (with technical proposal).

### 1.1. Packing of the Bid

| Sr. | Description | YES/NO |
|---|---|---|
| 1 | Whether the Bid is submitted in One Envelope | |
| 2 | Technical Proposal & Financial Proposal | |

### 1.2. Submission and Arrangement of Supporting Documents

| **Envelope A**: **Attachments of Technical Proposal** | | Attached YES/NO | Page# |
|---|---|---|---|
| 1 | **Bid Form / Bid Submission Letter** (as per **form 8.0** of Bidding documents) | | |
| 2 | **2% Bid Security (in Original)** | | |
| 3 | Copy of CNIC of the Owner / Authorized Person along with his / her Authority Letter | | |
| 4 | Copy of **Income Tax/ GST/PST Registration Certificate** with active taxpayer status | | |
| 5 | **Affidavit / Undertaking** (on the Stamp Paper of Rs.100 as per **form 9.0** of bidding documents) | | |
| 6 | **Technical Bid Form** (as per **form 6.0** of Bidding documents) | | |
| 7 | **Bidder Profile Form** (as per **form 7.0** of Bidding documents) | | |
| 8 | Professional Tax Certificate of Current FY 2023-24 | | |
| **Note:** All the above documents and any other supporting document must be numbered, and page number must be mentioned in the column specified for the purpose. | | | |
| Total Number of pages attached with the Technical Bid | | _____________ Pages | |
| 11 | Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document. | | |

**The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:**

| **Envelope B: Attachments of Financial Proposal** | | Attached YES/No | Page # |
|---|---|---|---|
| 1 | Financial Bid Covering Letter duly signed and stamped by the bidder | | |
| 2 | Financial Bid Form/ Price Schedule Form (as per **form 10.0** of bid documents) | | |
| 3 | Copy of 2% Bid Security | | |

**Stamp & Signature of Bidder ________________________**