



**BIDDING DOCUMENT**  
**FOR**  
**E-CHALLAN COLOR PRINTING SERVICES**

**Tender No: PSCA/36/2<sup>nd</sup> June/2023**

**PUNJAB SAFE CITIES AUTHORITY**

**Date: June 02, 2023**

## DISCLAIMER

1. This request for bidding documents has been prepared by the Punjab Safe Cities Authority ("PSCA")/ procuring agency. This request constitutes no commitment on the part of the PSCA to enter into any arrangements with any bidder in respect of this proposed procurement or otherwise.
2. The information contained in these bidding documents or as may be subsequently provided to bidder (whether verbally or in documentary or any other form) by or on behalf of the PSCA, on the terms and conditions set out in these bidding documents, are indicative only and are provided solely to assist in a preliminary assessment of the proposed procurement. Moreover, each Bid (including each lot- if any) shall be evaluated in accordance with the prescribed Technical/ Financial Criteria provided in the Bidding Documents.
3. These bidding documents do not constitute an agreement; its sole purpose is to provide interested bidders with information that may be useful for them in preparing their bids pursuant to these bidding documents.
4. These bidding documents may not be appropriate for all persons and it's not possible for PSCA to consider the objectives and particular needs of each party which reads or uses these bidding documents.
5. The assumption, assessment, statements and information contained in these bidding documents may not be complete, accurate and adequate or correct for the purposes of any or all bidders.
6. Each bidder shall, therefore, conduct its own due investigation and analysis, check the accuracy, adequacy, correctness, reliability and completeness of the assumption, assessments, statements and information contained in these bidding documents and seek independent professional advice on any or all aspects of these bidding documents, as deemed appropriate. However, PSCA not under obligation to consider any such advice or opinion.
7. All information submitted in response to this bidding documents becomes the property of the procuring agency (PSCA), including all business information and proprietary data submitted with all rights of communication and disclosures.
8. The PSCA shall not be responsible for non-receipt or missing or delay of any correspondence/ bid etc., sent by the post / courier / email / fax by the bidder.
9. No decision shall be based solely on the basis of the information provided for any statements, opinions or information provided in these bidding documents.
10. While submitting a proposal in response to these bidding documents, each bidder certifies that he/it understands, accepts and agrees to the disclaimers set forth above.
11. Nothing contained in any provision of these bidding documents or any statements made orally or in writing by the person or party/bidder/contractor shall have the effect of negating or suspending any of the disclaimers set forth herein.
12. PSCA reserves the right to withdraw it or cancel this bidding process or any part thereof, or to vary any of its term at any time during the completion of this process & Contract milestone or termination of such Contract signed between the successful Bidder & PSCA without incurring any financial obligation in connection therewith.
13. PSCA has also right to rectify any arithmetical or typo mistake at any time of this process.



# INVITATION FOR BIDS



Punjab Safe Cities Authority, Lahore (PSCA) invites sealed bids from eligible bidders for:

## **E-CHALLAN COLOR PRINTING SERVICES**

Interested eligible bidders can obtain detailed bidding documents which are available in the office of PSCA by depositing tender fee of **Rs. 5000/- (non-refundable)** in favor of “Chief Operating Officer Punjab Safe Cities Authority”, Account# PK07BPUN6580045845500064 (Bank of Punjab) having NTN: 7129125-0 and may also be downloaded from the website of Punjab Safe Cities Authority ([www.pzca.gop.pk](http://www.pzca.gop.pk)) & PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

Sealed and completed bids in accordance with the requirement of the bidding documents must be reached in this office on or before **PST 1100** hours on **June 27, 2023** which **shall be opened on the same date** in the presence of bidder's representative (who chose to attend) at **PST 1130** hours in the office of PSCA.

For obtaining any further information or clarifications, please feel free to contact at [procurement@psca.gop.pk](mailto:procurement@psca.gop.pk)

Contact: (+92) (42) (99051605-7) Website: [www.pzca.gop.pk](http://www.pzca.gop.pk)

**Punjab Safe Cities Authority**

**The Future of Punjab Police**

PPIC3 Centre Qurban Police Line Lahore, Pakistan

## Table of Contents

### Contents

<b>PART- I (SECTION I)</b> .....	5
<b>INSTRUCTIONS TO BIDDERS</b> .....	5
<b>SECTION-II</b> .....	21
BID DATA SHEET .....	21
<b>SECTION-III</b> .....	23
<b>EVALUATION CRITERIA</b> .....	23
<b>SECTION IV</b> .....	24
REQUIREMENT & TECHNICAL SPECIFICATION .....	24
<b>SECTION-V</b> .....	27
<b>SECTION VI</b> .....	28
1. BIDDING FORMS.....	28
B. UNDERTAKING .....	29
2. PRICE SCHEDULE.....	30
<b>PART-II (SECTION I)</b> .....	32
<b>1. CONTRACT FORM</b> .....	32
<b>Section II</b> .....	33
<b>GENERAL CONDITIONS OF CONTRACT</b> .....	33
<b>SECTION III</b> .....	44
<b>SPECIAL CONDITIONS OF CONTRACT</b> .....	44
<b>PERFORMANCE SECURITY FORM</b> .....	46
<b>UNDERTAKING</b> .....	47
<b>DOCUMENT CHECKLIST</b> .....	48
<b>ANNEX – I</b> .....	49
<b>CONTRACT FORMAT</b> .....	49

Punjab Safe Cities Authority

## **Part- I (Section I)**

### **INSTRUCTIONS TO BIDDERS**

#### **A. Introduction**

#### **1. Punjab Safe Cities Authority & This Project**

- 1.1. Punjab Safe Cities Authority (PSCA) has been established and functioning in Police Qurban Lines Lahore.
- 1.2. PSCA has sufficient funds for this project, subject to the approval of the competent authority.
- 1.3. PSCA intends to hire service provider for E-challan color printing services as per requirements of PSCA.

#### **2. Eligible Bidders/ Services Providers**

- 2.1. This Invitation for Bids is open to all Bidder(s)/Contractors, Suppliers except as provided hereinafter and the Bidder/Contractor must meet the requirements as described in this bidding Document.
- 2.2. Government-owned enterprises/entities may participate only if they are legally and financially authorized for that purpose.
- 2.3. Bidders/Contractors shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (or any PPRA) or Courts or involved in any corrupt practice or facing such case(s) anywhere or declared bankrupt/defaulters.
- 2.4. Each bidder/Contractor is allowed to submit only one bid for either individually or as a partner /firm etc. In case a bidder/Contractor submits more than one bid his/its all bids shall be rejected.
- 2.5. Joint Venture (JV) is not allowed in this procurement.

#### **3. Scope of Services**

- 3.1. PSCA intends to hire service provider for E-challan color printing services.
- 3.2. Contractor shall appoint Project Coordinator/Manager for this procurement to coordinate with Punjab Safe Cities Authority.

#### **4. Cost of Bidding**

- 4.1. The Bidder/Contractor shall bear all costs associated with the preparation and submission of its bid, and the PSCA will, in no case, be responsible or liable for those



costs, regardless of the conduct or outcome of the bidding process.

## **B. The Bidding Documents**

### **5. Content of Bidding Documents**

5.1. The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a. Instructions to Bidders/Contractors (ITB);
- b. Bid Data Sheet (duly signed & stamped)
- c. Specification of Bids;
- d. Preparation of Bids;
- e. Price Schedule;
- f. Bid Submission Form;
- g. Bid evaluation Criteria;
- h. Technical & Financial Bids;
- i. Performance Security Form;
- j. Services/Goods Delivery time or completion time/schedule, Payment milestone;
- k. Contract Forms;
- l. General Conditions of Contract (GCC);
- m. Special Conditions of Contract (SCC);
- n. Samples as required (if applicable);
- o. Any other/subsequent from if any;

5.2. The Bidder/Contractor is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Service Provide/Bidder's risk and may result in the rejection of its bid.

### **6. Clarification of Bidding Documents**

6.1. A prospective Bidder/Contractor requiring any clarification of the bidding documents may notify the PSCA in writing or by email at the Punjab Safe Cities Authority's address seven (07) calendar days before to the closing date and time of the bids.

6.2. Pre-bid meeting may be called by the PSCA at its own or to clarify the bidding document. But it is the sole discretion of the PSCA which can't be claim by any bidder /Contractor as a right.

### **7. Amendment of Bidding Documents**

7.1. At any time prior to the deadline for submission of bids, PSCA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective

Contractor/Bidder, may modify the bidding documents by amendment.

7.2. All prospective Contractor/Bidders that have submitted the bidding documents will be notified of the amendment in writing or by email, and such amendments will be bidding on them.

7.3. In order to allow prospective Contractor/Bidder reasonable time to incorporate the amendment (if any) in account to preparing their bids, the PSCA, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

#### **8. Language of Bid**

8.1. The bid prepared by the Bidder/Contractor, as well as all correspondence and documents relating to the bid exchanged by the Bidder/Contractor and the PSCA shall be written in English language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder/Contractor may be in same language.

8.2. In case of any other language, the authentic copy of the translation & translated document (duly notarized) shall be enclosed and in case of any ambiguity the true contract / copy shall be prevailed.

#### **9. Documents Comprising the Bid**

9.1. The bid prepared by the Bidder/Contractor shall comprise the following components:

- (a) A Bid Form and a Price Schedule completed in accordance with relevant ITB Clauses and evaluation criteria;
- (b) Documentary evidence established in accordance with relevant ITB Clause that the Bidder/Contractor is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) Documentary evidence established in accordance with relevant ITB Clause that the services to be supplied by the bidder/Contractor are conform to the bidding documents; and

- (d) Bid security furnished in accordance with relevant ITB Clause or any other information required by PSCA.

**10. Bid Form**

- 10.1. The Bidder/Contractor shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services provided and delivery of any items regarding the provision of services. Nevertheless, in case of Lot- wise procurement, the bidders are required to submit their bids (Technical or/and Financial) separately against each lot and combined/joined bids shall not be considered, if otherwise not allowed.

**11. Bid Prices**

- 11.1. The Bidder/Contractor shall fill up the Performa provided in the bidding document as required.

**12. Bid Currencies**

- 12.1. Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

**13. Documents Establishing Bidder's Eligibility and Qualification**

- 13.1. Pursuant to relevant ITB Clause, the Bidder/Contractor shall furnish, as part of its bid, documents establishing the Contractor/Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

- 13.2. The documentary evidence of the Contractor/Bidder's eligibility to bid shall establish to the PSCA satisfaction that the Contractor/Bidder, at the time of submission of its bid, is eligible as defined under relevant ITB Clause.

- 13.3. The documentary evidence of the Contractor/Bidder's qualifications to perform the contract if its bid is accepted shall establish to the PSCA satisfaction:

- (a) That if a bidder/Contractor is a firm / company or organization has a valid certificate from Government entity in respect of its registration / renewal.
- (b) That the Contractor/Bidder has the financial, technical, managerial and production capability necessary to perform the contract;
- (c) That the Contractor/Bidder meets the qualification criteria listed in the Bid Data Sheet.



**14. Conformity to Bidding Documents**

- 14.1. Pursuant to relevant ITB Clause, the Contractor/Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all services and any goods of works related to such services, which the Contractor/Bidder proposes to supply under the contract.
- 14.2. Documentary evidence of the eligibility of the Services Provider inform of literature, letter, work plan, scope of work etc.

**15. Bid Security**

- 15.1. Pursuant to relevant ITB Clause, the Bidder/ Contractor shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 15.2. The bid security shall be in Pak. Rupees as per bid data sheet or as required by PSCA.
- 15.3. Unsuccessful Contractor/bidders' bid security will be discharged or returned as promptly as possible the expiration of the period of bid validity prescribed by the PSCA pursuant to relevant ITB Clause as per PPRA rules 2014 (amended). The bid security of successful Contractor/bidder shall be released after receiving of valid performance guarantee and/or contract signing that must be subject to valid performance guarantee.
- 15.4. The bid security is required to protect the PSCA against the risk of Contractor/Bidder's conduct which would warrant the security's forfeiture under the followings:
- (a) If a Contractor withdraws its bid during the period of bid validity specified by the Contractor/Bidder on the Bid Form; or
  - (b) In the case of a successful Contractor/Bidder, if the Contractor/Bidder fails;
    - I. to sign the contract in accordance with requirements
    - II. to furnish performance guarantee in accordance with relevant ITB Clause.
    - III. to submit its bid in accordance with the conditions of knock out clause / basic

requirement or in case of any false information or submission a fake documents or in case of any illegal / fraudulent practice.

**16. Period of Validity of Bids**

16.1. Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Punjab Safe Cities Authority, pursuant to relevant ITB Clause. A bid valid for a shorter period shall be rejected by the PSCA.

16.2. In exceptional circumstances, the PSCA may solicit the Contractor/Bidder's consent to an extension of the period of validity as provided in PPRA Rules 2014 amended time to time.

**D. Submission of Bids**

**17. Sealing/ Signing & Marking of Bids**

- 17.1. The Contractor/Bidder shall seal the bid(s)/ lot wise (if applicable) **(technical and financial) in separate envelopes** after duly marking each page and stamping, signing of the bid(s) (each pages) and then separately in an **outer envelope**. The Bidder. Contractor than pack the both envelopes in main envelope with clear name, address of the Bidder & PSCA and tender title.
- 17.2. PSCA will technically evaluate and compare the bids, which have been determined to be substantially responsive, as per Specifications/ sample/ Requirement/ Evaluation criteria.
- 17.3. Technical responsive bidders shall be intimated accordingly and the technical disqualified/ irresponsible bidder may collect their financial bid subject to submitting an application to PSCA with the contents that he/it is satisfied with the technical results announced by PSCA and shall not object to this process before any legal forum/court.
- 17.4. If any technically disqualified bidder showed his/its dissatisfaction on the technical evaluation report/ results its financial bid(s) shall be retained and shall be returned accordingly.
- 17.5. PSCA shall **financially evaluate** bid/ bids and the quoted price shall be inclusive of all prevailing taxes and duties, if otherwise not mentioned.

**18. Deadline for Submission of Bids**

- 18.1. Bids received by the PSCA at the address specified must no later than the time and date specified in the Tender.
- 18.2. PSCA may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with applicable laws.

**19. Late Bids**

- 19.1. Any bid received by the PSCA after the deadline for submission of bids prescribed by the PSCA pursuant to said ITB Clause will be rejected and returned unopened to the Contractor/Bidder.

**20. Withdrawal of Bids**

- 20.1. The Contractor/Bidder may withdraw its bid after the bid's submission, provided that written notice of such withdrawal should receive in the office of PSCA prior to two days of the deadline prescribed for submission of bids.
- 20.2. The Contractor/Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of said ITB Clauses. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the two days prior to deadline for submission of bids (That request/mail shall reach in PSCA within – in office hours- before the day stated above).

**E. Opening and Evaluation of Bids**

**21. Process of Procurement**

- 21.1. The whole process of bid, such as bid opening, evaluation, announcement, contract management and execution provided/ described in these bidding documents shall be followed which is not contrary with the process of **"SINGLE STAGE TWO ENVELOP"**, provided in Punjab Procurement Rules, 2014 (amended to date).

**22. Opening of Bids by the Punjab safe cities authority**

- 22.1. PSCA through its bid opening committee (BOC) dully notified will open all bids in the presence of Contractor/bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The Contractor/bidders' representatives with authorization letter and Original Identity Card who are present shall sign an attendance sheet evidencing their presence.

22.2. The Contractor/Bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Punjab Safe Cities Authority, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening by BOC (after opening the bids), except late bids, which shall be returned unopened to the Contractor/Bidder or bids without bidding fee, once the bids are opened it shall be evaluated accordingly.

22.3. The bid without required documents/documentary evidences, unsigned or unstamped documents or deficient in any manner may not be considered for the evaluation. Evaluation of submitted proposal will be made on the basis of provided documents only and PSCA may forfeit the bid security in such eventuality if submitted bids are deficient or legally incorrect.

### **23. Preliminary Examination**

23.1. PSCA will preliminary examine the received bids/ lot wise (if applicable) 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 bid document fee has paid and bids are generally in order.

23.2. PSCA (Competent Authority i.e., Managing Director) may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation or change the substance of the bid, provided such waiver does not prejudice or affect the relative ranking of any Contractor/Bidder.

23.3. At the stage of preliminary examination (after opening of the bids) no bid shall be returned or rejected by BOC except stated above.

### **24. Clarification of Bids**

24.1. During evaluation of the bids/prior the signing of the contract, PSCA through its Technical Evaluation Committee (TEC) of Financial Evaluation Committee (FEC) may, at its discretion, ask the Contractor/Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or



substance of the bid shall be sought, offered, accepted or permitted.

24.2. PSCA, during evaluation of the bids/prior the signing of the contract may also ask for the following clarification among others:

- a. Request for any technical information deemed essential for the development of the solution design document.
- b. Familiarize themselves with the works/services to be performed in accordance with the Inquiry documents.
- c. Request the locations coordinates and Point of Contact (POC) from the concern office.
- d. Familiarize themselves with the working conditions, applicable laws and regulations, labor conditions, environmental aspects and all other conditions that can affect timely delivery of required service.
- e. Make his own arrangement and inquiries with regards to transportation of own staff and equipment.
- f. Ask to the bidder for test report from any lab or institution at the bidder's cost or ask for submitting the fee for such test or examine the performance of the machine/equipment at PSCA office or anywhere.
- g. Any other certificate or exercise or action or test that PSCA deems necessary for the said project.

24.3. PSCA, at any level prior and after the contract execution may ask for the following Inspections & Tests:

- a. PSCA or its representative shall have the right to assign any team to inspect and/or to test the services to confirm their conformity to the Contract specifications. PSCA shall notify the Contractor/bidder in writing the details of Point of Contact (POC) for this purpose.
- b. The inspections and tests may be conducted on any premises. If conducted on the premises of the Bidder/Contractor, all reasonable facilities and assistance shall be provided by the bidder.
- c. If any inspected or tested services fail to conform to the Specifications, PSCA may reject the bid/services, and the Contractor/bidder shall either replace the rejected services or make alterations necessary to meet

specification requirements free of cost to PSCA.

d. PSCA may call the samples from the bidder at any stage of procurement process or thereafter.

e. Any other action may be taken by PSCA to inspect or test.

**25. Qualification & Evaluation of Bids**

25.1. In the absence of prequalification, PSCA will determine to its satisfaction whether the Contractor/Bidder is qualified to perform the contract satisfactorily, in accordance with the Evaluation Criteria prescribed for such procurement/ lot wise (if applicable).

25.2. The determination will take into account the Contractor/Bidder's financial, technical, and service capabilities. It will be based upon an examination of the documentary evidence of the Contractor/Bidder's qualifications submitted by the Contractor/Bidder, pursuant to ITB relevant Clause(s), as well as such other information, as the PSCA deems necessary and appropriate.

25.3. In case any bid has been declared/ announced technically irresponsible/ disqualified by the technically evaluation committee of PSCA, such bidder(s) may submit its/ their grievance to the Grievance Redressal Committee duly notified by PSCA within three (3) days after such announcement of irresponsible/ disqualification.

25.4. PSCA will **technically evaluate** through its notified TEC and compare the bids, which have been determined to be substantially responsive, as per Technical Specifications/ Requirement/ sample/ Evaluation criteria.

25.5. Technical responsive bidders shall be intimated accordingly and the technical disqualified/ irresponsible bidder may collect their financial bid subject to submitting an application to PSCA with the contents that he/it is satisfied with the technical results announced by PSCA and shall not object against this process before any legal forum/court.

25.6. If any technically disqualified bidder showed his/its dissatisfaction on the technical evaluation report/ results its financial bid(s) shall be retained and shall be returned accordingly.

25.7. PSCA shall only **financially evaluate** through its notified FEC those bid/ bids, which are declared technically responsive, and the quoted price shall be inclusive of all prevailing taxes and duties, if otherwise not mentioned.

25.8. Arithmetical errors may be rectified if PSCA desired 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.
- b. If the Contractor does not accept the correction of the errors, its bid will be rejected, and its bid security shall be forfeited.
- c. If there is a discrepancy between words and figures, the amount in words will prevail.

25.9. PSCA may consider a single bid if it is responsive.

25.10. Financial evaluation bid shall be free from all computational errors.

**26. Announcement of Evaluation of Bids**

26.1. PSCA shall announce the evaluation report through email/ fax/ letter or any other way and also follow the guidelines of the government in this regard.

**27. Contacting the Punjab Safe Cities Authority**

27.1. No Contractor/Bidder shall contact the PSCA on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public. If the Contractor/Bidder wishes to bring additional information or has grievance to the notice of the Punjab Safe Cities Authority, it shall do so in writing.

27.2. Any effort by a Contractor/Bidder to influence the PSCA during bid evaluation, or bid comparison may result in the rejection of the Contractor/Bidder's bid and forfeiting of its bid security and its blacklisting.

**F. Award of Contract**

**28. Award Criteria**

28.1. Subject to relevant ITB Clause, PSCA will award the contract to the successful Contractor/ Bidder whose bid has been determined to be substantially

responsive in accordance with the evaluation criteria and has been determined to be the lowest evaluated bid as defined in PPRA Rules 2014.

28.2. In case if more than one Contractor/ Bidder quotes the same cost/equal (lowest bid) the PSCA may ask only to those lowest Contractor/ Bidders at once to submit their financial bids again or opt any other option under intimation to all such bidders.

**29. Punjab Safe Cities Authority's Right to Vary Quantities at Time of Award**

29.1. PSCA reserves the right at the time of contract awarding to add/delete terms and conditions, the Scope of services/goods/items originally specified in the Schedule of Requirements without any change in unit price in accordance with prevailing rules & regulations.

**30. Punjab Safe Cities Authority's Right to Accept or Reject All Bids**

30.1. PSCA reserves the right to reject all bids, or any lot in case of more than one lot and to annul the bidding process at any time prior to contract award. In such rejection, PSCA shall incur no liability, solely or by virtue of its invoking the clause of rejection towards the bidder(s)/Contractor or any obligation to inform the Contractor/Bidder or bidders the grounds for the rejection of bids.

**31. Notification of Award**

31.1. Prior to the expiration of the period of bid validity, PSCA will notify the successful Contractor/Bidder in writing by registered letter or by email, that its bid has been accepted subject to verification of the performance guarantee (if any). However, such acceptance shall not be termed as a contract or the Contractors/ bidders cannot make any claim or specific as a vested right on this ground.

31.2. The notification of award will constitute the formation of the Contract subject to receipt of a valid Performance Guarantee (if any) duly verified by the concern bank.

**32. Signing of Contract**

32.1. After notifications to the successful Contractor/ Bidder that its bid has been accepted, the successful bidder/Contractor will send the same notification to PSCA after signing and stamping within a week (Seven days) or before. Subsequently, the stamp paper for the Contract shall be provided by the bidder/ Contractor within seven (07) days (or extendable date or as per requirement by the PSCA).



32.2. Prior to that signing of the contract the successful Contractor/bidder may discuss any issue regarding the contents of the contract with PSCA. Nevertheless, there shall be no variation or amendment in the proposed contract without prior approval or consent of PSCA. However, no amendment, variation shall be allowed that violate the principles of procurement.

32.3. The Stamp Duty on the contract of the same shall be imposed as per the "The Stamp Act, 1899" that shall be paid by the bidder/ Contractor.

32.4. If the successful Contractor/bidder fails to submit the model contract in the prescribed time period as mentioned above, the next lowest evaluated bidder/Contractor (whose bid is responsive and acceptable) may be issued a letter of acceptance. In such case, the bid security of the former Contractor/bidder shall be forfeited in addition to any other legal action.

### **33. Commencement of the Contract**

33.1. The Contract shall be commenced after its signing subject to confirmation the performance guarantee (if any) from the concern bank.

### **34. Integrity Pact**

34.1. PSCA may require from the Contractor/bidder (qualified) for submission of an integrity pact.

### **35. Performance Guarantee**

35.1. Within Seven (07) days or as per requirement of PSCA of the receipt of notification of award from the Punjab Safe Cities Authority, the successful Contractor/Bidder shall furnish the performance guarantee (if required) in accordance with the Conditions of Contract, on the Performance Guarantee Form provided in the bidding documents, or in another form acceptable to the Punjab Safe Cities Authority. PSCA may issue Advance Letter of Acceptance (ALoA) to the successful bidder containing the requirement of performance guarantee. However, such ALoA shall not be declared a Contract or create any right for contract.

35.2. Failure of the successful Contractor/ Bidder to comply with the requirement of relevant ITB Clauses or any other requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/black listing, in which event or on any other action deems appropriate, the

PSCA may make the award to the next lowest evaluated Contractor/Bidder or call for new bids. The Performance Guarantee may be released after the completion of deliverables/ project on the satisfaction/ completion certificate/ note by the concerned unit of PSCA. Moreover, PSCA may ask the contractor for signing/ submission of indemnity bond at the time of releasing of performance guarantee to the contractor.

**36. Corrupt  
Fraudulent  
Practices**

**or** 36.1. PSCA requires that Contractor/ Bidders, observe the highest standard of ethics during the procurement and execution of agreement/ contract(s). For the purposes of this provision, the terms set forth in PPRA Rules/ Act or any other Law(s)/ Rule(s) of the Pakistan for corrupt or fraudulent practices shall be applicable:

36.2. PSCA will bar a firm/ company, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014 in any case if deems so.

36.3. Furthermore, Contractor/ Bidders shall be aware of the provision stated in General Conditions of Contract.

**37. Grievance  
Redressal  
Committee**

37.1. In case any bid has been declared/ announced technically irresponsible/ disqualified by the technically evaluation committee of PSCA, such bidder(s) may submit its/ their grievance to the Grievance Redressal Committee duly notified by PSCA within three (3) days after such announcement of irresponsible/ disqualification. After the expiry of three days as provided herein, **No** grievance shall be entertained on any technical disqualification/ irresponsiveness ground by PSCA. It is also clarified that disqualification of a bidder or any other bidder includes in this clause, e.g. if any bidder intends to challenge the qualification/ responsiveness of any bidder(s) the limitation remained same as stated here above.

37.2. In case of any dis-satisfaction or objection against the evaluation report (final evaluation report includes financial and technical), the aggrieved Contractor/bidder may approach to the Grievance Redressed Committee (GRC) that shall be notified by the PSCA for the purpose to address the grievance

within 10 days after the announcement of the final evaluation (after technical & financial evaluation) report as provided in rule 67 of PPR-2014 amended. Nevertheless, the disqualified bidder cannot object its technical ineligibility at the stage of the announcement of final evaluation report/results i.e. after technical & financial evaluation of the bid(s).

37.3. In case, if the bid of any Bidder/Service Provide is declared technically irresponsive or disqualified by the technical evaluation committee of PSCA such bidder/ Contractor can file its technical rejection grievance within three (03) days after such announcement to GRC of PSCA. After three (03) days, his technical rejection grievance shall not be considered/ received and straightforwardly rejected.

### **38. Resolution of Disputes**

38.1. Punjab Safe Cities Authority (through its Managing Director) and the Contractor shall make every effort to resolve amicably by direct informal negotiation or any disagreement or dispute arising between them under or in connection with the Contract within thirty (30) days.

38.2. In case of any objection thereafter, the matter may be referred for decision / arbitration in accordance with Arbitration Act 1940.

### **39. General Guidelines for the Contractor**

39.1. In case of any illness/ injuries/ causality resulting from any accident to the staff of Contractor; PSCA shall not take any responsibility for the same toward compensation, medical care or meeting any/all medical expenses incurred for the same.

39.2. In case of any labor dispute regarding the employees of Contractor PSCA; shall not facilitate to the Contractor or wait for its resolution. However, in no case the schedule work/ services shall be disturbed and the Contractor ensure its completion within timeframe and such circumstances never be treated as force majeure.

39.3. In no case PSCA shall be responsible for the conduct/ behavior/ action of the Contractor or its employees toward the breach of any law of the land.

39.4. PSCA may notify any committee or committees for bid opening, technical evaluations or financial evaluation of the received bids or any other committee such as due diligence to evaluate the process and shall settled the terms and conditions of the Committees. Further, PSCA shall notify grievance redressal

committee to decide the Grievance may be received against this Procurement.





## Section-II

### Bid Data Sheet

The following specific data for the required services shall complement, supplement, or amend under the provisions provided in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>
<b>PUNJAB SAFE CITIES AUTHORITY</b>
Name of Project: <b>E-challan color printing services</b>
For clarification purposes, the Employer's address is: <b>PSCA – Qurban Police Lines, Lahore. Phone # : 042-99051605-7</b> and <b>Email: <a href="mailto:procurement@psca.gop.pk">procurement@psca.gop.pk</a></b> Requests for clarification shall be received by the PSCA seven (07) calendar days before to the closing date the bids.
Language of the bid – English
<b>Bid Price and Currency</b>
The price quoted against each bid (lot- if applicable) shall be delivered duty paid at the following locations in accordance with the Schedule of Requirements including all payment taxes.
The price shall be in <b>Pak Rupees (including all taxes)</b> and shall be fixed subject to verification.
<b>Preparation and Submission of Bids</b>
<b>EVALUATION CRITERIA:</b>
<b>Eligibility Criteria: (Mandatory Requirements):</b>
The bidder has to fulfil all mandatory requirements detailed below, in order to <b>Technically Qualify</b> for the assignment. The interested bidder/ Contractor has to provide documentary evidence(s) against the below mentioned requirements:
<ol style="list-style-type: none"> <li>a. Legal Status of the bidder(s) such as (Incorporation Certificate (<i>showing its location and the date of registration</i>), Partnership Deed or Form C/D (whichever is applicable) Affidavit and any other valid supporting document in case of Sole Proprietorship)</li> <li>b. Proof of valid Income Tax Registration (NTN)</li> <li>c. Proof of valid Punjab Sales Tax/ General Sales Tax</li> <li>d. Proof of valid Professional Tax Certificate.</li> <li>e. Bid Security attached with Technical Bid/proposal.</li> <li>f. Audited Financial Statement or Bank Statement for the last financial year from 1<sup>st</sup> July, 2021 to 30<sup>th</sup> June, 2022. (Signed &amp; stamped).</li> <li>g. Past relevant experience in such procurement.</li> <li>h. Signed &amp; stamped bidding document including all attachments (all type of appendices &amp; statements).</li> <li>i. Submission of undertaking on stamp paper duly signed stamped and verified by the notary-public (PKRs. 100/=one hundred Rupees) that the firm, company, is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible / blacklisted by any procuring agency/PPRA/throughout the country/internationally.</li> </ol>

**Amount of Bid Security:**

The required bid security is **PKR. 1,800,000/-** that is not more than 5% of the estimated cost in accordance with the Punjab Procuring Rules 2014. The Estimated Cost of the tender is **PKR. 90,666,000/-**.

Bids shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit Receipt (CDR) in favor of **“Chief Operating Officer Punjab Safe Cities Authority”, Account# PK07BPUN-6580045845500064 (Bank of Punjab)** having NTN: 7129125-0 having its **validity 180 days** from the date of opening of bid that shall be **annexed with the technical proposal (bid)**.

**Bid Validity Period: 180 days** after the date of opening of bids/ extendable period.

Bids must be accompanied by unit price and total price, if applicable.

Deadline for **Bid Submission: June 27, 2023** no later than **1100 Hours**

**Time, Date, and Place for Bid Opening: June 27, 2023 at 1130 Hours** PSCA Office. However, in case of said bid opening/ closing date, the office is closed due to public holiday etc. the next working day shall be considered as the bid submission/ opening date and there would be no change in the time as provided above.

**Bid Evaluation**

Criteria for bid evaluation, lowest price offered by the technically qualified/ responsive bidder/ Contractor inclusive of all taxes if otherwise not provided.

**Contract Award**

The Bidder whose bid found the Lowest Evaluated Bid as per requirement of these documents, may be called for the signing of the contract through advance letter of acceptance. The terms and conditions of the Contract shall be decided, at the stage of signing of Contract as per the requirement of Bidding documents/ or PSCA requirement. The percentage for quantity/number increase or decrease and the scope of services may be reviewed as per the requirement of PSCA at the time of signing of contract keeping in view the parameter of applicable laws/rules.

**Note:**

1. Original CNIC, in case the owner of the firm/company and the valid authorization letter & CNIC from the bidder to its representative is required in order to attend the pre-bid or bid opening meeting on bidder's behalf.
2. To qualify, the bidder is required to pass/comply with the Evaluation Criteria is necessary (Technically + financially).
3. Supporting Evidence shall be provided for each criterion (where applicable/ required)
4. PSCA has right to delete / add / review / any terms and condition or item / quantity or scope of work at its own level at any time in accordance with applicable laws and call/require the sample(s) offered by the bidders(s) for its inspection and confirmation at any time.

## Section-III

### EVALUATION CRITERIA

Sr. No.	Criteria	Description	Max. Marks	Min. Passing Marks	Documentary Evidence
1	<b>OPERATIONAL HISTORY:</b>  Number of Years, the Firm is operational	<ul style="list-style-type: none"><li>• Upto 02 Years = 05 Marks</li><li>• &gt;02 Years &amp; &lt;=04 Years = 10 Marks</li><li>• &gt;04 Years &amp; &lt;=05 Years = 15 Marks</li></ul> Above 05 Years or More = 20 Marks <b>Less than 02 Year = 0 Marks</b>	20	05	Signed & Stamped
2	<b>EXPERIENCE</b>  Experience of Similar Nature of Projects / Assignments (similar mans Coloured Printing Projects with 200,000 articles / Project)	<ul style="list-style-type: none"><li>• 02 Projects = 10 Marks</li><li>• 03 Projects = 15 Marks</li><li>• 04 Projects = 20 Marks</li><li>• <b>Less than 02 Project = 0 Marks</b></li></ul>	20	10	PO / Work Orders / Completion Certificates  Signed & Stamped
3	<b>VALUE OF CONTRACTS</b>  Cumulative value (PKR Million) of similar contracts/award successfully completed in last Five (05) Years	<ul style="list-style-type: none"><li>• Upto PKRs 10 Million= 05 Marks</li><li>• &gt;10 &amp; &lt;=15 (PKR Million) = 10 Marks</li><li>• &gt;15 Million &amp; &lt;=20 (PKR Million) = 15 Marks</li><li>• Above PKRs 20 Million or More = 20 Marks</li><li>• <b>Less than PKR 10 Million = 0 Marks</b></li></ul>	20	05	PO / Work Orders / Completion Certificates  Signed & Stamped
4	<b>Financial Strength</b>	<ul style="list-style-type: none"><li>• Upto PKRs 10 Million= 05 Marks</li><li>• &gt;10 &amp; &lt;=15 (PKR Million) = 10 Marks</li><li>• &gt;15 Million &amp; &lt;=20 (PKR Million) = 15 Marks</li><li>• Above PKRs 20 Million or More = 20 Marks</li><li>• <b>Less than PKR 10 Million = 0 Marks</b></li></ul>	20	05	Verified/ stamped by Bank  Signed & Stamped
5	<b>Printer Specification</b>	<ul style="list-style-type: none"><li>• Compliance with Specification</li></ul>	20	20	<b>Brochure</b>
<b>Total Marks = 100</b>			<b>Passing Marks = 70</b>		
<b>Note:</b> bidder has to secure minimum passing in each criteria in addition to get overall 70 Marks.					

## **Section IV**

### **Requirement & Technical Specification**

#### **A. Equipment Specifications**

##### **a. Printing Machine/Printer**

- i. Technical Specification of Equipment / Material
- ii. Printer
- iii. Print speed 100 ppm (Colour Printing) or better.
- iv. Long-running reliability, 1,000,000-page monthly duty cycle
- v. Optimized 1200 x 1200 dpi resolution
- vi. Paper handling with more than 5,000-Sheet or higher capacity
- vii. Minimum RAM 4 GB or better
- viii. Interface Ethernet (10/100/1,000-Base-T) with IPv4 or higher
- ix. File Formats PDF, TIFF, JPEG, XPS
- x. Client Environments Windows® 7 / Windows® 10, Windows Server 2008\* / 2008 R2 2012 / 2012 R2 / 2018, Macintosh OS 9.x and 10.x or compatible
- xi. Air suction paper handling that ensures virtually jam-free printing
- xii. Touch-panel Display Screen capable to cancel / reject printing any abnormal article or equivalent.
- xiii. Capabilities for job management and workflow
- xiv. Additional bypass tray and output tray
- xv. Job ticket and page editing from touch-screen display for easy control or equivalent.
- xvi. Warm-up time 390 sec. or better
- xvii. Shall support Duplex Printing.

##### **b. Printing Paper**

- i. Paper Size: A4
- ii. Weight 70 grams
- iii. Bright White paper.

#### **B. General Requirements**

- i. The bidder/service provider must be dealer/sub-dealer of the supplier (company of which he will provide printer). The bidder is required to provide the documentary evidence of authorization/dealership with its technical proposal.
- ii. Technically qualified bidders shall provide a real time demonstration for printing of E-Challans within PSCA premises to qualify for opening of Financial Proposals (Printer of same Specification as mentioned above).
- iii. Trained technical personnel to operate the machine 24/7 (Documentary proof from the manufacture must be provided)

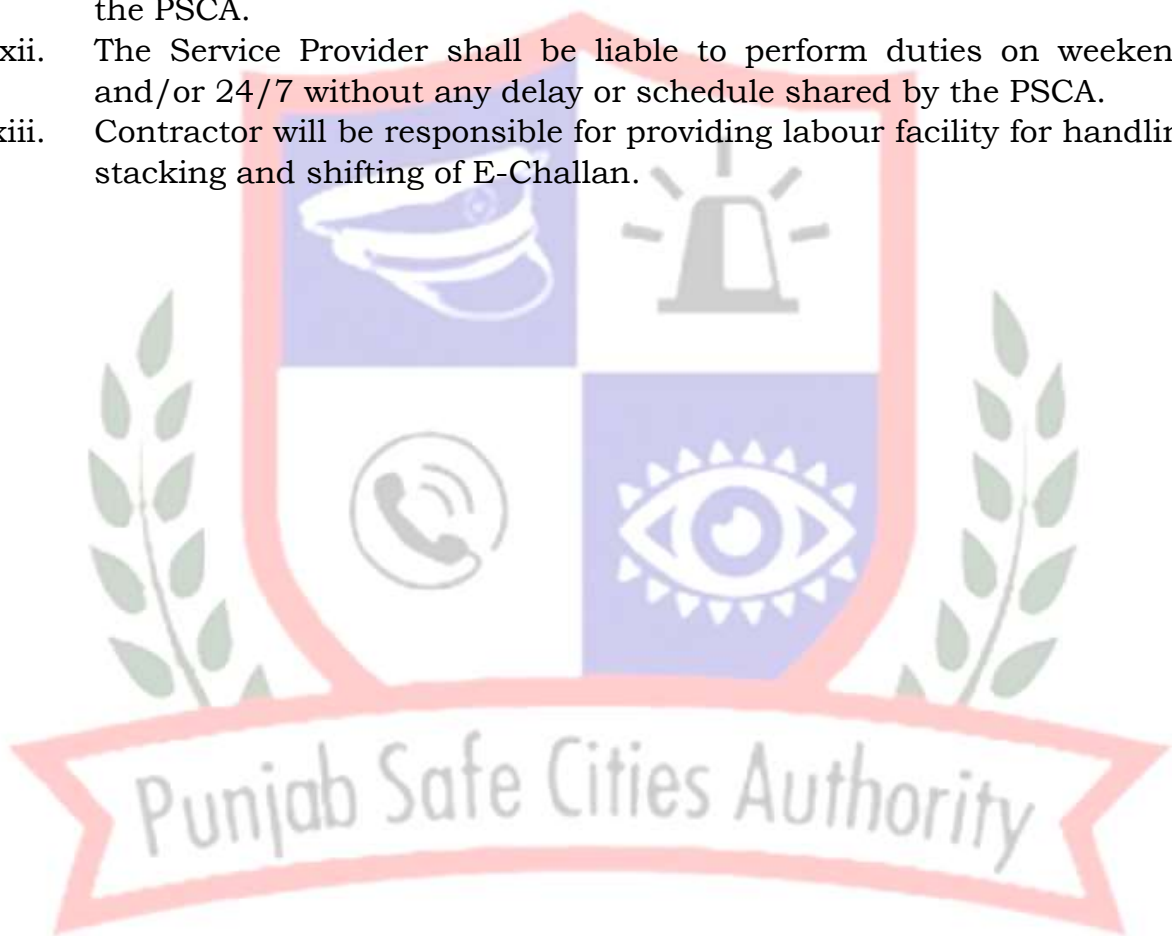


### **C. Scope of Work**

The scope and description of the E-Challan Colour Printing Services at PPIC3 Centre to be provided by an interested Bidder/Service Provider are given below:

- i. The estimated printing of E-Challans is 6,000 / day (including holidays)
- ii. The limit of E-Challans can change from minimum (No Printing) quantity and up to 10,000/ day.
- iii. PSCA reserve the right to change the quantities up to permissible limits at any point of time.
- iv. The services shall be acquired through framework contract and on the demand of the PSCA / Client.
- v. The Service Provider shall be required to provide the services within Fifteen (15) days or as per the request of PSCA after the signature of contract/ issuance of notification.
- vi. PSCA will provide required working space for printing of E-Challans.
- vii. PSCA will provide Desktop system for printing of E-Challans. The Service Provider shall be responsible for the maintenance of system and also be responsible for replacement of any faulty or damaged component during the contract period.
- viii. The Bidder/Service Provider shall be responsible to provide printing material which includes but not limited to printers, printing papers (A4, 70gm) and toners.
- ix. Bidder/Service Provider shall pay electricity charges of electronic appliances (desktop, printing machines, Air conditioner, tube lights, etc.) used within the printing room as per commercial tariff of LESCO or as per installed sub-meter or otherwise PSCA shall decide.
- x. Provisioning of UPS for printing machines is responsibility of contractor.
- xi. Contractor shall arrange change over switches, plugs, circuit breakers, operators for smooth operations of machines at their own cost. No extra price will be charged for any installation, fixation, labour, transportation, incidental services, complementary services, etc.
- xii. The contractor will provide Network switches/cables/equipment and technical support.
- xiii. The Service Provider shall ensure a backup printer machine of same specifications. If any machine of the contractor becomes non-functional due to any reason, the contractor shall be liable to arrange the replacement within 3 hours.
- xiv. The Service Provider shall ensure backup of toners and pages for at least 15 days.
- xv. Front side of E-Challans shall be coloured while back side shall be printed in black & White of approved quality.
- xvi. The Bidder/Service Provider will be responsible to maintain the logs of printed challans within the challan numbers on daily basis.
- xvii. Contractor will be responsible for any type of loss to his property and any loss to the property of PSCA due to arrangement made by contractor to make workable condition.

- xviii. The Bidder/Service Provider shall be responsible to hand over the printed Challans to representative of Courier Service representative at PPIC3 premises on daily basis or scheduled time formalized by the Authority.
- xix. The wastage of the paper will be responsibility of the Bidder/Service Provider.
- xx. The Bidder/Service Provider has to collect the E-Challans returned by Courier Service at PPIC3 premises on daily basis and placed at space designated by PSCA.
- xxi. Shredding of returned E-Challans after certain time frame may also be carried out by the Bidder/Service Provider after getting approval from the PSCA.
- xxii. The Service Provider shall be liable to perform duties on weekends and/or 24/7 without any delay or schedule shared by the PSCA.
- xxiii. Contractor will be responsible for providing labour facility for handling, stacking and shifting of E-Challan.

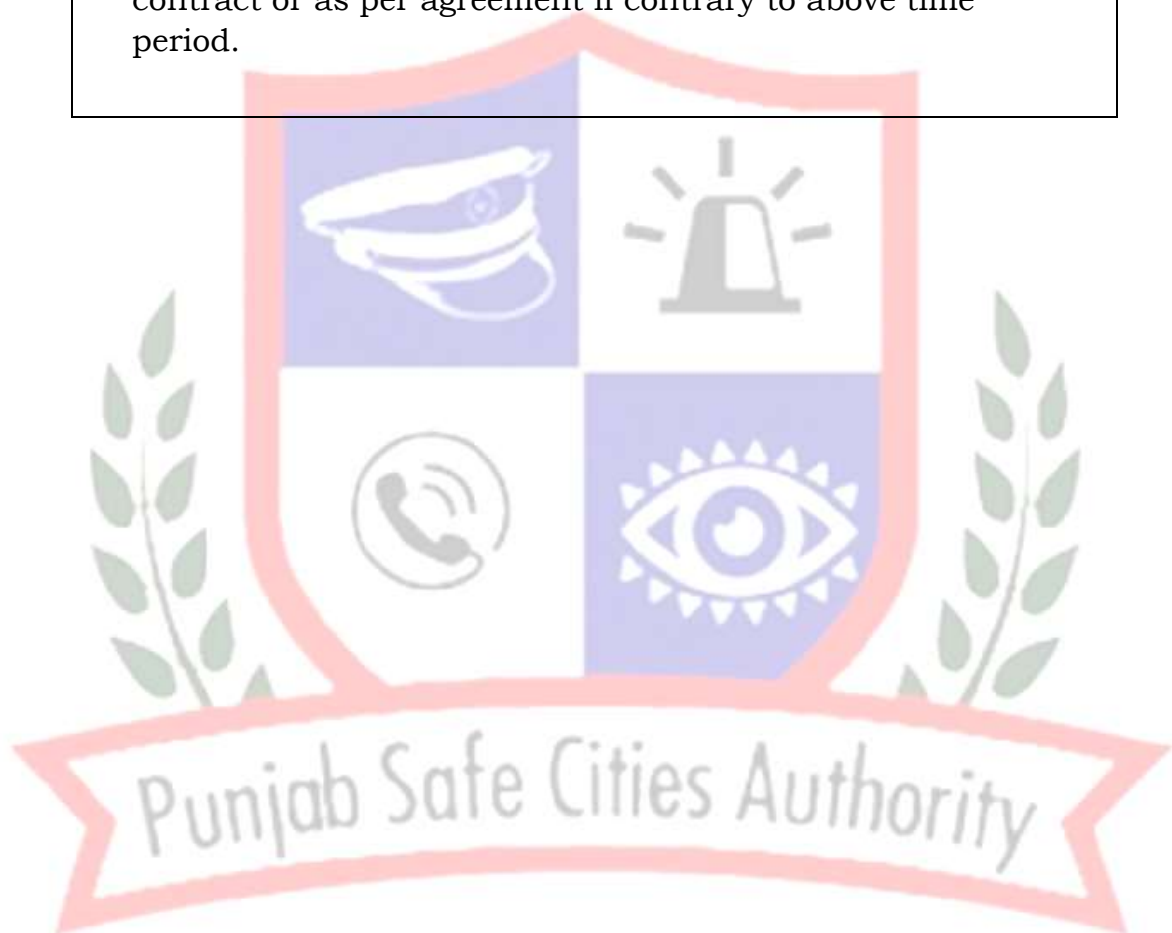


## **Section-V**

### **SCHEDULE OF REQUIREMENTS**

**TABLE 1      DELIVERY SCHEDULE**

<b>Delivery Time Period</b>
The Service Provider shall be required to provide the E-Challan Printing Services within Fifteen (15) days or as per the requirements of PSCA after the signature of contract or as per agreement if contrary to above time period.



## Section VI

### 1. Bidding Forms

#### a. BID SUBMISSION FORM

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To  
[PUNJAB SAFE CITIES AUTHORITY]

Having examined the bidding documents including Addenda Nos. / , the receipt of which is hereby duly acknowledged and affirmed in toto, we, the undersigned, offer to render *[Project Title]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* against each bid (lot- if any) 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, we ensure to provide the services in accordance with the delivery schedule specified in the Schedule of Requirements, and, prior to execution of the contract no right accrue.

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 10% percent of the Contract Price** for the due performance of the Contract, in the form prescribed/ required by the PUNJAB SAFE CITIES AUTHORITY.

**We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening** or as required by PSCA under relevant clauses of the Instructions to Bidders, and it shall remain binding upon us and shall be accepted at any time before the expiration of that period.

We further affirmed that all the information/documents attached with the bidding document/bid are genuine/original/true copies and no document/information is fabricated or bogus.

Until a formal Contract is prepared, signed and executed, this Bid, together with the written acceptance thereof and notification of award, issued by PSCA (if any) shall constitute a binding Contract between us.

In any case of doubt and at any stage of procurement process or thereafter for the verification purpose the Punjab Safe Cities Authority (PSCA) has right to seek the clarification from the undersigned and call any document / record to authenticate/verification of the submitted document from undersigned or any institution. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "none")

We understand and no objection that PSCA is not bound to accept the lowest or any received bid and may cancel the process at any time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

*[Signature]*

*[In the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## **b. UNDERTAKING**

I \_\_\_\_\_ S/O \_\_\_\_\_ CNIC  
# \_\_\_\_\_ resident of \_\_\_\_\_ on behalf of  
(*Name of bidder/ Contractor*) address \_\_\_\_\_  
being its \_\_\_\_\_ (*designation*) declares solemnly on oath  
that all the information/ documents deposited/ attached with the bidding  
documents are true and genuine.

The bidder/ undersigned has read and understand all the terms &  
conditions of the bidding document/ amendments etc and accept each and  
every condition thoroughly.

The bidder/company/ undersigned has no objection on any term &  
conditions of the entire bidding documents and shall never challenge these  
term & conditions after submitting of our before any court/forum. I/ we /  
undersigned shall follow the instructions of PSCA regarding this bidding  
process till the completion of this assignment.

All above contents are true and fair to the best of my knowledge and behalf.

Notarized this \_\_\_\_\_ day of 20\_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

**Note:** Bidder/Contractor is required to fill this undertaking and submit  
with your bid and in case of failure bid shall be rejected straight forward.

## 2. Price Schedule

Sr. #	Description	Unit	Quantity / Day	Total Quantity	Per Unit Price (PKR) without tax	Tax (PST)	Unit Price PKR (inclusive of tax)
1	E-Challan Color Printing Services	Per Challan	6,000	2,190,000			
<b>Total Price (PKR) Inclusive of all applicable taxes</b>							

### Note:

1. The Bidder shall quote for all of above items. A lump-sum price shall be calculated to financially evaluate the bid.
2. Lowest Evaluated (lump-sum) shall be considered.
3. The Contractor/Bidder is required to complete the price schedule carefully and in case of any discrepancy or multiple price the bid shall not be considered.
4. In case of discrepancy between unit price and total, the unit price shall prevail.
5. All prices must be included with all prevailing taxes.
6. At time of payment, tax shall be deducted as per applicable laws of the government.
7. The Payment shall be made as per actual delivery and after the issuance of satisfactory delivery note/certificate from the concerned officer of PSCA.
8. Client/PSCA has the right to change in the quantities of the required item or cancel the bid at any point of time

9. The Bidder is required to fill-up this Performa and submit to PSCA and sealed it separately in an envelope (lot wise-if applicable). No alternative or other than this Performa or incomplete Performa shall be acceptable.
10. In case other than this Performa submission the offer/ bid shall be rejected straightforwardly.
11. In case of any discrepancies / differences the content of this price schedule shall prevail.

Date \_\_\_\_\_

Signature of authorized person

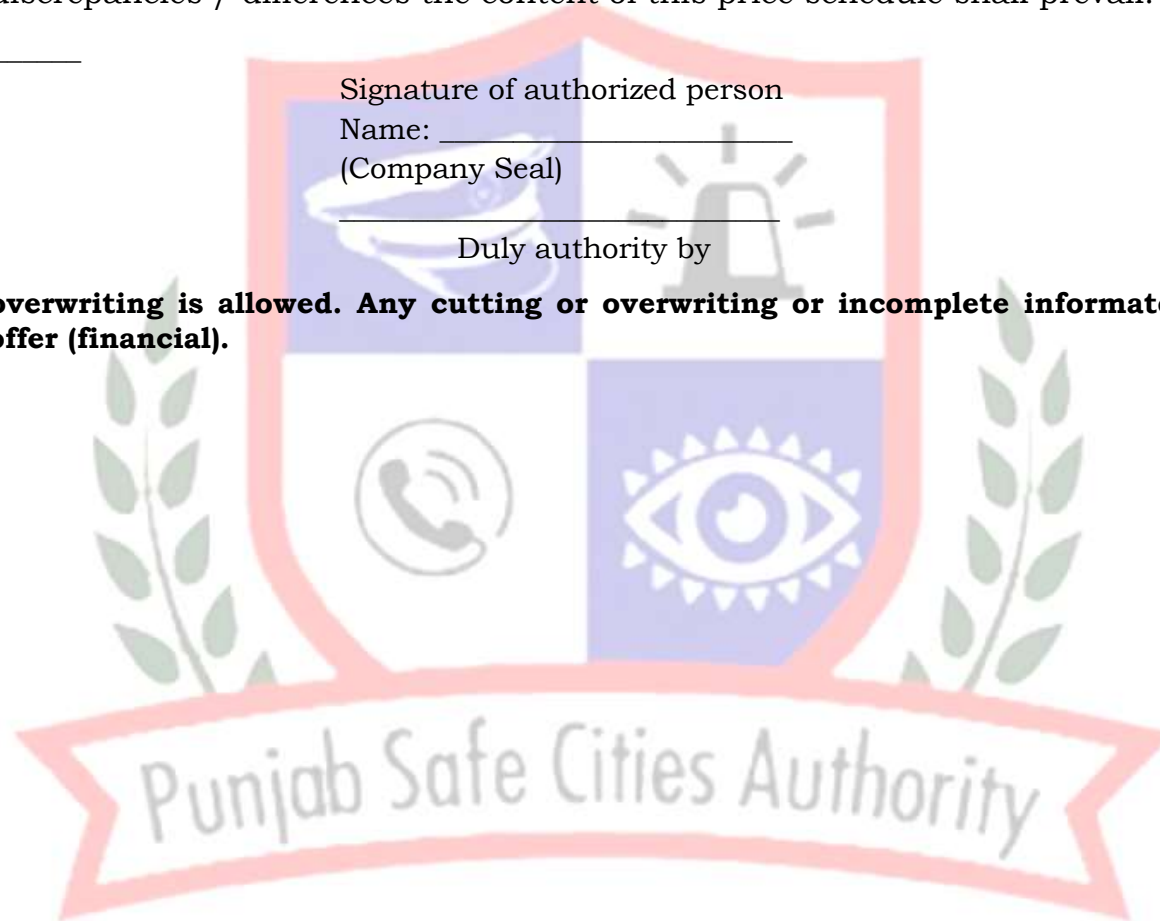
Name: \_\_\_\_\_

(Company Seal)

In the capacity of

Duly authority by

**Note: No cutting or overwriting is allowed. Any cutting or overwriting or incomplete informatory request will lead to rejection of this bid/offer (financial).**



## Part-II (Section I)

### 1. CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between PSCA (hereinafter called “the Employer/Client”) of the one part and *[name of Contractors]* of (hereinafter called “the Contractor”) of the other part:

WHEREAS the PSCA invited bids for the services and viz., *[brief description of services]* and has accepted a bid by the Contractor for the supply of those items in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this contract 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 integral part of this Contract, viz.:
  - a. The Bid Form and the Price Schedule submitted by the Bidder;
  - b. The Schedule of Requirements;
  - c. The Scope of Services;
  - d. The General Conditions of Contract;
  - e. The Special Conditions of Contract; and
  - f. The PSCA Notification of Award.
  - g. The clarifications provided to the Contractors
3. The Client hereby covenants to pay the Contractor in consideration of the provision of the services and the remedying 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.
4. The Client may add, delete, review any condition or clause of the contract at the time of signing with mutual consent without affecting the substance of the bid process/price. The contract may be extended for a reasonable period with the consent of the parties.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the PUNJAB SAFE CITIES AUTHORITY)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractors/Bidder).



## Section II

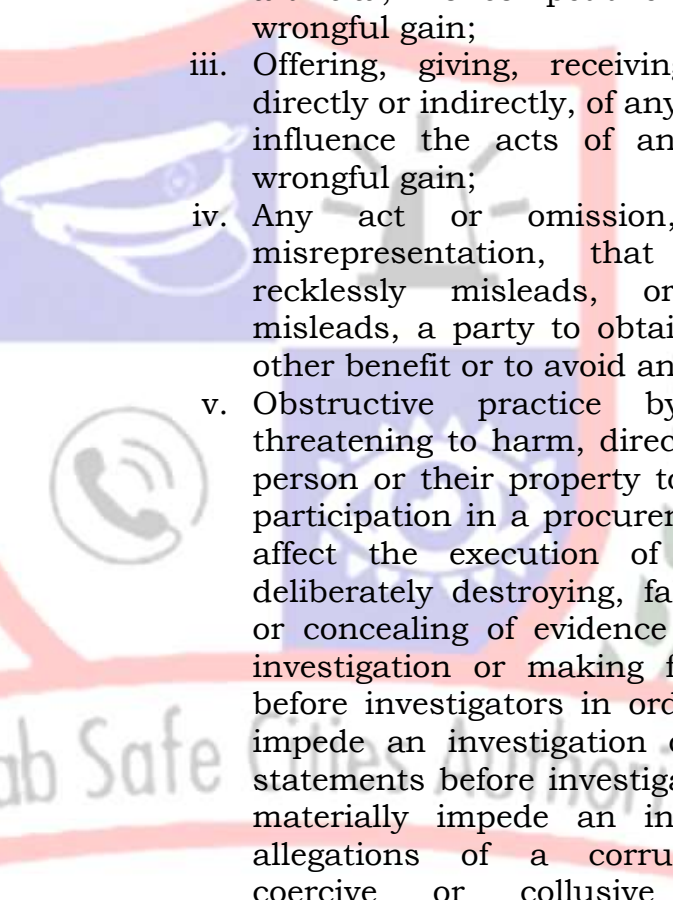
### General Conditions of Contract

#### 1. Definitions

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

- a. “Applicable Laws/ Rules” means the laws/ Rules of Islamic Republic of Pakistan/Punjab, as they may be issued and enforced from time to time.
- b. “Authority” means Punjab Safe Cities Authority, Lahore
- c. “Bidder” means who accept all the terms & conditions of these bidding documents and submit its bid and participate as a competitor in the process of this procurement
- d. “Bid” means a tender or an offer, in response to this invitation by a person, consultant, firm, company or an organization, consortium/ joint venture (if allowed) expressing his or its willingness to undertake to complete this project/ procurement/ task at a price decided between the parties accordingly.
- e. “Bid Security” means the bank guarantee or other form of security submitted by a bidder together with a bid to secure the obligations of the bidder participating in a bidding proceedings
- f. “Blacklisting” means debarring the bidder/ Contractor to participate in any procurement process on any ground provided in the document and uploaded its status on PPRA website or any other procurement site of the country/ world as blacklisted.
- g. “Committee” means any committee notified by the procuring agency for opening, technical or financial evaluation of the bids may be received in this procurement process and any other type of Committee.
- h. “Conflict of Interest” means
  - i. where a bidder/Contractor could be perceived as providing biased professional advice to a procuring agency to obtain an undue benefit for himself or those affiliated with him;
  - ii. receiving or giving any remuneration directly or indirectly in connection with the

- assignment except as providing in the contract;
- iii. any engagement in consulting or other procurement activities of a Contractor that conflicts with his role or relationship with the procuring agency;
  - iv. where an official of procuring agency engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect
- i.** “Contract” means the agreement entered into between the PSCA and the Contractor/Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- j.** “Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- k.** “Competent Authority” means the officer(s) empowered to approve the bidding process and the contract on behalf of PSCA.
- l.** “Company” means a company registered or deemed to be register under companies Act, 2018 or under any other authority or foreign company registered in Pakistan.
- m.** “Contractor” means a legally established professional firm/ company/ or entity that may provide(s) the goods or services to the client under the contract
- n.** “Corrupt & Fraudulent Practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies 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 property of the party to influence the action of the 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, person 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 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;
- o. “Day” means calendar day and “Year” means calendar year if otherwise not provided.

- p.** “Employer/Client” means the PSCA that signs the contract for the services/goods with the selected/qualified Contractor.
- q.** “Firm” means a firm register or deemed to be register with the office of registrar.
- r.** “GCC” means the General Conditions of Contract contained in this section.
- s.** “Goods” means required goods as mentioned in Technical Specifications or any other related item, material or goods required under the contract.
- t.** “Joint Venture”; means a contractual business undertaking between two or more persons/ firms/ companies.
- u.** “Lot” means a collection or group of objects, items, things, desirables, works, services, or set of things required by procuring agency through this process of procurement/ bidding documents and evaluated (technically & financially) separately as per the prescribed evaluation criteria.
- v.** “Performance Guarantee” means the bank guarantee or other form of security submitted by the contractor to secure obligations under the contract in accordance with the requirement in the bidding document
- w.** “Province” means Punjab Province.
- x.** “SCC” means the Special Conditions of Contract.
- y.** “Contractor” means a legally established professional firm/ company or entity that may provide/provides the services to the client under the contract
- z.** “Supplier” means a legally established professional firm/ company/ or entity that may provide/provides the goods or services to the client under the contract
- aa.** “Services” means the work to be performed by the firm/company or entity pursuant to the contract.
- bb.** “PPRA Rules means the Punjab Procurement Rules 2014 amended to date or any other instructions of the Government relating to the procurement process.



**cc.** “Punjab Safe Cities Authority” means the organization hiring the services/the Employer/Client/PSCA.

**dd.** “The Project Site,” where applicable, means the place or places named in SCC or directed by the PSCA.

**ee.** “Working Day” mean day when office is not closed due to any public notified holiday

**ff.** “Work” means all such work required or may be required by PSCA through this process of Procurement/Contract.

**2.Application**

2.1 These General Conditions shall apply to the extent that provisions of other parts of the Contract do not supersede them.

**3. Scope of Services**

3.1. Contractor shall be required to complete the assignment and provide all related services to PSCA as per description and requirement mentioned Section IV of the bidding document(s)

**4. Use of Contract Documents and Information; Inspection and Audit**

4.1 The Contractor/ Bidder shall not, without prior written consent of PSCA, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the PSCA in connection therewith, to any person other than a person employed by the PSCA in the performance of the Contract.

4.2 The Contractor/ Bidder shall permit the PSCA to inspect the Contractor/ Bidder’s accounts and records relating to the performance of the Contractor/ Bidder and to have them audited by auditors appointed by the PSCA, if so required.

**5.Performance Guarantee**

5.1 Within seven (7) days of receipt of the notification of Contract award, the successful Contractor/Bidder shall furnish to the PSCA the performance security in the amount specified in SCC before the execution of the contract.

5.2 The proceeds of the performance guarantee shall be payable to the PSCA as compensation for any loss resulting from the Contractor’s failure to complete its obligations under the Contract.

5.3 The performance security shall be denominated in the currency of the Contract acceptable to the PSCA and shall be in a form of:

- a. Bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Punjab, in the form provided in the bidding documents or another form acceptable to the Punjab Safe Cities Authority.

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

5.5 The Performance security shall be verified promptly from the concerned bank prior to signing the contract and in case of its non-confirmation, PSCA has right to blacklisting such Contractor/bidders.

## **6. Transportation**

6.1 The Contractor is required to provide the desired services connected with the technical specifications as per the contract or required by PSCA or requirement to complete the assignment on a specified place of destination and such related costs shall be included in the Contract Price and cannot be claimed separately in addition to the contractual price.

## **7. Contractor's Responsibilities**

7.1 Contractor shall ensure the delivery of the required services in accordance with the terms of the contract after approval of PSCA.

7.2. All terms & conditions provided in Part-1 of this bidding document, especially regarding Eligibility of Bidders shall be mutatis mutandis applicable in GCC Section.

## **8. Payment & Prices**

8.1 The method and conditions of payment to be made to the Contractor under the Contract or the payment milestone. The advance payment may be made in this contract with the approval of MD subject to bank guarantee from renowned bank.

## **9. Change Orders**

9.1 PSCA at any time, by a written order given to the Contractors, may make any changes within the general scope of the contract in any one or more notwithstanding anything contrary to prevailing Laws / Rules.

**10.Contract & its Commence ments**

10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

10.2 The contract shall be commenced after verification of the Bank guarantee submitted by the Contractor from the concerned bank if otherwise not provided.

**11.Delays in the Contractor's Performance**

11.1 Delay in provision of services by the Contractor in accordance with the time schedule prescribed by the PSCA in the Schedule of Requirements shall not be tolerated and in such default penalty for delaying shall be imposed **@ 0.2% per day of the total contract amount with total cap of 10% of the total value of the Contract.** Moreover, any penalty may be imposed by PSCA in case of any default by the Contractor in addition to initiating legal action against such defaulter. PSCA has also right to stop its pending payment or forfeit its guarantee/security submitted to PSCA in this procurement or any other contract.

11.2 PSCA focal person shall conduct visit to the sites in order to monitor progress. The Contractor shall not obstruct visit of PSCA focal person and provide the reasonable facility to such person.

**12.Termination for Default**

12.1 PSCA, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractors, may terminate this Contract in whole or in part:

- (a) If the Contractor fails to perform the services within the period(s) specified in the Contract, or within any extension thereof granted by the PSCA pursuant to GCC relevant Clause or
- (b) If the Contractor fails to perform any other obligation(s) under the Contract.
- (c) If the Contractors, in the judgment of the PSCA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: "Corrupt practice" means that defined in PPRA Rules 2014 or Act 2009 amended to date. However, PSCA shall follow the prevailing rules and law in case of termination of the contract, if required.

12.2 In the event PSCA terminates the Contract in whole or in part, PSCA may procure, upon such terms and in such

manner as it deems appropriate goods/services similar to those undelivered, and such additional costs shall be payable by the Contractors. However, the Contractor shall continue performance of the Contract to the extent not terminated.

**13. Force Majeure**

13.1 Notwithstanding anything contrary provided in the provisions of GCC Clauses, the Contractor shall not be liable for forfeiture of its performance security, 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.

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

13.3 If a Force Majeure situation arises, the Contractor shall promptly notify the PSCA in writing of such condition and the cause thereof. Unless otherwise directed by the PSCA in writing, the Contractor 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. The benefit of Force Majeure shall be in favor of client (PSCA) if it happened anytime.

**14. Termination for Insolvency**

14.1 PSCA may at any time terminate the Contract by giving written notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractors, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Punjab safe cities authority.

**15. Termination for Convenience**

15.1 PSCA, by written notice to the Contractors or without such notice, may terminate the Contract, in total or in part, at any time before the accomplishment of the contract for its convenience. In case of issuing the notice of termination, PSCA shall specify that the termination is for the PSCA convenience, to what extent/ or whole of the contract with the Contractor is terminated, and the date upon which such termination becomes effective. In case of such termination the provided performance or rendered services before the period of such termination may be considered by PSCA if satisfied.



- 15.2 All enabling Laws of the land including clauses of PPRA Laws / Rules / Regulations shall be strictly followed in process of procurement or black listing or contract management etc.
- 16.Resolution of Disputes**
- 16.1 PSCA /through its Chief Operating Officer (COO) and the Contractor 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 within thirty (30) days.
- 16.3 In case of any objection therefore, the matter may be referred for adjudication / arbitration in accordance with arbitration Act 1940.
- 17.Governing Language**
- 17.1 The Contract shall be written in the language English. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract/ process which are exchanged by the parties shall be written in the same language. In case of any other language the authenticated translation dully attested may be added with bid and, In case of any ambiguity the language of original documents shall prevails.
- 18.Applicable Law**
- 18.1 The Procurement process & Contract shall be commenced and competed in accordance with the applicable laws of Islamic Republic of Pakistan/ Punjab.
- 19.Notices**
- 19.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax or by email or any other modern devices (accepted by PSCA) and confirmed in writing to the other party's address specified in the bidding document and construed its receiving if not responded.
- 20.Taxes & Duties**
- 20.1 Contractor/bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until discharging of the contracted services Punjab safe cities authority.
- 21.Corrupt or Fraudulent Practices**
- 21.1 PSCA requires that Contractor/Bidders, the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth in PPRA Rules /Act shall be applicable:
- (a) PSCA will bar a firm/company/individual bidders/Contractors /consultants or what so ever named, in accordance with Blacklisting procedures

under Punjab Procurement Rules 2014 in any case if deems so.

## **22. Blacklisting Mechanism**

21.2 Furthermore, Contractor/ Bidders shall be aware of the provision stated in the General Conditions of Contract.

22.1. PSCA may, under the applicable Law (s) for a specified period, debar a bidder/ Contractor from participating in any public procurement process of PSCA, 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.

22.2. If PSCA debars a bidder/Contractor, the procuring agency:

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

22.3. PSCA has right to take any legal action against the bidder/ company if he is found involve in corrupt practice in addition to blacklisting.

## **23. Delivery Of Services**

23.1 The authorized person of PSCA shall issue a satisfactory performance certificate/and inspections (if any) to the Contractor on the delivery of services entrusted to him through the contract by PSCA.

23.2 The contractor shall provide the required services as per requirements of PSCA/evaluation criteria and, in case the required services found substandard/mismatched, those services shall be rejected at the contractor's cost and legal action shall be started against him if he refused to provide required services.

23.3 On basis of this Satisfactory Note the Contractor shall claim the payment/ charges/securities from the PSCA.

23.4 After issuing of satisfactory performance certificate the contract deems to be terminated subject to any other condition

such as warrantee, guarantee or performance mentioned in the contract.



## **Section III**

### **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.

#### **1. Definitions**

- a) The PSCA: *The procuring agency*
- b) The country: *Islamic Republic of Pakistan*
- c) The Contractor/Contractor: *Whose bid is responsive technically/financially & lowest evaluated acceptable to PSCA.*

#### **2. Performance Guarantee**

The amount of performance security, i.e. (Which shall be within 03% of the contract price) in the shape of non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan/ having setup in Punjab on the prescribed format attached with the bidding document shall be submitted by the winner/ lowest evaluated bidder to PSCA after issuing of the letter of acceptance with in seven (7) working days (in official hour). In case of fail to deposit the required performance security with in prescribed time/ extended time in writing, PSCA has the right to reject the bid of such bidder and forfeit his bid security in addition to initiate other legal action against him. The performance security may be released after the completion of the satisfactory services as per the contract or as per the satisfaction of PSCA. In case of any kind of warranted goods/ services/ works provided/ done by the contractor, PSCA shall reserve the rights to call guarantee in shape of CDR/ bankers claue or bank guarantee etc. to the extent of such warranted goods/ works or services until the warrantee period from the contractor if the performance guarantee has been released or need to be returned.

Moreover, PSCA may ask the contractor for signing/ submission of indemnity bond at the time of releasing of performance guarantee to the contractor.

#### **3. Bid Validity**

The bid validity time period is 180 days from the date of opening of bid (s). In case of any extreme reason PSCA may extend the bid validity period for the same period as per applicable Law (s). In case of any fraud, false document or discrepancy PSCA reserves the right to initiate a legal proceeding including blacklisting of bidder/Contractor as per procurement procedure/PPRA Rules 2014 (amended).

#### **4. Payment Mechanism:**

The contractor/ Contractor shall be paid by PSCA against invoice for the satisfactorily delivered goods/services for/to the PSCA.



Payment shall be made in Pak Rupees and subject to certification of invoice and issuance of satisfactory certificate by PSCA (*unit head/focal person of assignment of relevant user department*) that the goods/services have been received satisfactorily, pursuant to the performance indicators.

The advance payment may be made in this contract with the approval of MD subject to bank guarantee from renowned bank

In case of any mala fide, deceptive and fraudulent tactics used in delaying/suspension of the said services or delivery of goods, the Client reserves the right to forfeit Performance Guarantee as per relevant provision of bidding document and takes necessary Legal Action against the Contractor as per applicable laws.

## **5. Termination**

PSCA has the right to scrape the procurement process at any stage before the signing of the contract or to terminate the contract as per his convenience without prior notice or by written notice of seven (7) days. The duration of the contract shall be decided at the time of contract signing.

**Note:** PSCA has right to add/incorporate/ delete any condition/any item at the time of signing of the contract but not contrary to any applicable law (s)/and/or with the consent of the Bidders/Contractor and/ or may review any terms and condition/clause of the bidding documents within the parameters of existing laws or call the sample(s) for inspection at bidder's cost. However, the cost of the tender/ items shall not be changed in case.

Punjab Safe Cities Authority

## PERFORMANCE SECURITY FORM

To:

[Client Address]

WHEREAS [name of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [Reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to supply [description of services] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a bank guarantee by a reputable 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 Guarantors 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 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 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
[Name of bank or financial institution]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]

**UNDERTAKING**  
**FOR**  
**NON-DISCLOSURE OF INFORMATION**

1. With reference to goods/services/works required by Punjab Safe Cities Authority (PSCA) \_\_\_\_\_, it is hereby asseverated & acknowledged that the confidential/sensitive or any other restricted information provided/acquired by PSCA during the period of our contract period shall be solely used for the intended purpose only. The undersigned contractor shall be under obligation not to share any confidential data or such data/information prohibited by PSCA with any person/ kinsman during or after the completion/termination of my contract agreement/assignment.
2. If there is a requirement for sharing of any information/data etc., related to PSCA with any other person, authority, department, entity or public or private institution, company etc., the undersigned contractor shall not share any information/data without prior permission from the competent authority of PSCA, for such purpose.
3. In case of any breach related to non-disclosure of data, undersigned contractor shall be bound to accept the responsibility and to pay any damages/loss determined by Chief Operating Officer of PSCA or any other penalty imposed by PSCA. Moreover, PSCA reserves the right to initiate any legal proceedings against the undersigned before the Court of Competent Jurisdiction and in such case the undersigned shall bear all the expenditures borne by the PSCA in relation to the Court proceedings.
4. The above undertaking is correct and true to the best of my knowledge and belief. We have read and understood the above contents and accepted/signed the same without any duress, undue influence or pressure, coercion and with my free consent.

Signatures \_\_\_\_\_ Name \_\_\_\_\_

## DOCUMENT CHECKLIST

Bidder should provide these and other documents if mention in the bidding documents.

SR. #	DOCUMENTS REQUIRED	ATTACHED
<b>TECHNICAL PROPOSAL</b>		
1.	Bidding Forms	
2.	Legal Status of the bidder	
3.	Proof of valid Income Tax Registration (NTN)	
4.	Proof of valid Punjab Sales Tax/ General Sales Tax	
5.	Proof of valid Professional Tax Certificate.	
6.	Bidding Document Fee – Evidence shall be pasted outside of the main envelope, the evidence shall be presented at the time of bid submission	
7.	Bid Security (Original) attached with Technical Bid/proposal	
8.	Signed & stamped bidding document and all attachment documents	
9.	Submission of undertaking of legal duly stamped (PKRs. 100/=one hundred Rupees) and signed that the firm, company, is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible / blacklisted by any procuring agency/PPRA	
10.	The valid authorization letter from the bidder to its representative to attend the bid opening meeting on bidder's behalf and original identity card or any other legal proof of the bidder/representative.	
11.	Audited Financial Statements/Bank Statement for the last financial year 2021-2022 as required in the bidding documents. (Signed & stamped).	
12.	Proof of Relevant Experience	
13.	Undertaking for Non-Disclosure of Information	
14.	All other supporting Documents as required under Evaluation Criteria.	
<b>FINANCIAL PROPOSAL</b>		
15.	Price Schedule	

**Note:** this Check list is made only for the use of bidder to check/ confirm its/ their documents attachment, which is not the part of the bidding documents. In case of any conflict between check list and bidding documents the words or figures/ statement given in bidding documents shall prevail.



## **ANNEX – I**

### **CONTRACT FORMAT**

THIS Agreement is made on the \_\_\_\_\_ day of -----**2023**, by and between:

**Punjab Safe Cities Authority (PSCA)** represented by [Chief Law & Procurement Officer on behalf of the Chief Operating Officer / Managing Director of PSCA] (hereinafter called “the First Party/ Client”)

#### **AND**

**M/s-----**, having its registered office -----  
(Hereinafter called “The Contractor”).

“Client” and “Contractor” shall hereinafter collectively be referred to as “Parties” and individually as “the Second Party/ Contractor”.

#### **WHEREAS,**

- a.** The Client intends to provide “**E-challan color printing services**” for which a tender was published under Punjab Procurement Rules, 2014 (PPR-14) and the Second Party was declared responsive accordingly for this agreement, and;
- b.** The Contractor has agreed to provide the **services** as per description and requirement on the terms and conditions set forth in this agreement.
- c.** The expressions used but not defined in this Contract shall have the same meaning as are assigned to them in the PPR-14.

**NOW THEREFORE**, the Parties hereto agree as under:

#### **1. Introduction and Integral Documents;**

- 1.1. The Second Party/Contractor agrees to provide “**E-challan color printing services**”, in accordance with the terms and conditions of this Contract and its Annexes, if any.
- 1.2. The following documents shall be deemed and construed as integral part of this Contract and all terms & conditions set forth therein shall mutatis mutandis applicable. Nevertheless, any confusion/conflict between the contents/words of this Contract and the following documents, the contents/words provided in this Contract shall have “overriding effect”;
  - i. The Forms of Bid, the Bidding Documents including all such instructions and requirements by Client and the bid including its enclosures such as Price Schedule submitted by the Contractor;
  - ii. Scope of services and technical specifications/ requirements/ Terms of Reference (TORs)
  - iii. The General Conditions of Contract;
  - iv. The Special Conditions of Contract; and

- v. The PSCA/ Client Notification of Award or letters or samples etc.
- vi. The clarifications provided to the bidder/Contractor (If any) and Service level agreement (SLA).
- vii. All documents & quotation accordingly submitted by the Contractor.

## **2. Scope of Services;**

- 2.1. The Contractor agrees to provide the Services to the Client strictly in accordance with the specifications/terms and conditions, and at the price stated for each item or lump sum / collectively or individually outlined in the bidding documents/ requirement through technical specification/terms & conditions/bids:
- 2.2. The Second Party/Contractor also agrees to provide the Services as following;
  - 2.2.1. Contractor shall appoint focal person for this procurement to coordinate with Punjab Safe Cities Authority and all relevant departments.
  - 2.2.2. The Second party/Contractor may visit the site if he desired so.
  - 2.2.3. The Contractor shall provide e-challan color printing services or anywhere PSCA point out.

## **3. Value/Price and Payment;**

- 3.1. The total Price for this Contract is **PKR...../-** – (inclusive of all applicable taxes). Monthly payment shall be made as per actual services provided for a period of one year as per price schedule of bidding documents.
- 3.2. The method and conditions of payment shall be as stated under the Contract or the payment milestone as settled between the parties.
- 3.3. The Second party/Contractor shall submit its invoice for payment to the Client after each month in accordance with this Contract. The payment shall become due after acceptance of the provided services and issuing of satisfactory certificate/ note by authorized person of PSCA.
- 3.4. Payment shall be made in Pakistani Rupees after deduction of all applicable taxes, through cheque in the name of the Second Party subject to the availability of the funds.
- 3.5. The Price specified in *clause 3.1* is the all-inclusive amount charged to PSCA. The Contractor shall be responsible for the payment of all taxes, duties, revised taxes/ duties/ levies and charges etc. assessed on it in connection with this Contract.
- 3.6. PSCA shall be entitled, without derogating from any other right, to defer/ stop all or any of its part payment of the Contract Value until the services have successfully completed, up to the satisfaction of PSCA as required.

#### **4. Delivery time/ place;**

- 4.1. The Contractor shall provide e-challan color printing services for PSCA according to the requirements of the Client from ----- for the period of Two (02) years which may be extended for a further period, decided later with the mutual consent of the Parties.
- 4.2. The Contractor is required to provide the desired services as per the Contract or required by PSCA or requirement to complete the assignment on a specified place of destination and such related costs shall be included in the Contract price and cannot be claimed separately in addition to the contractual price.
- 4.3. In case of the breach of any clause, PSCA reserves the right to:
  - i. Terminate this Contract without liability by giving an immediate notice and to charge the Contractor with any loss incurred as a result of the Contractor's failure to perform within the time specified in the Contract, or within any extension thereof granted by the PSCA; and/or
  - ii. Terminate this Contract, if Contractor fails to perform any other obligations under the Contract.
  - iii. The Contractor, in the judgment of the PSCA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: "Corrupt practice" means that defined in PPRA Rules 2014 or Act 2009 amended to date. However, PSCA shall follow the prevailing rules and law in case of termination of the Contract, if required.
  - iv. Take any other legal action against the Second Party in addition to forfeiting the Bid Security/ Performance Guarantee and blacklisting the Second Party.
  - v. In the event PSCA terminates the Contract in whole or in part, PSCA may procure, upon such terms and in such manner as it deems appropriate services similar to those uncompleted, and such additional costs shall be payable by the Contractor. However, the Contractor shall continue performance of the Contract to the extent not terminated.

#### **5. Performance Guarantee;**

- 5.1. The Contractor shall furnish a Performance Guarantee in the amount equivalent Three percent (03%) of the total Contract Price, to be issued by a reputable bank in shape of bank guarantee, and in the format acceptable to PSCA.
- 5.2. PSCA shall verify the provided Performance Guarantee from the concerned issuing bank and in case of forged/ bogus/ counterfeited/ false document/ instrument/ Performance Guarantee the bid security of the Contractor shall be forfeited and a criminal case shall be lodged against the Contractor in addition to its blacklisting as per applicable Laws/ PPR-14.

- 5.3. The Performance Guarantee shall serve as the guarantee for the Contractor's faithful performance and compliance with the terms and conditions of this Contract. The amount of the Performance Security shall not be construed as the limit of the Contractor's liability to PSCA, in the event of breach of this Contract by the contractor. The Performance Guarantee shall be valid for the completion of Contractor's obligations and until the expiry of warranty period of provided goods (if any).
- 5.4. The Performance Guarantee shall be discharged by PSCA and returned to the Contractor not later than thirty (30) days following the date of completion of the Contractor's performance obligations under the Contract, including any warranty obligations.
- 5.5. The Performance Guarantee shall not be released in case of any breach of the Contract or termination of the Contract by the Contractor or involvement in corrupt practice or blacklisting of the Contractor by any other procuring agency on such grounds.
- 5.6. The Contractor shall extend the validity period of the Performance Guarantee well-in-time (but not later than twenty days (20) before the expiry period of the Contract, in case the period of the contract needs to be extended further. In case of any violation by the Second Party the payments shall not be released and the performance guarantee may be forfeited.

## **6. Variations;**

- 6.1. That the Client reserves the right to add, delete, review any conditions or clause of the Contract or extend its period with mutual consent on the terms & conditions (T&C) settled between the Parties without compromising the cost of this Contract as agreed.
- 6.2. PSCA may deem any claim by the Contractor for equitable variations under this clause and waived any condition of the contract without compromising the applicable laws.
- 6.3. No change in, modification of, or revision amendment, variation, deletion, addition to this Contract shall be valid unless made in writing and signed by an authorized representative of PSCA. In case PSCA intends to procure additional services from the Contractor in this procurement the price shall not be varied from the quoted/accepted price bid and payment shall be made as per actual subject to satisfaction and verification of the concerned officer.

## **7. Marking and Documentation;**

- 7.1. Marking and documentation shall comply with any requirements or instructions notified by PSCA.



## **8. Termination and Re-procurement;**

- 8.1. PSCA may terminate this Contract, in whole or in part, at any time with fifteen (15) days written notice to the Contractor if the Contractor fails to follow the terms & conditions of the contract.
- 8.2. In case if the Contractor found involved in corrupt practice Client may terminate the Contract at once and take any legal action against him/Contractor. Upon any such termination, the Contractor shall surrender any claims for damages including loss of anticipated profits on account thereof.
- 8.3. If Client terminate the Contract on any above stated reason, the Performance Guarantee shall be forfeited in addition to any other legal action.
- 8.4. The Contractor may terminate the contract if the Employer/Client fails to comply with its responsibility as given in the contract upon giving thirty (30) days' notice to the Employer but with solid reasons and justification.
- 8.5. This Contract shall be terminated automatically after issuance of the Completion Certificate by the First Party/ Authorized/ Focal Person, if otherwise not provided.

## **9. Force Majeure;**

- 9.1. Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Contract if such delay or failure is caused by force majeure, such as civil disorder, military action, natural disaster, technical (or such nature) and other circumstances which are beyond the control of the Party in question. In such event, the party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay. However, this clause should be invoked by any party with due diligence, justification and solid grounds and it is mandatory that such circumstances which are being claimed "Force Majeure" should be validated by third party or Managing Director or Chief Operating Officer (COO) of PSCA.

## **10. Indemnification and Insurance;**

- 10.1. The Contractor shall at all times defend, indemnify, and hold harmless to PSCA, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Contractor or its employees, officers, agents or subcontractors, in the performance of this Contract
- 10.2. This indemnity shall survive after the expiration or termination of this Contract.

## **11. Independent Contractor;**

The Contractor shall provide the services under this Contract as an independent contractor and not as an employee, partner, or agent of PSCA. The Contractor cannot sublet this Contract or call any other Contractor for completion of assignment.

## **12. Audit;**

- 12.1. The Contractor agrees to maintain financial records, supporting documents, statistical records and all other records in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the performance of services and incidental goods under this Contract. The Contractor shall make all such records available to PSCA or its designated representative for inspection, audit, or reproduction, if required by PSCA. On request, employees of the Contractor shall be available for interview.

## **13. Dispute Resolution;**

- 13.1. Any dispute, controversy or claim arising out of or in relation to this Contract, or the breach, or invalidity thereof, shall be settled amicably by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to Arbitration. The arbitration will be carried out in accordance with the Arbitration Act, 1940.

## **14. Confidentiality;**

- 14.1. All information which comes into the Contractor's possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Contractor should not communicate such information to any third party without the prior written approval of PSCA. The Contractor shall comply with PSCA Data Protection guidelines/ rules/ policies in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Contract. These obligations shall survive the expiration or termination of this Contract and till further as PSCA will direct.

## **15. Notices;**

- 15.1. Any notice given pursuant to this Contract will be sufficiently given if it is in writing and delivered, or sent by prepaid post or facsimile to the other Party at the address given at the top.

- 15.2. The official logo and name of PSCA may only be used by the Contractor in connection with this Contract and with the prior written approval of PSCA.
- 15.3. The contract/ focal person/project manager/director on behalf of First Party shall be ----- who shall be responsible for the completion of the contract as per the requirement and to issue satisfactory certificate in this regard and the name of the contract person on behalf of Second Party shall be intimated by the contractor within seven days after signing of this covenant.

**16. Status of PSCA;**

- 16.1. Nothing in this Contract affects the privileges and immunities enjoyed by PSCA as an intergovernmental organization.

**17. Severability;**

- 17.1. If any part of this Contract is found to be invalid or unenforceable, that part will be severed from this Contract and the remaining part of the Contract shall remain enforced.

**18. Entirety;**

- 18.1. This Contract and any annexes appended the entire agreement between the Parties and supersede all prior agreements and understandings, if any, relating to the subject matter of this Contract.

**19. Final Clauses;**

- 19.1. This Contract will commenced upon signature by both Parties if otherwise contrary not provided in the Contract or anywhere and shall remain enforced until completion of all obligations of the Parties under this Contract subject to completion certificate by the First Party.

**20. Applicable Laws;**

- 20.1. This Contract shall be governed by the Laws of Pakistan and the Courts at Lahore shall have exclusive jurisdiction to adjudicate upon any matter arising out of the operation of this Contract.

**21. Contract Amendment;**

- 21.1. No variation in or modifications to the terms of the Contract shall be made or extension in the period of the contract through, except by a written amendment signed by the Parties hereto.

IN WITNESS WHEREOF, the Parties have executed this Contract, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

**For and on behalf of**

**For and on behalf of-----**

**Punjab Safe Cities  
Authority (PSCA)**

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\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Designation:

Designation:

**Witnesses:**

(1) \_\_\_\_\_  
(Focal Person)

(2) \_\_\_\_\_

Name:

Name:

**Note:**

The above terms & conditions are standard/ generic which may be revised/reviewed/changed at the time of signing of contract.

