BIDDING DOCUMENTS

(PROCUREMENT OF SERVICE)

CUMULATIVE BID PREMIUM

SINGLE STAGE TWO ENVELOPE

E-PROCUREMENT
Punjab Procurement Regulations 2024

PROCUREMENT OF VEHICLES INSURANCE / TAKAFUL SERVICES

Lump-Sum Contract

Tender No: PSCA/08/18th Sep/25

PUNJAB SAFE CITIES AUTHORITY

Date: 18th Sep 2025

Preface

These Bidding Documents (BDs) have been formulated in accordance with Punjab Procurement Regulatory Authority Act, 2009 (PPRA Act-09) and Punjab Procurement Rules 2014 (PPR-14).

In case of any conflict between provision of this document and the law/ Rules, the later shall prevail.

E-PROCUREMENT

1. The Procurement shall be made through PPRA E-Procurement Portal. The interested bidders are required to get themselves registered on E-Procurement Portal and apply for the subject tender. https://punjab.eprocure.gov.pk

2. However, in case of any technical fault/issue, or as the system is new for the Procuring Agency and Bidders, bidders are requested to bring hard copy of Bid Security as per prescribed format and Financial Bid in a sealed envelope and Technical bids completed in all respects in portable USBs.

3. In case bidders find any difficulty while applying/submission/registration, bidders may find help on the following links, https://ppra.punjab.gov.pk/e-procurement

PS: *Clause-2 above is applicable only in case the system showed applications/bids of the bidders in the system of Procuring Agency (PA) i.e., Punjab Safe Cities Authority (PSCA) and PA due to any technical issue may unable to open the bids. If the system showed no bids in the system, the PA will not accept any bids in hard whatsoever the case.*

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 is 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 theses 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 these 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 based on 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, 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.

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Section-I:

INVITATION FOR BIDS

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

PROCUREMENT OF VEHICLES INSURANCE / TAKAFUL SERVICES

Estimated Cost: PKR 10.1 Million (inclusive of all applicable taxes).

Interested eligible bidders can obtain detailed bidding documents which are available at the website of Punjab Safe Cities Authority (**www.psca.gop.pk**), PPRA portal (**www.ppra.punjab.gov.pk**) & E-Pads **https://punjab.eprocure.gov.pk**.

Sealed and completed bids under **Single Stage Two Envelope** bidding procedure in accordance with the requirement of the bidding documents/PPRA shall be submitted through **E-Procurement** **https://punjab.eprocure.gov.pk/** on or before **PST 1100** hours on **October 03th, 2025**, which shall be opened on the same date in the presence of bidder's representative 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*

Contact: (+92) (42) (99051605-7) Website: *www.psca.gop.pk*

Punjab Safe Cities Authority
The Future of Punjab Police
PPIC3 Centre Qurban Police Line Lahore, Pakistan

Section-II: Instructions to Bidders (ITB)

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

2.1. Introduction

2.1.1 Scope of Bid

i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of **PROCUREMENT OF VEHICLES INSURANCE / TAKAFUL SERVICES** as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

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

2.1.3 Eligible Bidders

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

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

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

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

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

vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.

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

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

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

a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
b) have controlling shareholders in common; or
c) receive or have received any direct or indirect subsidy from any of them; or

d) have the same legal representative for purposes of this Bid; or
e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.

xi) A Bidder may be ineligible if –

(a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
(b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
(c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
(d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
(g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.

xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

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

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

2.1.4. Cost of Bidding

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

2.1.5. One person one bid

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

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

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

2.1.6. Work Plan/Deputation Plan

i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

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

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Technical Specifications

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)

(f) Special Conditions of Contract (SCC)

(g) Schedule of Requirements

(h) Bid Form

(i) Bidder Profile Form

(j) General Information Form

(k) Affidavit

(l) Bid Security Form

(m) Technical Bid Form

(n) Contract Form

(o) Financial Bid Form / Premium Schedule

(p) Performance Guarantee Form

(q) Check List

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

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

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

2.2.2. Clarification of

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in

Bidding Documents

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

ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS.**

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

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

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

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

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

2.2.3. Amendment of Bidding Documents

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.

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

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

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

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

2.3. Preparation of Bids

2.3.1. Language of Bid

i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data

Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

i) The Bidder shall complete the Bid Form and the appropriate Premium Schedule (Financial Bid) furnished in the Bidding documents, indicating the services to be provided.

2.3.3. Bid Premiums

i) The Bidder shall indicate on form 8.10 the unit Premiums (where applicable) and total Bid Premium of the services of which it proposes to provide under the contract.

ii) Premiums indicated on the Premium Schedule shall be item wise/ package wise as mentioned in Section IV - Bid Data Sheet and Premium Schedule - Form 8.9.

iii) The Bidder's separation of Premium components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

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

2.3.4. Bid Currencies

i) Premiums shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

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

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

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

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

(a) that the Bidder has the financial, technical capability necessary to perform the contract;

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

2.3.6. Bid Security

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

ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).

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

(a) Bank Guarantee, Bank call-deposit (CDR), valid for Ninety (90) Days, beyond the validity of Bid.

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

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

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

vii) The Bid security may be forfeited:

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

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

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

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

iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. Period of Validity of Bids

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

ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the **Bid Data Sheet**, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.

ii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

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

v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

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

2.3.9. Minimum Wage rates/all applicable taxes

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

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

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

ii) The inner and outer envelopes shall:
a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE (time and date),” *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*

iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.

iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid’s misplacement or premature opening.

v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.

vi) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address given in the **BDS**; and
b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**

vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.
b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

viii) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address provided in the BDS;
b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2;
c) In addition to the identification required in Sub-Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to ITB.2.4.3.

ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

Note: For bids submitted through E-Pads, the technical and financial proposals must be prepared and submitted in accordance with the bidding procedure & requirements outlined in the Bid Data Sheet and the specific requirements of the E-Pads system.

2.4.2 Deadline for Submission of Bids

i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the **Bid Data Sheet.**

ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS.**

2.4.3. Late Bids

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

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

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

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).

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

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

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.

ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.

iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid Premiums, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.

vi) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.

vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.

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

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

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

xi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid Premium if applicable.

xii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.

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

2.5.2. Confidentiality

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

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

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

2.5.3. Clarification of Bids

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

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

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

a) evaluation & qualification criteria;
b) required scope of *services etc.* and related materials.
c) all securities requirements;
d) tax requirements;
e) Terms and conditions of bidding documents.
f) change in the ranking of the Bidder

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

2.5.4. Preliminary Examination

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

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

a. If there is a discrepancy between the unit Premium and the total Premium that is obtained by multiplying the unit Premium and quantity, the unit Premium shall prevail, and the total Premium shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law** (GCC Clause 30), ~~and~~ **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring

Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

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

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

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

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

2.5.5. Examination of Terms and Conditions; Technical Evaluation

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

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section – III (Scope of Work/Services), Section IV (Bid Data Sheet) & Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation.

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

2.5.6. Correction of Errors

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

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

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

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

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

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

2.5.7. Conversion to Single Currency

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

For the purposes of comparison of bids quoted in different currencies, the Premium shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

2.5.8. Post-qualification & Evaluation of Bids

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

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

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

iv) The **financial evaluation** of a Bid will be on the basis of form of Premium Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

2.5.9. Contacting the Procuring Agency

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

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

2.5.10. Grievance Redressal

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

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

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

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

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

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

2.6. Award of Contract

2.6.1. Notification of Award

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

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

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

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

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

2.6.3. Signing of Contract/ Issuance of work Order

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

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

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

2.6.4. Award Criteria

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

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

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

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

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

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

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

2.6.7. Re-Bidding

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

2.6.8. Corrupt or Fraudulent Practices

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

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

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

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

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

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

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

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

ii) Blacklisting & Debarment:

Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding.

Substantial Requirements & Procedure for Blacklisting & Debarment:

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

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

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

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

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

As per rule 21 of PPR-14:

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

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

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

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

(d) indulged in any corrupt practice.

(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:

(a) shall forward the decision to the Authority for publication on the website of the Authority; and

(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. *The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
2. *The show cause notice shall contain:*
   - *(a) precise allegation, against the bidder or Contractor;*
   - *(b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
   - *(c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
3. *The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*
5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*

10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

SECTION-III. SCOPE OF SERVICES

3.1 SCOPE OF SERVICES

Punjab Safe Cities Authority (PSCA) currently has a fleet of **165 vehicles**. To safeguard against potential risks and financial losses, it is essential to obtain appropriate insurance coverage.

Financial Losses	Accident, Fire Lightening, Earthquake, Burglary, Housebreaking or theft, Malicious act, Flood, Whilst in Transit, Terrorism, Riot & Strike Total Loss, Personal accident cover
Accidental Loss	Accidents not intentionally caused, Damages from theft & other uncontrollable circumstances, unfortunate misshape
Theft of Bus/ Snatching	Vehicle loss in case of theft, burglary, robbery, abduction , Hijack etc.
Third Party Claims	Third party property damage, Third party injury/death others, Property and personal loss, (Both) Uninsured/ Motorist Protection.

Note:

I. The insurance Company shall appoint surveyor within 3 hours after the Registration of claim countrywide and shall be responsible for claim settlement within 24-36 hour.

II. Damage of Paint is also included in insurance policy.

III. There shall be no depreciation amount paid on replacement of new parts; this will be completely responsibility of service provider.

IV. After other law / policy not adopted by Punjab Government or other guidelines in this regard shall not be followed or acceptable.

Vehicle Insurance Details
Punjab Safe Cities Authority Lahore

Sr. No.	Registration #	Vehicle	Model	Company	Chassis No.	Engine No.	Capacity	Current Value
1	LEJ-17-1392	Bus	2017	HINO	CH-15228	JO8E UHM11349	7684CC	9,000,000.00
2	LEJ-17-1393	Bus	2017	HINO	CH-15235	JO8E UHM113S6	7684CC	9,000,000.00
3	LEJ-17-1394	Bus	2017	HINO	CH-15236	JO8E UHM11357	7684CC	9,000,000.00
4	LEJ-17-1395	Bus	2017	HINO	CH-15197	JO8E UHMI 1324	7684CC	9,000,000.00
5	LEJ-17-1396	Bus	2017	HINO	CH-15231	JO8E UHM11352	7684CC	9,000,000.00
6	LEJ-17-1397	Bus	2017	HINO	CH-15203	JO8E UHM11330	7684CC	9,000,000.00
7	LEJ-17-1398	Bus	2017	HINO	CH-15227	JO8E UHM11348	7684CC	9,000,000.00
8	LEJ-17-1399	Bus	2017	HINO	CH-15238	JO8E UHM11359	7684CC	9,000,000.00
9	APL-4 (MCC Van)	MCC Van		HINO	JHHYJL0H502001539	M-12040	4009CC	9,000,000.00
10	LEG-10-1406	Land Cruiser (V8)	2010	TOYOTA	JTMHV05JX04025373	1VD0041632	4600 CC	17,750,000.00
11	GBD 401	Fortuner	2024	TOYOTA	CH-1104873	1GD5465604	2800CC	17,950,000.00
12	GBD 432	Altis	2024	TOYOTA	ZRE171R6084672	Q107185	1600CC	5,950,000.00
13	GBD 433	Altis	2024	TOYOTA	ZRE171R-6084680	Q107186	1600CC	5,950,000.00

14	GBG 482	Altis	2025	TOYOTA	ZRE171R6 088591	Q111076	1600CC	6,641,000.00
15	GBG 517	Altis	2025	TOYOTA	ZRE171R6 088598	Q111073	1600CC	6,641,000.00
16	GBG 308	Altis	2025	TOYOTA	ZRE171R6 088612	Q111082	1600CC	6,641,000.00
17	GBG 860	Altis	2025	TOYOTA	ZRE171R6 088620	Q111096	1600CC	6,641,000.00
18	GBG 320	Altis	2025	TOYOTA	ZRE171R6 088636	Q111109	1600CC	6,641,000.00
19	GBG 187	Altis	2025	TOYOTA	ZRE171R6 088654	Q111123	1600CC	6,641,000.00
20	LEG-07-1777	Altis	2007	TOYOTA	ZZE122-9303812	1ZZ-FE1794	1800CC	2,400,000.00
21	LEJ-17-1370	GLI	2017	TOYOTA	CH-1175	Z474759	1299CC	3,200,000.00
22	LEJ-17-1371	GLI	2017	TOYOTA	CH-1205	Z475225	1299CC	3,200,000.00
23	LEJ-17-1372	GLI	2017	TOYOTA	CH-1206	Z475187	1299CC	3,200,000.00
24	LEJ-17-1373	GLI	2017	TOYOTA	CH-0976	Z474818	1299CC	3,200,000.00
25	LEJ-17-1374	GLI	2017	TOYOTA	CH-1036	Z474819	1299CC	3,200,000.00
26	LEJ-17-1375	GLI	2017	TOYOTA	CH-0586	Z474517	1299CC	3,200,000.00
27	LEJ-17-1376	GLI	2017	TOYOTA	CH-2496	Z476666	1299CC	3,200,000.00
28	LEJ-17-1377	GLI	2017	TOYOTA	CH-2625	Z474683	1299CC	3,200,000.00

29	LEJ-17-1378	GLI	2017	TOYOTA	CH-2595	Z476722	1299CC	3,200,000.00
30	LEJ-16-1481	GLI	2016	TOYOTA	CH-6784	Z459201	1299CC	3,200,000.00
31	LEJ-16-1482	GLI	2016	TOYOTA	CH-4560	Z456081	1299CC	3,200,000.00
32	LEJ-16-1483	GLI	2016	TOYOTA	CH-2897	Z454115	1299CC	3,200,000.00
33	LEJ-16-1484	GLI	2016	TOYOTA	CH-4677	Z456177	1299CC	3,200,000.00
34	LEJ-16-1485	GLI	2016	TOYOTA	CH-3516	Z454387	1299CC	3,200,000.00
35	LEJ-17-1642	GLI	2017	TOYOTA	CH-6024	Z499620	1299CC	3,200,000.00
36	LEJ-17-1643	GLI	2017	TOYOTA	CH-5544	Z498909	1299CC	3,200,000.00
37	LEJ-17-1653	GLI	2017	TOYOTA	CH-5953	Z499470	1299CC	3,200,000.00
38	LEJ-17-1654	GLI	2017	TOYOTA	CH-5954	Z499385	1299CC	3,200,000.00
39	LEJ-17-1668	GLI	2017	TOYOTA	CH-5325	Z498278	1299CC	3,200,000.00
40	LEJ-16-1517	Hilux	2016	TOYOTA	CH-8466	2KDU870046	2494CC	3,900,000.00
41	LEG-16-1680	XLI	2016	TOYOTA	CH-7039	Z441064	1299CC	2,800,000.00
42	LEG-16-1681	XLI	2016	TOYOTA	CH-7040	Z441227	1299CC	2,800,000.00
43	LEG-16-1682	XLI	2016	TOYOTA	CH-6916	Z441221	1299CC	2,800,000.00

44	LEG-16-1683	XLI	2016	TOYOTA	CH-6964	Z441223	1299CC	2,800,000.00
45	LEG-16-1684	XLI	2016	TOYOTA	CH-7038	Z441400	1299CC	2,800,000.00
46	GBG-751	Yaris	2025	TOYOTA	NSP151R-9523075	2A77739	1500CC	6,337,000.00
47	GBG-884	Yaris	2025	TOYOTA	NSP151R-9523083	2A77935	1500CC	6,337,000.00
48	GBG-176	Yaris	2025	TOYOTA	NSP151R-9523103	2A78567	1500CC	6,337,000.00
49	GBG-974	Yaris	2025	TOYOTA	NSP151R-9523106	2A78570	1500CC	6,337,000.00
50	GBG-182	Yaris	2025	TOYOTA	NSP151R-9523107	2A78566	1500CC	6,337,000.00
51	GBG-395	Yaris	2025	TOYOTA	NSP151R-9523108	2A78569	1500CC	6,337,000.00
52	GBG-442	Yaris	2025	TOYOTA	NSP151R-9523110	2A78565	1500CC	6,337,000.00
53	GBG-948	Yaris	2025	TOYOTA	NSP151R-9523111	2A78856	1500CC	6,337,000.00
54	GBG-758	Yaris	2025	TOYOTA	NSP151R-9523112	2A78862	1500CC	6,337,000.00
55	GBG-992	Yaris	2025	TOYOTA	NSP151R-9523113	2A78859	1500CC	6,337,000.00
56	GBG-561	Yaris	2025	TOYOTA	NSP151R-9523114	2A78895	1500CC	6,337,000.00
57	GBG-747	Yaris	2025	TOYOTA	NSP151R-9523115	2A78864	1500CC	6,337,000.00
58	GBG-842	Yaris	2025	TOYOTA	NSP151R-9523144	2A79709	1500CC	6,337,000.00

59	GBG-509	Yaris	2025	TOYOTA	NSP151R-9523145	2A79706	1500CC	6,337,000.00
60	GBG-904	Yaris	2025	TOYOTA	NSP151R-9523146	2A79711	1500CC	6,337,000.00
61	GBG-880	Yaris	2025	TOYOTA	NSP151R-9523147	2A79625	1500CC	6,337,000.00
62	GBG-410	Yaris	2025	TOYOTA	NSP151R-9523149	2A79708	1500CC	6,337,000.00
63	GBG-531	Yaris	2025	TOYOTA	NSP151R-9523150	2A79715	1500CC	6,337,000.00
64	GBG-518	Yaris	2025	TOYOTA	NSP151R-9523172	2A80053	1500CC	6,337,000.00
65	GBG-056	Yaris	2025	TOYOTA	NSP151R-9523171	2A79992	1500CC	6,337,000.00
66	GBG-447	Yaris	2025	TOYOTA	NSP151R-9523174	2A79994	1500CC	6,337,000.00
67	GBG-804	Yaris	2025	TOYOTA	NSP151R-9523180	2A80047	1500CC	6,337,000.00
68	LEJ-16-1495	Cultus	2016	SUZUKI	CH-0599	PKF623730	993CC	1,700,000.00
69	LEJ-17-1586	Wagon R	2017	SUZUKI	CH-4941	PK10B134938	998CC	2,100,000.00
70	LEJ-17-1587	Wagon R	2017	SUZUKI	CH-4480	PK10B134498	998CC	2,100,000.00
71	LEJ-17-1588	Wagon R	2017	SUZUKI	CH-5179	PK10B135131	998CC	2,100,000.00
72	LEJ-17-1589	Wagon R	2017	SUZUKI	CH-4942	PK10B134940	998CC	2,100,000.00
73	LEJ -17-1590	Wagon R	2017	SUZUKI	CH-5181	PK10B135198	998CC	2,100,000.00

74	LEJ-17-1591	Wagon R	2017	SUZUKI	CH-4479	PK10B134496	998CC	2,100,000.00
75	LEJ-17-1592	Wagon R	2017	SUZUKI	CH-5178	PK10B135184	998CC	2,100,000.00
76	LEJ-17-1593	Wagon R	2017	SUZUKI	CH-4481	PK1OB134487	998CC	2,100,000.00
77	LEJ-17-1594	Wagon R	2017	SUZUKI	CH-4388	PK1OB134390	998CC	2,100,000.00
78	LEJ-17-1595	Wagon R	2017	SUZUKI	CH-4389	PK1OB134410	998CC	2,100,000.00
79	LEJ-17-1596	Wagon R	2017	SUZUKI	CH-4943	PK1OB134957	998CC	2,100,000.00
80	LEJ-17-1597	Wagon R	2017	SUZUKI	CH-4386	PK1OB134405	998CC	2,100,000.00
81	LEJ-17-1599	Wagon R	2017	SUZUKI	CH-4485	PK1OB134499	998CC	2,100,000.00
82	LEJ-17-1621	Wagon R	2017	SUZUKI	CH-6732	PK1OB136757	998CC	2,100,000.00
83	LEJ-17-1622	Wagon R	2017	SUZUKI	CH-4484	PK1OB134485	998CC	2,100,000.00
84	LEJ-17-1623	Wagon R	2017	SUZUKI	CH-4482	PK1OB134528	998CC	2,100,000.00
85	GBE 268	Changan Karvaan	2024	CHANGAN	CH-0808	JL473QR30C50871	1200CC	3,024,000.00
86	GBE 275	Changan Karvaan	2024	CHANGAN	CH-0895	JL473QR30C51459	1200CC	3,024,000.00
87	GBE 299	Changan Karvaan	2024	CHANGAN	CH-0931	JL473QR30C50984	1200CC	3,024,000.00
88	GBE 320	Changan Karvaan	2024	CHANGAN	CH-0923	JL473QR30C51348	1200CC	3,024,000.00

89	GBE 322	Changan Karvaan	2024	CHANGAN	CH-0977	JL473QR30C52866	1200CC	3,024,000.00
90	GBE 324	Changan Karvaan	2024	CHANGAN	CH-0952	JL473QR30C51426	1200CC	3,024,000.00
91	GBE 325	Changan Karvaan	2024	CHANGAN	CH-0945	JL473QR30C52890	1200CC	3,024,000.00
92	GBE 360	Changan Karvaan	2024	CHANGAN	CH-0815	JL473QR30C51379	1200CC	3,024,000.00
93	GBE 561	Changan Karvaan	2024	CHANGAN	CH-0737	JL473QR30C5361	1200CC	3,024,000.00
94	GBE 571	Changan Karvaan	2024	CHANGAN	CH-0809	JL473QR30C51249	1200CC	3,024,000.00
95	GBE 680	Changan Karvaan	2024	CHANGAN	CH-0727	JL473QR30C5874	1200CC	3,024,000.00
96	GBE 681	Changan Karvaan	2024	CHANGAN	CH-0985	JL473QR30C51264	1200CC	3,024,000.00
97	GBE 689	Changan Karvaan	2024	CHANGAN	CH-0867	JL473QR30C50330	1200CC	3,024,000.00
98	GBE 741	Changan Karvaan	2024	CHANGAN	CH-0854	JL473QR30C51454	1200CC	3,024,000.00
99	GBE 767	Changan Karvaan	2024	CHANGAN	CH-0846	JL473QR30C51416	1200CC	3,024,000.00
100	GBE 871	Changan Karvaan	2024	CHANGAN	CH-0852	JL473QR30C51435	1200CC	3,024,000.00
101	GBE 982	Changan Karvaan	2024	CHANGAN	CH-0860	JL473QR30C51421	1200CC	3,024,000.00
102	GBE 124	Changan Karvaan	2024	CHANGAN	CH-0861	JL473QR30C51449	1200CC	3,024,000.00
103	APL-4	Changan Karvaan	2025	CHANGAN	1004342	501729	1200CC	3,145,485.00

104	APL-4	Changan Karvaan	2025	CHANGAN	1004347	501734	1200CC	3,145,485.00
105	APL-4	Changan Karvaan	2025	CHANGAN	1004431	501135	1200CC	3,145,485.00
106	APL-4	Changan Karvaan	2025	CHANGAN	1004430	501156	1200CC	3,145,485.00
107	APL-4	Changan Karvaan	2025	CHANGAN	1004392	500385	1200CC	3,145,485.00
108	APL-4	Changan Karvaan	2025	CHANGAN	1004374	501438	1200CC	3,145,485.00
109	APL-4	Changan Karvaan	2025	CHANGAN	1004428	501366	1200CC	3,145,485.00
110	APL-4	Changan Karvaan	2025	CHANGAN	1004348	500829	1200CC	3,145,485.00
111	APL-4	Changan Karvaan	2025	CHANGAN	1004391	501194	1200CC	3,145,485.00
112	APL-4	Changan Karvaan	2025	CHANGAN	1004389	501458	1200CC	3,145,485.00
113	APL-4	Changan Karvaan	2025	CHANGAN	1004379	501732	1200CC	3,145,485.00
114	APL-4	Changan Karvaan	2025	CHANGAN	1004314	501459	1200CC	3,145,485.00
115	APL-4	Changan Karvaan	2025	CHANGAN	1004550	501749	1200CC	3,145,485.00
116	APL-4	Changan Karvaan	2025	CHANGAN	1004553	501480	1200CC	3,145,485.00
117	APL-4	Changan Karvaan	2025	CHANGAN	1004533	501685	1200CC	3,145,485.00
118	APL-4	Changan Karvaan	2025	CHANGAN	1004530	501498	1200CC	3,145,485.00

119	APL-4	Changan Karvaan	2025	CHANGAN	1004549	501484	1200CC	3,145,485.00
120	APL-4	Changan Karvaan	2025	CHANGAN	1004535	501715	1200CC	3,145,485.00
121	APL-4	Changan Karvaan	2025	CHANGAN	1004531	501485	1200CC	3,145,485.00
122	LEG-16-1305	Bike CD-70	2016	HONDA	JG481967	8123437	72CC	75,000.00
123	LEG-16-1678	Bike CD-70	2016	HONDA	JG-781824	8333285	72CC	75,000.00
124	LEG-16-1679	Bike CD-70	2016	HONDA	JG-784165	8331288	72CC	75,000.00
125	GAA-22-3925	Bike CD-70	2022	HONDA	GH982828	E340344	72CC	110,000.00
126	GAA-22-3926	Bike CD-70	2022	HONDA	GH982811	E340322	72CC	110,000.00
127	GAA-22-3927	Bike CD-70	2022	HONDA	GH982719	E340216	72CC	110,000.00
128	GAA-22-3928	Bike CD-70	2022	HONDA	GH982834	E340347	72CC	110,000.00
129	GAA-22-3929	Bike CD-70	2022	HONDA	GH982833	E340349	72CC	110,000.00
130	GAA-22-3930	Bike CD-70	2022	HONDA	GH982668	E340167	72CC	110,000.00
131	GBA-1314	Bike CD-70	2025	HONDA	JF887720	V347539	72CC	157,900.00
132	GBA-1461	Bike CD-70	2025	HONDA	JF887533	V347491	72CC	157,900.00
133	GBA-1476	Bike CD-70	2025	HONDA	JF895564	V350473	72CC	157,900.00
134	GBA-1666	Bike CD-70	2025	HONDA	JF887700	V347594	72CC	157,900.00
135	GBA-1799	Bike CD-70	2025	HONDA	JF889687	V349662	72CC	157,900.00
136	GBA-3436	Bike CD-70	2025	HONDA	JF895028	V349961	72CC	157,900.00
137	GBA-4658	Bike CD-70	2025	HONDA	JF887623	V347567	72CC	157,900.00
138	GBA-5706	Bike CD-70	2025	HONDA	JF887647	V347517	72CC	157,900.00

139	GBA-5789	Bike CD-70	2025	HONDA	JF895067	V349882	72CC	157,900.00
140	GBA-6015	Bike CD-70	2025	HONDA	JF895770	V350649	72CC	157,900.00
141	GBA-6364	Bike CD-70	2025	HONDA	JF895020	V349911	72CC	157,900.00
142	GBA-7513	Bike CD-70	2025	HONDA	JF993531	V371638	72CC	157,900.00
143	GBA-7609	Bike CD-70	2025	HONDA	JF887596	V347523	72CC	157,900.00
144	GBA-7849	Bike CD-70	2025	HONDA	JF895731	V350625	72CC	157,900.00
145	GBA-8608	Bike CD-70	2025	HONDA	JF895687	V350601	72CC	157,900.00
146	GBA-8971	Bike CD-70	2025	HONDA	JF887622	V347537	72CC	157,900.00
147	GBA-9253	Bike CD-70	2025	HONDA	JF895749	V350635	72CC	157,900.00
148	GBA-9768	Bike CD-70	2025	HONDA	JF887652	V347560	72CC	157,900.00
149	GBA-9828	Bike CD-70	2025	HONDA	JF887656	V347552	72CC	157,900.00
150	GAA-22-4698	Bike CG-125	2022	HONDA	EC320031	T637803	124CC	180,000.00
151	GAA-22-4699	Bike CG-125	2022	HONDA	EC320036	T637807	124CC	180,000.00
152	GAA-22-4701	Bike CG-125	2022	HONDA	EC319962	T637834	124CC	180,000.00
153	GAA-22-4702	Bike CG-125	2022	HONDA	EC319986	T637766	124CC	180,000.00
154	GAA-22-4703	Bike CG-125	2022	HONDA	EC319952	T637837	124CC	180,000.00
155	GAA-22-4704	Bike CG-125	2022	HONDA	EC320027	T637799	124CC	180,000.00
156	LEJ-16-1624	Bike YBR-125	2017	YAMAHA	CH-3278	E3P7E034364	124CC	250,000.00
157	LEJ-16-1625	Bike YBR-125	2017	YAMAHA	CH-3792	E3P7E036991	124CC	250,000.00
158	LEJ-16-1636	Bike YBR-125	2016	YAMAHA	CH-7738	E3P7E045650	124CC	250,000.00

159	LEJ-16-1637	Bike YBR-125	2016	YAMAHA	CH-5584	E3P7E021059	124CC	250,000.00
160	LEJ-16-1638	Bike YBR-125	2016	YAMAHA	CH-8203	E3P7E044059	124CC	250,000.00
161	LEJ-16-1639	Bike YBR-125	2016	YAMAHA	CH-8126	E3P7E044835	124CC	250,000.00
162	LEJ-16-1641	Bike YBR-125	2017	YAMAHA	CH-4415	E3P7E042409	124CC	250,000.00
163	LEJ-16-1655	Bike YBR-125	2017	YAMAHA	CH-3972	E3P7E035193	124CC	250,000.00
164	LEJ-16-1658	Bike YBR-125	2017	YAMAHA	CH-4412	E3P7E042555	124CC	250,000.00
165	LEJ-16-1667	Bike YBR-125	2017	YAMAHA	CH-3943	E3P7E035120	124CC	250,000.00
				Total Value				**545,921,315.00**

Section-IV: Bid Data Sheet

4.1. Bid Data Sheet (BDS)

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

A.		**Introduction**
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	**2.1.1**	Name of Procuring Agency: Punjab Safe Cities Authority The subject of procurement is: **PROCUREMENT OF VEHICLES INSURANCE / TAKAFUL SERVICES**
2.	**2.1.2**	Financial year for the operations of the Procuring Agency: 2025-26 Name of financing institution: *Government of the Punjab* Name and identification number of the Contract: **Tender No: PSCA/08/18th Sep/25**
3.	**2.1.3 (iv)**	Maximum number of members in the joint venture, consortium or association shall be: **N/A** • J.V. **Form 8.2** should be followed. **N/A** • Valid Power of Attorney with technical bid
4.		Ineligible country(s) are Israel
	B.	**Bidding Documents**
6.	**2.2.2**	The address for clarification of Bidding Documents is ***PSCA – Qurban Police Lines, Lahore. Phone #: 042-99051605-7*** and **Email**: *procurement@psca.gop.pk* or through E-procurement portal: https://punjab.eprocure.gov.pk Requests for clarification shall be received by the PSCA **seven (07) calendar days** before to the closing date
7.	**2.2.2**	Pre-bid meeting will be held at PSCA office, and date of the pre-Bid meeting: **N/A**
8.	**2.3.8**	The number of documents to be completed and returned is **one original only**
	C.	**Bid Premium, Currency, Language and Country of Origin**
9	**2.3.1**	*Language: English*
10	**2.3.4**	The Premium quoted shall be in PKR.

11.	**2.3.4 & 2.3.9**	*Premium shall be fixed.*
	D.	**Preparation and Submission of Bids**
13.	**2.1.3**	**EVALUATION CRITERIA:** The bidder will be declared lowest evaluated bidder if; • Fulfill all mandatory requirements. • Pass the evaluation criteria. • Financially lowest evaluated bidder. **Eligibility Criteria: (Mandatory Requirements):** The Bidders has to fulfil all mandatory requirements detailed below, in order to further evaluation. The interested Bidders / Service Providers /Contractor has to provide documentary evidence(s) (signed & stamped) against the below mentioned requirements:

Table – 09: Mandatory Requirements			
Sr. #	**Description**	**Yes/No**	
1.	**Legal Status of the bidder(s)** (signed & stamped) **i.e.,** ▪ In case of **Company** registered under SECP or Registrar of Firms, Incorporation Certificate (showing its location and the date of registration), ▪ In case of **Partnership Firm**, Partnership Deed and/or Form C/D (whichever is applicable). ▪ In case of **Sole Proprietorship** Affidavit/undertaking on official letter head		
2.	Copy of Active & Valid Income Tax Registration (NTN)[1] (signed & stamped)		
3.	Copy of Active & Valid Punjab Sales Tax (PST) [whichever is applicable] (signed & stamped)		
4.	Affidavit **[Form 8.6]** on non-judicial **stamp paper of PKR. 100/-**. (Signed & stamped)		

[1] The bidder must be active Taxpayer/Filer in relevant tax Authority (FBR)

		5.	Copy of Bid Security on e-PAD and original bid security is required at the time of bid opening.
14.	**2.1.1**	Bid shall be submitted to: E-procurement portal: https://punjab.eprocure.gov.pk	
15.	**2.4.2**	The deadline for Bid submission is **October 03, 2025** no later than **1100 Hours**	
16.	**2.5.1**	Time, date/ Month/ Year, and place for Bid opening. **October 03, 2025** no later than **1130 Hours**	
17.	**2.6.2**	Amount of Performance Guarantee is: **10%** of the Awarded Contract Value. **Performance Guarantee** shall be in the form of Call Deposit Receipt (CDR) or Bank Guarantee in favor of "Chief Operating Officer Punjab Safe Cities Authority", Account# PK07BPUN-6580045845500064 (Bank of Punjab)	
18.	**2.3.6**	Estimated Cost: **PKR 10,112,315** (inclusive of all applicable taxes). Amount of Bid security is: **PKR 200,000/-** The required bid security is not more than 5% of the estimated cost in accordance with the Punjab Procuring Rules 2014. Bids shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit Receipt (CDR) or Bank Guarantee 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).**	
19.	**2.3.7**	Bid validity period after opening of the Bid is: **180 days** after the date of opening of bids/ extendable period**.**	
20.	**2.3.8**	Number of copies of the Bid to be provided are: **Nil**	
	E.	Opening and Evaluation of Bids	
21.	**2.5.1**	The Bid opening shall take place through E-procurement portal: https://punjab.eprocure.gov.pk	
22.	**2.3.4**	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid Premiums expressed in various currencies is: ***PKR***	
	F.	**Bid Evaluation Criteria**	

23.	**2.5.8**	Criteria to Bid evaluation: **Least Cost-Lowest Evaluated Bid Premium Cumulative**
	G. Award of Contract	
24.	**2.6.5**	Percentage for quantity increase or decrease is: ***not more/ less than 10%***
25.	**2.6.2**	The Performance Security (or guarantee) shall be in the form of: ***Form 8.6 or CDR***
Note: The submission of a bid, along with the bidding documents, shall be considered as the bidder's agreement to all terms and conditions outlined in the bidding document		

TECHNICAL EVALUATION CRITERIA

Marking System

Table - 10

Sr.#	Criteria	Description	Min. Marks	Max. Marks	Documents Required
1	**OPERATIONAL HISTORY:** Number of Years, Firm is operational	▪ Less than 05 Years = 0 Marks ▪ 05-10 years=05 Marks ▪ Above 10 years=10 Marks	05	10	Verifiable proof showing operations of firm/business must be attached. (Signed & Stamped)
2.	**EXPERIENCE:** Proof of Relevant experience with Public Sector in Last 5 years' worth above Rs.8 Million	Less than 03 Project = 0 Marks 03 to 05 Projects = 05 Marks Above 05 Projects = 10 Marks	05	10	Verifiable Proof of Experiences required (Insurance Polices / Contract) (Signed & Stamped)
3	**RATING:** Pakistan Credit Rating Agency (PACRA)	AAA = 20 Points AA++ = 15 Points AA+ = 10 Points Less than AA+ = 0 Points	10	20	Verifiable Proof
	Total Marks		**20**	**40**	

Note: The bidder must obtain **minimum passing score in each of the above criterion and minimum 25 marks cumulatively,** in order to technically qualify for the tender.

Section-V: General Conditions of Contract

1. Definitions

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

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

(b) "The Contract Premium" means the Premium payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.

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

(d) "The Services" means those services–and other such obligations of the Service Provider covered under the Contract.

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

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

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

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

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

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

(k) "Day" means calendar day.

2. Application

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

3. Country of Origin *[where applicable]*	3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.
4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency. 5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.
6. Performance Guarantee	6.1. **Within seven (07) days** of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB. 6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

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

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

(b) a cashier's or certified cheque or CDR.

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

7. Incidental material

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

8. Payment

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

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

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

8.4. The currency of payment is PKR

9. Premiums

9.1. Premiums charged by the Service Provider and Services performed under the Contract shall not vary from the Premiums quoted by the Service Provider in its Bid, with the exception of any Premium adjustments authorized in SCC.

10. Change Orders

10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.

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

11. Contract Amendments

11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

12.Assignment

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

13. Sub-contracts

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

13.2. Subcontracts must comply with the provisions of GCC Clause 12.

14. Delays in the Service Provider's Performance

14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII.

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

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

15. Liquidated Damages

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Premium, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered Premium of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16. Termination for Default

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

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

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

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

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:
(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid Premiums at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course

of the exercise of his duty; it may include any of the following:

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

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

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

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

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

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

17. Force Majeure

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

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

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

18. Termination for Insolvency

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

19. Termination for Convenience

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

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and Premiums. For the remaining Services, the Procuring Agency may choose:

(a) to have any portion completed and delivered at the Contract terms and Premiums; and/or

(b) to cancel the remainder and pay to the Service Provider–an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

20. Resolution of Disputes

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

21. Governing Language

21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

22. Applicable Law

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

23. Notices

23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party’s address specified in SCC.

23.2. A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

24. Taxes and Duties

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.

25. Change in minimum wage rate

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.

26. Extension in Contract period	Initially the contract will be for **one (1) year.** However, the same would be extended by the competent authority, on the satisfactory performance by the contractor on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VI. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is:

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

GCC 1.1 (i)—The Service Provider is:

2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Premium, shall be: ***Ten (10) percent of the Contract Premium;***

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided are:

All incidental goods/materials and associated costs shall be responsibility of the Contractor.

4. Payment (GCC Clause 8)

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

Payment for Services provided:

Annual Premiums for this insurance policy are payable in Pakistani Rupees (PKR).

5. Premiums (GCC Clause 9)

GCC 9.1—Premiums shall be fixed and shall not be adjusted.

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

Maximum deduction:

*Applicable rate shall not exceed **(0.02) percent** per day, and the maximum shall not exceed **Ten (10) percent of the Contract Premium** after that Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.*

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be: English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes:
Punjab Safe Cities Authority
Qurban lines, PPIC3 Centre, Lahore

—Service Provider's address for notice purposes:

Section-VII. Schedule of Requirements

Delivery Time Period
24/7 hours.

Section-VIII: Sample Forms

8.1 Bid Form

Note:

1. *To be signed & stamped by the Service Provider/ bidder and may be reproduced on the letter head.*
2. *To be **attached with the Bid**, in case of **Single Stage One Envelope Procedure** and with the **Financial Bid**, in case of **Single Stage Two Envelope Procedure**.*

Date: ______________________

To: Punjab Safe Cities Authority

Having examined the Bidding documents including Addenda Nos.*[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Premiums attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Premium for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Name and address of service provider	Amount and Currency
______________________	______________________
______________________	______________________
______________________	______________________

(if none, state "none")

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

Dated this ________________ day of ________________ 20______.

________________________________ ________________________________

[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of ______________________________

8.2 Bidder's JV Members Information Form (N/A)

Note:

1. *To be reproduced and signed & stamped by **the lead partner and all JV members** on their **letter Pad**, to be attached with Technical Bid in addition to the JV agreement.*

2. *The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider/bidder and for each member of a Joint Venture.*

Date: *of Bid submission*]
RFB No.: *[insert number of RFB process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page ________ of_ ______ pages

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

8.3. Bidder Profile Form

Note:

1. *To be signed & stamped by the Bidder and may be reproduced on the letter head. To be attached with Technical Bid*

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

b) Details of Experience (Last Five Years)

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

Note:

1. *In addition of this form, the bidder shall provide relevant documents of required experience as mentioned in Section –IV (Bid Data Sheet).*

8.4. General Information Form

Note: *To be signed & stamped by the Bidder and may reproduced on the letter head. To be attached with Technical Bid.*

	Particulars		
Company Name			
Abbreviated Name			
Business Type	☐ Sole Proprietor	☐ Company	☐ Partnership Firm
National Tax No.		**Sales Tax Registration No**	
PRA Tax No.			
No. of Employees		**Company's Date of Formation**	

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

8.5. Affidavit

Note: *To be printed on **PKR 100 Stamp Paper**, duly attested by oath commissioner. To be attached with **Technical Bid***

Name: ________________________________

(Applicant)

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

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

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

(i) The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA/Competent Authority/Procuring Agency or any other court of law competence in this regard against any such blacklisting order.

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

(iii) Affidavit for correctness of information.

(iv) The Bidders / Service Providers/firm has never been punished by any Procuring Agency/PPRA/ Court on the ground of non-fulfilment of the contract/ obligations or its bid security/ performance guarantee has been forfeited or LD imposition and in case of any punishment undersigned has already stated in my bid specifically where required.

(v) The Bidders meets the Eligibility Criteria *clause 2.1.3- Eligible Bidders / Service Providers of the bidding document.*

(vi) M/s ---------------------- hereby confirm and undertake that we have no conflict of interest or relationship with any PSCA employees that could potentially influence the bidding process and thereafter performance/ execution of this contract.

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

Signed by an authorized Officer of the company

Title of Officer: ______________________

Name of Company: ______________________

Date: ______________________

8.6. Performance Guarantee Form

Note: *To be signed & stamped by the Bidder and may be reproduced on the letter head.*
To be attached with Technical Bid

To: *Punjab Safe Cities Authority*

WHEREAS (Name of the Contractor/ Service Provider) ____ hereinafter called "the Contractor" has undertaken, in pursuance of **"**INVITATION TO BID FOR THE **"PROCUREMENT OF VEHICLES INSURANCE / TAKAFUL SERVICES"** procurement of the following:
(Here in after called "the Contract").

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

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

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

[NAME OF GUARANTOR]

Signature_______________________________

Name__________________________________

Title __________________________________

Address________________________________

Seal__________________________________

Date__________________________________

8.7. Technical Bid Form

Note: *To be signed & stamped by the Bidder and may be reproduced on the letter head. To be attached with Technical Bid*

[If Applicable]

Sr. No.	Description	Quantity	Specifications dimensions

Stamp & Signature of Bidder ______________________

8.8. Contract Form

Note: *To be signed & stamped by the Bidder and may be reproduced on the letter head. To be attached with Technical Bid.*

THIS AGREEMENT made on the _____ day of __________ 20_____ between Punjab Safe Cities Authority of Pakistan (hereinafter called "the Procuring Agency") on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called "the Service Provider") on the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Premium Schedule submitted by the Bidder;

(b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Procuring Agency's Notification of Award (LOI).

(g) Contract agreement

(h) Complete Bid document

3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section III & Section VII**.

4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Premium or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by ______________ the ________________ (for the Procuring Agency)

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

8.9. Financial Bid Form/Premium Schedule

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

Sr .#	Description of services	Qty.	Unit	Premium PKR (Inclusive of all applicable Taxes) *PST 16% (All taxes shall be applicable / charged / deducted as per government / tax Authorities)			
				Estimated Premium		Quoted Premium	
				Premium Rate %	12 Month Premium	Premium Rate %	12 Month Premium
1.	INSURANCE/ TAKAFUL OF OFFICIAL CARS AS PER ABOVE LIST)	112	Yearly	1.80 %	8,234,212		
2.	INSURANCE/ TAKAFUL OF OFFICIAL BUSES AS PER ABOVE LIST)	09	Yearly	1.95 %	1,579,500		
3.	INSURANCE/ TAKAFUL OF OFFICIAL BIKES AS PER ABOVE LIST	44	Yearly	4 %	298,604		
	TOTAL PREMIUM	**165**	**Yearly**		**10,112,316**		

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

Note:

1. **Lowest Evaluated Bid Premium** shall be considered to Financially Evaluate the bid.
2. The bidder shall be declared **Lowest Evaluated Bidder** if Qualified **technically** (as per Table 9 - Mandatory Requirements & Table 10 – Evaluation Criteria) and **Lowest Financially** subject to fulfilment of all other terms & conditions.
3. In case of difference between unit Premium and total Premium, unit Premium shall prevail and total Premium shall be “final”. *(Please refer ITB clause 2.5.6).*
4. In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.
5. The Bidders/Contractor is required to complete the Premium schedule carefully and in case of any discrepancy or **multiple Premium**, the **bid shall not be considered.**

6. Alternative or other than this Performa or incomplete Performa shall not be acceptable.
7. In case of abnormal bid, PSCA may demand additional performance guarantee/undertaking for completion of work.
8. Client/PSCA has the right to change in the quantities/scope of services or cancel the bid at any point of time
9. The Payment shall be made as per actual services and after the issuance of satisfactory delivery note/certificate from the concerned officer of PSCA.

Stamp & Signature of Bidder ______________________

8.10. Bid Security Form

Note: *To be signed & stamped by the Bidder and may be reproduced on the letter head. To be attached with Financial Bid.*

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

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

THE CONDITIONS of this obligation are:

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

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

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

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

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

____

[signature of the bank]

Section IX- Check List

[To be signed and stamped and may be presented on Bidder's letter head pad]

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

Sr. #	Detail	Responsive	Non-responsive
1	The complete Bidding Documents (Signed & stamped)		
2	The Bid security must be attached with technical proposal. (Original is required at the time of bid opening)		
3	All documents mentioned in **Section – IV** (Signed & Stamped)		
4	Fill **Form 8.1** [Bid Form] (signed & stamped)		
5	Fill **Form 8.3** [Bidder Profile Form] (signed & stamped)		
6	Fill **Form 8.4** [General Information Form] (signed and stamped)		
7	Fill **Form 8.5** [Affidavit] on non-judicial Stamp Paper of Rs. 100/- (signed and stamped)		
8	Fill **Form 8.6** [Performance Guarantee Form] if applicable (signed and stamped).		
9	Fill **Form 8.7** [Technical Bid Form] If applicable (signed and stamped)		
10	Fill Form 8.8 [Contract Form] (signed and stamped)		
11	Fill **Form 8.9** [Financial Bid Form/Premium Schedule] (Signed & Stamped) in financial proposal		
12	Fill **Form 8.10** [Bid Security Form] (signed and stamped)		

Note:

1. This Checklist is made only for the use of Bidders to check/ confirm its/ their documents attachment, which is not the part of the bidding documents. In case of any conflict between checklist and bidding documents the words or figures/ statement given in bidding documents shall prevail.

2. The submission of a bid, along with the bidding documents, shall be considered as the bidder's agreement to all terms and conditions outlined in the bidding document.

Stamp & Signature of Bidder ____________________