BIDDING DOCUMENTS

(PROCUREMENT OF SERVICES AND SUPPLIES)

CUMULATIVE BID PRICE

SINGLE STAGE TWO ENVELOPE

E-PROCUREMENT
Punjab Procurement Regulations 2024

PROCUREMENT OF SERVICES AND SUPPLIES FOR REVO HILUX VEHICLES' REPAIR & MAINTENANCE

FRAMEWORK CONTRACT

Tender No: PSCA/01/04th Sep/26

PUNJAB SAFE CITIES AUTHORITY

Date: Sep 04, 2026

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 Punjab E-Procurement System. The interested bidders are required to get themselves registered on E-Procurement Portal and apply for the subject tender. https://ep.punjab.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 PA 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 SERVICES AND SUPPLIES FOR REVO HILUX VEHICLES' REPAIR & MAINTENANCE

The Estimated Cost: PKR: 10,382,168/- (Inclusive of all applicable taxes).

The tender documents can be downloaded from PSCA website (https://psca.gop.pk), PPRA Portal (https://eproc.punjab.gov.pk/ActiveTenders.aspx) & Punjab E-Procurement System (https://ep.punjab.gov.pk/). The response time shall be calculated from the date of publication of tender on PPRA Portal.

Sealed and completed bids under **Single Stage Two Envelope** bidding procedure in accordance with the requirement of the bidding documents/PPRA must reach through **Punjab E-Procurement System** https://ep.punjab.gov.pk/ in this office on or before **PST 1100** hours on **September 21, 2026**, 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 SERVICES AND SUPPLIES FOR REVO HILUX VEHICLES' REPAIR & MAINTENANCE** 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 price 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 / Price 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 Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/

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

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

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

iv) Copies of the Procuring Agency's response will be 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 Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the services to be provided.

2.3.3. Bid Prices

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

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

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

2.3.4. Bid Currencies

i) Prices shall be quoted in **Pak Rupees** 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.

vi)

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.

vii) 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.**

viii) 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.

(1) IThe envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

ix) 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.

x) 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 Punjab E-Procurement System, 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 Punjab E-Procurement system [If applicable].

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 prices, 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 price 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 ~~t~~ime of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

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

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

2.5.3. Clarification of Bids

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

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

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

a) evaluation & qualification criteria;
b) required scope of *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:-

iii)

a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the 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.

iv) 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.

v) 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.

vi) 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/Supplies), 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 prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
   b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
   c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
   d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the 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 prices expressed in the amounts in various currencies in which the Bid prices as follows:

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

2.5.8. Post-qualification &

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

Evaluation of Bids

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 Price 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 price 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 prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

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

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

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

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

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

ii) Blacklisting & Debarment:

Blacklisted 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;

I 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

I 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 & SUPPLIES

The bidders are required to fill in the table below by quoting their bid prices against each item/part/service in the **Financial Bid Form**, including the applicable total amount.

The successful bidder/vendor shall provide parts and labor services for PSCA vehicles in accordance with the required specifications, standards, and terms and conditions of the Contract.

The quantities indicated in the table are tentative and may be increased or decreased during the tenure of the Contract, as and when required, subject to the applicable rules, regulations, and procurement procedures.

The parts/items/services mentioned below are **tentative and indicative only**. The Contract to be executed shall be a **Rate Contract**, under which the quoted unit rates shall remain applicable in accordance with the accepted bid prices. No minimum quantity or expenditure is guaranteed under the Contract, and the Procuring Entity may increase or decrease the quantities during the Contract period according to its actual requirements, subject to the applicable rules and contractual provisions.

ESTIMATES AND SPECIFICATION

REVO – HILUX PARTS

S.#	Items	Brand	Unit	Qty	Unit Price with All Taxes	Total Price with All Taxes
1	AC Belt	Genuine	Each	1	16250	16250
2	AC Blower	Genuine	Each	1	24570	24570
3	AC Blower Motor	Genuine	Each	1	13650	13650
4	AC Dish Bord Penal Switch	Genuine	Each	1	58500	58500
5	AC Fan	Genuine	Each	1	16250	16250
6	AC Filter	Genuine	Each	1	3250	3250
7	AC Gas	USA	Each	1	18850	18850
8	AC Gas Half	USA	Each	1	9100	9100
9	AC Switch	Genuine	Each	1	21450	21450
10	Ac Condenser	Genuine	Each	1	75000	75000
11	Ac Pipe	Genuine	Each	1	25000	25000
12	Ac Cut-out	Genuine	Each	1	2500	2500
13	Pressure Switch	Genuine	Each	1	5500	5500
14	Compressor	Genuine	Each	1	150000	150000

15	Block Wall	Genuine	Each	1	7000	7000
16	AC Clutch	Genuine	Each	1	15500	15500
17	Accelerator Pedal	Genuine	Each	1	36400	36400
18	Air Cleaner pipe	Genuine	Each	1	7800	7800
19	Air Filter Assembly	Genuine	Each	1	37050	37050
20	Arm Bush Set	Genuine	Each	1	64350	64350
21	Axle Rear	Genuine	Each	1	47450	47450
22	Axle Front	Genuine	Each	1	55000	55000
23	Axle Seal	Genuine	Each	1	7150	7150
24	Back Light Glass	Genuine	Each	1	9100	9100
25	Ball Joint set	Genuine	Each	1	46800	46800
26	Battery Terminal	Genuine	Each	1	845	845
27	Bonnet Lock	Genuine	Each	1	50180	50180
28	Brake A.B.S	Genuine	Each	1	150000	150000
29	Brake A.B.S	Japanese	Each	1	95000	95000
30	Brake Master Cylinder	Japanese	Each	1	38350	38350
31	Brake Master Cylinder	Genuine	Each	1	59150	59150
32	Brake Survay	Genuine	Each	1	31200	31200
33	Caliper Bush	Genuine	Each	1	14950	14950
34	Caliper Lock Set	Genuine	Each	1	8450	8450
35	Caliper Set	Genuine	Each	1	54600	54600
36	Cam Sancer	Genuine	Each	1	20020	20020
37	Came Seal	Genuine	Each	1	4550	4550
38	Carbo Cleaner	Genuine	Each	1	1950	1950
39	Carpet Mate Set	Genuine	Each	1	7150	7150
40	Centre Rubber Bearing	Genuine	Each	1	19500	19500
41	Chimta	Genuine	Each	1	45500	45500
42	Coil set	Genuine	Each	1	110500	110500
43	Compressor Kit	Genuine	Each	1	20540	20540
44	Comon Rail	Japanese	Each	1	117000	117000
45	Comon Rail	Genuine	Each	1	175500	175500
46	Complete Engine Jain kit	Genuine	Each	1	58500	58500
47	Compressor Bearing	Genuine	Each	1	12350	12350
48	Compressor Coil	Genuine	Each	1	23400	23400
49	Compressor Oil	Genuine	Each	1	2600	2600
50	Compressor Puly	Genuine	Each	1	26000	26000
51	Computer Disc	Genuine	Each	1	65000	65000
52	Computer Wire	Genuine	Each	1	110500	110500
53	Conacting Rod Bush	Genuine	Each	1	27300	27300
54	Condenser	Genuine	Each	1	71500	71500
55	Condenser	China	Each	1	58500	58500
56	Condenser Bottle	Genuine	Each	1	5200	5200
57	Condenser Filter	Genuine	Each	1	8450	8450
58	Consal Box	Genuine	Each	1	32500	32500

59	Cooling Coil	Genuine	Each	1	84500	84500
60	Crank	Genuine	Each	1	123500	123500
61	Crank Sancer	Genuine	Each	1	24700	24700
62	D-Buh	Genuine	Each	1	3250	3250
63	Diesel Pump	Japanese	Each	1	143000	143000
64	Diesel Pump	Genuine	Each	1	325000	325000
65	Differencial	Genuine	Each	1	195000	195000
66	Disc Pad Fornt	Genuine	Each	1	38350	38350
67	Disc Pad Fornt	Japanese	Each	1	30550	30550
68	Break Show Rear	Genuine	Each	1	37050	37050
69	Break Show Rear	Japanese	Each	1	30550	30550
70	Disc Plate	Genuine	Each	1	61100	61100
71	Disc Plate	Japanese	Each	1	31850	31850
72	Discharge Pipe	Genuine	Each	1	20020	20020
73	Door Air Press set	Genuine	Each	1	11700	11700
74	Door Catcher Inner	Genuine	Each	1	12350	12350
75	Door Catcher Outer	Genuine	Each	1	21450	21450
76	Door Glass	Genuine	Each	1	19500	19500
77	Door Machine	Genuine	Each	1	62400	62400
78	Door Strip inner set	Genuine	Each	1	17680	17680
79	Door Strip outer set	Genuine	Each	1	19240	19240
80	Electric Ryel	Genuine	Each	1	650	650
81	Engine Block	Genuine	Each	1	25000	25000
82	Engine Sensor	Genuine	Each	1	28000	28000
83	Oxygen Sensor	Genuine	Each	1	32500	32500
84	Catalytic Convertor	Genuine	Each	1	150000	150000
85	Engine Computer	Genuine	Each	1	195000	195000
86	Engine Head	Genuine	Each	1	25000	25000
87	Engine Mounting	Genuine	Each	1	57200	57200
88	Expansion Valve	Genuine	Each	1	10400	10400
89	Fan	Genuine	Each	1	18850	18850
90	Timing Belt	Genuine	Each	1	18000	18000
91	Timing Bearing	Genuine	Each	1	9000	9000
92	Timing Adjuster	Genuine	Each	1	15000	15000
93	Fan Belt	Genuine	Each	1	23400	23400
94	Fan Belt Adjuster	Genuine	Each	1	15500	15500
95	Fan belt Assembly	Genuine	Each	1	34450	34450
96	Floor Matting	Genuine	Each	1	16250	16250
97	Front Bumper	Genuine	Each	1	31850	31850
98	Front Bumper Light Tube	Genuine	Each	1	2080	2080
99	Front Grill With Mongram	Genuine	Each	1	58500	58500
100	Front Head Light	Genuine	Each	1	25000	25000
101	Front Head Light Grip	Genuine	Each	1	2080	2080

102	Front Head Light Tube	Genuine	Each	1	5200	5200
103	Front Pumper Fog Light	Genuine	Each	1	24050	24050
104	Front Screen	Genuine	Each	1	71500	71500
105	Front Shock Set	Genuine	Each	1	71500	71500
106	Front Wheel Bearing	Genuine	Each	1	25350	25350
107	Front Wheel Hub 1nos	Genuine	Each	1	31980	31980
108	Front Wheel Seal	Genuine	Each	1	5850	5850
109	Fuel Pump	Genuine	Each	1	54600	54600
110	Fuez Box	Genuine	Each	1	58500	58500
111	Gas kit	Genuine	Each	1	33150	33150
112	Gear Automatic Transmation	Genuine	Each	1	400000	400000
113	Gear Automatic Transmation	Japanese	Each	1	250000	250000
114	Gear Kit	Genuine	Each	1	520000	520000
115	Gear Mounting	Genuine	Each	1	28600	28600
116	Gear Seal	Genuine	Each	1	12740	12740
117	Gear sensor 1 nos.	Genuine	Each	1	20020	20020
118	Gear Terben	Genuine	Each	1	58500	58500
119	Generator	Genuine	Each	1	35750	35750
120	Generator Pully	Genuine	Each	1	11700	11700
121	Generator Rectifier Plate	Genuine	Each	1	16250	16250
122	Goli End	Genuine	Each	1	32500	32500
123	Grease	Genuine	Each	1	1170	1170
124	Grill Light	Genuine	Each	1	9100	9100
125	Guide Set	Genuine	Each	1	13650	13650
126	Came	Genuine	Each	1	16500	16500
127	Head Light Cleaning	Genuine	Each	1	11700	11700
128	Horn Set	Genuine	Each	1	7800	7800
129	Ignation Switch	Genuine	Each	1	71500	71500
130	Diesel Injector	Japanese	Each	1	225000	225000
131	Diesel Injector	Genuine	Each	1	450000	450000
132	Jhari Gulla	Genuine	Each	1	31850	31850
133	Liquid Pipe	Genuine	Each	1	9100	9100
134	Main Bigan set	Genuine	Each	1	20150	20150
135	Main Puly	Genuine	Each	1	36400	36400
136	Main Seal	Genuine	Each	1	9750	9750
137	Map sancer	Genuine	Each	1	18850	18850
138	Mud flap Set	Genuine	Each	1	15600	15600
139	New Block Vavle	Genuine	Each	1	12350	12350
140	Oil Pump	Genuine	Each	1	41600	41600
141	P. A System	Genuine	Each	1	24050	24050
142	Paydan Back	Genuine	Each	1	84500	84500
143	Piston set	Genuine	Each	1	84500	84500

144	Power Pipe	Genuine	Each	1	10400	10400
145	Power Pump Bottle	Genuine	Each	1	17550	17550
146	Power Pump Ring	Genuine	Each	1	18980	18980
147	Puly Bearing	Genuine	Each	1	2600	2600
148	Radiator	China	Each	1	67600	67600
149	Radiator	Genuine	Each	1	143000	143000
150	Radiator Bottle	Genuine	Each	1	12740	12740
151	Radiator Cup	Genuine	Each	1	2405	2405
152	Radiator Shalid	Genuine	Each	1	21320	21320
153	Radiator tanki	Genuine	Each	1	13000	13000
154	Rear Light	Genuine	Each	1	5000	5000
155	Rear Shock Set	Genuine	Each	1	58500	58500
156	Rear Wheel Bearing	Genuine	Each	1	18850	18850
157	Rear Wheel Seal	Genuine	Each	1	8450	8450
158	Revolving Light	Genuine	Each	1	10400	10400
159	Ring set	Genuine	Each	1	28600	28600
160	Rubber Mate Set	Genuine	Each	1	12740	12740
161	Safti Switch	Genuine	Each	1	9100	9100
162	Sawi Joint Boot	Genuine	Each	1	5850	5850
163	Sawi Joint Iner	Genuine	Each	1	31850	31850
164	Sawi Joint Outer	Genuine	Each	1	39000	39000
165	Seat Poshish	Genuine	Each	1	58500	58500
166	Section Pipe	Genuine	Each	1	7150	7150
167	Self	Genuine	Each	1	39000	39000
168	Self Body	Genuine	Each	1	19500	19500
169	Shafat Cross	Genuine	Each	1	12740	12740
170	Shilgal Tube	Genuine	Each	1	2340	2340
171	Shock Bush	Genuine	Each	1	11050	11050
172	Side Mirror	Genuine	Each	1	10000	10000
173	Side Mirror	Japanese	Each	1	5000	5000
174	Silencer cat	Genuine	Each	1	123500	123500
175	Silencer Dholki	Genuine	Each	1	24700	24700
176	Silicone Tube	Genuine	Each	1	845	845
177	Silve set	Genuine	Each	1	58500	58500
178	Speedo Mater	Genuine	Each	1	58500	58500
179	Stearing Boot	Genuine	Each	1	5850	5850
180	Stearing rack Assmbly	Genuine	Each	1	123500	123500
181	Steering Cover	Genuine	Each	1	9100	9100
182	Streeing Colam	Genuine	Each	1	84500	84500
183	Streeing Cross	Genuine	Each	1	14950	14950
184	Syron	Genuine	Each	1	9100	9100
185	Tappet Cover	Genuine	Each	1	34450	34450
186	Teppet jain	Genuine	Each	1	7800	7800
187	Thermostate Valve	Genuine	Each	1	32500	32500
188	Thermostate Valve	Japanese	Each	1	23400	23400

189	Therster Washer	Genuine	Each	1	7800	7800
190	Conacting Rod	Genuine	Each	1	18000	18000
191	Tie Rod End	Genuine	Each	1	32500	32500
192	Timing shaild	Genuine	Each	1	18850	18850
193	Towel	Genuine	Each	1	975	975
194	Valve Seal	Genuine	Each	1	16250	16250
195	Valve Seat	Genuine	Each	1	10400	10400
196	Valve Set	Genuine	Each	1	45500	45500
197	Vehicle Cloth Cover	Genuine	Each	1	12350	12350
198	Water Body	Genuine	Each	1	36400	36400
199	Wheel Nut Bolt	Genuine	Each	1	6500	6500
200	Wheel Rim	Genuine	Each	1	104000	104000
201	Wiper Blade	Genuine	Each	1	1560	1560
202	Wiper Bottle	Genuine	Each	1	21450	21450
203	Z-Link	Genuine	Each	1	36400	36400
204	Z-Link	Japanese	Each	1	24570	24570
205	Fander Flare	Genuine	Each	1	14500	14500
206	Air Pressr	Genuine	Each	1	10500	10500
207	Trunk Shutter	Genuine	Each	1	130000	130000
208	Back Screen Papers	Genuine	Each	1	2000	2000
209	Roller Bar	Genuine	Each	1	51000	51000
210	Curtain	Genuine	Each	1	15000	15000
211	Number Plate	Genuine	Each	1	3500	3500
212	Top Cover	Genuine	Each	1	15000	15000
	Total					**9,318,930/-**

ESTIMATES AND SPECIFICATION
REVO – HILUX LABOR / SERVICES

S.#	Labor / Services	Unit	Qty	Unit Price With All Taxes	Total Price With All Taxes
1	Engine O/H Labor	Each	1	45500	45500
2	Suspension Labor	Each	1	26000	26000
3	Brake over hall Labor	Each	1	10400	10400
4	Comped Polish Labor	Each	1	8450	8450
5	Electrician Complete Labor	Each	1	39000	39000
6	Retailing Service O/H	Each	1	11700	11700
7	Engine lath work	Each	1	49400	49400
8	Suspension Lath Work	Each	1	32500	32500
9	Electrician work	Each	1	6500	6500
10	self Service	Each	1	10400	10400
11	Generator Service	Each	1	9750	9750
12	Radiator Service	Each	1	6500	6500
13	Gear Service	Each	1	26000	26000

14	AC service	Each	1	10400	10400
15	Injector Repair	Each	1	156000	156000
16	Steering rack Assembly Repair	Each	1	24050	24050
17	Wiper Machine Repair	Each	1	6500	6500
18	P. A System Repair	Each	1	7800	7800
19	Denting Complete	Each	1	104000	104000
20	Painting Complete	Each	1	156000	156000
21	1. piece Painting	Each	1	15600	15600
22	1. piece Denting	Each	1	10400	10400
23	Diesel Pump O/H	Each	1	91000	91000
24	Disc Plate Tool.	Each	1	1300	1300
25	Suspension Minor Work	Each	1	3900	3900
26	Differential Minor Work	Each	1	3900	3900
27	Wheel Camrning	Each	1	5000	5000
28	Wheel Alignment balance	Each	1	7000	7000
29	Engine Tunning	Each	1	4500	4500
30	Break Service	Each	1	3500	3500
31	Water Wash	Each	1	1500	1500
32	Injector Service	Each	1	30000	30000
33	Car Complete Service with Detailing	Each	1	8000	8000
34	Engine Oil Change Labour	Each	1	1000	1000
35	Gear Oil Change Labour	Each	1	2000	2000
36	Tie Rod Press	Each	1	3000	3000
	Total				**938,450/-**

ESTIMATES AND SPECIFICATION
REVO – BATTERY, LUBRICANT, FILTERS & TYRES

Sr.#	Item Type	Item Names	Details	Unit	Qty.	Per Unit Rate	Total Amount
1	Filter's	Oil Filters	Genuine	Nos	1	1711	1711
2			China	Nos	1	649	649
3		Air Filters	Genuine	Nos	1	8968	8968
4			China	Nos	1	3540	3540
5		AC Filters	Genuine	Nos	1	7740.8	7740.8
6			China	Nos	1	3068	3068
7		Diesel Filters	Genuine	Nos	1	5487	5487
8			China	Nos	1	2183	2183
9	Battery	Dry Battery (Fortuner) Complete With All respect	(90 A-15 Plate) Osaka/ Exide	Nos	1	21771	21771
10	Lubricant	Oil 15W-40	15W-40, DEO-8000	Liter	1	1450	1450
		Oil (20W-50)	Carient Plus SL	Liter	1	1210	1210

		C-OIL (75W-85)	75W-85 (Kixx/Zic)	Liter	1	2010	2010
11	Tyre's	Revo Tyre's Complete With all Respect	Dunlop, Yokohama, bridgston (265-65, R17)	Nos	1	65000	65000
Total Price with tax							**124,788/-**

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 SERVICES AND SUPPLIES FOR REVO HILUX VEHICLES' REPAIR & MAINTENANCE**
2.	**2.1.2**	Financial year for the operations of the Procuring Agency: **26-27** Name of financing institution: *Government of the Punjab* Name and identification number of the Contract: **Tender No: PSCA/01/04th Sep/26-27**
3.	**2.1.3**	The Invitation to Bids is open to all suppliers i.e. association of firms (AOP)/ Partnership/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) Maximum number of members in the joint venture, consortium or association shall be: **Four 04** • J.V. **Form 8.2** should be followed. • 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* 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:

		No.
8.	**2.3.8**	**SINGLE STAGE TWO ENVELOPE** **Technical & Financial Bid** **Note:** Hard copy of the bid is not required. The number of documents to be completed is **one original Technical & Financial Bid only**
C.		**Bid Price, Currency, Language and Country of Origin**
9	**2.3.1**	*Language: English*
10	**2.3.4**	The price quoted (lot- if applicable) shall be **delivered duty paid (DDP) at the desired locations** in accordance with the Schedule of Requirements including all payment taxes. The price quoted shall be in PKR.
11.	**2.3.4 & 2.3.9**	The quoted prices shall remain firm and fixed for the entire duration of the Contract. However, any increase in government-notified minimum wages or applicable taxes and duties during the Contract period shall be adjusted accordingly, to the extent of such official revisions
	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. The bidder has to fulfil all **Mandatory Requirements** (Table 09) & **Evaluation Criteria** (Table 10) detailed below, in order to **Technically Qualify** for the second stage of procurement i.e., **Financial Bid opening.** The bidder is required to provide **documentary evidence** (signed & stamped) for each mandatory requirement as part of their submission: **Eligibility Criteria: (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 Valid Income Tax Registration (NTN)[1] (signed & stamped)		
		3.	Copy of Valid General Sales Tax and Punjab Sales Tax (GST/PST)[2] [whichever is applicable] (signed & stamped)		
		4.	Copy of Valid updated Professional Tax *FY 2026-2027* (signed & stamped) ***Note:*** *If the bidder is applied for renewal of Professional Tax Certificate FY 2026-2027 then copy of challan and Professional Tax certificate FY 2025-2026 must be attached.*		
		5.	Affidavit **[Form 8.6]** on non-judicial **stamp paper of PKR. 100/-**. (Signed & stamped)		
		6.	Copy of Bid Security with the technical bid and original bid security is required at the time of bid opening [If applicable].		
		7.	Compliance to Technical Specifications as mentioned under Section-III. 3.1. Technical Specifications[3]		
		Note: *Bidders applying for license renewal must submit verifiable proof of application, fee challan, and a PKR 100 stamp paper undertaking with their technical bid.* ***Note:*** In case of **JV**, partners must collectively pass the evaluation criteria. **Note:** The Bidder has to pass the **Mandatory Eligibility Criteria** to be eligible for Further process of **Evaluation-**			

[1] The bidder must be Taxpayer/Filer in relevant tax Authority (FBR)
[2] The bidder must be Taxpayer/Filer in relevant tax Authority (FBR & PRA)
[3] The Procurement Committee confirms the quoted items as per Technical Form 8.8 with Technical Specifications as mentioned under Section-III, 3.1. Technical Specifications, during its evaluation.

		Qualification-Marking System. Please note that the bidder will not be evaluated further if it could not qualify the **mandatory eligibility criteria**.
14.	**2.1.1**	**Bid shall be submitted through** E-procurement portal: https://ep.punjab.gov.pk Punjab Safe Cities Authority, Qurban Lines, Jail Road.
15.	**2.4.2**	The deadline for Bid submission is **September 21, 2026** no later than **1100 Hours**
16.	**2.5.1**	Time, date/ Month/ Year, and place for Bid opening: September **21, 2026** no later than **1130 Hours**
17.	**2.6.2**	Amount of Performance Guarantee is: **2 %** 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: **Total Estimated Cost: PKR 10,382,168/** (Inclusive of all applicable taxes). **Bid Security: - PKR 210,000/-** 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 in PSCA Office.
22.	**2.3.4**	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: ***PKR***
	F.	**Bid Evaluation Criteria**

23.	**2.5.8**	Criteria to Bid evaluation: **Lowest Evaluated Bid Price Cumulative-**
G. Award of Contract		
24.	**2.6.5**	Percentage for quantity increase or decrease is: ***not more/ less than 15%*** *The contract shall be signed for a period of One (01) year and is extendable with mutual consent of the both parties*
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		

Note:

1. Original CNIC, in case the owner of the firm/company and the valid authorization letter & CNIC from the Bidders / Service Providers to its representative is required in order to attend the pre-bid or bid opening meeting on Bidders / Service Providers / behalf.
2. Rate are acquired for each parts / items / labor service. actual quantity will be consumed as per **realistic need**.
3. To qualify, the Bidders / Service Providers is required to pass/comply with the requirements is necessary (Mandatory & Technical + financially).
4. Supporting Evidence shall be provided for each criterion (where applicable/ required)
5. PSCA has right to delete / add / review / any terms and condition or item / quantity or scope of Services / Supplies at its own level at any time in accordance with applicable laws and call/require the sample(s) offered by the Bidders / Service Providers(s) for its inspection and confirmation at any time.

EVALUATION CRITERIA
Marking System

Table – 10

QUALIFICATION REQUIREMENTS (Marking System)					
Sr.#	**Criteria**	**Description**	**Max. Marks**	**Min. Passing Marks**	**Documents Required**
1.	**OPERATIONAL HISTORY**: Number of Years, Firm/ Company/ Entity/ bidder is registered and operational	01 mark per year • Less than 03 years = 0 Marks	05	03	Verifiable proof showing operations of firm/business must be attached
2.	**EXPERIENCE:** Proof of Relevant Experience for providing relevant items/ Services to Public or Private organizations	• 03 or above Projects= 10 Marks • 02 Projects= 05 Marks • Less than 01 projects = 0 Marks	10	05	Proof of Experiences required (such as contracts, completion certificates, purchase/work orders)
3	Cumulative value of similar contracts/ award successfully completed in last Five (05) years	• PKRs. 10 Million or above = 10 Point • PKR 05 million to less than PKR 10 million = 05 Point • Less than PKRs. 5 Million = 0 Point	10	05	Verifiable proof showing value of Contracts must be attached
4	Own Workshop Evidence	• Max – 10 Marks	10	10	Picture & Legal Document / Evidence Signed & Stamped (Evidence)

Note: The bidder must obtain **minimum passing marks** in each of the above category and **23 out of 35 marks cumulatively** in order to technically qualify for the tender.

Failure to meet **any one** of the above requirements and not providing the necessary supporting documents may result in **disqualification** from the bidding process. Ensure that all documentation is accurate, complete, and submitted before the deadline.

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 Price" means the price 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 fifteen (15) days** of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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. Prices

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price 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 Price, 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 Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 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 prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course

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

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

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

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

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

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

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 prices. For the remaining Services, the Procuring Agency may choose:

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

(b) to cancel the remainder and pay to the 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 Price, shall be: ***02% PG shall be applicable.***

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 may be made in Pak. Rupees in the following manner:

The Contractor shall be paid on a **monthly basis** against the invoice submitted for the **services rendered during the previous month**. Each invoice shall be accompanied by **comprehensive supporting documentation** as proof of service delivery and compliance with contractual requirements.

The Contractor shall submit a separate invoice each month for the utilization of equipment along with the monthly R&M bill. Each bill/invoice shall be annexed with all relevant supporting documents verifying the claimed utilization. It is reiterated that all installed part shall be verifiable at any stage of audit, inspection or payment.

The supporting documents shall include:

1. **Detailed utilization records of consumables and spare parts**, supported by **pictorial and verifiable evidence** from R&M activities.

Payments shall only be processed after **verification and validation** of the claimed services and supporting documentation by PSCA's authorized representative(s) or/and an independent Third Party. Any discrepancies or incomplete documentation may result in **withholding or adjustment of payment** until resolution.

Additional Conditions

1. The contractor is eligible for the advance payment as per applicable terms and conditions the PSCA Rules.
2. **Recovery Clause:** Penalties shall be **deducted directly** from the Contractor's payable invoice or security deposit, as applicable.

5. Prices (GCC Clause 9)

GCC 9.1— the quoted prices shall remain firm and fixed for the entire duration of the Contract. However, any increase in government-notified minimum wages or applicable taxes and duties during the Contract period shall be adjusted accordingly, to the extent of such official revisions.

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:
Maximum deduction:

0.1% of total Contract Value per day (or part thereof) capped at max 10% of total Contract Value

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
The Contractor shall be required to provide the required Services as mentioned in Section-III (Scope of Services and supplies) of the bidding documents immediately after the signature of contract/ issuance of notification or as per requirement of PSCA for a period of **one (01) year** under framework contract.

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 ***[----------]*** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.7 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

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 not currently blacklisted by the Procuring Agency.

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

(iii) Affidavit for correctness of information. *[Name of the Contractor/ Bidder/ Supplier]* undertakes to treat all information provided as confidential.

(iv) The bidder meets the Eligibility Criteria clause 2.1.3- Eligible Bidders of the bidding document.

(V) The provided information is correct.

[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 SERVICES AND SUPPLIES FOR REVO HILUX VEHICLES' REPAIR & MAINTENANCE"** 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 price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

(b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Procuring Agency's Notification of Award (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 Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

Signed, sealed, delivered by _____ the __ (for the Service Provider)

Sample Form (may be changed as per requirement)

Vehicle Repair Sheet

Vehicle No: ---------- No: ----------

Date: ---------- Previous work history: ----------

FAULT DESCRIPTION (PRELIMINARY).

1. MECHANICAL. ----------

----

2. ELECTRICAL. ----------

----

3. BODY PARTS. ----------

----

4. OTHERS. ----------

Remarks: Checked Previous Work History of the vehicle and physically inspected, above mentioned work need to be done, please proceed for further process.

Driver/User Name **Committee Member I** **Committee Member II** **Committee Head**

B- ESTIMATES / APPROVED RATES:

Estimates of above said repair / maintenance / replacement work is as per approved Tender rates.

DEO (Logistics) **MTO/Authorized Officer**

C- RECOMMENDATION / OVERSIGHT

The repair of above said Vehicle is necessary, hence recommended.

MTO/Authorized Officer **DEO (Logistics)**

D- CONTRACTOR

rsuance of recommendation of MTO/Authorized Officer, the Contractor is hereby be communicated for carrying out the requisite/above mentioned repair work.

DEO (Logistics) **DSP Logistics/ In charge Logistics** **MTO/Authorized Officer**

F-FITNESS CERTIFICATE

The aforementioned repair work has been Completed/verified as per requisition and vehicle is **found fit** for use.

MTO/Authorized Officer **DEO (Logistics):**

G-STOCK ENTRY

Please make requisite entry of Old used parts have been delivered physically to the PSCA store in the Unserviceable Stock register and register of history sheet of repair and for the purpose of record and further necessary action.

JEO (Logistics): **DEO (Logistics)**

Entry has been made at Sr.No /Page No____/____ to Sr.No /Page No____/____ of Unserviceabl stock register.

JEO (Logistics) - Invoice:

Please attach invoice as per above-mentioned work.

Verified by **DEO (Logistics)**

8.9. Financial Bid Form/Price Schedule

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

REVO HILUX PARTS - A

REVO Hilux Parts				Quoted Price in PKRs Inclusive of All Applicable Taxes		
S.#	**Items**	**Unit**	**Qty**	**Brand**	**Per Unit Rate**	**Total Amount**
1	AC Belt	Each	1			
2	AC Blower	Each	1			
3	AC Blower Motor	Each	1			
4	AC Dish Bord Penal Switch	Each	1			
5	AC Fan	Each	1			
6	AC Filter	Each	1			
7	AC Gas	Each	1			
8	AC Gas Half	Each	1			
9	AC Switch	Each	1			
10	Ac Condenser	Each	1			
11	Ac Pipe	Each	1			
12	Ac Cut-out	Each	1			
13	Pressure Switch	Each	1			
14	Compressor	Each	1			
15	Block Wall	Each	1			
16	AC Clutuch	Each	1			
17	Accelerator Pedal	Each	1			
18	Air Cleaner pipe	Each	1			
19	Air Filter Assembly	Each	1			
20	Arm Bush Set	Each	1			
21	Axle Rear	Each	1			
22	Axle Front	Each	1			
23	Axle Seal	Each	1			
24	Back Light Glass	Each	1			
25	Ball Joint set	Each	1			
26	Battery Terminal	Each	1			
27	Bonnet Lock	Each	1			
28	Brake A.B.S	Each	1			
29	Brake A.B.S	Each	1			
30	Brake Master Cylinder	Each	1			

31	Brake Master Cylinder	Each	1			
32	Brake Survay	Each	1			
33	Caliper Bush	Each	1			
34	Caliper Lock Set	Each	1			
35	Caliper Set	Each	1			
36	Cam Sancer	Each	1			
37	Came Seal	Each	1			
38	Carbo Cleaner	Each	1			
39	Carpet Mate Set	Each	1			
40	Centre Rubber Bearing	Each	1			
41	Chimta	Each	1			
42	Coil set	Each	1			
43	Compressor Kit	Each	1			
44	Comon Rail	Each	1			
45	Comon Rail	Each	1			
46	Complete Engine Jain kit	Each	1			
47	Compressor Bearing	Each	1			
48	Compressor Coil	Each	1			
49	Compressor Oil	Each	1			
50	Compressor Puly	Each	1			
51	Computer Disc	Each	1			
52	Computer Wire	Each	1			
53	Conacting Rod Bush	Each	1			
54	Condenser	Each	1			
55	Condenser	Each	1			
56	Condenser Bottle	Each	1			
57	Condenser Filter	Each	1			
58	Consul Box	Each	1			
59	Cooling Coil	Each	1			
60	Crank	Each	1			
61	Crank Sencer	Each	1			
62	D-Buh	Each	1			
63	Diesel Pump	Each	1			
64	Diesel Pump	Each	1			
65	Differencial	Each	1			
66	Disc Pad Front	Each	1			
67	Disc Pad Fornt	Each	1			
68	Break Show Rear	Each	1			
69	Break Show Rear	Each	1			

70	Disc Plate	Each	1			
71	Disc Plate	Each	1			
72	Discharge Pipe	Each	1			
73	Door Air Press set	Each	1			
74	Door Catcher Inner	Each	1			
75	Door Catcher Outer	Each	1			
76	Door Glass	Each	1			
77	Door Machine	Each	1			
78	Door Strip inner set	Each	1			
79	Door Strip outer set	Each	1			
80	Electric Ryel	Each	1			
81	Engine Block	Each	1			
82	Engine Sensor	Each	1			
83	Oxygen Sensor	Each	1			
84	Catlaytic Convertor	Each	1			
85	Engine Computer	Each	1			
86	Engine Head	Each	1			
87	Engine Mounting	Each	1			
88	Expansion Valve	Each	1			
89	Fan	Each	1			
90	Timing Belt	Each	1			
91	Timing Bearing	Each	1			
92	Timing Adjuster	Each	1			
93	Fan Belt	Each	1			
94	Fan Belt Adjuster	Each	1			
95	Fan belt Assembly	Each	1			
96	Floor Matting	Each	1			
97	Front Bumper	Each	1			
98	Front Bumper Light Tube	Each	1			
99	Front Grill With Monogram	Each	1			
100	Front Head Light	Each	1			
101	Front Head Light Grip	Each	1			
102	Front Head Light Tube	Each	1			
103	Front Pumper Fog Light	Each	1			
104	Front Screen	Each	1			
105	Front Shock Set	Each	1			
106	Front Wheel Bearing	Each	1			
107	Front Wheel Hub 1nos	Each	1			
108	Front Wheel Seal	Each	1			

109	Fuel Pump	Each	1			
110	Fuez Box	Each	1			
111	Gas kit	Each	1			
112	Gear Automatic Transmission	Each	1			
113	Gear Automatic Transmission	Each	1			
114	Gear Kit	Each	1			
115	Gear Mounting	Each	1			
116	Gear Seal	Each	1			
117	Gear sensor 1 nos.	Each	1			
118	Gear Terben	Each	1			
119	Generator	Each	1			
120	Generator Pully	Each	1			
121	Generator Rectifier Plate	Each	1			
122	Goli End	Each	1			
123	Grease	Each	1			
124	Grill Light	Each	1			
125	Guide Set	Each	1			
126	Came	Each	1			
127	Head Light Cleaning	Each	1			
128	Horn Set	Each	1			
129	Ignition Switch	Each	1			
130	Diesel Injector	Each	1			
131	Diesel Injector	Each	1			
132	Jhari Gulla	Each	1			
133	Liquid Pipe	Each	1			
134	Main Bigan set	Each	1			
135	Main Puly	Each	1			
136	Main Seal	Each	1			
137	Map sancer	Each	1			
138	Mud flap Set	Each	1			
139	New Block Vavle	Each	1			
140	Oil Pump	Each	1			
141	P. A System	Each	1			
142	Paydan Back	Each	1			
143	Piston set	Each	1			
144	Power Pipe	Each	1			
145	Power Pump Bottle	Each	1			
146	Power Pump Ring	Each	1			
147	Puly Bearing	Each	1			

148	Radiator	Each	1			
149	Radiator	Each	1			
150	Radiator Bottle	Each	1			
151	Radiator Cup	Each	1			
152	Radiator Shield	Each	1			
153	Radiator Tanki	Each	1			
154	Rear Light	Each	1			
155	Rear Shock Set	Each	1			
156	Rear Wheel Bearing	Each	1			
157	Rear Wheel Seal	Each	1			
158	Revolving Light	Each	1			
159	Ring set	Each	1			
160	Rubber Mate Set	Each	1			
161	Safety Switch	Each	1			
162	Sawi Joint Boot	Each	1			
163	Sawi Joint Iner	Each	1			
164	Sawi Joint Outer	Each	1			
165	Seat Poshish	Each	1			
166	Section Pipe	Each	1			
167	Self	Each	1			
168	Self-Body	Each	1			
169	Shafat Cross	Each	1			
170	Shilgal Tube	Each	1			
171	Shock Bush	Each	1			
172	Side Mirror	Each	1			
173	Side Mirror	Each	1			
174	Silencer cat	Each	1			
175	Silencer Dholki	Each	1			
176	Silicone Tube	Each	1			
177	Silve set	Each	1			
178	Speedo Mater	Each	1			
179	Steering Boot	Each	1			
180	Steering rack Assembly	Each	1			
181	Steering Cover	Each	1			
182	Streeting Colam	Each	1			
183	Streeting Cross	Each	1			
184	Syron	Each	1			
185	Tappet Cover	Each	1			
186	Tappet Jain	Each	1			

187	Thermostat Valve	Each	1			
188	Thermostat Valve	Each	1			
189	Therster Washer	Each	1			
190	Connecting Rod	Each	1			
191	Tie Rod End	Each	1			
192	Timing Shield	Each	1			
193	Towel	Each	1			
194	Valve Seal	Each	1			
195	Valve Seat	Each	1			
196	Valve Set	Each	1			
197	Vehicle Cloth Cover	Each	1			
198	Water Body	Each	1			
199	Wheel Nut Bolt	Each	1			
200	Wheel Rim	Each	1			
201	Wiper Blade	Each	1			
202	Wiper Bottle	Each	1			
203	Z-Link	Each	1			
204	Z-Link	Each	1			
205	Fander Flare	Each	1			
206	Air Pressure	Each	1			
207	Trunk Shutter	Each	1			
208	Back Screen Papers	Each	1			
209	Roller Bar	Each	1			
210	Curtain	Each	1			
211	Number Plate	Each	1			
212	Top Cover	Each	1			
A - Total Price (With all applicable taxes)						

REVO HILUX LABOR / SERVICES - B

REVO HILUX LABOR / SERVICES				Quoted Price in PKRs Inclusive of All Applicable Taxes		
S.#	**Labor / Services**	**Unit**	**Qty**	**Brand**	**Per Unit Rate**	**Total Amount**
1	Engine O/H Labor	Each	1			
2	Suspension Labor	Each	1			
3	Brake overhaul Labor	Each	1			
4	Comped Polish Labor	Each	1			
5	Electrician Complete Labor	Each	1			
6	Retailing Service O/H	Each	1			
7	Engine lath work	Each	1			
8	Suspension Lath Work	Each	1			
9	Electrician work	Each	1			
10	self Service	Each	1			
11	Generator Service	Each	1			
12	Radiator Service	Each	1			
13	Gear Service	Each	1			
14	AC service	Each	1			
15	Injector Repair	Each	1			
16	Steering rack Assembly Repair	Each	1			
17	Wiper Machine Repair	Each	1			
18	P. A System Repair	Each	1			
19	Denting Complete	Each	1			
20	Painting Complete	Each	1			
21	1. piece Painting	Each	1			
22	1. piece Daunting	Each	1			
23	Diesel Pump O/H	Each	1			
24	Disc Plate Tool.	Each	1			
25	Suspension Minor Work	Each	1			
26	Differential Minor Work	Each	1			
27	Wheel Camering	Each	1			
28	Wheel Alignment balance	Each	1			
29	Engine Tunning	Each	1			
30	Break Service	Each	1			
31	Water Wash	Each	1			
32	Injector Service	Each	1			
33	Car Complete Service With Detailing	Each	1			
34	Engine Oil Change Labor	Each	1			
35	Gear Oil Change Labor	Each	1			
36	Tie Rod Press	Each	1			

B- Total Price PKR (With all applicable taxes)	

FILTERS/BATTERY/LUBRICANT/TYRES – C

Filters/Battery/Lubricant/Tyres					Quoted Price in PKRs Inclusive of All Applicable Taxes		
SR #	**Item Type**	**Item Names**	**Unit**	**Qty**	**Brand**	**Per Unit Rate**	**Total Amount**
1	Filters	Oil Filters	Nos	1			
2			Nos	1			
3		Air Filters	Nos	1			
4			Nos	1			
5		AC Filters	Nos	1			
6			Nos	1			
7		Diesel Filters	Nos	1			
8			Nos	1			
9	Battery	Dry Battery (REVO Hilux) Complete With All respect	Nos	1			
10	Lubricant	Oil 15W-40	Liter	1			
		Oil (20W-50)	Liter	1			
		C-OIL (75W-85)	Liter	1			
11	Tyres	REVO Tyres Complete With all Respect	Nos	1			
C- Total Price PKR (With all applicable taxes)							

Summary (REVO Hilux) Parts , LABOUR and Filters/Oil/Tyres/Batteries		
S.#	**DESCRIPTION**	**Total Price PKR (inclusive of All Taxes)**
1	REVO Hilux Parts - A	
2	REVO Hilux Labor / Services - B	
3	Filters/Oil/Tyres/Batteries - C	
	Total Price PKR (With all applicable taxes)	

Total Price PKR (inclusive of all applicable Taxes) in **Words:**

_____

Note:

1. **Lowest Evaluated Bid Price (Cumulative)** shall be considered to Financially Evaluate the bid.
2. The bidder shall be required to fill the complete **Form 8.9. Financial Bid Form/Price Schedule.**
3. The bidder shall be declared **Lowest Evaluated Bidder** if it **Qualified Technically** (as per Table 9 - Mandatory Requirements & Table 10 – Evaluation Criteria) and **Lowest Financially** subject to fulfilment of all other terms & conditions.
4. In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*
5. In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
6. The Bidders/Contractor is required to complete the price schedule carefully and in case of any discrepancy or **multiple price**, the **bid shall not be considered.**
7. Alternative or other than this Performa or incomplete Performa shall not be acceptable.
8. In case of abnormal bid, PSCA may demand additional performance guarantee/undertaking for completion of work.
9. Client/PSCA has the right to change in the quantities/scope of services or cancel the bid at any point of time.
10. The Payment shall be made as per actual services and after the issuance of satisfactory delivery note/certificate from the concerned officer of PSCA.
11. The Contract shall be a **Lump Sum- Fixed-Price Agreement** valid for a period of twelve (12) months under Framework arrangements.
12. It is mandatory for bidder to **Fill Prices mentioned in Scope of Services and Supplies in Section III.**
13. The monthly bill shall include cost of consumables, teams, Tools, Management, or any other cost that may be required for execution of Repair and Maintenance work successfully.
14. * In case the bidder claims different rate of applicable PST/GST, it shall clearly specify the changed PST/GST rate and quote its bid accordingly.

Stamp & Signature of Bidder _____

Punjab Safe Cities Authority
PSCA Headquarters, Qurban Lines Lahore, Pakistan.
042 - 992 033 59-60 042 - 992 030 26
042 - 111-11-77-22 www.psca.gop.pk

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, if applicable)		
3	All documents mentioned in **Section – IV** (Signed & Stamped)		
4	Fill **Form 8.1** [Bid Form] (signed & stamped)		
5	Fill **Form 8.2** [Bidder's JV Members Information Form] **If applicable** (signed & stamped)		
6	Fill **Form 8.3** [Bidder Profile Form] (signed & stamped)		
7	Fill **Form 8.4** [General Information Form] (signed and stamped)		
8	Fill **Form 8.5** [Affidavit] on non-judicial Stamp Paper of Rs. 100/- (signed and stamped)		
9	Fill **Form 8.6** [Performance Guarantee Form] if applicable (signed and stamped).		
10	Fill **Form 8.7** [Technical Bid Form] If applicable (signed and stamped)		
11	Fill **Form 8.**8 [Contract Form] (signed and stamped)		
12	Fill **Form 8.9** [Financial Bid Form/Price Schedule] (Signed & Stamped) in financial proposal		
13	Fill **Form 8.10** [Bid Security Form] (signed and stamped)		
14	Fill **Annex-A, Annex-B** (Signed & Stamped)		
15	All required samples (if demanded) have been submitted in *PSCA* sample store.		

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 _____