Standard Bidding Document

PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)
(Goods)

National

Single Stage-Two Envelope

November 25, 2026

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REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **MOFEPT (MOFEPT)** has reserved Funds for the procurement planned for FY **2026-27**. The **MOFEPT (MOFEPT)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the " **PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)**" with the reference of **"P213840"**

2. The **MOFEPT (MOFEPT)** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-Two Envelope** will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amount described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/213840** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Monday, December 7, 2026 02:00 PM**. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, December 7, 2026 02:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**

. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

In terms of Rule 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.gov.pk**).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods as specified in the BDS and **in Section V – Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-2 I of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country**,** or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. 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 the contract.

Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

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.

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 if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any

instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.2 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.3 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:

1. 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 Goods to be purchased under this Invitation for Bids.

2. have controlling shareholders in common; or

3. receive or have received any direct or indirect subsidy from any of them; or

4. have the same legal representative for purposes of this Bid; or

5. 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 Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

6. Submit more than one Bid in this Bidding process.

3.4 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;

2. 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;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or submission of false or misleading information or performance failure or involved in disrupting procurement process or due to breach of bid Securing Declaration.

3.5 As and when required, 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.

3.6 Bidders shall submit Bids 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 (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 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.

5.2 **The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.**

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 10.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

Section IX Integrity Pact

Section X Declaration of Beneficial Ownership Information.

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through EPADS v2.0 will be at the Bidder’s risk and may result in the rejection of its Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through EPADS v2.0**.**

8.2 The Procuring Agency will within two (02) working days after receiving the request for clarification, respond to any request for clarification through EPADS v2.0 provided that such request is received not later than three (03) days, prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 The Procuring Agency's response will be forwarded to all identified Prospective Bidders through EPADS v2.0, including a description of the inquiry,

but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9.**

8.5 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 document.

8.6 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 uploaded on EPADS v2.0. 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 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 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 through EPADS v2.0.

9.2 The Procuring Agency shall promptly publish the addendum through EPADS v2.0.

Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.3 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through EPADS v2.0:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS**.** Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute the documents required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process;

Documentary evidence established in accordance with **ITB 03** that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;

Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;

Bid security or Bid Securing Declaration furnished in accordance with **ITB ---.**

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods

provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 Pursuant to **ITB 10,** the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bid

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding document. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bid Prices

15.1 The Bid Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 **All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.**

15.3 In the event that any item(s) in the Price Schedule are not quoted, and such omission is determined by the Procuring Agency not to materially affect the responsiveness of the Bid, the Procuring Agency may, for the sole purpose of bid evaluation and comparison, assign a price to the unquoted item(s) in accordance with the following methodology:

(a) The assigned price shall be the average of the prices quoted for the same item(s) by all substantially responsive bidders; or

(b) In cases where no comparable quotations are available, the Procuring Agency shall apply the corresponding item price from its duly approved cost estimate for evaluation purposes.

The prices so assigned shall be utilized exclusively for bid evaluation and comparison, and shall not, under any circumstances, be incorporated into or form part of the Contract Price.

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 13.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 42 (2) of the Public Procurement Rules, 2026.

17. Bids Validity Period

17.1 Such extensions may be more than one time but the total period of such extension shall not exceed the original bid validity period.

17.2 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive**.** The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids through EPADS v2.0,. The Bid Security provided under **ITB 17** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 36 of the Public Procurement Rules, 2026.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to **ITB 18.7.**

18.5 The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the BDS which shall be in any of the following:

a) a bank guarantee, a bank draft, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency;

b) a cashier’s or certified cheque; or

c) another security if indicated in the BDS.

The Bid Security shall be valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18.7** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the procuring agency pursuant to **ITB 17.** The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security documents, after whichever of the following that occurs earliest:

a. the expiry of the Bid Security;

b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;

c. the rejection by the Procuring Agency of all Bids;

d. cancellation of procurement proceedings.

e. the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bid document stipulates that no such withdrawal is permitted.

18.8 The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract**,** or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

a. if a Bidder:

b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 16.2**; or

c. does not accept the correction of errors**;** or

d. in the case of a successful Bidder, if the Bidder fails:

e. to sign the contract; or

f. to furnish Performance Guarantee**.**

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition before bid submission deadline through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before bid submission deadline.

21.1 The Technical and Financial Bids, shall be submitted electronically through EPADS, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through EPADS v2.0 before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The respective Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The respective Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fails to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day at the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, 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 Bid respective Evaluation Committee.

23.6 No bid will be rejected at the time of bid openning except for bids whose original bid security has not been provided to the procuring agency before bid submission deadline.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the respective Bid Evaluation Committee may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 before **three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

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

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;
5. terms and conditions of Bidding documents.
6. change in the ranking of the Bidder

24.4 From the time of bid(s) opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the respective Bid Evaluation Committee will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;

2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;

3. is accompanied by the required securities; and

4. is substantially responsive to the requirements of the Bidding documents.

25.2 The respective Bid Evaluation Committee's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;

2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or

3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.4 If a Bid is not substantially responsive, it will be rejected by the respective Bid Evaluation Committee and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The respective Bid Evaluation Committee shall examine the Bids 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.

26.2 The respective Bid Evaluation Committee shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the respective Bid Evaluation Committee determines that the Bid is not substantially responsive in accordance with **ITB,** it shall reject the Bid.

27. Correction of Errors

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

1. if there is a discrepancy between 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, unless in the opinion of the respective Evaluation Committee 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;

2. 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

3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

4. 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.

27.2 The amount stated in the Bid will be adjusted by the respective Bid Evaluation Committee in accordance with the above procedure for the correction of errors and, with 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 Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency in accordance with Rule 42(2) of Public Procurement Rules,2026.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria prescribed in the Bidding Documents in accordance with Rule 11, 12 and 13 of the Public Procurement Rules, 2026.

29.2 While evaluating the bids, the procuring agency shall consider the following:

i. Bids will be evaluated on lump sum bid basis or items wise or Lot wise (contracts), as specified in the BDS; and the Bid Price;

ii. correction of arithmetic errors in accordance with ITB 27;

30. Domestic Preference

30.1 The respective Bid Evaluation Committee shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of the Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 **Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.**

31.2 **Least Cost Based Selection (LCBS)**
After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

31.3 **Quality and Cost Based Selection (QCBS)**
In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

31.4 **Quality Based Selection (QBS)**
After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk

management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second highest bidder and so on.

31.5 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or

2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.6 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(xxviii) of the Public Procurement Rules, 2026.

32. Abnormally Low Financial Bids

32.1 An abnormally low bid is a bid that, in light of the Procuring Agency's cost estimate, market conditions, or other received bids, appears to be unrealistically low and may not be sustainable for successfull contract execution.

32.2 **Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.**

32.3 The Procuring Agency may reject an Abnormally low financial bid in accordance with Rule 43 of the Public Procurement Rules, 2026.

32.4 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bid price with the cost estimate;

2. Comparing the Bid price with the Bid(s) offered by other Bidders submitting substantially responsive Bids; and

3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.5 The respective Bid Evaluation Committee will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.6 The determination will take into account the Bidder's financial, technical, and production 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 as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.7 Respective Bid Evaluation Committee may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.8 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the respective Bid Evaluation Committee will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Successful Bidder.

34. Negotiations

34.1 In accordance with Rule 52A of Public Procurement Rules, 2026, without changing the cost and scope of work or services, the procuring agency may

negotiate with the successful bidder (with a view to streamline the work or task execution, at the time of contract finalization) on methodology, work plan, staffing and special conditions of the contract.

There shall be no limitation on the successful bidder offering voluntary reduction in bid price without affecting the quality or scope of the procurement.

35. Procuring Agency's Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 45 of the Public Procurement Rules, 2026.

36. Cancellation of Procurement

36.1 The procuring agency reserves the right to cancel the procurement proceedings in accordance with Rule 46 of the Public Procurement Rules, 2026.

37. Procuring Agency’s Right to Vary Quantities at the Time of Award

37.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

38. Notification of Award

38.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on EPADS v2.0 in accordance with Rule 48 of the Public Procurement Rules, 2026.

The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

38.2 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

39. Signing of Contract

39.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

39.2 Immediately after the Redressal of grievance by the GRC (if any), and **after fulfillment of all conditions precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

40. Corrupt & Fraudulent Practices

40.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid engaging in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

41. Constitution of Grievance Redressal Committee

41.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 65 of the Public Procurement Rules, 2026 read with Redressal of Grievances Regulations, 2021.

In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 65(7) of the Public Procurement Rules, 2026 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

42. Mechanism of Blacklisting

42.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Rule 25 of the Public Procurement Rules, 2026.

42.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 25 (6) of the Public Procurement Rules, 2026 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.

43. Contract Management

43.1 For each procurement, the Procuring Agency shall designate a Contract Manager, who shall be duly responsible for the efficient management and administration of the contract in strict compliance with the provisions set forth under Rules 58, 59, and 60 of the Public Procurement Rules, 2026.

44. Inspection of goods and evaluation of services.

44.1 The Inspection Committee or the Firm shall have the right to conduct inspections of the goods in accordance with Rule 61 of the Public Procurement Rules, 2026.

45. Socio-economic development.

45.1 In accordance with Rule 63 of the Public Procurement Rules, 2026, preference may be granted to small and medium enterprises and marginalized groups in accordance with the policies notified by the Federal Government.

46. Environmental objectives

46.1 As per Rule 64 of the Public Procurement Rules, 2026, the procuring agency may seek to procure goods with a reduced environmental impact throughout their life cycle when compared to goods services with the same primary function that may otherwise be procured.

Bid Data Sheet

Bids Data Sheet (BDS)

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

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **MOFEPT (MOFEPT)**

The subject of procurement is: **PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)**

Period for Provision of Goods:

Extension Period (if applicable):

Expected commencement date: **Thursday, December 31, 2026**

BDS Clause Number 2
ITB Number 2.1

Source of funds [Enter source of funds]

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P213840**

Identification Number:

BDS Clause Number 3
ITB Clause Number 3.1

Eligible Bidder [Enter eligibility of bidder]

JV/Consortium or Association Allowed: **Yes**
Number of JV/Consortium Members: **2**
see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Clause Number 4.1

Eligible goods and related services [Enter requirements for eligible goods and related services, if any]

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 4, 2026
Pre-Bid Meeting: Monday, November 30, 2026 11:00 AM
Venue: Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad

ITB Number 8.2

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 4, 2026
Pre-Bid Meeting: Monday, November 30, 2026 11:00 AM
Venue: Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad

ITB Number 8.3

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 4, 2026
Pre-Bid Meeting: Monday, November 30, 2026 11:00 AM
Venue: Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad

ITB Number 8.5

Pre-bid meeting will be/will not be held [Tick the appropriate] If yes write down the time, and date of the pre-Bid meeting:

[The meeting should take place not later than one weeks before the deadline for Bid submission.]

C. Preparation of Bids

BDS Clause Number 5
ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid: No

BDS Clause Number 6
ITB Number 11.1

Documents required / not required with bid submission [enter list of documents] Samples required / not required with the bid [Enter the names and number of samples]
Items/Lots and their related documents:
See section items and Lots

BDS Clause Number 7
ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8
ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9
ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10
ITB Number 17.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 11
ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
Instrument of Bid Security shall be in the Name of : **MOFEPT**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

ITB Number 18.2

The address for submission of original bid security is [Insert the address for bid security submission]

D. Submission of Bids

BDS Clause Number 12
ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, December 7, 2026 02:00 PM**

Day *:* ***Monday***

Date: ***Monday, December 7, 2026***

Time *:* ***02:30 PM***

E. Opening and Evaluation of Bids

BDS Clause Number 13
ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Monday***

Date: ***Monday, December 7, 2026***

Time *:* ***02:30 PM***

ITB Number 29.2

The procuring agency shall consider the following:
lump sum bid basis; or
items wise; or
Lot wise (contracts),

ITB Number 30.1

BDS Clause Number 14
ITB Number 31.1

Domestic Preference [applicable / not applicable]

ITB Number 31.2

Selection technique adopted will be:
The Procuring Agency shall use any of the following evaluation techniques for determination of successful bid.

Least Cost Base Selection (LCBS)
Quality and Cost Based Selection (QCBS)
Quality Based Selection (QBS)
[Insert the Evaluation Technique]

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15
ITB Number 41.1

Grievence against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

ITB Number 42.2

The Address of PPRA Grievance Redressal Appellate Committee to submit a copy of grievance:

Grievance Redressal Appellate Committee,
Public Procurement Regulatory Authority
1st Floor, G-5/2, Islamabad, Pakistan
Tel: +92-51-9202254

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
NADRA CITIZENSHIP (CNIC/NICOP)
FBR (NTN)
FBR (GSTN)
SECP
PEC
Registrar of Firms

Eligibility Criteria	Document
PEC Registration The Bidder applying must have a valid registration with the Pakistan Engineering Council (PEC) in C-6 or above in relevant category.In case of bidders (general order supplier), the firm shall have JV with a manufacturer having PEC (C-6) or above registration. (Provide copy of valid PEC registration)	Yes
Tax Compliance The bidder must be registered with relevant tax authorities and must be active on ATL. (Proof of NTN & sales tax registration and Active Taxpayer List (ATL).	Yes

Affidavit of Non Blacklisting The bidder must not have been blacklisted by any Government, Semi-Government, Autonomous, or private organization in Pakistan. (Original Affidavit)	Yes
Relevant Experience The bidder must have a minimum of five (05) years of relevant experience in furniture manufacturing / supply in public sector. (Company profile, incorporation certificate, and documentary evidence confirming operational history experience.)	Yes
Affidavit of No Litigation & Arbitration History The bidder must provide affidavit of not involved in litigation & arbitration in any Govt./ Private Sector (for & against bidder).	Yes
Income Tax Returns The bidder must provide record of income tax returns of last 03 years (Documentary evidences to be provided.)	Yes
Audited Accounts The bidder must provide record of audit reports of last 03 years (Documentary evidences to be provided.)	Yes
Affidavits All e-stamp papers used for documentation in the bid shall be issued in the name of authorised person or firm only, duly signed/ stamped by Oath Commissioner.(E-Stamp paper of Rs.150/- or above as per legal requirement of the document.)	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Eligibile bidder(s) with substantially responsive bid(s) offering **Quality and Cost Based Selection (QCBS)** shall be consider for the award of contract(s).

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	100
Passing Marks	**70**
Technical Evaluation Criteria	
Firm Experience (Qualitative)(Doc Required) ≥15 years' experience **(30)** ≥10 years' experience **(20)** ≥05 years' experience **(10)**	30
Similar Project Experience (Govt. / Education Sector) (Qualitative)(Doc Required) Minimum value of each project: PKR 50 million or above: • 10 Points for each project (up to 03 projects) **(30)**	30
International Quality Certifications (Qualitative)(Doc Required) ISO or equivalent • 10 Points for full compliance • 00 Points for non-compliance **(10)**	10

Financial Strength (Qualitative)(Doc Required) Average annual turnover of PKR 90.00 million in the last 03 years: **(30)** Average annual turnover of PKR 80.00 million in the last 03 years: **(20)** Average annual turnover of PKR 70.00 million in the last 03 years: **(10)**	30

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security
PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)	Furniture project administration or management	**Address:** Project Management Unit (PMU) Ministry of FederalEducation and Professional Training1st Floor, Pakistan Manpower Institute,Khayaban-e-Suharwardy, G-7/1 Islamabad **Schedule:** 60 Days **Quantity:** 1/job	1/job	4980606 PKR

Related Services of Goods:

No

Items/Lot Specification

Items Without Lots :

Item: PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)

UNSPSC: Furniture project administration or management

Specifications / Requirementsss:

FURNITURE FOR DAANISH SCHOOL SULTANABAD, GB

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

a. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

b. The “Arbitrator” is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract GCC Clause 35 hereunder.

c. “Authority” means Public Procurement Regulatory Authority.

d. The “Commencement Date” is the date when the Supplier shall commence execution of the contract as specified in the SCC.

e. “Completion date” means the date of completion of the Contract by the Bidder as certified by the Procuring Agency.

f. “Procuring Agency” means:-

a. any Ministry, Division, Department or any Office of the Government;

b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;.

g. “The Contract” means an agreement enforceable by law;

h. “The Contract Price” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;

i. “Ancillary Services” means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;

j. “GCC” means the General Conditions of Contract contained in this section;

k. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

l. **“**Day” means calendar day unless indicated otherwise.

m. “Defective Goods” are those goods which are below standards, requirements or specifications stated by the Contract.

n. “Delivery” means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Procuring Agency under Contract.

o. “Effective Date” means the date on which this Contract comes into force and effect.

p. “Force Majeure” means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

q. The Bidder” means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;

r. “The Project Site,” where applicable, means the place or places named in Bids Data Sheet and technical Specifications;

s. “Government” means the Government of Pakistan;

t. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Goods.

u. The “Services” means the work to be performed by the Bidder pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Bidder’s Bids;

v. “Party” means the Procuring Agency or the Bidder, as the case may be, and “Parties” means both of them;

w. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

x. “Completion Date” means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

y. “In Writing” means communicated in written form with proof of receipt;

z. “Local Currency” means the currency of Pakistan;

a. “Origin” means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.

b. “Specification” means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.

c. “Procuring Agency” means: -
any Ministry, Division, Department or any Office of the Federal Government;
any authority, corporation, body or organization established by or under a Federal Law or which is owned or controlled by the Federal Government;

2. Application and Interpretation

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

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Standard

6.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.

7. Delivery/Location

7.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

8. Authorized Representatives / Authority of Member in charge

8.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of the Contract

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Contract, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2 Unless terminated earlier pursuant to Clause **GCC 16** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. However, such period shall not exceed sixty (60) days.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;

d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.

d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing

that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) appointing such members of the Personnel not provided by the Bidder;

(b) changing the Program of activities; and

(c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 16.**

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form acceptable to the Procuring Agency as specified in SCC, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the SCC.

23.2 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ------- at the discretion of the PA in the amount **specified in SCC.** In case the amount of Bids security is equal or greater than

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

23.4 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.5 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

23.6 The bid security of the successful bidder shall not be substituted with the Performance Guarantee.

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder’s performance and notify him of any Defects that are found. Such checking shall not affect the Bidder’s responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects, and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 Upon the commencement of the Procurement Contract, any disputes arising between the contracting parties shall be resolved in accordance with Rule 66 of the Public Procurement Rules, 2026.

37.2 The procuring agency may refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.

38. Change Orders

The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

a)Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
b)The method of shipment or packing;
c)The place of delivery; and/or
d)The Services to be provided by the Supplier.

39. Contract Amendenments

39.1 Subject to GCC Clause 32, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

40. Sub-Contracts

40.1 The Supplier shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Supplier's obligations.

Special Conditions of Contract

SECTION VIII. 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 Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: **MOFEPT (MOFEPT), Project Director Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad**

The Supplier is:

The title of the subject procurement is: **PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)**

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 5

Notices:

The addresses for the notices are:

The Authority:

MOFEPT (MOFEPT), Project Director
Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad
+92-345-358-2628
akhanzada@hec.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

MOFEPT (MOFEPT), Project Director
Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad
+92-345-358-2628
akhanzada@hec.gov.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **0.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

Instrument of Performance Guarantee shall be in the Name of : **Nil**

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 37

Following is the guidance for Dispute Resolution

(a) For Contracts to be entered with foreign Contractor/ Service Provider:

All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.

(b) For Contracts to be entered with nationals of Pakistan:

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration in accordance with GCC clause 38.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P213840***

Alternative No.: **[insert identification No if this is a Bid for an alternative]**

To: **MOFEPT (MOFEPT), Project Director Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of
[insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the Bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]
Corporate Seal (where appropriate)

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **MOFEPT (MOFEPT), Project Director Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK) (*P213840*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

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

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

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

Witness to the signatures of the Procuring Agency:

……

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

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **MOFEPT (MOFEPT), Project Director Project Management Unit (PMU) Ministry of Federal Education and Professional Training 1st Floor, Pakistan Manpower Institute, Khayaban-e-Suharwardy, G-7/1 Islamabad**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, 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 Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)** (page number: 72)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 224)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 228)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 229)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 230)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 232)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 233)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 235)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
PROJECT MANAGEMENT UNIT
ISLAMABAD

Volume - 01

STANDARD BIDDING DOCUMENTS

PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)

December 2026

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING

PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)

(Single Stage Two Envelop Procedure)

Public Procurement Regulatory Authority Pakistan

December, 2026

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

PART-A

BIDDING PROCEDURE & REQUIREMENTS

SECTIONI: INVITATION TO BID

Ministry of Federal Education and Professional Training
Project Management Unit

INVITATION TO BID

The Ministry of Federal Education and Professional Training through Project Management Unit are inviting sealed bids from the contractors duly enlisted with Pakistan Engineering Council (PEC) in appropriate category & having valid PEC license for the works as detailed below:

Name of work	NIT Cost (PKR)	Bid Security (PKR)	Date and Time of receiving of tenders on EPADs	Date and Time of opening of Tenders
PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)	99,612,113	4,980,605	07-12-2026 at 2:00 pm	07-12-2026 at 2:30 pm

Conditions:

1. The firms may apply who fulfill the criteria mentioned in the Bid document available in the office of Project Director and on EPADS version 2.0 at (www.eprocure.gov.pk). Last date for submission of applications is tabulated above. No bid will be received after closing time.
2. The interested firms should submit in the Technical Envelop duly stamped signed having the name of the firm, address(s), signature of representative, valid enlistment / renewal of firm with PEC (having relevant category and codes), tax registrations & Completion certificate of similar nature of work done during last 5 years. The details of the submissions are given in the bidding document.
3. The owner of the firm should submit the application and collect the tender by himself. In case of authorized person, authority letter (regarding the particular work) in favor of the person deputed on the letter pad of the firm is required along-with copy of CNIC. This shall be uploaded in the technical envelope. Details of submission are available in the bidding document. If any contractor wants to participate in tender opening process through their representative, they should issue authority letter on letter head pad of the firm depicting complete valid address & contact numbers along with attested copy of CNIC this shall be presented at the time of opening of the bid.
4. The Bid Security shall be in the form of Call Deposit bearing Name of Firm in favor of Project Director, PMU from local scheduled Bank of Islamabad in the technical envelope. Without call deposit the firms shall be rejected in the technical evaluation stage. Cash/ cheque will not be accepted.
5. The contractor will submit the documentary evidence as per instructions in the bidding documents, without which tender will be liable for rejection.
6. Procuring Agency may reject all bids or proposals at any time prior to acceptance of bid or proposal. The Procuring Agency shall upon request communicate, to any supplier or contractor who submitted a bid or proposal, but is not required to justify those grounds.
7. The bidding shall be conducted in line with the procedure prescribed under Public Procurement Rules 2004, e-Pak Procurement Regulations, 2023 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders registered in the EPADS.
8. The electronic bids prepared in accordance with the instructions prescribed in the electronic bidding documents must be submitted through EPADS on or before 2:00 pm 07th December 2026. Electronic bids will be opened by using EPADS on the same day at 2:30 pm.
9. Pre – Bid meeting is scheduled on 30th November 2026 at 11:00 AM for clarification and details are mentioned in the bid document.

Note: This Tender Notice is also available on PPRA website www.ppra.gov.pk

(Project Director)
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A. INTRODUTION

1. Scope of Bid	1.1	The Procuring Agency (PA), as indicated in the Bid Data-sheet (BDS) invites Bids for the provision of furniture as specified in the BDS and Section V - Technical Specifications & Schedule of Requirements. The successful Bidders will be expected to deliver the furniture within the specified period and timeline(s) as stated in the BDS.
2. Source of Funds	2.1	PSDP
3. Eligible Bidders	3.1	A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. 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. *(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).*
	3.2	The appointment of Lead Member in the joint venture, consortium,
	3.3	Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.
	3.4	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 if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
	3.5	The invitation for Bids is open to all prospective supplier, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by the respective national

		incorporating agency or statutory body established for that particular trade or business.
	3.6	Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive-tendering with the exception of such procurement made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the procuring agency along with their bid, however, the final award will be subject to the complete registration process.
	3.7	A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders 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 furniture to be purchased under this Invitation for Bids. b) have controlling shareholders in common; or receive or have 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 f) Submit more than one Bid in this Bidding process.
	3.8	A Bidder may be ineligible if – a) he is declared bankrupt or, in the case of company or firm, insolvent; b) payments in favor of the Bidder are 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 blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration. f) The firm, supplier and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.
	3.9	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.
	3.10	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.
	3.11	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 the more than ten (10) percent of the Bid price is envisaged.
4. Eligible furniture and Related Services	4.1	All furniture and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such furniture and services. For purpose of this Bid, ineligible countries are stated in the section-4 titled as "Eligible Countries".
	4.2	For purposes of this Clause, "origin" means the place where the furniture is mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the related services are/to be supplied.
	4.3	The nationality of the supplier that supplies, assembles, distributes, or sells the furniture and services shall not determine the origin of the furniture.
	4.4	The nationality of the supplier that supplies, assembles, distributes, or sells the furniture and services shall not determine the origin of the furniture.
5. One Bid per Bidder	5.1	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.
	5.2	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
6. Cost of Bidding	6.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

7. Content of Bidding Documents	7.1	The furniture required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include: Section I -Invitation to Bids Section II Instructions to Bidders (ITBs) Section III Bid Data Sheet (BDS Section IV Eligible Countries Section V Technical Specifications Section VI Forms – Bid Section VII General Conditions of Contract (GCC) Section VIII Special Conditions of Contract (SCC) Section IX Contract Forms
	7.2	The number of copies to be completed and returned with the Bid is specified in the BDS.
	7.4	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 the signed pdf version from downloaded from the website of the Procuring Agency. However, Procuring Agency shall place both the pdf and same editable version to facilitate the bidder for filling the forms.
	7.5	The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the Bidder's risk and may result in the rejection of his Bid.
8. Clarification of Bidding Document	8.1	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.

	8.2	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 three (03) days prior to the deadline for the submission of Bids as prescribed in ITB 23.1. However, this clause shall not apply in case of alternate methods of Procurement.
	8.3	Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents from the website of PA, the response of all such queries will also be available on the same link available at the website.
	8.4	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 9.
	8.5	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.
	8.6	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 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
9. Amendment of Bidding Documents	9.1	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.

	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to ITB 7.1 and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the BDS: *Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.*
	9.3	To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids: Provided that the Procuring Agency shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

C. PREPRATION OF BIDS

10. Language of bids	10.1	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 English language unless specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern.
11. Documents and Sample(s) Constituting the Bid	11.1	The Bid prepared by the Bidder shall constitute the following components: - a) Form of Bid and Bid Prices completed in accordance with ITB 14 and 15; b) Details of the Sample(s) where applicable and requested in the BDS. c) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process; d) Documentary evidence established in accordance with ITB 13.3(a) that the Bidder has been authorized by the manufacturer to deliver the furniture into Pakistan, where required and where the supplier is not the manufacturer of those furniture; e) Documentary evidence established in accordance with ITB 12 that the furniture and related services to be supplied by the Bidder are eligible furniture and services, and conform to the Bidding Documents; f) Bid security or Bid Securing Declaration furnished in accordance with ITB 18; g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and h) Any other document required in the BDS.
	11.2	Where a sample(s) is required by a procuring agency, the sample shall be: a) submitted as part of the bid, in the quantities, dimensions and other details requested in the BDS; b) carriage paid; c) received on, or before, the closing time and date for the submission of bids; and d) Evaluated to determine compliance with all characteristics listed in the BDS.

	11.3	The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s)- a) do(es) not conform to all characteristics prescribed in the bidding documents; and b) Is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
	11.4	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the furniture being Bided for, and that competition shall not thereby be limited to the extent of that article only.
	11.5	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	11.6	All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
12. Documents Establishing Eligibility of furniture and Related Services and Conformity to Bidding Documents	12.1	Pursuant to ITB 11, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all furniture and related services which the Bidder proposes to deliver
	12.2	The documentary evidence of the eligibility of the furniture and related services shall consist of a statement in the Price Schedule of the country of origin of the furniture and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
	12.3	The documentary evidence of conformity of the furniture and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of: a) detailed description of the essential technical specifications and performance characteristics of the furniture b) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the furniture and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications; c) Any other procurement specific documentation requirement as stated in the BDS.

	12.4	The Bidder shall also furnish a list giving full particulars, including available sources and current prices of furniture, spare parts, special tools, etc., necessary for the proper and continuing functioning of the furniture during t h e period specified in the BDS following commencement of the use of the furniture by the procuring agency
	12.5	For purposes of the commentary to be furnished pursuant to ITB 12.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitution equivalence to those designated in the technical specification.
	12.6	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall attached to original version.
13. Documents Establishing Eligibility And Qualification of the Bidder	13.1	Pursuant to ITB 11, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder eligibility to participate in the bidding process and/or its qualification to perform.
	13.2	The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the Procuring Agency that the Bidder, Titled as "Eligible Countries"
	13.3	The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Procuring Agency that **a)** in the case of a Bidder offering to deliver furniture under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the furniture' Manufacturer or producer to deliver the furniture in Pakistan; **b)** the Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS. **c)** in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

		d) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.
14. Form of Bid	14.1	The Bidder shall fill the letter exclusively mentioned hereafter in the bidding documents.
15. Bid Prices	15.1	The Bid prices and discounts quotes by the bidder in the form of bid and in the price, schedules shall conform to the requirement specified below in ITB clause 15 or exclusively mentioned hereafter in the bidding document.
	15.2	All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices
	15.3	Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is till substantially responsive in their absence or due to till substantially responsive in their absence or due to their nominal nature, the corresponding average price of responsive bidder(s) shall be construed to be the price of those missing item(s): Provided that: a) The respective item(s) of the remaining substantially bidder or The procuring agency may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.
	15.4	The Bid price to be quoted in the Form of Bid in accordance with ITB 15.1 shall be the total price of the Bid, excluding any discounts offered.
	15.5	The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the furniture it proposes to deliver under the contract.
	15.6	Prices indicated on the Price Schedule shall be entered separately in the following manner: A. For goods manufactured from within Pakistan (or within the country where procurement is being done in case of foreign missions abroad): i. the price of the goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the- shelf, as applicable), including all customs duties and sales and other taxes already paid or payable: a) on the components and raw material used in the manufacturing or assembly of goods quoted ex-works or ex-factory;

		or b) on the previously imported goods of foreign origin quoted ex-warehouse, ex-showroom, or off-the-she lf. ii. all applicable taxes which will be payable on the goods if the contract is awarded. iii. the price for inland transportation insurance, and other local costs incidental to delivery of the goods to their final destination, if specified in the BDS. iv. the price of other (incidental or allied) services, if any, listed in the BDS. B. For goods offered from abroad: i. the price of the goods shall be quoted CIF named port of destination, or CIP border point, or CIP named place of destination, in the Procuring Agency's country, as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services from any eligible source country. Or ii. the price of the goods quoted FOB port of shipment (or FCA, as the case may be), if specified in the BDS. Or iii. the price of goods quoted CFR port of destination (or CPT as the case may be), if specified in the BDS. iv. the price for inland transportation, insurance, and other local costs incidental to delivery of the goods from the port of entry to their final destination, if specified in the BDS. v. The price of (incidental) services, if any, listed in the BDS.
	15.7	Prices proposed on the Price Schedule for furniture and related services shall be disaggregated, where appropriate as indicated in this Clause. This desegregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This, shall not in any way limit the Procuring Agency's right to contract on any of the terms and condition offered A: for furniture i. the price of the furniture, quoted as per applicable INCOTERMS as specified in the BDS ii. all customs duties, sales tax, and other taxes applicable on furniture or on the components and raw materials used in their manufacture or assembly, if the contract is awarded to the Bidder, and B: For Related Services i. The price of the related services, and

		ii. All customs duties, sales tax and other taxes applicable in Pakistan, paid or payable, on the related services, if the contract is awarded to the Bidder.
	15.8	If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are being invited for individual contracts (Lots) or for any combination of contracts (packages), Bidders wishing to offer any price reduction for the award of more than one contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual contracts (Lots) within a package.
16. Bid Currencies	16.1	Prices shall be quoted in the following currencies: (a) For furniture and services that the Bidder will deliver from within Pakistan, the prices shall be quoted in Pakistani Rupees, unless otherwise pacified in the BDS. (b) For furniture and related services that the Bidder will deliver from outside Pakistan, or for imported parts or components of furniture and related services Originating outside Pakistan, the Bid prices shall be quoted in any freely convertible currency of another country. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but use no more than three foreign currencies.
	16.2	For the purpose of bids comparison 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 (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the Bid.
	16.4	Bidders may be required by the Procuring Agency to clarify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the SCC are reasonable and responsive to ITB 16.1.
17. Bid Validity Period	17.1	Bids shall remain valid for the period specified in the BDS after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. The expiry period of bid security or bid securing declaration as the case may be.
	17.2	Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request

		the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under ITB 18 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with ITB 18 in all respects.
	17.3	If the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking into consideration on the above correction.
18. Bid Security or Bid Securing Declaration	18.1	Pursuant to ITB 11, unless otherwise specified in the BDS, the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the procuring agency and in the amount and currency specified in the BDS or Bid Securing Declaration as specified in the BDS in the format provided in Section VI (Standard Forms)
	18.2	The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB 18.9
	18.3	The Bidder; The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the BDS which shall be in any of the following:
	18.4	The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Section VI (Standard Forms) or another form approved by the Procuring Agency prior.
	18.5	The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in ITB 18.9 are invoked.
	18.6	Any Bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with ITB 18.1 or 18.3 shall be

		rejected by the Procuring Agency as non- responsive, pursuant to ITB 28.
	18.7	Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 17. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest: **(a)** the expiry of the Bid Security; **(b)** the entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Biding documents; **(c)** the rejection by the Procuring Agency of all Bids; **(d)** the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Biding documents stipulate that no such withdrawal is permitted.
	18.8	The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to ITB 41, or furnishing the performance security (or guarantee), pursuant to ITB 42.
	18.9	The Bid Security may be forfeited or the Bid Securing Declaration executed: (a) if a Bidder: withdraws its Bid during the period of Bid Validity as as specified by the Procuring Agency, and referred by the bidder on the Form of Bid except as provided for in ITB 17.2; (i) or does not accept the correction of errors pursuant to ITB 30.3; or in the case of a successful Bidder, if the Bidder fails: (i) to sign the contract in accordance with ITB 41; (ii) to furnish performance security (or guarantee) in accordance with ITB 42.
19. Alternative Bids by Bidders	19.1	Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the BDS. If so allowed, ITB 19.2 shall prevail.

	19.2	When alternative schedule for delivery of furniture is explicitly invited, a statement of that effect will be included in the BDS as will the method for evaluating different schedule for delivery of furniture
		If so, allowed in the BDS, Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring Agency, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring Agency.
	19.3	If so, allowed in the BDS, Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring Agency, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring Agency.
20. Withdrawal, Substitution, and Modification of	20.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by unauthorized representative, and the corresponding substitution or modification must accompany the respective written notice.
	20.2	Bids requested to be withdrawn in accordance with ITB 20.1 shall be returned unopened to the Bidders.

21. Format and Signing of Bid	21.1	The Bidder shall prepare an original and the number of copies of the Bid as indicated in the BDS, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail: Provided that except in Single Stage One Envelope Procedure, the Bid shall include only the copies of technical proposal.
	21.2	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, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.
	21.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

D.SUBMISSION OF BIDS

22. Sealing and Marking of Bids	22.1	In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected. Note: *The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of PPR-2004.*

	22.3	**a)** 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 elopes and marked as such. (Enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under: 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 envy) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub-Clause 21.2.
	22.4	The inner and outer envelopes shall: be addressed to the Procuring Agency at the address provided in the Bidding Data; Bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. Pursuant to ITB 23.1. in addition to the identification required in Sub- Clause 21.2 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 case it is declared "late" pursuant to Clause IB.24 If all envelopes are not sealed and marked as required ITB 22.2, ITB 22.3 and ITB 22.4 or incorrectly marked he Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.
23. Dead line for submission of Bids	23.1	Bids shall be received by the Procuring Agency no later than the date and time specified in the BDS.
	23.2	The Procuring Agency may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with ITB 9, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the new deadline.
24. Late Bids	24.1	The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 23.

	24.2	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
25. Withdrawal of Bids	25.1	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.
	25.2	Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in ITB 22.

E. OPENING AND EVALUATION OF BIDS

26. Opening of Bids	26.1	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.
	26.2	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.
	26.3	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.
	26.4	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
	26.5	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.
	26.6	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.
	26.7	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.
	26.8	Bids not opened and not read out at the Bid opening shall not considered further.
	26.9	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.
	26.10	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 ITB 24.

	26.11	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, including any discounts and alternative offers and the presence or absence of a Bid Security or Bid Securing Declaration.
	26.12	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.
	26.13	A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
	26.14	In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders subject to redress of the grievances from all tiers of grievances.
27. Confidentiality	27.1	Information relating to the examination, clarification evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	27.2	Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
	27.3	Notwithstanding ITB 27.2 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.
28. Clarification of Bids	28.1	To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the Procuring Agency may, 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.
	28.2	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 31.
	28.3	The alteration or modification in THE BID which in any effect the following parameters will be considered as a change in the substance of a bid: a) evaluation & qualification criteria; b) required scope of work or specifications; c) all securities requirements; d) tax requirements; e) Terms and conditions of bidding documents. f) change in the ranking of the bidder
	28.4	g) 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.
29. Preliminary Examination of Bids	29.1	h) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: i) meets the eligibility criteria defined in ITB 3 j) and ITB 4; k) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; l) has been properly signed; m) is accompanied by the required securities; and n) is substantially responsive to the requirements of the Bidding Documents. o) The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
	29.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding

		Documents, without material deviation or reservation. A material deviation or reservation is one that: - a) affects in any substantial way the scope, quality, or performance of the Services; b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or c) if rectifies would effective unfairly the competitive position of other bidders Presenting substantially responsive Bids.
	29.3	The Procuring Agency will confirm that the documents and information specified under ITB 11, 12 and 13 have been provided in the Bid. If any of these documents Information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected
	29.4	The Procuring Agency may waive off any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. *Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The Procuring Agency either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring Agency. Examples of minor informalities or irregularities include failure of a bidder to –* *Submit the number of copies of signed bids required by the invitation;* *Furnish required information concerning the number of its employees;* *the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped* *signature and submits evidence of such authorization and the*

		bid carries such a signature.
	29.5	Provided that a Technical Bid is substantially responsive, the Procuring Agency may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related- to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of bids
	29.6	Provided that a Technical Bid is substantially responsive, the Procuring Agency shall rectify quantifiable non-material nonconformity or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.
	29.7	If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.
30. Examination of Terms and Conditions; Technical Evaluation	30.1	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.
	30.2	The Procuring Agency shall evaluate the technical aspects of the Bid submitted in accordance with ITB 22, to confirm that all requirements specified in Section V – Schedule of Requirements, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.
	303	If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with ITB 29, it shall reject the Bid.

31. Correction of Errors	31.1	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; (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
	31.2	The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with, 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 18.9.
32. Conversion to Single Currency	32.1	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 are payable. 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 (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	32.2	The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the

		BDS.
33. Evaluation of Bids	33.1	The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to ITB 29.
	33.2	The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the BDS.
	33.2	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: *Pak Rupees* The source of exchange rate shall be: *Pakistani Rupees*
	33.3	The comparison shall be between the EXW price of the goods offered from within Pakistan, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and named port of destination, border point, or named place of destination) in accordance with applicable INCOTERM in the price of the goods offered from outside Pakistan.
		In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with ITB 15.1, take account of one or more of the following factors as specified in the BDS, and quantified in ITB 32.5: a) Cost of inland transportation, insurance, and other costs within the Pakistan incidental to delivery of the goods to their final destination. b) delivery schedule offered in the Bid; c) deviations in payment schedule from that specified in the Special Conditions of Contract; d) the cost of components, mandatory spare parts, and service; e) the availability (in Pakistan) of spare parts and after-sales services for the equipment offered in the Bid. f) the projected operating and maintenance costs during the life of the equipment; g) the performance and productivity of the equipment offered; and/or h) other specific criteria indicated in the TBS and/or in the Technical Specifications.

	33.5	For factors retained in BDS, pursuant to ITB 33.4 one or more of the following quantification methods will be applied, as detailed in the BDS: *(a) Inland transportation from EXW/port of entry/border point, Insurance and incidentals.* Inland transportation, insurance, and other incidental costs for delivery of the furniture from EXW/port of entry/border point to Project Site named in the BDS will be computed for each Bid by the PA on the basis of published tariffs by the rail or road transport agencies, insurance companies, and/or other appropriate sources. To facilitate such computation, Bidder shall furnish in its Bid the estimated dimensions and shipping weight and the approximate EXW or as per applicable INCOTERM value of each package. The above cost will be added by the Procuring Agency to EXW or as per applicable INCOTERM price. *(b) Delivery schedule.* i. The Procuring Agency requires that the goods under the Invitation for Bids shall be delivered (shipped) at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the Project Site will be calculated for each Bid after allowing for reasonable international and inland transportation time. Treating the Bid resulting in such time of arrival as the base, a delivery "adjustment" will be calculated for other Bids by applying Or ii. The furniture covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and Bids offering delivery beyond this range will be treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in the BDS, will be added for evaluation to the Bid price of Bids offering deliveries later than t delivery period specified in the Schedule of Requirements. iii. The furniture covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of

Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the Bid price a factor equal to a percentage, specified in the BDS, of EXW or as per applicable INCOTERM price per week of variation from the specified delivery schedule.

(C) *Deviation in payment schedule.*

i. Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative offers for such alternative payment schedule. The Procuring Agency may consider the alternative payment schedule offered by the selected Bidder.

Or

ii. The SCC stipulates the payment schedule offered by the Procuring Agency. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Procuring Agency, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this invitation, at the rate per annul specified in the BDS.

(d) Cost of spare parts

i. The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each Bid, will be added to the Bid price.

Or

ii. The Procuring Agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the BDS. The total cost of these items and quantities will be computed from spare parts unit prices submitted by

		the Bidder and added to the Bid price. Or iii. The Procuring Agency will estimate the he cost of spare parts usage in the initial period of operation specified in the BDS, based on information furnished by each Bidder, as well as on past experience of the Procuring Agency or other Procuring Agency's in similar situations. Such costs shall be added to the Bid price for evaluation. *(e) Spare parts and after sales service facilities in Pakistan* The cost to the Procuring Agency of establishing the minimum service facilities and parts inventories, as outlined in the BDS or elsewhere in the Bidding Documents, if quoted separately, shall be added to the Bid price. *(f) Operating and maintenance costs* Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the BDS or in the Technical Specifications. *(g) Performance and productivity of the equipment* (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the BDS will be added to the Bid Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the BDS or in the Technical Specifications. (ii) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the BDS will be added to the Bid Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the BDS or in the Technical Specifications. *(h)Specific additional criteria.* Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the BDS and/or the Technical Specifications.

	33.6	if these Bidding Documents allow Bidders to quote separate prices for different Lots, and the award to a single Bidder of multiple Lots, the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid, is specified in the BDS.
34. Domestic Preference	34.1	If the BDS so specifies, the Procuring Agency will grant a margin of preference to certain furniture in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
35. Determination of Most Advantageous Bid	35.1	In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst most those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid.
	35.2	The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons: i. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the furniture to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or ii. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the furniture: In such cases, the Procuring Agency may allocate certain weight-age to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of PPR-2004.
36. Post- qualification of Bidder and/or Abnormally Low Financial Proposal	36.1	After determining the Most Advantageous Bid, if neither the pr- qualification was undertaken separately nor any qualification parameters were undertaken as part of determining the Most Advantageous Bid, the Procuring Agency shall carry out the post-qualification of the Bidder using only the requirements specified in the BDS. In

		case of International Tendering, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.
	36.2	Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply: a) The Procuring Agency may reject a Bid if the Procuring Agency has determined that the price in The Procuring Agency may reject a bid if the procuring agency has determined that the price in combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract; b) Before rejecting an abnormally low Bid the Procuring Agency shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low; c) The decision of the Procuring Agency to reject a Bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned; d) he Procuring Agency shall not incur any liability solely by rejecting abnormally Bid; e) and an abnormally low Bid means, in the light of the Procuring Agency's estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit. Guidance for Procuring Agency: In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity: i. comparing the bid price with the cost estimate; ii. Comparing the bid price with the bids offered by other bidders submitting substantially responsive

		bids; and iii. Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.
	36.3	The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 13.3.
	36.4	The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 13.3, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.
	36.5	Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining award of contract. Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.
	36.6	An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Procuring Agency will proceed to the next ranked bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily

E. AWARD OF CONTRACT

37. Criteria of Award	37.1	Subject to ITB 36 and 38, the Procuring Agency will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be: a) eligible in accordance with the provisions of ITB 3; b) is determined to be qualified to perform the

		Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
38. Negotiations	38.1	Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas: a) a minor alteration to the technical details of the statement of requirements; b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents; c) a minor amendment to the special conditions of Contract; d) finalizing payment arrangements; e) delivery arrangements; f) the methodology for provision of related services; or g) clarifying details that were not apparent or could not be finalized at the time of Bidding;
	38.2	Where negotiation fails to result into an agreement, the Procuring Agency may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Procuring Agency shall not reopen earlier negotiations.
40. Procuring Agency's Right to reject All Bids	40.1	Notwithstanding ITB 37, the Procuring Agency reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds. Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.
	40.2	The Procuring Agency shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.
Procuring Agency Right to vary quantities at the time of award	40.1	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of furniture or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions of the Bid and Bidding Documents.

41. Notification of Award	41.1	Prior to the award of contract, the Procuring Agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.
	41.2	Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	41.3	The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with ITB 43 and signing of the contract in accordance with ITB 42.2.
	41.4	Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to ITB 43, the Procuring Agency will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the Bidders pursuant to ITB 18.7.
42. Signing of Contract	42.1	Promptly after notification of award, Procuring Agency shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	42.2	Immediately after the Redressal of grievance by the GRC, and after fulfillment of all condition's precedent of the Contract Form, the successful Bidder and the Procuring Agency shall sign the contract.
	42.3	Where no formal signing of a contract is required, purchase order issued to the bidder shall be construed to be the contract.

43. Performance Security (or Guarantee)	43.1	After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	43.2	If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the BDS which shall be in any of the following: **(a)** certified cheque, cashier's or manager's cheque, or bank draft; **(b)** irrevocable letter of credit issued by a Scheduled bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a Scheduled bank; **(c)** bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Bidder, bonded by a foreign bank; or **(d)** Surety bond callable upon demand issued by any reputable surety or insurance company. Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan.
	43.3	Failure of the successful Bidder to comply with the requirement of ITB 43.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next ranked Bidder or call for new Bids.
44. Advance Payment	44.1	The advance payment will not be provided in normal circumstances. However, in case where international intercoms are involved, the same will be dealt with standard international practices and in the manner as prescribed in ITB 44.2
	44.2	The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the BDS. The Advance Payment request shall be accompanied by an Advance Payment Security (Guarantee) in the form provided in Section IX. For the purpose of receiving the Advance Payment, the Bidder shall make and estimate of, and include in its Bid, the expenses that will be incurred in

		order to commence Delivery of furniture. These expenses will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring Agency's "Notice to Commence" as specified in the SCC.
45. Arbitrator	45.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC.
46. Corrupt & Fraudulent Practices	46.1	Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

47. Constitution of Grievance Redressal	47.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of people with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
48. GRC Procedure	48.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of people with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
	48.2	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 seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
	48.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	48.4	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 envelops bidding procedure is adopted.
	48.5	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 envelops bidding procedure is adopted.
	48.6	Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices.
	48.7	The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
	48.8	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	48.9	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

E. MECHANISM OF BLACKLISTING

49. Mechanism of Blacklisting	49.1	The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration;
	49.2	The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the

		intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public pronouncements of all the procuring agencies.
	49.3	The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice
	49.4	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.
	49.5	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.
	49.6	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. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
	49.7	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.
	49.8	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 Authority.
	49.9	Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the

		procuring Agency.
	49.10	The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition
	49.11	The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
	49.12	The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

SECTION III: BID DATA SHEET (BDS)

Bid Data Sheet (BDS)

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

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	Name of Procuring Agency/Employer: Ministry of Federal Education and Professional Training, Project Management Unit Through PROJECT DIRECTOR Project Management Unit (PMU), Ministry of Federal Education and Professional Training, First Floor PMI Building, Khayaban-E-Suhrwardy, G-7/1, Islamabad The Subject of procurement is: PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK) Period for delivery of Furniture: 3 Months Commencement date for delivery of furniture: As per letter of Commencement (December 2026)

2	2.1 & 2.2	Financial year for the operations of the Procuring Agency: 2026-27 Name of Project PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK) Name of financing institution: PSDP – Ministry of Federal Education and Professional Training, Project Management Unit Name and identification number of the Contract: Contract No. Daanish School GB-07
3.	3.1	Maximum number of members in the joint venture, consortium shall be: 2 (two)
4.	4.1	Ineligible country(s) are: India, Israel

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B. Bidding Documents

7.	7.1	The number of documents to be completed and uploaded on EPADS website.
8.	8.1	The address for clarification of Bidding Documents is PROJECT DIRECTOR, Project Management Unit (PMU) Ministry of Federal Education and Professional Training, First Floor PMI Building, Khayaban-e-Suhrwardy, G-7/1, Islamabad
	8.5	Pre-bid meeting will be 22nd October 2026 *Office of the Project Director* PROJECT DIRECTOR Project Management Unit (PMU), Ministry of Federal Education and Professional Training, First Floor PMI Building, Khayaban-E-Suhrwardy, G-7/1, Islamabad

C. Preparation of Bids

9.	10.1	The Language of all correspondences and documents related to the Bid is: English
10.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: After award samples will be approved. Samples shall be included in the premium of the price quoted by the firm.
12.	11.1 (h)	In addition to the documents stated in ITB 11, the following documents must be included with the Bid list criteria as per ITB 11
13.	12.3 (c)	Detail of sample(s) to be submitted with the Bid are: After award samples will be approved. Samples shall be included in the premium of the price quoted by the firm.
14.	12.4	Spare parts required for *one* of years of operation.
15.	13.3 (b)	The qualification criteria required from Bidders in ITB Bid.EXW.13.1 is modified as follows: List criteria as Per ITB. The Bidder is required to include with its Bid, documentation from the manufacturer of the furniture that it has been duly authorized to deliver In Pakistan.

16	15.6	For Furniture from within Pakistan shall be quoted in Pakistani rupees
17.	15.7	For furniture offered from abroad the price quoted shall be: [price shall be converted into Pakistani Rupees]
	15.9	The price shall be fixed.
18.	16.1 (a)	a) For furniture and related services originating in Pakistan the currency of the Bid shall be in Pakistani Rupees; b) For furniture and related services originating outside Pakistan, the Bidder shall express its Bid in any convertible currency.
19.	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a Pakistani rupee 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.
20.	17.1	The Bid Validity period shall be 60 days.
21.	18.1	The amount of Bid Security Rs. 4,980,605 The currency of the Bid Security shall be in Pakistani Rupees.
22.	18.3	The Bid Security shall be in the form of CDR
23.	18.3 (c)	Written confirmation of authorization is in the form of Affidavit.
24.	19.1	Alternative Bids to the requirements of the Bidding Documents will not be acceptable.
235	21.1	The number of copies of the Bid to be completed and returned shall be submitted on EPADS

D. Submission of Bids

27.	22.2 (a)	Bid shall be submitted PROJECT DIRECTOR Project Management Unit (PMU), Ministry of Federal Education and Professional Training, First Floor PMI Building, Khayaban-E-Suhrwardy, G-7/1, Islamabad
28.	22.2 (b)	Title of the subject Procurement or Project name: *PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)* ITB title and No: PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK) Time and date for submission: 2:00 pm on 07th December 2026 (As per Advertisement)
29.	23.1	The deadline for Bid submission is *a)* Day*: Monday* *b)* Date*:* 07th December 2026 c) Time*: 2:00 pm*

E. Opening and Evaluation of Bids

30.	26.1	The Bid opening shall take place at: PROJECT DIRECTOR Project Management Unit (PMU), Ministry of Federal Education and Professional Training, First Floor PMI Building, Khayaban- E-Suhrwardy, G-7/1, Islamabad Day*: Monday* Date*:* 07th December 2026 Time*: 2:30 PM*

31.	**32.2**	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: *Pakistani Rupees* The source of exchange rate shall be: *Pakistani Rupees*
32.	**35**	Evaluation Techniques Quality and Cost Based Selection (QCBS) Technical 70% and Financial 30% The details are mentioned in the Evaluation Criteria section. The financial marks shall be awarded in accordance with the formula stipulated in the BDS or Evaluation Criteria prescribed in the bidding documents. The highest ranked bid Shall be declared, on the basis of combined evaluation. The formula for determining Financial Score is the following: Sf =100 X Fm / F In which Sf is the Financial Score. Fm is the lowest price and F is the price of proposal under consideration.

33.	33.4 (h)	Other specific criteria are N/A in furniture work
35.	33.5 (b)	Delivery Schedule The premium shall include probable cost on related to the delivery schedule The bidder shall be evaluated on the basis of cost of bid
37.	33.5 (d)	Cost of spare parts. *All costs shall be included in the premium of the quoted rates*

38.	33.5(e)	Spare parts and after-sales service facilities in Pakistan. Specify minimum service facilities and parts inventories or Reference to the Technical Specifications. One year of rectification is acquired. Replacement will be done in case if any item is beaked.
40.	33.5 (g)	Performance and productivity of equipment. [if any item found defective it will be replaced, item will be repaired within a year and Affidavit is required]
42.	33.6	In case of award to a single Bidder; the methodology of evaluation to determine the lowest evaluated Bid, including any discounts offered in the Form of Bid is [*insert the methodology*]
43.	34.1	a) Domestic preference to apply. Preference to domestic suppliers or contractors shall be provided in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.

F. Award of Contract

44.	40.1	Percentage for quantity increase or decrease is 15 %.
45.	43.1	The Performance Security (or guarantee) shall be *amount up to 10 percent of the Contract Price*
46.	43.2	The Performance Security (or guarantee) shall be in the form *of unconditional irrevocable Bank Guarantee from any Scheduled Bank of Pakistan*
47.	44.1	The Advance Payment if essential shall be limited to 10 *percent of the Contract Price* Such security shall be in the form of unconditional irrevocable Bank Guarantee from any Scheduled Bank of Pakistan
48.	44.2	Maximum amount of Advance payment shall be 15 percent on the guarantee of bank
49.	45.1	Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

50.	49.1	The address of the Procuring Agency: PROJECT DIRECTOR Project Management Unit (PMU), Ministry of Federal Education And Professional Training, First Floor PMI Building, Khayaban- E-Suhrwardy, G-7/1, Islamabad
		The Address of PPRA to submit a copy of grievance: Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254

SECTION IV: ELIGIBLE COUNTRIES

Section IV. Eligible Countries

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L

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SECTION V: SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATION

QUALIFICATION AND EVALUATION CRITERIA

Bidders' qualification will be based on the bidder's eligibility, general and particular experience, personnel and equipment capabilities and financial position, as demonstrated by the bidder' s responses in the forms attached. Sub-contractor's experience and resources shall not be taken into account in determining the bidder's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in the case of Joint Venture.

A. MANDATORY REQUIREMENTS

Sr#	Eligibility Parameter	Mandatory Requirements	Required Documentary Evidence
1	Authorized Representative	Authorized Person/ Representative nomination shall be given on affidavit.	Original Affidavit
2	PEC Registration	The Bidder applying must have a valid registration with the Pakistan Engineering Council (PEC) in C-6 or above in relevant category. In case of bidders (general order supplier), the firm shall have JV with a manufacturer having PEC (C-6) or above registration.	Provide copy of valid PEC registration.
3	Tax Compliance	The bidder must be registered with relevant tax authorities and must be active on ATL.	Proof of NTN & sales tax registration and Active Taxpayer List (ATL).
4	Affidavit of Non-Blacklisting	The bidder must not have been blacklisted by any Government, Semi-Government, Autonomous, or private organization in Pakistan.	Original Affidavit
5	Relevant Experience	The bidder must have a minimum of five (05) years of relevant experience in furniture manufacturing / supply in public sector.	Company profile, incorporation certificate, and documentary evidence confirming operational history experience.
6	Past Performance	The bidder must have successfully completed at least one project of similar nature in public sector valuing Rs.50.00 million.	Client completion certificates, performance certificates, or client confirmation letters.
7	Affidavit of No Litigation & Arbitration History	The bidder must provide affidavit of not involved in litigation & arbitration in any Govt./ Private Sector (for & against bidder).	Original Affidavit
8	Income Tax Returns	The bidder must provide record of income tax returns of last 03 years	Documentary evidences to be provided.
9	Audited Accounts	The bidder must provide record of audit reports of last 03 years	Documentary evidences to be provided.
10	Affidavits	All e-stamp papers used for documentation in the bid shall be issued in the name of authorised person or firm only, duly signed/ stamped by Oath Commissioner.	E-Stamp paper of Rs.150/- or above as per legal requirement of the document.

Any bidder not fulfilling any of the above-mentioned mandatory requirements will be rejected/ disqualified straight away and no further evaluation will be considered or taken in hand for that bidder. The details have to be provided and enlisted by the firm annexed with documentary evidences in their technical bid.

Technical Evaluation Criteria – Scoring Matrix

Total Score: 100 Points
Minimum Qualifying Score: 75 Points (75%)

S#	Attribute	Max Score	Weightage	Evaluation Criteria
1	Firm Experience	30	10-30	• 10 Points for ≥05 years' experience • 20 Points for ≥10 years' experience • 30 Points for ≥15 years' experience
2	Similar Project Experience (Govt. / Education Sector)	30	10-30	Minimum value of each project: PKR 50 million or above: • 10 Points for each project (up to 03 projects)
3	International Quality Certifications	10	0-10	ISO or equivalent • 10 Points for full compliance • 00 Points for non-compliance
4	Financial Strength	30	10-30	Average annual turnover of PKR 70.00 million in the last 03 years: • 10 Points for Rs.70.00 million • 20 Points for Rs.80.00 million • 30 Points for Rs.90.00 million

EVALUATION METHOD

a. Technical Evaluation Criteria:

Sr.	**BID No.**	**Technical Marks Obtained**	**Weighted Technical Score** (Marks obtained x 70 ÷ 100)
1			

b. Financial Proposal:

Sr.	**Lowest Bid Price (Rs.)**	**Given Bid Price (Rs.)**	**Financial Score** (Lowest Bid Price ÷ Given Bid Price x 100 = Financial Score)	**Weighted Financial Score** (Financial Score x 30 ÷ 100)
1				

c. Marks Obtained:

Sr.	**Technical Weightage**	**Financial Weightage**	**Marks Obtained** (Technical Weightage + Financial Weightage)
1	70%	30%	

Joint Venture (JV)

Joint Venture must comply with the following requirements:

a) Following are minimum qualification requirements:

1. The lead partner shall meet not less than 70% of all qualifying criteria given heretofore.
2. Each of the partners shall meet not less than 25 percent of all the qualifying criteria heretofore.
3. The joint venture must collectively satisfy the criteria for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.

b) Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally. Bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

Bill of Quantities

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GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING ISLAMABAD
PROJECT MANAGEMENT UNIT

S#	Description of Items	Amount (PKR)
1	**Furniture**	
A	12 classrooms	3,999,000.00
B	11 Science Labs	3,175,000.00
C	1 Computer Lab	4,606,687.50
D	Principal & 2 VP Offices	2,149,125.00
E	Sports Room	283,750.00
F	2 Staffrooms (Senior & Junior)	1,384,312.00
G	Admin & Accounts Office	966,500.00
H	Hall	4,687,200.00
I	Visitor Room	297,313.00
J	Dispensary	131,400.00
K	Library	1,370,750.00
L	Prayer Area	590,750.00
M	02 PA Rooms	217,500.00
N	Cafeteria	356,250.00
O	Reception/Counselling Room & Guardroom	499,625.00
P	Lecture Hall	26,077,750.00
Q	Student Hostel (2 Blocks)	34,762,375.68
R	Male Teacher Hostel (2 Blocks)	6,630,000.00
S	Female Teacher Hostel (1 Blocks)	3,554,000.00
T	Residential Block (3 Blocks)	1,614,000.00
U	Additional STEM/e- Blended Labs/VR Room	1,393,600.00
V	Robotics Lab	865,225.00
	Total Cost	**99,612,113.18**

Above/ Below %_____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING ISLAMABAD
PROJECT MANAGEMENT UNIT

S#	Description of Items	Qty	Rate	Amount (PKR)
A.	**Furniture for 12 classrooms:**			
1	Providing Study Chair with Study Arm made up of durable plastic material such as polypropylene with mild steel square pipe legs coated with paint complete with all respects as per approved by the engineer in charge as required.	42	6,250	262,500
2	Teacher Chair, Structure made of 20 mm (18 swg) steel square pipe with aluminum spray painted, seat & back of solid sheesham wood. Knitted with natural double cane.	1	10,000	10,000
3	Teacher Table of Size 1150x550x760 mm. Structure made from 25x25 mm (18 gauge) steel square pipe with aluminum spray painted. Top 25 mm thick 600 density chipboard pressed with sheesham veneer, one side one drawer box with one lockable drawer, finished with NC lacquer spray polished.	1	16,250	16,250
4	Providing and supplying of Rostrum made of Laminated Board with beading wooden patti below shelves bottom in wood size with monogram in stainless steel at top complete with all respects as per approved engineer in charge as required.	1	22,500	22,500
5	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1	7,000	7,000
6	Providing and supplying Laminated ply white board 8'x4' with Aluminum Frame complete with all respects as approved by the engineer in charge as required.	1	15,000	15,000
	Total cost for 1 classroom Rs.			333,250
	Total cost for 12 classroom Rs.			**3,999,000**
B.	**Furniture for 11 Science Labs:**			
1	Laboratory Stools for Science Lab. Size 610 mm full height 360 mm. Top made of 17 mm (MDF) rounded finished rounded, finished with sheesham color polish.	50	6,250	312,500.00
2	Providing & supplying size as per drawings wooden Showcase made from ply board. best quality of wood with front glass fitting.	5	43,750	218,750.00

3	Providing & supplying size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be aprovided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	4	43,750	175,000.00
4	**Teacher Chair,** Structure made of 20 mm (18 swg) steel square pipe with aluminum spray painted, seat & back of solid sheesham wood. Knitted with natural double cane.	1	12,500	12,500.00
5	Teacher Table (1.15 HMF) Size 1150x550x760 mm. Structure made from 25x25 mm(18 gauge) steel square pipe with aluminum spray painted. Top 25 mm thick 600 density chipboard pressed with sheesham veneer, one side one drawer box with one lockable drawer, finished with NC lacquer spray polished.	1	16,250	16,250.00
6	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1	8,750	8,750.00
7	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc.complete with all respects as per engineer in charge as required.	2	25,000	50,000.00
	Total cost for 01 Science Lab			793,750.00
	Total cost for 4 Science Labs			**3,175,000.00**
C.	**Furniture for 1 Computer Lab/IT Park:**			
1	**Computer Table For Computer Lab.** Size 6x3x3 ft, height Top made of 17 mm thick (MDF) 700 density (MDF) pressed with 2 mm thick fiber glass on surface acid proof Structure made of 25x25 mm steel square pipe finished with aluminum spray painted.	90.00	20,000.00	1,800,000
2	**Computer Lab. Students Revolving Chairs** Structure made of 25mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	90.00	22,500.00	2,025,000
3	**Teacher Chair,** Structure made of 20 mm (18 swg) steel square pipe with aluminum spray painted, seat & back of solid sheesham wood. Knitted with natural double cane.	1.00	15,625.00	15,625

4	Teacher Table (1.15 HMF) Size 1150x550x760 mm. Structure made from 25x25 mm(18 gauge) steel square pipe with aluminum spray painted. Top 25 mm thick 600 density chipboard pressed with sheesham veneer, one side one drawer box with one lockable drawer, finished with NC lacquer spray polished.	1.00	20,313.00	20,313
5	Providing and supplying of Rostrum made of Laminated Board with beading wooden patti below shelves bottom in wood size with monogram in stainless steel at top complete with all respects as per approved engineer in charge as required.	1.00	22,500.00	22,500
6	Providing and supplying Computer cabin made best quality of ply wood, edging, top in matched and approved shade of laminate complete with all respects as per approved by the engineer in charge as required.	1.00	62,500.00	62,500
7	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
8	Providing & Fixing low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc. complete with all respects as per engineer in charge as required.	20.00	31,250.00	625,000
9	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	-	31,250.00	25,000
Total cost for Computer Lab				**4,606,688**
D.	**Furniture for Principal & 2 VP Offices:**			
1	Officer Chair (Hydraulic) Structure made of 25 mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	1.00	43,750.00	43,750
2	**Office Table** Size 1800x900x760 mmh. Structure made of 25x25 mm (18-guage) steel square pipe with aluminium painted. Top 25 mm thick 600 density chipboard pressed with shisham veneer both size one drawer box in three drawers, upper lockable & back closed finished with N.C. lacker spray polished.	1.00	56,250.00	56,250

3	Providing and supplying Sofa set with best quality of wood frames, polish finish with brass nails of Approved colour and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	1.00	187,500.00	187,500
4	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	10.00	27,500.00	275,000
5	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
6	Providing and supplying of Rostrum made of Laminated Board with beading wooden patti below shelves bottom in wood size with monogram in stainless steel at top complete with all respects as per approved engineer in charge as required.	2.00	39,063.00	78,126
7	Providing and supplying center table made up of imported melamine laminate top with pvc edge lipping and powder coated S.S frame and legs , approved color complete as per manufactures specification. Complete with all respect as per engineer in charge as required.	1.00	33,750.00	33,750
8	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	-	31,250.00	31,250
	Total cost for 1 office			716,376
	Total cost for 03 offices			**2,149,128**
S#	**Description of Items**	**Qty**	**Rate**	**Amount**
E.	**Furniture for Sports Room:**			
	Officer Chair (Hydraulic) Structure made of 25 mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	2.00	22,500.00	45,000
	Office Table Size 1800x900x760 mmh. Structure made of 25x25 mm (18-guage) steel square pipe with aluminium painted. Top 25 mm thick 600 density chipboard pressed with shisham veneer both size one drawer box in three drawers, upper lockable & back closed finished with N.C. lacker spray polished.	1.00	16,250.00	16,250

	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	4.00	27,500.00	110,000
	Providing & supplying size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be aprovided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	2.00	56,250.00	112,500
	Total Cost			283,750
F.	**Furniture for 2 Staffrooms (Senior & Junior):**			
1	Providing and supplying Sofa set with best quality of wood frames, polish finish with brass nails of Approved colour and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	1.00	187,500.00	187,500
2	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	10.00	34,375.00	343,750
3	Providing and supplying center table made up of imported melamine laminate top with pvc edge lipping and powder coated S.S frame and legs , approved color complete as per manufactures specification complete with all respect as per engineer in charge as required.	4.00	17,500.00	70,000
4	Providing and supplying pigeon Holes made with good quality Ply and wooden frame at front as approved by the engineer	3.00	15,000.00	45,000
5	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
6	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc.complete with all respects as per engineer in charge as required.	2.00	48,828.00	97,656

7	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	-	31,250.00	31,250
Total cost for 01 Staffroom Rs.				785,906
Total cost for 02 Staffrooms Rs				1,384,313
G. Furniture for Admin & Accounts Office:				
1	Officer Chair (Hydraulic) Structure made of 25 mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	4.00	11,250.00	45,000
2	**Office Table** Size 1800x900x760 mmh. Structure made of 25x25 mm (18-guage) steel square pipe with aluminium painted. Top 25 mm thick 600 density chipboard pressed with shisham veneer both size one drawer box in three drawers, upper lockable & back closed finished with N.C. lacker spray polished.	4.00	37,500.00	150,000
3	**Computer Table For Computer Lab.** Size 6x3x3 ft, height Top made of 17 mm thick (MDF) 700 density (MDF) pressed with 2 mm thick fiber glass on surface acid proof Structure made of 25x25 mm steel square pipe finished with aluminum spray painted.	3.00	18,750.00	56,250
4	**Computer Lab. Students Revolving Chairs** Structure made of 25mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	3.00	17,500.00	52,500
5	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	2.00	10,750.00	21,500
6	Providing and supplying pigeon Holes made with good quality Ply and wooden frame at front as approved bay the engineer	4.00	15,000.00	60,000
7	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	10.00	15,000.00	150,000
8	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc.complete with all respects as per engineer in charge as required.	10.00	40,000.00	400,000

9	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	-	31,250.00	31,250
Total cost				966,500
H.	**Furniture for Multipurpose Hall:**			
1	Providing Study Chair with Study Arm made up of durable plastic material such as polypropylene with mild steel square pipe legs coated with paint complete with all respects as per approved by the engineer in charge as required.	300.00	5,000.00	1,500,000
2	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	25.00	22,000.00	550,000
3	Providing and supplying Sofa set with best quality of wood frames, polish finish with brass nails of Approved colour and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	1.00	150,000.00	150,000
4	Providing and supplying center table made up of imported melamine laminate top with pvc edge lipping and powder coated S.S frame and legs , approved color complete as per manufactures specification.complete with all respect as per engineer in charge as required.	1.00	18,000.00	18,000
5	Providing and supplying of Rostrum made of Laminated Board with beading wooden patti below shelves bottom in wood size with monogram in stainless steel at top complete with all respects as per approved engineer in charge as required.	2.00	18,000.00	36,000
6	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	3.00	28,000.00	84,000
7	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	2.00	8,600.00	17,200
8	Stage Carpet with fixture	1.00	300,000.00	300,000
9	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	8.00	200,000.00	1,600,000
10	Stage Lights (LED)	6.00	28,000.00	168,000

11	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be aprovided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	2.00	32,000.00	64,000
12	Solid wood Portraits made of sheesham wood 7' high (For Decoration) including best quality polishing, complete in all respects.	10.00	20,000.00	200,000
	Total cost			4,687,200
S#	**Description of Items**	**Qty**	**Rate**	**Amount**
I.	**Furniture for Visitor Room:**			
1	Providing Study Chair with Study Arm made up of durable plastic material such as polypropylene with mild steel square pipe legs coated with paint complete with all respects as per approved by the engineer in charge as required.	10.00	15,000.00	150,000
2	Providing and supplying center table made up of imported melamine laminate top with pvc edge lipping and powder coated S.S frame and legs , approved color complete as per manufactures specification.complete with all respect as per engineer in charge as required.	2.00	17,500.00	35,000
3	Solid wood Portraits made of sheesham wood 7' high (For Decoration) including best quality polishing, complete in all respects.	2.00	31,250.00	62,500
4	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
5	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	1.00	39,063.00	39,063
	Total cost			297,313
J.	**Furniture for Dispensary:**			
1	Computer Lab. Students Revolving Chairs for 40 Students Structure made of 25mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	4.00	15,000.00	60,000
2	Providing and installation of bed with best quality of wooden frames with mattress ofstandard size, complete with all respect as per engineer in charge as required.	1.00	50,000.00	50,000

3	Providing & supplying table Unit Top to be made (imported) melamine laminated particle board, all edges to be covered with pvc edging, base with MS powder coated finished frame with side rack having drawer & shelves with all cable management system complete with all respect as per engineer in charge as required.	1.00	21,875.00	21,875
4	Providing and supplying Medical stretcher made of heavy duty Ms powder coated frame and leg with protective and top made of High-density stretchy sponge and Artificial Leather as per manufactures specification or as directed by site incharge.	1.00	62,500.00	62,500
5	Providing First Aid Box with all necessary basic health care items.	1.00	25,000.00	25,000
6	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	1.00	31,250.00	31,250
	Total cost			131,400
K.	**Furniture for Library:**			
1	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	1.00	15,000.00	15,000
2	Providing & supplying table Unit Top to be made (imported) melamine laminated particle board, all edges to be covered with pvc edging, base with MS powder coated finished frame with side rack having drawer & shelves with all cable management system complete with all respect as per engineer in charge as required.	1.00	22,500.00	22,500
3	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc.complete with all respects as per engineer in charge as required.	12.00	43,750.00	525,000
4	Providing & supplying Library table Unit Top to be made (imported) melamine laminated particle board, all edges to be covered with pvc edging, base with MS powder coated finished frame complete with all respect as per engineer in charge as required.	6.00	22,500.00	135,000
5	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	30.00	15,000.00	450,000

6	Newspaper Stand	3.00	10,000.00	30,000
7	Pigeon Holes of standard size and Best Quality, as approved by the Engineer	2.00	15,000.00	30,000
8	Providing and supplying Wooden Book Shelves (best quality Wood) in wall with angle irons complete with all accessories.	4.00	22,500.00	90,000
9	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
10	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	1.00	62,500.00	62,500
	Total cost Rs.			1,370,750
L.	**Furniture for Prayer Hall:**			
1	Patient Chairs of standard size and Best Quality, as approved by the Engineer	3.00	3,750.00	11,250
2	Providing & fixing size as per drawings wooden Showcase made from ply board. best quality of wood with front glass fitting.	1.00	43,750.00	43,750
3	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	1.00	10,750.00	10,750
4	Providing and installation of Best Quality Carpet as approved by Engineer in charge	800.00	500.00	400,000
5	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	1.00	125,000.00	125,000
	Total cost			590,750
M.	**Furniture for 01 PA Room:**			
1	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	1.00	11,250.00	11,250
2	Providing & supplying table Unit Top to be made (imported) melamine laminated particle board, all edges to be covered with pvc edging, base with MS powder coated finished frame with side rack having drawer & shelves with all cable management system complete with all respect as per engineer in charge as required.	1.00	37,500.00	37,500

3	**Computer Table For Computer Lab.** Size 6x3x3 ft, height Top made of 17 mm thick (MDF) 700 density (MDF) pressed with 2 mm thick fiber glass on surface acid proof Structure made of 25x25 mm steel square pipe finished with aluminum spray painted.	1.00	20,000.00	20,000
4	**Computer Lab. Students Revolving Chairs** Structure made of 25mm steel square pipe in charcoal painted seat & back bovver with brown cloth. Under neath five star revolving pedestals.	1.00	22,500.00	22,500
5	Providing & supplying with cushion seat fitted in SS frame and base height adjustment mechanism sizes as per manufacturer's specifications complete with all respect as per engineer in charge as required.	2.00	27,500.00	55,000
6	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be aprovided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	1.00	40,000.00	40,000
7	Providing and supplying up of window / glazing / door curtain in required sizes having the curtain cloth fabric material: stitched as per site requirement with necessary modification, complete with all respects as per engineer in charge as required	1.00	31,250.00	31,250
	Total cost Rs.			**217,500**
S#	**Description of Items**	**Qty**	**Rate**	**Amount**
N.	**Furniture for Cafeteria:**			
1	Plastic Chairs of best Quality of approved make	30.00	10,000.00	300,000
2	Plastic Round Tables of best Quality of approved make	5.00	11,250.00	56,250
	Total cost Rs.			356,250
O.	**Furniture for Reception/Fee Collection & Guardroom:**			
1	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	10.00	14,063.00	140,630
2	**Office Table** Size 1800x900x760 mmh. Structure made of 25x25 mm (18-guage) steel square pipe with aluminium painted. Top 25 mm thick 600 density chipboard pressed with shisham veneer both size one drawer box in three drawers, upper lockable & back closed finished with N.C. lacker spray polished.	3.00	37,500.00	112,500
3	Steel Bench (3 or 4 Seater) of standard size and Best Quality, as approved by the Engineer	8.00	10,625.00	85,000

4	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	2.00	10,750.00	21,500
5	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be aprovided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	3.00	40,000.00	120,000
6	Wooden Counter made of 3/4" thick chipboard incliding solid wood frame complete in all respects	1.00	20,000.00	20,000
	Total cost Rs.			499,630
P.	**Furniture for Lecture Hall**			
1	Providing Table size as per drawings Made of Laminated Board approved colour Wooden Frame with beading & drawers etc, approved design. Complete with all respects as per engineer in charge as required.	500.00	22,000.00	11,000,000
2	Providing and supplying chair with cushioned Seat and Back, frame as per manufacturer's specs, approved colour, etc complete with all respects as per engineer in charge as required.	500.00	30,000.00	15,000,000
3	Providing and supplying of Rostrum made of Laminated Board with beading wooden patti below shelves bottom in wood size with monogram in stainless steel at top complete with all respects as per approved engineer in charge as required.	2.00	28,125.00	56,250
4	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	2.00	10,750.00	21,500
	Total cost Rs.			26,077,750
S#	**Description of Items**	**Qty**	**Rate**	**Amount**
Q.	**Student Hostel (2 Blocks)**			
1	Manufacturing, fixing Bunker bed with Mattress for two children. Frame made from M/s 1.5" square pipe bolted connection with monkey ladder complete with accessories. Frame coated with anti-rust powder coating paint complete with all respects and as per engineer in charge as required.	157	140,625	22,078,125
2	Providing Study Table of approved size made of Laminated Board approved colour Wooden Frame with beading etc, approved design. Complete with all respects as per engineer in charge as required.	150	23,438	3,515,700

3	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be provided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	150	34,375	5,156,250
4	Providing and supplying Mess Table of best quality of wood frames, polish finish with brass nails of Approved color and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	20	140625	2,812,500
5	Planters	34	2200.0	74,801
6	Providing and supplying Sitting Area benches made of MS pipe with wooden strips as per manufacturer's specifications complete with all respect as per engineer in charge as required	6	187500	1,125,000
	Total cost Rs.			**34,762,375**
R.	**Male Teacher Hostel (1 Blocks)**			
1	Providing and installation of bed with best quality of wooden frames with mattress size given as per drawings and specification, complete with all respect as per engineer in charge as required.	40.00	90,000.00	3,600,000
2	Providing Study Table of approved size Made of Laminated Board approved colour Wooden Frame with beading etc, approved design. Complete with all respects as per engineer in charge as required.	40.00	15,000.00	600,000
3	Providing & supplying size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be provided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	40.00	22,000.00	880,000
4	Providing and supplying Mess Table of best quality of wood frames, polish finish with brass nails of Approved color and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	15.00	90,000.00	1,350,000
5	Planters	40.00	1,400.00	56,000
6	Sitting Area benches	1 job	144,000	144,000
	Total cost Rs.			**6,630,000**
S.	**Female Teacher Hostel (1 Blocks)**			
1	Providing and installation of bed with best quality of wooden frames with mattress size given as per drawings and specification, complete with all respect as per engineer in charge as required.	20.00	90,000.00	1,800,000

2	Providing Study Table of approved size Made of Laminated Board approved colour Wooden Frame with beading etc, approved design. Complete with all respects as per engineer in charge as required.	20.00	15,000.00	300,000
3	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be provided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	20.00	22,000.00	440,000
4	Providing and supplying Mess Table of best quality of wood frames, polish finish with brass nails of Approved colour and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	10.00	90,000.00	900,000
5	Planters	30.00	1,400.00	42,000
6	Sitting Area benches	1 job	72,000	72,000
	Total cost Rs.			**3,554,000**
T.	**Residential Block (6 Blocks)**			
1	Providing and installation of bed with best quality of wooden frames with mattress size given as per drawings and specification, complete with all respect as per engineer in charge as required.	6.00	90,000.00	540,000
2	Providing Study Table of approved size made of Laminated Board approved colour Wooden Frame with beading etc, approved design. Complete with all respects as per engineer in charge as required.	6.00	15,000.00	90,000
3	Providing & supplying size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be provided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	15.00	22,000.00	330,000
4	Providing and supplying Mess Table of best quality of wood frames, polish finish with brass nails of Approved colour and shade, design and hardware as per manufacturer's specifications complete with all respect as per engineer in charge as required.	6.00	90,000.00	540,000
5	Planters	30.00	1,400.00	42,000
6	Sitting Area benches	1 job	72,000	72,000
	Total cost Rs.			**1,614,000**
U.	**Furniture for Additional STEM/e- Blended Labs/VR Room:**			
1	**Laboratory Stools**. Size 610 mm full height 360 mm. Top made of 17 mm (MDF) rounded finished rounded, finished with sheesham color polish.	60.00	5,000.00	300,000
2	Providing & fixing size as per drawings wooden Showcase made from ply board. best quality of wood with front glass fitting.	15.00	35,000.00	525,000

3	Providing & fixing size as per drawings wooden wardrobes made from ply board. best quality of wood with polish every front edge and sides to be provided. The shutter shell be a provided with SS hinges for center and side portion. SS door handle, etc, complete with all respects as per engineer in charge as required.	4.00	22,000.00	88,000
4	**Teacher Chair,** Structure made of 20 mm (18 swg) steel square pipe with aluminum spray painted, seat & back of solid sheesham wood. Knitted with natural double cane.	3.00	90,000.00	270,000
5	Teacher Table of Size 1150x550x760 mm. Structure made from 25x25 mm(18 gauge) steel square pipe with aluminum spray painted. Top 25 mm thick 600 density chipboard pressed with sheesham veneer, one side one drawer box with one lockable drawer, finished with NC lacquer spray polished.	3.00	13,000.00	39,000
6	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	6.00	8,600.00	51,600
7	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc. Complete with all respects as per engineer in charge as required.	6.00	20,000.00	120,000
	Total cost for Labs			**1,393,600**
V.	**Furniture for Robotics Lab**			
1	**Laboratory Stools**. Size 610 mm full height 360 mm. Top made of 17 mm (MDF) rounded finished rounded, finished with sheesham color polish.	30.00	5,000.00	150,000
2	Providing & supplying size as per drawings wooden Showcase made from ply board. best quality of wood with front glass fitting.	5.00	35,000.00	175,000
3	Bench of standard size and Best Quality, as approved by the Engineer	4.00	90,000.00	360,000
4	**Teacher Chair,** Structure made of 20 mm (18 swg) steel square pipe with aluminum spray painted, seat & back of solid sheesham wood. Knitted with natural double cane.	1.00	35,000.00	35,000
5	Teacher Table of Size 1150x550x760 mm. Structure made from 25x25 mm(18 gauge) steel square pipe with aluminum spray painted. Top 25 mm thick 600 density chipboard pressed with sheesham veneer, one side one drawer box with one lockable drawer, finished with NC lacquer spray polished.	1.00	13,000.00	13,000

6	Providing and supplying Soft Board (Green board) of size 3'x4', as per drawings and specifications of good Quality Green cloth mounted over Ply board with Aluminum Frame, complete with all respects and as per engineer in charge as required.	6.00	8,600.00	51,600
7	Providing & supplying low height customized wooden storage Rack, made commercial ply box Finished approved shade of laminate as approved by Engineer all-inclusive of handle lock etc. complete with all respects as per engineer in charge as required.	6.00	13,438.00	80,628
Total cost for Lab				865,250

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Technical Proposal

- SITE ORGANIZATION
- METHOD STATEMENT
- MOBILIZATION SCHEDULE
- CONSTRUCTION SCHEDULE

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Site Organization

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Method Statement

The Bidder is required to submit a narrative outlining the method of performing the Work. The narrative should indicate in detail and include but not be limited to:

1. Organization Chart indicating head office and field office personnel involved in management and supervision, engineering, equipment maintenance and purchasing.

2. Mobilization in Pakistan, the type of facilities including personnel accommodation, office accommodation, provision for maintenance and for storage, communications, security and other services to be used.

3. The method of executing the Works, the procedures for installation of equipment and machinery and transportation of equipment and materials to the site

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Mobilization Schedule

In accordance with the Particular Conditions, Sub-Clause 4.1, the Contractor shall not carry out mobilization to Site unless the Engineer gives consent.

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Schedule of Furniture Provision

PROPOSED SCHEDULE OF FURNITURE PROVISION

Pursuant to the General Conditions of Contract, the Works shall be completed on or before the date stated in Bid. The Bidder shall provide the Schedule in the bar chart and Primavera (level III) showing the sequence of work items by which he proposes to complete the work of the entire Contract. The program should indicate the sequence of work items and the period of time during which he proposes to complete the Works including the activities like ordering and procurement of furniture, manufacturing, delivering, erection, testing and commissioning of Works to be supplied under the Contract.

A separate Bar Chart Showing monthly percentage progress showing major activities related to Cost of Project as per Specimen below be attached which will be considered as "Scheduled Progress" throughout the currency of Contract unless revised with the approval of Client.

S/No.	Activity	s										
		1	2	3	4	5	6	7	8	-	-	12
	ABC											
	XYZ											
Percentage Progress	Scheduled	5%	10%	17%	20%	30%	-	-	-	-	-	100%

SECTION VI: STANDARD FORMS

A. STANDARD FORMS FOR
(Single Stage Two Envelope Procedure)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form 1: Form of Bid

Form 2: Price Schedules for furniture and Related Services Offered from Abroad

Form 3: Price Schedule: furniture Manufactured outside Pakistan, already imported.

Form 4: Price Schedule for Domestic Furniture Manufactured within Pakistan

Form 5: List of Related Services and Completion Schedule

Form 6: Form of Qualification Information

Form 7: Letter of Acceptance

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form 1: Form of Bid

Date:
To: Gentlemen and/or Ladies:

Having examined the Bidding Documents including Addenda Nos: *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver *[description of furniture and services]* in conformity with the said Bidding Documents for the sum of *[total Bid Amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We declare that our Bidding price did not involve agreements with other Bidders for the purpose of Bid suppression.

We are hereby confirming [*insert the name of the Appointing Authority*], to be the Appointing Authority, to appoint the adjudicator in case of any arisen disputes in accordance with **ITB Clause 45.1**

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

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest with reference to **ITB Clause 3.7.**

We agree to abide by this Bid for the Bid Validity Period specified in **BDS 19**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

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

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

Form 4: Price Schedule for Domestic furniture Manufactured within Pakistan

Name of Bidder …….. PPN Number …….. Page …… of ……..

1	2	3	4	5	6	7	8	9	10
Item	Description of furniture	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price[1] EXW per item	Total price EXW per line item (cols. 4 x 5)	Unit price per line item final destination and unit price of other incidental services[3]	Cost of local labor, raw material, and components from Pakistan % of Col. 5[2]	Sales and other taxes payable if Contract is awarded (in accordance with ITB 15	Total Price per line item (Col. 6 + 7)
[insert number of the item]	*[insert name of good]*	*[insert country of origin of the Good]*	*[insert quoted Delivery Date]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert unit price CIP per unit]*	*[insert total CIP price per line item]*	*[insert the corresponding price per line item]*	*[insert total price of the line item]*	*[insert number of the item]*
								Total	

Name …….. in the capacity of ……..

Signature of Bidder:_____

Duly authorized to sign the Bid for and on behalf of ……

Dated on …….. day of …….. 20 ……..

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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Form 5: List of Related Services and Completion Schedule

[This table shall be filled in by the PA. The Required Completion Dates should be realistic, and consistent with the required furniture Delivery Dates (as per Incoterms)]

Service	Description of Service	Quantity[1]	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
[insert Service No]	*[insert description of Related Services]*	*[insert quantity of items to be supplied]*	*[insert physical unit for the items]*	*[insert name of the Place]*	*[insert required Completion Date(s)]*

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Form 6: Form of Qualification Information

1. Individual Bidders or Individual Members of Joint Ventures

1.1 Constitution or legal status of Bidder: [*attach copy]*

Place of registration: *[insert]*

Principal place of business: *[insert]*

Power of attorney of signatory of Bid: *[attach]*

1.2 Total annual volume of Services performed in (*insert period)* years, in the internationally traded currency specified in the Bid Data Sheet: *[insert]*

1.3 Services performed as prime Supplier on the provision of Services of a similar nature and volume over the last (insert period) years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of PA and contact person	Type of Services provided and year of completion	Value of Contract
(a) (b)			

1.4 Major items of Supplier's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB 13.3(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a) (b)			

1.5 Qualifications and experience of key personnel proposed for

Administration and execution of the Contract. Attach biographical data. Refer also to ITB 13.4(d).

Position	Name	Years of experience (general)	Years of experience in proposed position
(a) (b)			

1.6 Proposed sub-contracts and firms involved. Refer to GCC 24.

Sections of the Services	Value of Sub-contract	Sub-contractor (name and address)	Experience in providing similar Services
(a) (b)			

1.7 Financial reports for the last *(insert period)* years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB 3 of the bidding documents.

1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Procuring Agency.

1.10 Information regarding any litigation, current or within the last *(insert period)* years, in which the Bidder is or has been involved.

Other party(is)	Cause of dispute	Details of litigation award	Amount involved

1.11 Information regarding Occupation Health and Safety Policy and Safety Records of the Bidder.

1.12 Statement of compliance with the requirements of ITB 3.4.

1.13 Proposed Program (service work method and schedule).
Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

2. Joint Ventures

2.1 The information listed in 1.11 - 1.12 above shall be provided for each member of the joint venture.

2.2 The information in 1.13 above shall be provided for the joint venture.

2.3 Attach the power of attorney of the signatory (ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.

2.4 Attach the Contract among all members of the joint venture (and which is legally binding on all members), which shows that

(a) all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the members will be nominated as being in-charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and

(c) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

3. Additional Requirements

3.1 Bidders should provide any additional information required in the Bid Data Sheet and to fulfill the requirements of ITB 12.1, if applicable.

We, the undersigned declare that

(a) The information contained in and attached to this form is true and accurate as of the date of bid submission

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Or [delete statement which does not apply]

(b) The originally submitted pre-qualification information remains essentially correct as of date of submission

Authorized Signature:_____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form 7: Letter of Acceptance

[Letter head paper of the Procuring Agency]

[date]

To: *[name and address of the Supplier]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority],* to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 45.1.**

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: Name

and Title of Signatory: Name of

Agency: Attachment: Contract

Copy: Appointing Authority and Supplier

B. STANDARD FORMS FOR
(Single Stage Two Envelope Procedure)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Table of Forms

- Letter of Bid-Technical Proposal, Letter of Bid - Financial Proposal Bidder Information Form.
- Bidder's JV Members Information Form
- Particular Experience Record
- Details of Contracts of Similar Nature and Complexity
- (Completed Projects in Last 8 Years)
- Current Contract Commitments/Works in Progress
- Details of Contracts of Similar Nature and Complexity
- (Projects in Hand)
- Personnel Capabilities
- Candidate Summary (For Engineers & Associate Engineers (DAE)
- Equipment Capabilities
- Financial Capability
- Financial Capability (Annual Turnover/Monthly Invoicing/ Working Capital)
- BANKS LINES OF CREDIT LETTER
- Price Schedule: furniture Manufactured Outside Pakistan, to be Imported
  Price Schedule: furniture Manufactured in Pakistan
- Price and Completion Schedule - Related Services
  Form of Bid Security
- Form of Bid Security (Bid Bond) Form of Bid-Securing Declaration Manufacturer's Authorization

Letter of Bid – Technical Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid in the first envelope "TECHNICAL PROPOSAL".

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text in black font is to help Bidders in preparing this form and Bidders shall delete it from the final document.

Date of this Bid submission: [*insert date (as day, month and year) of Bid submission*]
RFB No.: [*insert number of Bidding process*]
Request for Bid No.: [*insert identification*]
Alternative No.: [*insert identification No if this is a Bid for an alternative*] To:

[*insert complete name of Procuring Agency*]

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

(a) the Technical Proposal, and
(b) the Financial Proposal.

In submitting our Bid, we make the following declarations:

(a) **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 9);
(b) **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3;
(c) **Bid/Proposal-Securing Declaration**: We have not been suspended nor declared ineligible by the Procuring Agency based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency's country in accordance with ITB 4;
(d) **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following furniture: [*insert a brief description of the furniture and Related Services*];
(e) **Bid Validity Period**: Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the Bid submission deadline

specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;

(f) **Performance Security**: If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;

(g) **One Bid per Bidder**: We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;

(h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;

(i) **State-owned enterprise or institution**: [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of*];

(j) **Binding Contract**: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(k) **Not Bound to Accept**: We understand that you are not bound to accept the the Most Advantageous Bid or any other Bid that you may receive; and

(l) **Fraud and Corruption**: We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

Name of the Bidder: *[*insert complete name of Bidder*]

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ** [*insert complete name of person duly authorized to sign the Bid*]

Title of the person signing the Bid: [*insert complete title of the person signing the Bid*]

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]

Date signed [*insert date of signing*] **day of** [*insert month*], [*insert year*]

*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.
**: Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Letter of Bid - Financial Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid - Financial Proposal in the second envelope marked "FINANCIAL PROPOSAL".

The Bidder must prepare the Letter of Bid - Financial Proposal on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Date of this Bid submission: [*insert date (as day, month and year) of Bid submission*]
No.: [*insert number of bidding process*]
Name of Project.: [*insert identification*]
Alternative No.: [*insert identification No if this is a Bid for an alternative*]

To: [*insert complete name of Procuring Agency*]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal, we make the following additional declarations:

(a) **Bid Validity Period**: Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(b) **Total Price:** The total price of our Bid, excluding any discounts offered in item (c) below is:

In case of only one lot, the total price of the Bid is [*insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies*];

In case of multiple lots, the total price of each lot is [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*];

In case of multiple lots, total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

(c) **Discounts:** The discounts offered and the methodology for their application are:

(i) The discounts offered are: [*Specify in detail each discount offered*]

(ii) The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];

(d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: [*insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity*].

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

(e) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Name of the Bidder: *[*insert complete name of the Bidder*]

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ** [*insert complete name of person duly authorized to sign the Bid*]

Title of the person signing the Bid: [*insert complete title of the person signing the Bid*]

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]

Date signed [*insert date of signing*] **day of** [*insert month*], [*insert year*]

*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

**: Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission*]
No.: *[insert number of Bidding 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. In case of JV, legal name of each member : *[insert legal name of each member in JV]*
3. Bidder's actual or intended country of registration: *[insert actual or intended country of registration]*
4. Bidder's year of registration: *[insert Bidder's year of registration]*
5. Bidder's Address in country of registration: *[insert Bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information Name: *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]* Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]* Email Address: *[insert Authorized Representative's email address]*
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 documents of registration of the legal entity named above. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 3.4. ☐ Establishing that the Bidder is not under the supervision of the Procuring Agency 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Bidder's JV Members Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].

Date: *[insert date (as day, month and year) of Bid submission*]

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page_____of_____pages

1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: [insert JV's Member year of registration]
5. Bidder's JV Member's legal address in country of registration: [insert JV's Member legal address in country of registration]
6. Bidder's JV Member's authorized representative information Name: [insert name of JV's Member authorized representative] Address: [insert address of JV's Member authorized representative] Telephone/Fax numbers: [insert telephone/fax numbers of JV's Member authorized representative] Email Address: [insert email address of JV's Member authorized representative]
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Application Form A-3

Particular Experience Record

Name of Applicant or partner of a joint venture

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants".

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs. -(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years1. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

Application Form A-4

Details of Contracts of Similar Nature and Complexity (Completed Projects in Last 8 Years)

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address ……
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify …… ……
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency…… Currency…… Currency……
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____Years _____Months
11.	Specified Requirements1 …… …… ……

* *Completion certificates of each work are mandatory to be attached*

Application Form A-5

Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant or partner of a joint venture

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	**Original Contract Price (Pak Rs. Million)**	**Estimated Completion Date**
1.		
2.		
3.		
4.		
5.		
6.		

Application Form A-5-1

Details of Contracts of Similar Nature and Complexity (Projects in Hand)

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address ……
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify …… ……
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency…….. Currency…….. Currency……..
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____Years _____Months
11.	Specified Requirements1 …… ……

* *Letter of Acceptance/Award of each work are mandatory to be attached.*

Application Form A-6

Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-7).

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Application Form A-7

Candidate Summary (For Engineers & Associate Engineers (DAE)

Name of Applicant

Position		**Candidate** [Tick appropriate one] ☐ Prime ☐ Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
	4. PEC Registration No. (*For Engineers only)*	
Present employment	5. Name of employer	
	6. Address of employer	
	Telephone	Contact No.
	Email	Email Address
	Job title of candidate	Years with present employer

Summarize professional experience for Project Manager (Graduate Engr.), for Site Engineers (Graduate Engrs.) and for DAE, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project

Month/ Dates/Years		**Company / Project / Position / Relevant technical and management experience**
From	**To**	

Non-provision of Affidavit at Form A-7-1 & A-7-2 for Engineers & Associate Engineers respectively shall lead to deduction of 50% marks against the concerned professional

Application Form A-7-1

UNDERTAKING

I…… adult, resident of …… do hereby solemnly declare as under: -

1. That I am registered as a …… and a certificate of registration bearing No. …… dated …… has been issued by the Pakistan Engineering Council which has been renewed up to ……..
2. That I am presently employed on regular/fulltime basis with …… since …… and presently hold the position of …… I further state that I am not employed on any other assignment with any other private firm, government agency, office or bureau of any other consulting engineer.
3. That, I have enclosed with this undertaking my following documents:
   a. Copy of National Identity Card.
   b. Copy of PEC Registration Card (Renewed).
   c. Curriculum vitae as per Form A-7.
   d. Copy of appointment letter of the Firm/Company.
   e. Proof of monthly salary received from the firm.
4. That I have not ever incurred any disqualification in any manner under the Pakistan Engineering Council Act and Bye-laws. (If in the past any disqualification incurred, please mention material detail).
5. That the contents of the above-mentioned undertaking are true to the best of my knowledge, belief and information received and nothing has been concealed therefrom.

Deponent
(Name/Signature)

I.D Card No. _____
Date: _____

Place: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY Pakistan (PPRA) EPADS

Application Form A-7-2

UNDERTAKING BY ASSOCIATE

I ……., adult, resident of …… do hereby solemnly declare as under: -

1. That I am presently employed on regular/fulltime basis with …… since …….. and presently hold the position of …… I further state that I am not employed on any other assignment with any other private firm, government agency, office or bureau of any other consulting engineer.

2. That, I have enclosed with this undertaking my following documents:
   a. Copy of National Identity Card.
   b. Copy of PEC Registration Card (Renewed).
   c. Curriculum vitae as per Form A-7.
   d. Copy of appointment letter of the Firm/Company.
   e. Proof of monthly salary received from the firm.

3. That the contents of the above-mentioned undertaking are true to the best of my knowledge, belief and information received and nothing has been concealed therefrom.

_____
Deponent
(Name/Signature)

I.D Card No. _____

Date: _____

Place: _____

Application Form A-8

Equipment Capabilities

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment ☐ Owned ☐ Rented ☐ Leased	

Ministry of Federal Education and Professional Training reserves the right to inspect the equipment of the applicant at the locations mentioned hereinabove.

Marks will be awarded only for onward/leased equipment, Rental/lease agreements to be provided for equipment not in ownership of firm.

Application Form A-9

Financial Capability

Name of Applicant or Partner of a Joint Venture

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years

Financial information in	**Actual: Previous 03 years**			**Projected: next two years**	
Pak Rs. or equivalent	**1**	**2**	**3**	**4**	**5**
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments:

Source of financing	**Amount (Pak Rs. or equivalent)**
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Application Form A-10

Financial Capability (Annual Turnover/Monthly Invoicing/ Working Capital)

Name of Applicant or Partner of a Joint Venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture).

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	**Turnover (in actual currency)**	**Equivalent Rupees in Million**
1		
2		
3		

Working Capital		
Year	**Working Capital (in actual currency)**	**Equivalent Rupees in Million**
1		
2		
3		

Note: The firms/ construction shall provide Income Tax Statements and audited financial statements for the last 03 years for evaluation of their Average Annual Turnover. No Marks shall be given if the above details are not given

Application Form A-11

BANKS LINES OF CREDIT LETTER

{Banks letter pad to be used}

TO WHOM IT MAY CONCERN

This is certified that M/s. (name and address of Applicant) are maintaining their Accounts(s) with us to our entire satisfaction for more than three years. The company has credit facilities up to Rs. _____ Million for the execution of Contract of "*Provision of furniture for Daanish School Herighal, AJK"*

Authorized
Signature

Note: (The above specimen is for reference) The credit limit letter shall be on the original Bank Letter Head and to be issued by a scheduled bank in Pakistan or a foreign bank duly counter guaranteed by a scheduled bank in Pakistan.

Application Form A-12

Litigation History

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed or currently under execution. A separate sheet should be used for each partner of joint venture.

Year	**Name of client, cause of litigation, and matter in dispute**	**Disputed amount (current value Pak Rs. or equivalent)**	**Award FOR or AGAINST Applicant**

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of furniture and Related Services specified by the Purchaser in the Schedule of Requirements.]*

Price Schedule: furniture Manufactured in Pakistan

Purchaser's Country _____

(Group A and B Bids) Currencies in accordance with ITB 15

Date: _____
RFB No: _____
Alternative No: _____
Page N□ _____ of _____

1	2	3	4	5	6	7	8	9	10
Line-Item N□	Description of furniture	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4□5)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the furniture to their final destination	Cost of local labor, raw materials and components from with origin in the Purchaser's Country % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 15.7	Total Price per line item (Col. 6+7)
[insert number of the item]	*[insert name of Good]*	*[insert quoted Delivery Date]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert EXW unit price]*	*[insert total EXW price per line item]*	*[insert the corresponding price per line item]*	*[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]*	*[insert sales and other taxes payable per line item if Contract is awarded]*	*[insert total price per item]*
								Total Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Price and Completion Schedule - Related Services

Date:_____

Currencies in accordance with ITB 16

No: _____
Alternative No: _____
Page N□_____of _____

1	2	3	4	5	6	7
Service N□	Description of Services (excludes inland transportation and other services required in the Purchaser's Country to convey the furniture to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
[insert number of the Service]	*[insert name of Services]*	*[insert country of origin of the Services]*	*[insert delivery date at place of final destination per Service]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert unit price per item]*	*[insert total price per item]*
				Total Bid Price		

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the ***BDS.****]*

Date: *[insert date (as day, month and year) of Bid submission]*
No.: *[insert number of Bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of *[insert type of furniture manufactured],* having factories at [insert full address of Manufacturer's factories], do hereby authorize *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following furniture, manufactured by us *[insert name and or brief description of the furniture],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the furniture offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____day of_____, _____*[insert date of signing]*

SECTION VII: GENERAL CONDITIONS OF THE CONTRACT

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

GENERAL CONDITIONS OF THE CONTRACT (GCC)

1.	Definitions	1.1	The following words and expressions shall have the Meanings hereby assigned to them: a) Authority" means Public Procurement Regulatory Authority. b) The "Arbitrator" is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract GCC Clause 31 hereunder. c) The "Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. d) The "Commencement Date" is the date when the Supplier shall commence execution of the contract as specified in the SCC. e) "Completion" means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract. f) "Country of Origin" means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the SCC. g) The "Contract Price" is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract. h) "Defective furniture" is that furniture which are below standards, requirements or specifications stated by the Contract. i) "Delivery" means the transfer of the furniture from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Procuring Agency under Contract. j) "Effective Contract date" is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions Precedent stipulated in GCC Clause 3. k) "Procuring Agency" means the person named as Procuring Agency in the SCC and the legal successors

			in title to this person, procuring the furniture and related service, as named in SCC. l) "Related Services" means those services ancillary to the delivery of the furniture, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract. m) "GCC" means the General Conditions of Contract contained in this section. n) "Intended Delivery Date" is the date on which it is intended that the Supplier shall affect delivery as specified in the SCC. o) "SCC" means the Special Conditions of Contract. p) "Supplier" means the individual private or government entity or a combination of the above who's Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the supplier and shall be named in the SCC. q) "Project Name" means the name of the project stated in SCC. r) "Day" means calendar day. s) "Eligible Country" means the countries and territories eligible for participation in accordance with the policies of the Federal Government. t) "End User" means the organization(s) where the furniture will be used, as named in the SCC. u) "Origin" means the place where the furniture was mined, grown, or produced or from which the Services are supplied. furniture is produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially Different in basic characteristics or in purpose or utility from its components. v) "Force Majeure" means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party's performance of its obligations under

			the Contract impossible or so impractical as to be considered impossible under the circumstances. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. w) "Specification" means the Specification of the furniture and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency. x) The Supplier's Bid is the completed Bid document submitted by the Supplier to the Procuring Agency.
2.	Application and Interpretation	2.1	These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
		2.2	In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.
3.	Conditions Precedent	3.1	Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: - a) Submission of performance Security (or guarantee) in the form specified in the SCC; b) Furnishing of Advance Payment Unconditional

			Guarantee.
		3.2	If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the SCC this contract shall not come into effect;
		3.3	If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the supplier a certificate of Contract commencement, which shall confirm the start date.
4.	Governing language	4.1	The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the language specified in SCC. Subject to GCC Clause 3.1, the version of the Contract written in the specified language shall govern its interpretation.
5.	Applicable Law	5.1	The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.
6.	Country of origin	6.1	The origin of the furniture and services maybe distinct from the nationality of the supplier
7.	Standards	7.1	The furniture supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be
8.	Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan	8.1	The Supplier shall not, without the Procuring Agency's prior written co nsent , disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance
		8.2	The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 7.1 except for purpose performing the contract.
		8.3	Any document, other than the Contract itself, enumerated in GCC Clause 7.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the

			contract if so, required from agency
		8.4	The Supplier shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so, required by the Government of Pakistan.
9.	Patent and Copyrights	9.1	The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the furniture or any part thereof in Pakistan
		9.2	The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Supplier herein shall remain vested in the supplier, or, if they are furnished to the Procuring Agency directly, or through the Supplier by any third party, including suppliers of materials, the patent right in such materials shall remain vested in such third party.
10.	Performance Security (or Guarantee)	10.1	The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Agency, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the SCC.
		10.2	The proceeds of the Performance Security (or Guarantee) shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
		10.3	The Performance Security (or Guarantee) shall be in one of the following forms: (a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency; or (b) A cashier's or certified check.

		10.4	The performance security (or guarantee) will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty Obligations.
11.	Inspection and Test	11.1	The Procuring Agency or its representative shall have the right to inspect and /or to test the furniture to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency shall notify the Supplier in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
		11.2	The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the furniture' final destination. If conducted on the premisesof the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
		11.3	Should any inspected or tested furniture fail to conform to the Specifications, the Procuring Agency may reject the furniture, and the Supplier shall replace the rejected furniture to meet specification requirements free of cost to the Procuring Agency.
		11.4	The Procuring Agency's right to inspect, test and, where necessary, reject furniture after the furniture' arrival in the Procuring Agency's country shall in no way be limited or eared by reason of the furniture having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the furniture' shipment from the country of origin.
		11.5	Nothing in GCC Clause 10 shall in any way release the supplier from any warranty or other obligations under this Contract.
12.	Packing	12.1	The supplier shall provide such packing of the furniture as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without

			limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the furniture final destination and the absence of heavy handling facilities at all points in transits
		12.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions
13.	Delivery and Documents	13.1	Delivery of the furniture shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and or other documents to be furnished by the Supplier as specified in SCC
		13.2	For purposes of the Contract, "EXW", "FOB", "FCA", "CIF", "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.
		13.3	Documents to be submitted by the Supplier are specified in SCC.
14.	Insurance fully	14.1	The furniture supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the SCC.
15.	Transportation	15.1	Where the Supplier is required under Contract to deliver the furniture FOB, transport of the furniture, up to and including the point of putting the furniture on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the furniture FCA, transport of the furniture and delivery into the custody of the carrier at the place named by the Procuring Agency or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the contract price.
		15.2	Where the Supplier is required under Contract to deliver the furniture CIF or CIP, transport of the furniture to the port of destination or such other named place of destination in Pakistan, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof

			shall be included in contract price
		15.3	Where the Supplier is required under the Contract to transport the furniture to a specified place of destination within Pakistan, defined as the Project Site, transport to such place of destination in Pakistan, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included
16.	Related Services	16.1	The Supplier may be required to provide any or all of the following services, including additional services, if any specified in SSC. a. Performance or supervision of on-site assembly, Installation Commissioning and/or start-up of the supplied furniture; b. Furnishing of tools required for assembly and/or maintenance of the supplied furniture; c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied furniture; d. Performance or supervision or maintenance and/or repair of the supplied furniture, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under the contract and e. Prices charged by the Supplier for related services, if not included in the Contract Price for the furniture, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
		16.2	Prices charged by the Supplier for related services, if not included in the Contract Price for the furniture, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
17.	Spare Parts	17.1	As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: a. Such spare parts as the Procuring Agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and b. In the event of termination of production of the spare

			parts: i. advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and ii. Following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.
18.	Warranty/Defect Liability Period	18.1	The Supplier warrants that the furniture supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all furniture supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency, specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied furniture in the conditions prevailing in Pakistan.
		18.2	This warranty shall remain valid for a period specified in the SCC after the furniture, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for a period specified in the SCC after the date of shipment from the port or place of loading in the source country, +whichever period concludes earlier, unless specified otherwise in SCC.
		18.3	The Procuring Agency shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
		18.4	Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective furniture or parts thereof, without costs to the Procuring Agency other than, where applicable, the cost of inland delivery of the repaired or replaced furniture or parts from EXW or the port or place of entry to entry to the final destination.
		18.5	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without

			prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract.
19.	Payment	19.1	The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
		19.2	The Supplier's request(s) for payment shall be made to the Procuring Agency in writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the furniture delivered and Services performed, and by documents submitted pursuant to GCC Clause 13, and upon fulfillment of other obligations stipulated in the contract.
		19.3	Payments shall be made promptly by the Procuring Agency, within sixty (60) days after submission of an invoice or claim by the Supplier. If the Procuring Agency makes a late payment, the Supplier shall be paid interest on the late payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the rate as specified in the SCC.
		19.4	The currency or currencies in which payment is made to the Supplier under this Contract shall be specified in SCC subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Supplier's Bid.
		19.5	All payments shall be made in the currency or currencies specified in the SCC pursuant to GCC Clause 19.4
20.	Prices	20.1	The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
		20.2	Prices charged by the Supplier for furniture delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC or in the Procuring Agency's request for Bid Validity extension, as the case may be.
21.	Change Orders	21.1	The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 22, make changes within the general scope of the Contract in any one or more of the following: A. Drawings, designs, or specifications, where furniture to

			be furnished under the Contract are to be specifically manufactured for the Procuring Agency; B. The method of shipment or packing; C. The place of delivery; and/or D. The Services to be provided by the Supplier
		21.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency change order.
		21.3	Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
22.	Contract Amendments	22.1	Subject to GCC Clause 20, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties
23.	Assignment	23.1	Neither the Procuring Agency nor the Supplier shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party
24.	Sub-contracts	24.1	The Supplier shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Supplier's obligations.
		24.2	Subcontracts must comply with the provision of GCC Clause 5.
25.	Delays in the Supplier's Performance	25.1	Delivery of the furniture and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

		25.2	If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the furniture and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
		25.3	Except as provided under GCC Clause 28, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon pursuant to GCC Clause 25.2 without the application of liquidated damages.
26.	Liquidated Damages	26.1	Subject to GCC Clause 28, if the Supplier fails to deliver any or all of the furniture or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed furniture or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in SCC. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 26.
27.	Termination for Default	27.1	The Procuring Agency or the Supplier, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.
		27.2	Fundamental breaches of Contract shall include, but shall not be limited to the following: a) the Supplier fails to deliver any or all of the furniture within the period(s) specified in the

			Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 24; or b) the Supplier fails to perform any other obligation(s) under the Contract; c) Supplier's failure to submit performance security (or guarantee) within the time stipulated in the SCC; d) the supplier h as abandoned or repudiated the contract. e) the Procuring Agency or the Supplier is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation; f) a payment is not paid by the Procuring Agency to the Supplier after 84 days from the due date for payment; g) the Procuring Agency gives Notice that furniture delivered with a defect is a fundamental breach of Contract and the Supplier fails to correct it within a reasonable period of time determined by the Procuring Agency; and h) if the Procuring Agency determines, based on the reasonable evidence, that the Supplier has engaged in corrupt, coercive, collusive, obstructive or fraudulent practices, in competing for or in executing the Contract. For the purpose of this clause: "Corrupt and Fraudulent Practice" means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.
		27.4	In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 26.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, furniture or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar furniture or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
28.	Termination for Force Majeure	28.1	Notwithstanding the provisions of GCC Clauses 25, 26, and 27, neither Party shall have any liability or be deemed to be in breach of the Contract for any delay nor is other failure in performance of its obligations under the Contract, if such

			delay or failure is a result of an event of Force Majeure. For purpose of this clause, ''Force Majeure'' means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to Prevent
		28.2	If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
29.	Termination for Insolvency	29.1	The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
30.	Termination for Convenience	30.1	The Procuring Agency, by written notice sent to the Supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the Contract is terminated, and the date upon which such termination becomes effective.
		30.2	The Procuring Agency, by written notice sent to the Supplier,

			may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the Contract is terminated, and the date upon which such termination becomes effective. To have any portion completed and delivered at the Contract terms and prices; and / or A. To cancel the remainder and pay to the Supplier an agreed amount for partially completed furniture and Services and for materials and parts previously procured by the Supplier. B. To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
31.	Disputes Resolution	31.1	In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties.
		31.2	After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.
32.	Procedure for Disputes Resolution	32.1	The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and, in the place, shown in the SCC.
		32.2	The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
		32.3	The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and, in the place, shown in the SCC.

33.	Replacement of Arbitrator	33.1	Should the Arbitrator resign or die, or should the Procuring Agency and the Supplier agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties.
34.	Limitation of liability	34.1	Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to GCC Clause 8, a) The supplier shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Agency; and b) The aggregate liability of the Supplier to the Procuring Agency, whether under the Contract, in tort. or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the Procuring Agency with respect to patent infringement.
35.	Notices	35.1	Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC.
		35.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
36.	Tax and Duties	36.1	A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.
		36.2	If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Pakistan the Procuring Agency shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

SECTION VIII: SPECIAL CONDITIONS OF THE CONTRACT (SCC

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Special Conditions of Contract (SCC)

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

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
Definitions (GCC 1)		
1.	1.1	The Procuring Agency i: THE PROJECT DIRECTOR, PROJECT MANAGEMENT UNIT (PMU), MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAIN- ING, FIRST FLOOR PMI BUILDING, KHAYABAN-E-SUHRWARDY, G- 7/1, ISLAMABAD
2.	1.1(j)	The Supplier is: [*Name and address]*
3.	1.1(q)	The title of the subject procurement or The Project is *PROVISION OF FURNITURE FOR DAANISH SCHOOL HERIGHEL BAGH, AJK (FURNITURE WORK)*
Governing Language (GCC 4)		
4.	4.1	The Governing Language shall be English
Applicable Law (GCC 5)		
5.	5.1	The Applicable Law shall be: Laws of the Islamic Republic of Pakistan.
Country of Origin (GCC 6)		
6.	6.1	Country of Origin is Pakistan
Performance Security (or guarantee) (GCC 10)		
7.	10.1	The amount of performance security (or guarantee), as a percentage of the Contract Price, shall be: *10 %*
8.	10.4	After delivery and acceptance of the furniture, five percent of the Performance Security (or guarantee) shall be withheld to cover the Supplier's warranty obligations in accordance with **GCC Clause 18.2.**
Inspections and Tests (GCC 11)		
9.	11.1	Inspection and tests prior to shipment of furniture and at final

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		acceptance are as follows: Quality and quantity inspection shall be carried out prior to shipment of furniture by the manufacturer(s) at the supplier's own expense and responsibility in terms of the items specified in the specifications. The supplier shall submit the inspection certificate issued by himself which should be attached with the certificate(s) of the manufacturer(s) to the Procuring Agency in order to ensure that the furniture are manufactured in compliance with the contract.
Packing (GCC Clause 12)		
10.	12.2	The following **SCC** shall supplement **GCC Clause 12.2**: The furniture shall be packed properly in accordance with standard export packing specified by the Procuring Agency in the Technical Specification.
Delivery and Documents (GCC Clause 13)		
11.	13.1	**For furniture supplied from Abroad** All operations shall be local

12.	13.3	**For furniture from within Pakistan:** Upon delivery of the furniture to the transporter, the Supplier shall notify the Procuring Agency and mail the following documents to the Procuring Agency: i. one original plus four copies of the Supplier's invoice showing furniture' description, quantity, unit price, and total amount; ii. delivery note, railway receipt, or truck receipt; iii. Manufacturers or Supplier's warranty certificate; iv. inspection certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and v. Certificate of country of origin issued by Pakistan Chamber of Commerce and Industry or equivalent authority in the country of origin in duplicate. The above documents shall be received by the Procuring Agency before arrival of the furniture and, if not received, the Supplier will be responsible for any consequent expenses.

Related Services (GCC Clause 16)		
14.	16.1	Related services to be provided are: *Assessment will be held after every 3 months within requirement replacement will be done without any future cost. If any item found defective it will be replaced.*
Warranty (GCC Clause 18)		
16.	18.2	GCC Clause 17.2—In partial modification of the provisions, the warranty period shall 6 months of operation or 6 months from dat of acceptance of the furniture or 6 months from the date o shipment, whichever occurs earlier. The Supplier shall, in addition comply with the performance and/or consumption guarantees specifie under the Contract. If, for reasons attributable to the Supplier, thes guarantees are not attained in whole or in part, the Supplier shall, at it discretion, either: a) make such changes, modifications, and/or additions to the furniture or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4, **Or** b) Pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 percent per day of undelivered materials/furniture value up to the sum equivalent to the amount of ten percent of the contract value
17.	18.4 & 18.5	The period for correction of defects in the warranty period is: One year
Payment (GCC Clause 19)		

18.	19.1	**Payment for furniture and Services supplied from within Pakistan:** Payment for furniture and Services supplied from within Pakistan shall be made in Pakistani Rupees, as follows: (i) **Advance Payment: 25** percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank/insurance PACRA AA+ guarantee for the equivalent amount and in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency. (ii) **On Delivery: 50** Percent of the Contract Price shall be paid on receipt of the furniture and upon submission of the documents specified in **GCC Clause 11** (iii) **On Acceptance:** The remaining 20 percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Agency. (iv) **Retain Amount:** 5% of the amount will be retained until the verification of work is completed and up to the end of the defect liability period, or until the closure of the contract.
19.	19.3	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Agency shall be [*insert: rate*]**.**
Prices (GCC 20)		
20.	20.1	Prices shall be adjusted in accordance with provisions in the Attachment to SCC.
Liquidated Damages (GCC Clause 26)		
21.	25.1	Applicable rate: *[insert rate]*
		Maximum deduction: is equal to the performance security. ***Note:*** *0.1 per cent per day of undelivered materials/good's value.*
Procedure for Dispute Resolution (GCC Clause 32)		

23.	32.3	**Dispute Resolution** a) **<u>For Contracts to be entered with foreign Contractor/ Service Provider:</u>** All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. b) **<u>For Contracts to be entered with nationals of Pakistan:</u>** 1. If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard. 2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties. 3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in [Insert name of the city] and proceedings will be conducted in – [Specify language] language. 4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute. 5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.

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		6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier.
Notices (GCC Clause 35)		
26.	35.1	7. Procuring Agency's address for notice purposes: Office of Project Director (As per Bidding Data) 8. Supplier's address for notice purposes:

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SECTION IX: CONTRACT FOR

Form of Contract

THIS AGREEMENT made the_____day of_____20_____between *[name and address of Procuring Agency]* of Pakistan (hereinafter called "the Procuring Agency") of the one part and *[name of Supplier]* of *[city and country of Supplier] (*hereinafter called "the Supplier") of the other part:

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

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -

   (h) This form of Contract;
   (i) the Form of Bid and the Price Schedule submitted by the Bidder;
   (j) the Schedule of Requirements;
   (k) the Technical Specifications;
   (l) the Special Conditions of Contract;
   (m) the Procuring Agency's Letter of Acceptance; and
   (n) [add here: any other documents]

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

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

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

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

Witness to the signatures of the Procuring Agency:
……

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

Witness to the signatures of the Supplier: ……

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Performance Security (or guarantee) Form

To: *[name of Procuring Agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* to delivery *[description of furniture and services] (*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date]

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF furniture, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____ Dated: _____
Contract Value: _____
Contract Title: _____

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Gop) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gop, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Gop and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Gop under any law, contract or other instrument, be voidable at the option of Gop.

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Notwithstanding any rights and remedies exercised by Gop in this regard, [Name of Supplier] agrees to indemnify Gop for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Gop in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gop.

_____ _____

[Buyer] [Seller

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Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]

	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
5.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6.	**Title of position:** *[insert title]*	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder

Position [*#1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:*[language and levels of speaking, reading and writing skills]*	
details		
	Address of Employer:	
	Telephone:	**Contact (manager / personnel officer):**
	Fax:	
	Job title:	**Years with present Employer:**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	**Role**	**Duration of involvement**	**Relevant experience**
[main project details]	*[role and responsibilities on the project]*	*[time in role]*	*[describe the experience relevant to this position]*

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	**Details**
Commitment to duration of contract:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*
Time commitment:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*

I understand that any misrepresentation or omission in this Form may:

(a) be taken into consideration during Bid evaluation;

(b) result in my disqualification from participating in the Bid;

(c) result in my dismissal from the contract.

Name of Contractor's Representative or **Key Personnel: [*insert name*]**

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

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Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

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Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _[insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount** **Currency**	**Exchange rate*** **(If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.

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