Standard Bidding Document

Procurement of 5000 Tracksuits for the Students of ICT Schools (Goods)

National

Single Stage-Two Envelope

July 14, 2026

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REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC))** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Procurement of 5000 Tracksuits for the Students of ICT Schools**" with the reference of **"P61655"**

2. The **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC))** 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, 2004 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 amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, 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/61655** 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 **Thursday, July 30, 2026 10:30 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Thursday, July 30, 2026 12:00 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 48 of Public Procurement Rules, 2004 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.org.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 for 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-1 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.

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

3.3 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.

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.

(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).

3.5 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.

3.6 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.

3.7 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 performance failure or due to breach of Bid securing declaration.

3.8 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.

3.9 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 9.1** 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

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 his 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 three (3) 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 Copies of 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**.

9.3 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.

9.4 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 thedocuments required in the **BDS**.

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

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

2. Documentary evidence establish 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;

3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;

4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18.**

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 The Bidder shall furnish, as part of itsBid, 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 Bids

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

15. Bids Prices

15.1 The Bids 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 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s)

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** 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 30 (2) of the Public Procurement Rules, 2004.

17. Bids 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 Bids Securing Declaration as the case may be.

17.2 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 only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. 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.

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 25 of the Public Procurement Rules, 2004.

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, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bids/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** 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 Bids 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 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. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids 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 17.2**; 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. Bids requested to be withdrawn, shall be returned unopened to the Bidders 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

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

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 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 Bid Evaluation Committee **<u>shall generate minutes through EPADS v2.0 containing brief details of bid opening process.</u>** 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 fail 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 on 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 Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency 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 <u>before</u> **<u>three days prior to the deadline for submission of bids.</u>** 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 Bids:

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 Bids 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 Procuring Agency 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 Procuring Agency'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.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency 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 Procuring Agency 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 Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2,** 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 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;

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 Bids, 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 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 Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids 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 bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. 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.

2. 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.

3. Quality Based Selection (QBS)
Atter 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.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of 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 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 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.

31.4 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)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1Where 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.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

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

1. Comparing the Bids price with the cost estimate;
2. Comparing the Bids price with the Bids 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.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 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.

32.6 Procuring Agency 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.

32.7 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 Bids, 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.

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 Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency 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 33 of the Public Procurement Rules, 2004.

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

36.1 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.

37. Notification of Award

37.1 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 35 of the Public Procurement Rules, 2004.

37.2 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).

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

38. Signing of Contract

38.1 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.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition’s precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 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 to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

40.2 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 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.

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: **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC))**

The subject of procurement is: **Procurement of 5000 Tracksuits for the Students of ICT Schools**

Expected commencement date: **Monday, August 31, 2026**

BDS Clause Number 2
ITB Number 2.1

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

Name and identification number of the Contract: **P61655**

BDS Clause Number 3
ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**
see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4
ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Monday, July 27, 2026

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:

1. Affidavit on non-Judicial Stamp Papers of Minimum Rs.100/- For Non Blacklisting

2. Affidavit on non-Judicial Stamp Papers of Minimum Rs.100/- For Supply of items within 30-days

3. Certificate of Manufacturer’s Authorization (if applicable)

4. Conformance to the Specifications given in the Tender Document

BDS Clause Number 6
ITB Number 11.1
Items/Lots and threre 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**
The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Bank Guarantee, Demand Draft**

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;

2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory before bid submission deadline.

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

The deadline for Bids submission is: **Thursday, July 30, 2026 10:30 AM**

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 *: **Thursday***

Date: ***Thursday, July 30, 2026***

Time *: **12:00 PM***

BDS Clause Number 14
ITB Number 31.1

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.

Eligibility Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
NGO / NPO	

Eligibility Criteria	Document
Conformance to the Specifications given in the Tender Document	Yes
At least three Supply Orders for relevant items received in the past	Yes
Audit Report for the Last three Years	Yes
Manufacturer authorization certificate	Yes
Affidavit of Non-Black Listing and Non-litigation	Yes
Affidavit to supply the items in 30 days	Yes
Company Profile, Staff List alongwith location and Address (where applicable)	Yes

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)

Technical Marks	**70**
Passing Marks	**34**
Technical Evaluation Criteria	
Company Profile (Qualitative)(Doc Required) 05-Years’ Experience **(10)** 04-Years’ Experience **(8)** 03-Years’ Experience **(6)** 02-Years’ Experience **(4)**	10

At least three relevant Supply Orders received in the past (Qualitative)(Doc Required) 8 Relevant Supply orders **(25)** 7 to 6 Relevant Supply orders **(20)** 5 to 4 Relevant Supply orders **(15)** 3 Relevant Supply orders **(10)**	25
Audited Financial Statements (Last Three Years) (Qualitative)(Doc Required) 3 Years **(15)** 2 Years **(10)** 1 Year **(5)**	15
Financial Strength (Qualitative)(Doc Required) 100 Million **(20)** 99 to 50 Million **(15)** 49 to 20 Million **(10)** Below 20 Million **(5)**	20

Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity	Manufacturer / Dealer Authorization
Tracksuit	Sport uniform	**Address:** 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory **Schedule:** 27 Days **Quantity:** 5000/Qty	5000/Qty	1000000 PKR	1	Any

Related Services of Goods:

No

Items/Lot Specification

Items Without Lots :

Item: Tracksuit

UNSPSC: Sport uniform

Specifications / Requirements:

Title	Description
Trouser: Fabric	Imported Trinda 240 GSM
Pocket	Both sides with Bon Zip
Zip Quality	YKK
Elastic	Crystal No.1
Shirt: Fabric	Micro Pique 220-240 GSM
Design	Polo Collar
Embroidery of Govt. Logo	Embroidery of Govt. Logo at Front and name of Ministry of IPC at back of Shirt.
Shirt: Size Small (Boys)	Chest 21" Length 28" Sleeve 24"
Shirt: Size Medium (Boys)	Chest 22" Length 29" Sleeve 24.5"
Shirt: Size Large (Boys)	Chest 23" Length 30" Sleeve 25"
Trouser: Size Small (Boys)	Waist 30" Length 39"

Title	Description
Trouser: Size Medium (Boys)	Waist 32" Length 40"
Trouser: Size Large (Boys)	Waist 34" Length 41"
Shirt: Size Small (Girls)	Chest 20" Length 29" Sleeve 19"
Shirt: Size Medium (Girls)	Chest 21" Length 30" Sleeve 19"
Shirt: Size Large (Girls)	Chest 22" Length 31" Sleeve 19"
Trouser: Size Small (Girls)	Waist 30" Length 38"
Trouser: Size Medium (Girls)	Waist 32" Length 40"
Trouser: Size Large (Girls)	Waist 34" Length 41"

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]		

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. “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;.

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

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

e. “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;

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

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

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

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

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

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

l. “Government” means the Government of Pakistan;

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

n. "Service" means any object of procurement other than goods or works;

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

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

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

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

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

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. Delivery/Location

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

7. Authorized Representatives / Authority of Member in charge

7.1 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 Services

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 Services, 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 15** 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 of the Services, 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.

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 15.**

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 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

23.2 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.

23.3 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.

23.4 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.**

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 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall 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.

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: Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: Procurement of 5000 Tracksuits for the Students of ICT Schools

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:

Procuring Agency:

Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
+92-346-197-7833
so.general@ipc.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:

Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer
2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
+92-346-197-7833
so.general@ipc.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:

The amount of performance guarantee shall be **5.00%** of the contract price in acceptable form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

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 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)

Note: Quality and specification will be subject to lab test at the supplier’s expense.

Delivery & Documents

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

Number of GC Clause 37

Following is the guidance for Dispute Resolution

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 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 Islamabad, Pakistan and proceedings will be conducted in English language.

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.

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P61655***

To: **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

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.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

(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., **Procurement of 5000 Tracksuits for the Students of ICT Schools (*P61655*)** 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: …………………………………………………

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: **Ministry of Inter Provincial Coordination (Ministry of Inter Provincial Coordination (IPC)), Section Officer 2nd Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

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}

Annexure

Approved Tender Document by PA

Interested vendor should download this SBD and fill it accordingly and then attach it.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Approved Tender Document by PA** (page number: 68)

Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 108)

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

Affidavit on non-Judicial Stamp Papers of Minimum Rs.100/-

- For Non Blacklisting
- Supply of items within 30-days

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 109)

Additional Forms and Documents

F. No. 1-21/2026-27-General
GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION

INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL

PROCUREMENT OF 5,000, TRACK SUITS FOR THE STUDENTS OF ICT SCHOOLS

Closing Date and Time: **30th July, 2026 by 10:30 AM**
Opening Date and Time: **30th July, 2026 by 12:00 PM**

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Section-I: invitation to Bids

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION

REQUEST FOR PROPOSALS
FOR PROCUREMENT OF TRACK SUITS

Ministry of Inter Provincial Coordination, Islamabad invites the "Proposals" on "Single Stage – Two Envelope Procedure" from reputable authorized dealers/ firms/manufacturer, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers, AGPR Vendor Number for the **Procurement of Track Suits for the ICT students**, as per specifications mentioned in the bid documents.

Tender bids would be collected and opened as per following schedule:-

Date of Collection of Tender Bids	From **13.07.2026** to **28.07.2026**, bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and all prospective bidders shall apply for **Procurement of Track Suits for the ICT students** for the Financial Year 2026-27 through EPADS. No manual bids/hard copies shall be accepted.
Date, Time & Place of publicly opening of Tender Bids.	On 28.07.2026 at 12:00 P.M, Committee Room of Ministry of IPC, 2nd Floor, Ministry of IPC, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of Public Procurement Rule, 2004.

Interested eligible bidders are requested to register themselves on the EPADS (https://eprocure.gov.pk) and submit their documents on EPADS. The interested eligible bidders may obtain bidding documents, specifications of required items and detailed terms and conditions from the websites of Ministry of IPC, PPRA and from EPADS. Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS.

Single stage-Two envelop procedure as contained in Rule 36(a) of Public Procurement Rules, 2004 shall apply. Earnest money in the shape of Pay Order / Demand Draft/Call Deposit in favour of SO (General), M/o IPC while bid documents should be uploaded through EPADS (scanned copy) on/or before 11:00 A.M by 28.07.2026 (https://eprocure.gov.pk). Bids will be opened on the same date at 12:00 P.M.
This Tender Notice is also available on the website of Ministry of IPC www.ipc.gov.pk, PPRA www.ppra.gov.pk and EPADS (https://eprocure.gov.pk). The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with Rule-33 of Public Procurement Rules-2004.

Section Officer (General)
Ministry of IPC, 2nd Floor, Kohsar Block,
Islamabad. Ph: 051-9103512

Section-II: Instructions to Bidders (ITB)

1. INTRODUCTION	
1.1 Scope of Bid	Ministry of Inter Provincial Coordination (M/o IPC) invites the "Proposals" on "Single Stage – Two Envelope Procedure" on Quality Cum Cost Basis (Lowest Evaluated Responsive Bid) from eligible, reputable manufacturers and firms for **Supply of Tracksuits, for the students of ICT schools.** The successful Bidders will be expected to deliver the goods within the specified period and timeline(s) as stated in the BDS.
1.2 Source of Funds	Ministry of IPC has reserved the funds for the procurement planned during the financial year 2026-27. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the procurement of 5000 Track Suits for the Students of ICT Schools
1.3 Eligible Bidders	i. A Bidder may be natural person, company or firm registered with FBR for tax purposes and professional authorities for Professional tax and relevant business activities or any combination of them with a formal existing agreement (on Judicial Papers) ii. Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective / relevant competent forum/authority. iii. The invitation for Bids is open to all prospective supplier and manufacturers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. iv. 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 goods to be purchased under this Invitation for Bids. b. have controlling shareholders in common; or c. receive or have received any direct or indirect subsidy from any of them; or d. have the same legal representative for purposes of this Bid; or e. have a relationship with each other, directly or f. through common third parties, that puts them in a position to have access to information about or

	g. influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; v. Submit more than one Bid in this Bidding process vi. Bidders shall not be under a declaration of blacklisting by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA) During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regrets to do so then the Procuring Agency may proceed with second lowest evaluated bidder. vii. The invitation for Bids is open to all prospective Manufacturers, companies and suppliers. viii. A Bidder may be ineligible if – a. The Bidder is declared bankrupt or, in the case of company or firm, insolvent; b. Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; c. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d. The Bidder is convicted, by a final judgment, of any offence involving professional conduct; e. The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices. f. The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure. g. The firm, supplier and contractor is blacklisted/ debarred by any international organization ix. 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 x. Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request
1.4 Eligible Goods and Services	i. 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 stated in the section-4 titled as "Eligible Countries". ii. For purposes of this Clause, "origin" means the place where the goods are 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. iii. The nationality of the supplier that supplies, assembles, distributes, or sells the goods and services shall not determine the origin of the goods. iv. To establish the eligibility of the Goods and the related services, Bidders shall fill the country of origin declarations included in the Form of Bid. v. If so required in the BDS, the Bidder shall demonstrate that it has been duly authorized by the manufacturer of the goods to deliver in Pakistan (or in respective country in case of procurement by the Pakistani Missions abroad), the goods indicated in its Bid.
1.6 One person one bid	i. A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder. ii. No bidder can be a sub-contractor while submitting a Bid individually in the same Bidding process. iii. A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
1.5 Cost of Bidding	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the **M/o IPC** hereinafter referred to as "**the Procuring Agency**," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process
2. THE BIDDING DOCUMENTS	
2.1 Content of Bidding Documents	i. The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents The Bidding documents, inter alia, include:

a)	Invitation to Bids
b)	Instructions to Bidders (ITB)
c)	Technical Specifications
d)	Bid Data Sheet
e)	General Conditions of Contract (GCC)
h)	Bid Form
i)	Bidder Profile Form

	<table><tr><td>j)</td><td>General Information Form</td></tr><tr><td>k)</td><td>Affidavit</td></tr><tr><td>n)</td><td>Contract Form</td></tr><tr><td>o)</td><td>Price Schedule</td></tr><tr><td>q)</td><td>Check List</td></tr></table> ii. The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid. iii. The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder
2.2 Clarification of Bidding Documents	i. A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or EPADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than given time prior to the deadline for the submission of Bids. ii. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing to provides record of the content of communication at the Procuring Agency's address. iii. The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification. iv. If the Procuring Agency deems it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under this document
2.3 Amendment of Bidding Documents	i. 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 prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda ii. Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated on EPADS 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/corrigendum at the

	Procuring Agency's web page identified in the BDS:
3. PREPARATION OF BIDS	
3.1 Language of Bid	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 in English.
3.2 Samples	The sample shall be submitted as part of the bid. The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s) do(es) not conform to all characteristics prescribed in the bidding documents.
3.3 Bid Form	i. The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their quantity, and prices ii. The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
3.4 Bid Prices	i. Bidder shall indicate the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract ii. Prices indicated on the Price Schedule shall be item wise iii. 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 quotation will be treated as non-responsive and may be rejected iv. All items in the Statement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items. v. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s). vi. The Bid price to be quoted in the Form of Bid shall be the total price of the Bid, excluding any discounts offered. vii. The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and

	total Bid price of the goods it proposes to deliver under the contract.
3.5 Bid Currencies	Prices shall be quoted in **Pak Rupees.**
3.6 Documents Establishing Bidder's Eligibility and Qualification	i. The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible. ii. The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction: a. that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the same in Pakistan; If applicable b. that the Bidder has the financial, technical, capability necessary to perform the contract; c. that the Bidder meets the qualification criteria listed in the Bid Data Sheet
3.7 Bid Security	i. Bid Security @ 5% of the estimated cost in the shape of Call deposit/Pay Order/Demand Draft in the name of Section Officer (General), M/oIPC ii. The bid security shall be in Pakistan Rupee iii. The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract, or furnishing the performance security (or guarantee)
3.8 Period of Validity of Bids	i. Validity period of the bids shall be 60 days. ii. In exceptional circumstances, the Procuring Agency may extend the period of bid validity with mutual consent of both parties i.e. bidder and procuring agency.
3.9 Alternative Bids by Bidders	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.
4. SUBMISSION OF BIDS	
4.1 Deadline for Submission of Bids	i. Bids must be uploaded on the Procuring Agency's EPADS account and the required documents i.e. Affidavits and Earnest Money at the specified address no later than the time and date specified in the ITB document. ii. The Procuring Agency may, at its discretion and as per Public Procurement Rules, 2004 amended from time to time, extend this deadline for the submission of Bids by amending the Bidding documents. In which case all rights and obligations of the Procuring Agency

	and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended iii. Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder. iv. No Bid may be modified after the deadline for submission of Bids v. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available).
5. OPENING AND EVALUATION OF BIDS	
5.1 Opening of Bids by the Procuring Agency	i. The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives, in the Bid proceedings at the place, on the date and at the time, specified in the ITB. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance ii. The Bids/Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder/firm; (b) the presence of a Bid Security, and (c) Any other details as the Procuring Agency may consider appropriate iii. Minutes of the Bid Opening shall be recorded and uploaded by the procuring agency on PPRA website as provided under Public Procurement Rule 2004 amended time to time iv. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of Public Procurement Rule 2004 amended time to time. v. In the case of the Single Stage – Two Envelope Procedure, the Procuring Agency shall publicly open only the Technical Proposals at the date, time, and venue specified in the Bid Data Sheet (BDS), in the presence of the Bidders' authorized representatives who choose to attend and any other persons having a legitimate interest in the procurement proceedings. The Financial Proposals shall remain sealed and unopened. They shall be securely retained by the Procuring Agency and shall be opened only after completion of the technical evaluation, at the date, time, and venue to be communicated to the technically responsive Bidders in accordance with the

	provisions of the Public Procurement Rules, 2004.
5.2 Confidentiality	i. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report. ii. Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid. iii. Notwithstanding 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.
5.3 Clarification of Bids	i. In order to assist in the examination, evaluation and comparison of Bids and post-qualification of the bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered ii. The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted
5.4 Preliminary Examination of Bids	Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: i. meets the eligibility criteria defined in Bidding Documents; ii. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; iii. has been properly signed; iv. is accompanied by the required securities; and v. is substantially responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself. i. affects in any substantial way the scope, quality, or performance of the Services; ii. limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or

	iii. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids The Procuring Agency will confirm that the documents and information specified in the bidding documents have been provided in the Bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected. 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 its Bid. Provided that a Technical Bid is substantially responsive, the Procuring Agency shall rectify quantifiable nonmaterial nonconformities 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. 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.
5.5 Correction of Errors	Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - i. 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; ii. 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 iii. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. iv. 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.
5.6 Evaluation of Bids	i. The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the ITB have been accepted by the Bidder without any material deviation or reservation ii. The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in this document been met without material deviation or reservation iii. If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid iv. The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to Bidding Documents v. In evaluating the Technical Proposal of each Bid, the Procuring Agency shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted. vi. The Procuring Agency's evaluation of a Bid will take into account: a. in the case of goods manufactured in Pakistan or goods of foreign origin already imported in Pakistan, Income Tax, General Sales Tax and other similar/applicable taxes, which will be payable on the goods if a contract is awarded to the Bidder; b. in the case of goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and vii. In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with bidding documents, take account of one or more of the following factors as specified in the Bidding

	Documents: 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 other specific criteria indicated in the bidding documents and/or in the Technical Specifications viii. The goods 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 the earliest delivery period specified in the Schedule of Requirements.
5.7 Post-Qualification & Evaluation of Bids	i. The Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in this document ii. The determination will take in to account the Bidder's financial, technical, and supplying capabilities It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. iii. The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, as per Technical Specifications required iv. The **financial evaluation** of a Bid will be on the basis of form of Price Schedules and it will be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.
5.8 Determination of Most Advantageous Bid	In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price–from amongst those which are

	eligible, compliant and substantially responsive shall be the Most Advantageous Bid. 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 goods 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 goods iii. 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 Public Procurement Rule 2004.
6. AWARD OF CONTRACT	
6.1 Criteria of Award	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: i. eligible in accordance with Bidding Documents; ii. is determined to be qualified to perform the Contract satisfactorily; and iii. Successful negotiations have been concluded, if any
6.2 Negotiations	Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas: i. a minor alteration to the technical details of the statement of requirements; ii. reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents; iii. a minor amendment to the special conditions of Contract; iv. finalizing payment arrangements; v. delivery arrangements; vi. the methodology for provision of related services; or vii. clarifying details that were not apparent or could not be finalized at the time of Bidding;

	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
6.3 Procuring Agency's Right to Accept or Reject All Bids	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.
6.4 Procuring Agency's Right to Vary Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, as per Public Procurement Rule 2004 amended time to time (not more than 15%)
6.5 Notification of Award	i. Prior to the award of contract, the Procuring Agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids. ii. 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). iii. The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with bidding documents and signing of the contract.
6.6 Performance Guarantee	i. 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 bidding documents, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract. ii. If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form

	specified in the bidding documents which shall be in any of the following: a. 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 ii. Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan v. Failure of the successful Bidder to comply with the requirement 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.
6.7 Advance Payment	The advance payment will not be provided
6.8 Corrupt & Fraudulent Practices	i. 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. ii. The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts iii. **Blacklisting & Debarment:** Blacklisted Consultants and those found involved in Corrupt Practices” are not allowed to participate bidding, Requirements & Procedure for Blacklisting & Debarment will be dealt as per conditions available in PPRA-2004 amended time to time
6.9 Signing of Contract/ Issuance of Purchase Order	i. At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the contract form /purchase order, incorporating all agreements between the parties ii. The Procuring Agency requires formal signing of contract, with the successful Bidder
6.10 Award Criteria	The Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the most advantageous evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily

7. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM	
7.1 Constitution of Grievance Redressal	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person 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
7.2 GRC Procedure	i. Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline ii. 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. iii. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings iv. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted v. The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt vi. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee vii. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal viii. 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 ix. 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. x. 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.
8. MECHANISM OF BLACKLISTING	
8.1 Mechanism of Blacklisting	i. 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: o Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; o Fails to perform his contractual obligations; and o Fails to abide by the id securing declaration ii. The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies iii. The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice iv. 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 v. 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 vi. 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 vii. 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 viii. 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 ix. 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 x. 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 xi. 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 xii. 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 Technical Specifications

<table>
<tr><th>Name of Items</th><th>Specifications</th><th>Qty.</th></tr>
<tr>
<td>Supply of Tracksuits for the Students of ICT Schools</td>
<td>
Trouser:
Fabric: Imported Trinda 240 GSM
Pocket: Both sides with Bon Zip
Zip Quality: YKK
Elastic: Crystal No. 1

Shirt:
Fabric: Micro Pique 220-240 GSM
Design: Polo Collar
Embroidery of Govt. Logo at Front and name of Ministry of IPC at back of Shirt.

The size of upper & trouser are as under: -
<u>Boys</u>
<table>
<tr><th>Size</th><th>Chest</th><th>Length</th><th>Sleeve</th></tr>
<tr><td colspan="4">Shirt</td></tr>
<tr><td>Small</td><td>21"</td><td>28"</td><td>24"</td></tr>
<tr><td>Medium</td><td>22"</td><td>29"</td><td>24.5"</td></tr>
<tr><td>Large</td><td>23"</td><td>30"</td><td>25"</td></tr>
</table>
<table>
<tr><th>Size</th><th>Waist</th><th>Length</th></tr>
<tr><td colspan="3">Trouser</td></tr>
<tr><td>Small</td><td>30"</td><td>39"</td></tr>
<tr><td>Medium</td><td>32"</td><td>40"</td></tr>
<tr><td>Large</td><td>34"</td><td>41"</td></tr>
</table>
<u>Girls</u>
<table>
<tr><th>Size</th><th>Chest</th><th>Length</th><th>Sleeve</th></tr>
<tr><td colspan="4">Shirt</td></tr>
<tr><td>Small</td><td>20″</td><td>29″</td><td>19″</td></tr>
<tr><td>Medium</td><td>21″</td><td>30″</td><td>19″</td></tr>
<tr><td>Large</td><td>22″</td><td>31″</td><td>19″</td></tr>
</table>
<table>
<tr><th>Size</th><th>Waist</th><th>Length</th></tr>
<tr><td colspan="3">Trouser</td></tr>
<tr><td>Small</td><td>30″</td><td>38″</td></tr>
<tr><td>Medium</td><td>32″</td><td>40″</td></tr>
<tr><td>Large</td><td>34″</td><td>41″</td></tr>
</table>
</td>
<td>5,000</td>
</tr>
</table>

Note: Quality and specification will be subject to lab test at the supplier’s expense.

Section-IV: Bid Data Sheet

S #	A. Particulars
1	• Name of Procuring Agency: **Ministry of Inter Provincial Coordination, Second Floor, Kohsar Block, Pak Secretariat, Islamabad.** • The Subject of Procurement: **Procurement of 5,000 Track Suits for Students of ICT Schools** • Period for delivery of goods items: **30 days** • Commencement date for delivery of Goods**: After Issuance of Letter of Acceptance (Award Letter / Work Order / Purchase Order)**
2	• Financial year for the operations of the Procuring Agency: 2026-27. • Name of financing institution: **Ministry of Inter Provincial Coordination, Islamabad.**
	B. BIDDING DOUCMENT
3	• The address for clarification of Bidding Documents: **Section Officer (General), 2nd Floor, Kohsar Block, Pak Secretariat, Islamabad.** • Pre-bid meeting will not be held
	C. BID PRICE, CURRENCY, AND LANGUAGE
4	• Language: English
5	• The Price quoted shall be inclusive of all applicable taxes
6	• The Price shall be fixed
	D. PREPARATION AND SUBMISSION OF BIDS
7	**Qualification Criteria/Knock down criteria** • Minimum 03-year relevant experience • At least three relevant Supply Orders received in the past • Registration with relevant tax authority i.e. FBR etc. as active tax payer (Sales Tax and Income Tax) • Registration with relevant authorities for Professional tax • Registration with the Professional body for related business such as SECP and PEC (if required) • Audited Financial Statement Report for Last Three Years. • Affidavit to the effect that: - o Bidder is neither currently blacklisted from any government department nor is any litigation pending in this regard o The documents/photocopies provided with Bid are authentic in case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules o The provided information is correct. o Supply of Track Suits within 30-days
8	**Bid shall be submitted to:** • Section Officer (General), 2nd Floor, Kohsar Block, Pak Secretariat, Islamabad.
9	**The deadline for bid submission is** a. Day: Thursday b. Date: 30th July, 2026 Time: 10:30 AM
10	**Date / Month / Year / Time and place for bid opening** a. Committee Room Second Floor Ministry of Inter Provincial

	Coordination, Kohsar Block, Pak Secretariat, Islamabad. b. **Date: 30th July, 2026 Time: 12:00 PM**
11	a. Amount of Performance Guarantee is 5% (in shape of Bank Guarantee, Bank call-deposit Receipt (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque. b. **withheld till completion of delivery and inspection of items**
12	• Amount of Bid security is @ 5% of the Estimated Cost. The Bidder will submit Bid Security drawn in the name of **"Section Officer (General), Ministry of Inter Provincial Coordination"**
13	Bid validity period after opening of the bid is **60 days**
14	Number of copies of the bid to be provided are: **Only one**
E. OPENING AND EVALUATION OF BIDS	
15	**The Bid opening shall take place at:** a. **Committee Room, Second Floor, Ministry of Inter Provincial Coordination, Kohsar Block, Pak Secretariat, Islamabad)** b. Date: **30th July 2026** Time: **12:00 PM**
16	The Currency that shall be used for Bid evaluation and comparison purposes to convert all bid prices expressed in various currencies is PKR
F. BID EVALUATION CRITERIA	
17	• The proposals shall be evaluated on Quality Cum Cost Basis (Lowest Evaluated Responsive Bid by the purchase committee M/o IPC in the light of following evaluation criteria in the light of PPRA Rules, 2004 (amended time to time). • The Bidders who have duly complied with the mandatory and Eligibility Criteria will be eligible for further processing as mentioned below: -

Descriptions	Requirement
Bid Security	**Mandatory**
Income Tax Registration	**Mandatory**
Sales Tax Registration	**Mandatory**
Registration with SECP or PEC in the relevant business	**Mandatory**
Samples of item to be procured	**Mandatory**
Conformance to the Specifications given in the Tender Document	**Mandatory**
At least three Supply Orders for relevant items received in the past	**Mandatory**
Audit Report for the Last three Years	**Mandatory**
Manufacturer authorization certificate	**Mandatory**
Affidavit of Non-Black Listing and Non-litigation	**Mandatory**
Affidavit to supply the items in 30 days	**Mandatory**

Note:

- Verifiable documentary proofs for all above requirements are mandatory
- Vendor/ Supplier will be responsible for the inspection & Demonstration of the supplied descriptions in client environment as

	per client's requirements • The Bids which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities for supply of descriptions will be rejected in the light of Public Procurement Rules 2004 (amended). • The Eligible/Technically Qualified Bidders will be considered for further evaluation
G. Qualification Criteria	
18	A bidder shall normally qualify if it: ○ Is legally registered. ○ Possesses valid tax registration. ○ Is not blacklisted. ○ Has submitted the required bid security. ○ Meets minimum experience requirements. ○ Meets minimum financial capacity. ○ Complies with all technical specifications. ○ Provides required manufacturer authorization (if applicable). ○ Accepts all contractual terms. ○ Meets delivery requirements. ○ Provides required warranties. ○ Submits all mandatory documents before the deadline
H. Non-Responsive Bid Criteria	
19	A bid is considered non-responsive when it fails to comply with the material requirements of the bidding documents. Examples include: <u>Administrative Non-Responsiveness</u> ○ Missing signed bid form. ○ Missing bid security. ○ Bid validity shorter than required. ○ Missing mandatory affidavits. <u>Technical Non-Responsiveness</u> ○ Failure to meet mandatory technical specifications. ○ Failure to provide required certifications. ○ Failure to submit manufacturer authorization. ○ Failure to meet delivery schedule. ○ Failure to provide warranty requirements. ○ Major deviations from specifications. <u>Financial Non-Responsiveness</u> ○ Price schedule incomplete. ○ Conditional pricing. ○ Multiple financial offers where prohibited. ○ Material arithmetic inconsistencies not acceptable under procurement rules. ○ Price not quoted in prescribed format. ○ Unauthorized alteration of prices.
I. Award of Contract	
22	Percentage for quantity increase or decrease is: **15%**
23	The Performance Guarantee shall be: **5% of the total cost**
24	The Performance Security (or guarantee) shall be in the form of: ***Bank Guarantee, CDR or Pay Order***

Section-V: General Conditions of Contract / Procurement

1. Definitions	In this Contract, the following terms shall be interpreted and indicated: a. "The Contract" means the agreement entered into between **Ministry of Inter Provincial Coordination** and the Supplier, as recorded in the Contract Form / purchase order / work order signed by the parties b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations c. "The Goods" means all of the items or other materials which the Supplier is required to supply to the Procuring Agency under the Contract d. "GCC" mean the General Conditions of Contract contained in this section e. "The Procuring Agency" means **Ministry of Inter Provincial Coordination** "The Procuring Agency's country" is Pakistan f. "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract
2. Country of Origin	All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules
3. Standards *[where applicable]*	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.
4. Use of Contract Documents and Information; Inspection and Audit by the procuring agency	i. The Supplier shall not, without the Procuring Agency's prior written consent, 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 so far as may be necessary for purposes of such performance ii. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract iii. Any document, other than the Contract itself, 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.
5. Performance Guarantee	i. Within fifteen (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee

	equivalent to the 05% of the total Value in Pak Rupee of the contract /purchase order ii. The performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: • In the form provided in the Bidding documents • 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
6. Inspections and Tests	i. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes ii. The inspections and tests may be conducted on the premises of the Supplier at point of delivery, and/or at the Goods' final destination If conducted on the premises of the Supplier, 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 iii. If any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency
7. Packing	i. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation and rough handling during transit. Packing case size and weights shall take into consideration, where appropriate. ii. 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 and in any subsequent instructions ordered by the Procuring Agency
8. Delivery and	i. Delivery of the Goods shall be made by the Supplier in

Documents	accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier ii. Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection which will enable the supplier to put up the bill
9. Transportation	The Supplier is required under the Contract to transport the Goods to a specified place of destination within the limits of Islamabad.
10. Warranty	i. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or models selected by the Procuring Agency. He further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials. ii. The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty on receipt of such notice, the Supplier shall, repair or replace the defective Goods, without costs to the Procuring Agency iii. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified, within a reasonable period, 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/relevant provision of PPRA-2004 including Blacklisting
11. Payment	i. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract. ii. As per PPRA-2004, payments shall be made promptly by the Procuring Agency, after submission of an invoice or claim by the Supplier, provided the work is satisfactory iii. The currency of payment is PKR which shall be paid in shape of cheque including all applicable taxes
12. Prices	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid.
13. Change Orders	i. The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following: • drawings, designs, or specifications, where Goods to be furnished under the Contract a

	• the method of shipment or packing; • the place of delivery; and/or the Services to be provided by the Supplier ii. 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's change order But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPRA-2004 should be violated
14. Liquidated Damages	When the supplier fails to deliver the goods within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract
15. Termination for Default	i. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part: • if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency • if the Supplier fails to perform any other obligation(s) under the Contract; or • if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract ii. In the event the Procuring Agency terminates the Contract in whole or in part, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated
16. Force Majeure	i. Notwithstanding the provisions laid down in ITB the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event

	of Force Majeure ii. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions eg: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure" iii. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof Unless otherwise directed by the Procuring Agency in writing, the 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 Any difference of opinion concerning "Force Majeure" may be decided through means given herein below
17. Termination for Insolvency	Procuring Agency may at any time terminate the Contract by giving written notice to 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
18. Termination for Convenience	i. 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 extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective ii. The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices for the remaining Goods, the Procuring Agency may choose: • to have any portion completed and delivered at the Contract terms and prices; and/or • 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
19. Resolution of Disputes	i. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall

	make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract ii. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as accordance with Arbitration Act-1940
20. Applicable Law	The Contract shall be interpreted in accordance with the laws of Pakistan unless otherwise specified in this document
21. Notices	i. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and acceptable in ordinary course of business to the other party's address specified in this document ii. A notice shall be effective when delivered or on the notice's effective date, whichever is later
22. Taxes and Duties	Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency

Bidder Profile Form

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

Sr. No.	PARTICULAR		
1. Name of the Company			
2.Registered Office Address:			
National Tax Number:	(attached copy)		
Sales Tax Registration Number: (attached copy)			
Professional Tax Number:	(attached copy)		
Office Telephone Number:		Mobile No.:	
Fax Number:		Email Address:	
Website Address:			
3. Contact Person			
Name:	Designation:		
Personal Telephone No.			
Email Address:			
Local Office if any:			
Address:			
Office Telephone No.	Fax No.		Mobile No.

a) Financial Statement Attachment / Income Tax Return (Last_____year) Yes / No

b) Detail of Experience (Last 03 Years):

1	Similar Project (Agency / Department	Item Name	Amount Rs.
2	Value of Total projects / Tenders / POs (Total Amount Rs.)		

Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner To be attached with

Name:____________________________________ *(Applicant)*

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

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

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

i. The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order
ii. The documents/photocopies provided with Bid are authentic in case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules
iii. Affidavit for correctness of information
iv. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential
Signed by an authorized Officer of the company
Title of Officer: ____________________________________

Name of Company: _________________________________

Date: ______________________

Contract Form

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

THIS AGREEMENT made on the ______ day of____20 between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called "the Procuring Agency") on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") on the other part:
WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz, *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Procuring Agency's Notification of Award
- (f) Contract agreement
- (g) Complete Bidding document

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 goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract

The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification 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 Agreement to be executed in accordance with their respective laws the day and year mentioned above

Signed, sealed, delivered by____________the_______________(for the Procur
Signed, sealed, delivered by____________the_______________(for the Supplier)

Financial Bid Form/Price Schedule

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

Sr. No.	Name of Items	Specifications	Qty.	Unit Price	Total Price
1					

1. Prices must include all applicable taxes
2. The items will be delivered at Ministry of Inter Provincial Coordination, Second Floor, Kohsar Block, Pak Secretariat, Islamabad or any other place specifies by the Procuring Agency within the limits of ICT.
3. Total Bid value (against which a Bid shall be evaluated) should be both in figures and words

Note:

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

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

Stamp & Signature of Bidder

____

Section VII- Check List

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

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

Sr. #	Detail	Responsive	Non-Responsive
1.	Bid Security		
2.	Registration with FBR for NTN & STN		
3.	Registration with relevant authorities for professional tax		
4.	Registration with professional body for the relevant business		
5.	At least three (03) project/work of similar nature of project/work having similar cost or above executed with public sector organizations		
6.	Audited Financial Statements for the last three (03) years		
7.	Certificate of Manufacturer's Authorization (if applicable)		
8.	Affidavit on non-Judicial Stamp Papers of Minimum Rs.100/- • For Non Blacklisting • Supply of items within 30-days		
9.	General Information of Bidding Documents on Letter Head of firm duly signed and stamped		
10.	Company Profile, Staff List alongwith location and Address (where applicable)		
11.	Bidders Profile form (as per form of bidding documents) on letter head of the firm duly signed and stamped		
12.	Bid validity as per bidding documents		
13.	Meet mandatory Technical Specifications		

Stamp & Signature of Bidder

____

Criteria for Evaluation of Financial Bid

[To be signed and stamped and presented on Bidder's letter head pad]
The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal)

S #	Description	Responsive	Non-Responsive
1.	Price Schedule is complete and duly signed and stamped		
2.	No conditional prices		
3.	No multiple financial offers		
4.	No material arithmetic inconsistences financial proposal exist		
5.	Price quoted in prescribed format		
6.	No unauthorized alterations made in the prices		
7.	Prices include all applicable taxes		

EVALUATION CRITERIA

<table>
<tr><th>S. No.</th><th>Evaluation Criteria</th><th>Maximum Marks</th><th>Basis for Awarding Marks</th><th>Marks Obtained</th></tr>
<tr><td>1</td><td>Company Profile (Overall experience)</td><td>10</td><td>• 02-Years’ Experience = 04 Marks
• 03-Years’ Experience = 06 Marks
• 04-Years’ Experience = 08 Marks
• 05-Years’ Experience = 10 Marks</td><td></td></tr>
<tr><td>2</td><td>At least three relevant Supply Orders received in the past</td><td>25</td><td><table><tr><th>#</th><th>Project</th><th>Marks</th></tr><tr><td>1</td><td>3</td><td>10</td></tr><tr><td>2</td><td>> 3 <=5</td><td>15</td></tr><tr><td>3</td><td>>5 <= 8</td><td>20</td></tr><tr><td>4</td><td>>8</td><td>25</td></tr></table></td><td></td></tr>
<tr><td>3</td><td>Audited Financial Statements (Last Three Years)</td><td>15</td><td><table><tr><th>#</th><th>Years</th><th>Marks</th></tr><tr><td>1</td><td>01</td><td>05</td></tr><tr><td>2</td><td>02</td><td>10</td></tr><tr><td>3</td><td>03</td><td>15</td></tr></table></td><td></td></tr>
<tr><td>4</td><td>Financial Strength</td><td>20</td><td><table><tr><th>#</th><th>Turnover</th><th>Marks</th></tr><tr><td>1</td><td>100 Million</td><td>20</td></tr><tr><td>2</td><td>99 to 50 Million</td><td>15</td></tr><tr><td>3</td><td>49 to 20 Million</td><td>10</td></tr><tr><td>4</td><td>Below 20 Million</td><td>05</td></tr></table></td><td></td></tr>
<tr><td colspan="2">Total</td><td>70</td><td></td><td></td></tr>
</table>

Note: Please attach documentary evidence in support of your claims

- Technical Evaluation (70 Marks)
- Minimum Qualifying Marks: 49 out of 70
- Financial Evaluation: 30 Marks
- Combined Score: 100 Marks

FINAL EVALUATION CRITERIA FOR MOST ADVANTAGEOUS RESPONSIVE BIDDER

- Technical score calculation: Bidder’s Score= (Points Obtained in Technical Domain/Total points of Technical Domain) x 100
- Financial score calculation: Bidder’s Score= (Min. Bid Value / Bid in Consideration) x 100
- Total score = (Technical Score x 70%) + (Financial Score x 30%)

Past Experience / Contracts

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

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]*