Standard Bidding Document

TENDER NOTICE for STATIONERY ITEMS FOR FINICIAL YEAR 2026-2027
(Goods)

National

Single Stage-One Envelope

July 17, 2026

Airport Security Force-North (Airports Security Force (ASF)),Deputy Director
Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).
Phone: +92-333-232-7566, Email: northddo@gmail.com

Table of Contents

REQUEST FOR BIDS 1

Instructions to Bidders 3

Bid Data Sheet 23

Bids Data Sheet (BDS) 24

Eligibility Criteria 28

Evaluation Criteria 30

Items/Lots 31

Related Services of Goods: 32

Items/Lot Specification 33

Price Schedule 34

General Conditions of Contract 36

Special Conditions of Contract 46

Bid Securing Declaration 51

Contract Form 53

Integrity Pact 56

Performance Guarantee Form 58

Annexure 61

Stationery Items view in Attach Document 62

Procurement Forms 63

Financial Resources 1

Past Experience and Completed Contracts 1

Financial Capacity and Net Worth Evaluation Form 1

Additional Forms and Documents 66

REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **Airport Security Force-North (Airports Security Force (ASF))** has reserved Funds for the procurement planned for FY **2026-27**. The **Airport Security Force-North (Airports Security Force (ASF))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**TENDER NOTICE for STATIONERY ITEMS FOR FINICIAL YEAR 2026-2027**" with the reference of **"P64520"**

2. The **Airport Security Force-North (Airports Security Force (ASF))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** 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, Banker's Cheque, Call at Deposit, Others** 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/64520** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Monday, August 10, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, August 10, 2026 11:30 AM**. 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**).

Airport Security Force-North (Airports Security Force (ASF)), Deputy Director
Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi,
Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).
+92-333-232-7566
northddo@gmail.com

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

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

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency 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 before **three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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: **Airport Security Force-North (Airports Security Force (ASF))**

The subject of procurement is: **TENDER NOTICE for STATIONERY ITEMS FOR FINICIAL YEAR 2026-2027**

Expected commencement date: **Tuesday, September 15, 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: **P64520**

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: Wednesday, July 22, 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. Original Bid Security Financial Proposal Bid Submission Form, duly signed and stamped Active National Tax Number (NTN) Certificate Active Sales Tax Registration Certificate Active status on ATL (Active Taxpayers List) Documentary evidence of relevant experience Affidavit regarding non-blacklisting Undertaking/Declaration as required in the bidding documents

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: **250 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, Banker's Cheque, Call at Deposit, Others**

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;

Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province). before bid submission deadline.

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

The deadline for Bids submission is: **Monday, August 10, 2026 11:00 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 *:* ***Monday***

Date: ***Monday, August 10, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 14
ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
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
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
1.Registered on E-PADS	Yes
2.Online Active Taxpayer (ATL)	Yes
3.NTN Registration Certificate	Yes
4.Sales Tax Registration(GST) Certificate	Yes
5.Stamp paper/declaration of Non-black listing	Yes
6.Islamabad Vendor No. by AGPR	Yes
7.Company Registration Certificate	Yes
8.Proof of Financial Soundness / copy of bank statement	Yes
9.List of clients/departments/Ministries	Yes

10.At least five years of experience of working with public sector organizations in repair and maintenance work procurement of each Category	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

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

Least Cost Based Selection (LCBS)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Items/Lots

Lot Title : Stationery Items (Items List Attached)

Bid Security : 36000 PKR

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Stationery Items (Items List Attached)	Writing paper	**Address:** Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province). **Schedule:** 27 Days **Quantity:** 01/Qty	1 / Qty	--	--
Stationery Items (Items List Attached)	Writing paper	**Address:** Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province). **Schedule:** 27 Days **Quantity:** 01/Qty	1 / Qty	--	--

Related Services of Goods:

No

Items/Lot Specification

Lot Title : Stationery Items (Items List Attached)

Item: Stationery Items (Items List Attached)

UNSPSC: Writing paper

Specifications / Requirements:

Stationery Items (Items List Attached)

Item: Stationery Items (Items List Attached)

UNSPSC: Writing paper

Specifications / Requirements:

Stationery Items (Items List Attached)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Price Schedule

For Individual Items

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

For Lots

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

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: Airport Security Force-North (Airports Security Force (ASF)), Deputy Director Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).

The Supplier is:

The title of the subject procurement is: TENDER NOTICE for STATIONERY ITEMS FOR FINICIAL YEAR 2026-2027

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:

Airport Security Force-North (Airports Security Force (ASF)), Deputy Director
Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).
+92-333-232-7566
northddo@gmail.com

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:

Airport Security Force-North (Airports Security Force (ASF)), Deputy Director
Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).
+92-333-232-7566
northddo@gmail.com

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 **1.00%** to **2.00%** 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 **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

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

Number of GC Clause 33

Currency of Payment:

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

Number of GC Clause 34

Identifying Defects:

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

Inspections & Tests Requirements

For Physical Fitness having No Damages (Certificate from supplier)

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

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

Delivery & Documents

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

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.:***P64520***

To: **Airport Security Force-North (Airports Security Force (ASF)), Deputy Director Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).**

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 **Airport Security Force-North (Airports Security Force (ASF)), Deputy Director Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).**

(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., **TENDER NOTICE for STATIONERY ITEMS FOR FINICIAL YEAR 2026-2027 (*P64520*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

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

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

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

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

provisions of the contract at the times and in the manner prescribed by the contract.

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

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

Witness to the signatures of the Procuring Agency:

……

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

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

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

Contract Number: Contract Value: Contract Title:

Dated:

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

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

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

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

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

Performance Guarantee Form

Performance Guarantee Form

To: **Airport Security Force-North (Airports Security Force (ASF)), Deputy Director Office of CSO North, Ghaffar Shaheed, Garison Kurri Road, Rawalpindi, Rawalpindi (District), Rawalpindi Division (Division), Punjab (Province).**

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

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

AND WHEREAS we have agreed to give the Bidders guarantee:

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

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

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Stationery Items view in Attach Document

Information (Read-Only)

See Form Under Additional Forms and Documents: **Stationery Items view in Attach Document** (page number: 67)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 173)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 174)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 175)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

AIRPORTS SECURITY FORCE (ASF)
PROCUREMENT OF STATIONERY
LEADING TO CLOSED FRAMEWORK AGREEMENT

In connection with the "Invitation for Stationery" and subsequent Medicines of the Applicants, the Procuring Agency, as specified in the Bid Data Sheet (BDS), issues this set of Bidding Documents to the Prequalified Applicants inviting them to take part in the Primary Procurement Process in accordance with **PPRA Rule No. 36(a) Single Stage Single Envelope** for the procurement of Stationery through Closed Framework Agreement.

S.#.	Description & Bid No.	Fixed Bid Security (PKR)	Bid Submission Date/Time	Bid Opening Date/Time/Place	Basis PKR (Price)
01	PROCUREMENT OF STATIONERY - WISE THROUGH CLOSED FRAMEWORK AGREEMENT **I.T.No. 02/CSO(N) ASF/2026-27/Store**	36,000/-	10-08-2026 1100 Hours	10-08-2026 1130 Hours Store Office (Ahsan Ghaffar Shaheed Garrison Kurri Road), Islamabad	F.O.R

Bids may be submitted as per conditions set out in Bidding documents available on PPRA E-PAD System http://eprocure.gov.pk **(free of Cost).**

Bids must be submitted electronically through PPRA EPADS web portal http://eprocure.gov.pk before closing time & date as well as in hard format, in a (sealed envelope) duly filled and attached with requisite information in the specified format provided in the Bidding Document, to the address as mentioned below on or before prescribed schedule otherwise the submission shall not be considered. The sealed bids shall be opened on the same day at given time.

For registration and training on EPADS or in case of any technically difficulty in using EPADS, prospective bidder may contact **EPADS HELP DESK** contact Number 051-111-137-237.

Original Bid Security must be attached with the Bid (Technical & Financial – Single Envelope) (hard format sealed envelope) and the Bid Security copy (pay order / bank guarantee) must be attached through EPADS online submission as well before submission Date & Time.

Time period for performance of contract: Till the satisfactory completion of framework agreement and warranty period (if any).
ASF reserves the right to accept/reject any or all bids due to cogent reasons which will be communicated to bidders on request.

This advertisement is also available PPRA website www.ppra.org.pk.

Warning: Any financial instrument submitted by bidder, if found fake or got dishonored at any stage would result in blacklisting and legal action as per law.

Chief Security Officer (N)
Ahsan Ghaffar Shaheed Garrision (ASF Old Camp),
Kurri Road, Islamabad Tel: 051-4576522 Fax: 051-4576523
Email: admincson@asf.gov.pk

NASC AIRPORT SECURITY FORCE

BIDDING DOCUMENTS FOR

PROCUREMENT OF STATIONERY

THROUGH CLOSED FRAMEWORK AGREEMENT

(COST BASED SELECTION)

01/CSO(N)ASF/2026-27/Store

This Bidding Document contains

INVITATION TO APPLICATION
INSTRUCTIONS TO APPLICANTS
APPLICANT DATA SHEET
ELIGIBLE COUNTRIES
QUALIFICATION CRITERIA
STANDARD FORMS
SCHEDULE OF STORES

NOTE

IMPORTANT NOTES

Bidding documents, containing detailed terms and conditions, etc. are available and can be downloaded from PPRA E-PADS web site / portal at http://eprocure.gov.pk free of cost. Bidders are required to get registered at E-PADS PPRA (Federal) to access the bidding document and other relevant information including electronic bid submission.

Bids must be submitted electronically on PPRA EPADS portal as well as in hard format, in a sealed envelope duly filled and attached with requisite information in the specified format provided in the Bidding Document, to the address as mentioned below on or before prescribed schedule otherwise the submission shall not be considered. The sealed bids shall be opened on the same day at given time.

STORE OFFICE, CSO ASF (N) Office
Ahsan Ghaffar Shaheed Garrison Islamabad,
Tel: 051-4576521-22 Fax: 051-4576523

Any bid received physically at the given address but not submitted / uploaded by the bidder on PPRA EPADS portal shall not be considered any further for evaluation.

Original Bid Security must be attached with the Bid (Technical & Financial – Single Envelope) (hard format sealed envelope) and the Bid Security copy (pay order / bank guarantee) must be attached through EPADS online submission as well before submission Date & Time.

1. Contents

Part 2 Standard Bidding Documents *5*
Section I-A. Instructions to Bidders 7
Section II A - Bid Data Sheet (BDS) 31
Section III-A – Evaluation & Qualification Criteria 35
1. Evaluation of Bids (ITB 34) 35
2. 34Section IV-A - Bid Forms
36
Section V - Eligible Countries 63
Section VI - Schedule of Requirements 64
PART 3 – Framework Agreement *86*
Section A: Framework Agreement General Provisions (FAGP) 89
Appendix 98
to Section A: Framework Agreement General Provisions 98
Section B: Framework Agreement Specific Provisions 102
SCHEDULE 1: Schedule of Requirements including Base Prices 106
SCHEDULE 2: Secondary Procurement 107
SCHEDULE 3: Call-off Contract Conditions of Contract 110
SCHEDULE 4: Secondary Procurement Forms 125
Request for Quotation 127
RFQ ANNEX 1: Procuring Agency's Requirements 130
Technical Specifications, Drawings, Inspections and Tests 131
RFQ ANNEX 2: Supplier Quotation Form 132

AIRPORTS SECURITY FORCE
PAKISTAN
Courteous

Part 2 Standard Bidding Documents

STANDARD BIDDING DOCUMENTS

For

Closed Framework Agreement(s)

PROCUREMENT OF STATIONERY

Section I-A. Instructions to Bidders

1. General	
1. **Scope of Bid**	a) In connection with the "Invitation for Prequalification" and subsequent prequalification of the Applicants, the Procuring Agency, as specified in the Bid Data Sheet (BDS), issues this set of Bidding Documents to the Prequalified Applicants inviting them to take part in the Primary Procurement Process for the procurement of Goods and Related services, and this process may lead to Closed Framework Agreement(s) being concluded with the successful Bidder(s). The name (including identification) of this Invitation to Bid is specified in the BDS. b) Throughout this set of Bidding Documents: c) "in writing" means communicated in written form (e.g. by mail, e-mail, fax, including any other electronic means if specified in the BDS) with proof of receipt; d) if the context so requires, "singular" means "plural" and vice versa; e) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Agency. It excludes the official public holidays; f) "Call-off Contract" means a contract awarded, under Closed Framework Agreement, through a Secondary Procurement process, for the supply of Goods, and any Related Services; g) "Closed Framework Agreement' means an agreement with specified terms and conditions with an agreed base price; h) "Delivery Period" is the specified period from the date of formation of a Call-off contract for delivery of the Goods, as per the applicable terms and conditions and/or the Incoterms (as the case may be). i) "Framework Agreement (FA)" means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders;] j) "FA Supplier" means a Supplier with whom Frame Agreement is (or is to be) made; k) "Goods" means all goods, materials or items that the FA Supplier is required to supply to the Procuring Agency under a Call-

	off Contract placed under a Framework Agreement. Details of such Goods are set out in Part 2 Section VI (Schedule of Requirements), and as a part of the Framework Agreement and particularly described in a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods includes Related Services; l) "Multi-Supplier Framework Agreement" means where more than one Bidder (Supplier) concludes a Framework Agreement for the supply of each item/Lot; m) "Primary Procurement Process" means the procurement process that results in concluding a Framework Agreement(s) with a successful Bidder(s), as described in the RFB portion of FA SBD; n) "Related Services" means the services (if applicable) incidental to the supply of the Goods, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, as specified in Framework Agreement (Schedule 1: Schedule of Requirements), and specifically described in a Call-off Contract; o) "Secondary Procurement Process" means the process described in the Framework Agreement and followed by a Procuring Agency to select a FA Supplier, and award a Call-off Contract for the supply of Goods; p) "Single-Supplier Framework Agreement" means a Framework Agreement where only one Bidder (Supplier) concludes a Framework Agreement for the supply of each item/Lot; q) "Supplier" means a Bidder that has concluded a Framework Agreement through the Primary Procurement process may be considered for the award of a Call-off Contract (through Secondary Procurement Process), to deliver the Goods (and, if applicable Related Services) as and when required through Call-off Contract A Supplier may also be referred to as a "FA Supplier"; r) "Term" mean the duration of a Framework Agreement starting on the Commencement Date.
2. **Source of Funds**	6.1 Source of funds is same as referred in Invitation for Prequalification. 6.2 Payments will be made directly by the Procuring Agency (or by financing institution as specified in the BDS upon request of the Procuring Agency to so pay) for each deliverable and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Agency.
3. **Fraud and Corruption**	3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe

	the highest standard of ethics during the procurement and execution of such agreements and contracts. 3.2 The Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency. 3.3 Any communications between the Bidder and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication. 3.4 Procuring Agency will reject a bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 3.5 Procuring Agency will also declare the Bidder as blacklisted and predefined standard mechanism.
4. **Eligible Bidders**	4.1 All the ITAs regarding "Eligible Applicants" shall mutatis mutandis apply, however the ITA regarding Conflict of Interest Clause is further elaborated ITB 4.2. 4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder: a) directly or indirectly controls, is controlled by or is under common control with another Bidder; b) receives or has received any direct or indirect subsidy from another Bidder; c) has the same legal representative as another Bidder; d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Primary Procurement process; e) or any of its affiliates participated as a consultant in the

	preparation of the design or technical specifications of the Goods, or Related Services, that are the subject of the Bid; f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Agency or Procuring Agency or Borrower in implementing the Framework Agreement or a Call-off Contract; or g) would be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1. h) that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or i) has a close business or family relationship with a professional staff of the Procuring Agency (or of the project implementing agency, or of a recipient of a part of the funds) who: j) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or k) would be involved in the implementation or supervision of such Framework Agreement or Call-Off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.
5. **Eligible Goods and Related Services**	5.1 All the Goods and Related Services to be supplied under a Call-off Contract awarded under a Framework Agreement, may have their origin in any country in accordance with Section V (Eligible Countries). 5.2 For purposes of this ITB, the term "Goods" includes commodities, raw materials, machinery and equipment; and "Related Services" includes services such as insurance, installation, training, and maintenance. 5.3 The term "origin" means the country where the Goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
2. **Contents of the Bidding Documents**	
6 **Sections of Bidding Documents**	6.1 The Bidding documents consists of Parts 1A, 2A, 3, and 4, which include all sections, schedules, annexes. and should be read in conjunction with any addenda issued in accordance with **ITB 8.**

	PART 1 A- Bidding Procedures Section I A- Instructions to Bidders (ITB) Section II A- Bidding Data Sheet (BDS) Section III A- Evaluation & Qualification Criteria Section IV A - Bidding Forms Section V A - Eligible Countries (Same as that of Section VI A – Schedule of Requirements
	PART 2 A - Supply Requirements Section VII A - Schedule of Requirement (Same as that of Section VII of Part 2 - Prequalification Process, however, with some amendments if applicable) **PART 3 - Procuring Agency Forms** **PART 4 - Framework Agreement (FA)** Section A: Framework Agreement General Provisions Section B: Framework Agreement Specific Provisions SCHEDULE 1: Schedule of Requirements & Price Schedules SCHEDULE 2: Secondary Procurement Process SCHEDULE 3: Call-off Contract General Conditions of Contract SCHEDULE 4: Secondary Procurement Forms
	6.2 Unless obtained directly from the Procuring Agency after the conclusion of Prequalification Process, the Procuring Agency is not responsible for the completeness of the documents, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or addenda to the Bidding documents in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Procuring Agency shall prevail. 6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding documents and to furnish with its Bid all information or documentation as is required by the Bidding documents.
7 **Clarification of Bidding Documents**	7.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Agency in writing at the Procuring Agency's address specified **in the BDS and / or submit clarification on EPADs**. The Procuring Agency will respond in writing to any request for clarification and/or reply on EPADs, provided that such request is received prior to the deadline for submission of Bids within a period specified **in the BDS.** The Procuring Agency shall forward copies of its response to all Bidders who have acquired the Bidding documents in accordance with **ITB 6.3**, including a description of the inquiry but without identifying its source. If so specified **in the BDS**, the Procuring Agency shall also

	promptly publish its response at the web page identified **in the BDS**. Should the clarification result in changes to the essential elements of the Bidding documents, the Procuring Agency shall amend the Bidding documents following the procedure under **ITB 8** and in accordance with provisions of **ITB 22.2**. 7.2 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents. 7.3 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have been prequalified and obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 8. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
8 **Amendment of Bidding Documents**	8.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Bidding documents by issuing corrigendum in EPADs. 8.2 Any Corrigendum issued shall be part of the Bidding documents and shall be communicated in writing to all who have obtained the Bidding documents from the Procuring Agency in accordance with **ITB 6.3**. The Procuring Agency shall also promptly publish the corrigendum on EPADs & on the Procuring Agency's web page in accordance with **ITB 7.1:** Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such corrigendum shall have the right to withdraw his already filed Bid and submit the revised Bid prior to the original or extended Bid submission deadline. 8.3 To give prospective Bidders reasonable time in which to take an corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids, pursuant to **ITB 22.2:** Provided that the Procuring Agency shall extend the deadline for submission of Bid, if such an corrigendum is issued within last three (03) days of the Bid submission deadline.
3. **Preparation of Bids**	

9 **Cost of Bidding**	9.1 ITA regarding "Cost of Applications" shall mutatis mutandis apply.
10 **Language of Bid**	10.1 ITA regarding "Language of Application" shall mutatis mutandis apply.(Insert proper clause)
11 **Documents Comprising the Bid**	11.1 The Bid shall comprise the following: a) Letter of Bid prepared in accordance with ITB 12; b) Price Schedules: completed in accordance with ITB 12 and ITB 14; c) Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3; d) Eligibility of Goods and Related Services: documentary evidence in accordance with ITB 16 and ITB 30, establishing the eligibility of the Goods and Related Services to be supplied by the Bidder; e) Conformity: documentary evidence in accordance with ITB 16, that the Goods and Related Services conform to the Bidding documents; and f) any other documents required in the BDS. 11.2 In addition to the requirements under **ITB 11.1,** Bids submitted by a JV shall include a copy of the Joint Venture agreement entered into by all members. 11.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.
12 **Letter of Bid and Price Schedules**	12.1 The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV A (Bidding Forms). The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under **ITB 20.3.** All blank spaces shall be filled in with the information requested.
13 **Alternative Bids**	13.1 Alternative Bids shall not be permitted in this Primary Procurement process.
14 **Bid Prices and Discounts**	14.1 The prices and unconditional discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below. 14.2 Bidders shall provide their prices in the Price Schedules, as specified in the BDS.

Firm & Courteous

	14.3 The price to be quoted in the Letter of Bid in accordance with ITB 12.1 shall be, as specified in the BDS. 14.4 The Bidder shall indicate the methodology for the application of any unconditional discounts in the Letter of Bid, in accordance with ITB 12.1. 14.5 For the purpose of Secondary Procurement, the price(s) offered by the Bidder shall be treated as set out in the Framework Agreement Specific Provisions. 14.6 The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, as specified in the BDS. 14.7 Prices shall be quoted as specified in each Price Schedule included in Section IV A, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to award a Call-off contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V A (Eligible Countries). Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V A (Eligible Countries). Prices shall be entered in the following manner: a) **For Goods manufactured in the Islamic Republic of Pakistan:** (i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods; (ii) Sales tax and other taxes which will be payable on the Goods (if a Call-off Contract ~~is~~ awarded to the Bidder as a FA Supplier); and (iii) the price for inland transportation, insurance, and other local services (if required) to convey the Goods to their final destination (Project Site) (if a Call-off Contract is awarded to the Bidder as a FA Supplier) specified **in the BDS.** b) **For Goods manufactured outside Islamic Republic of Pakistan, to be imported:** (i) the price of the Goods, quoted CIP named place of destination, in the Procuring Agency's Country, as specified **in the BDS;** (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) (if a Call-off

	Contract ~~is~~ awarded to the Bidder as a FA Supplier), specified **in the BDS;** c) **For Goods manufactured outside the Islamic Republic of Pakistan, already imported:** (i) the price of the Goods, including the original import value of the Goods, plus any mark-up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported; (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported; (iii) the price of the Goods, obtained as the difference between (i) and (ii) above; (iv) Sales Tax and other taxes which will be payable on the Goods (if a Call-off Contract ~~is~~ awarded to the Bidder as a FA Supplier); and (v) the price for inland transportation, insurance, and other local services (if required) to convey the Goods from the named place of destination to their final destination (Project Site) (if a Call-off Contract is awarded to the Bidder as a FA Supplier), specified **in the BDS.** for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).
15 **Currencies of Bid and Payment**	15.1 The currency (ies) of the Bid and the currency (ies) of payments shall be the same. The Bidder shall quote in the Pak Rupees, unless otherwise specified **in the BDS.** 15.2 The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than one foreign currencies in addition to the Pak Rupees.
16 **Documents Establishing the Eligibility and Conformity of Goods**	16.1 To establish the eligibility of the Goods and Related Services in accordance with **ITB 5**, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV A (Bidding Forms). 16.2 To establish the conformity of the Goods and Related Services to the Bidding documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI A (Schedule of Requirements). 16.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial

	responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VI A (Schedule of Requirements). 16.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified **in the BDS** following acceptance of the Goods by the Procuring Agency (if a Call-off Contract ~~is~~ awarded to the Bidder as a FA Supplier). 16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Agency in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Agency's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VI A (Schedule of Requirements).
17 **Documents Establishing the Eligibility and Qualifications of the Bidder**	17.1 To establish Bidder's eligibility in accordance with **ITB 4,** Bidders shall complete the Letter of Bid, included in Section IV A (Bidding Forms). 17.2 The documentary evidence of the Bidder's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction: (a) that, if required **in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country; (b) that, if required **in the BDS**, in case of a Bidder not doing business within the Pakistan (or where the procurement is being made), the Bidder is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.
18 **Period of Validity of Bids**	18.1 Bids shall remain valid for the Bid Validity period specified **in the BDS**. The Bid Validity period starts from the date fixed for the Bid submission deadline (as prescribed by the Procuring Agency in accordance with **ITB 22.1**). A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

	18.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Agency may request Bidders to extend the period of validity of their Bids only once. The request and the responses shall be made in writing. A Bidder may refuse the request to extend the validity of their bids. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in **ITB 18.3**. 18.3 If the conclusion of a Framework Agreement is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the Framework Agreement Base Price shall be determined as follows: (a) in the case of a fixed price Framework Agreement, the Base Price shall be the Bid price adjusted by the factor specified **in the BDS**; (b) in the case of an adjustable price Framework Agreement, no adjustment shall be made; (c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.
19 **No Bid Security or Bid Securing Declaration**	19.1 No Bid Security is required in relation to this Primary Procurement process, however, the bidders may be required to sign Bid Securing Declaration.
20 **Format and Signing of Bid**	20.1 The Bidder shall prepare one original of the documents comprising the Bid as described in **ITB 11** and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail. 20.2 Bidders shall mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information. 20.3 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation **as specified in the BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid. 20.4 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to

	be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representative.
4. **Submission and Opening of Bids**	
21 **Sealing and Marking of Bids**	21.1 The Bidder shall deliver the Bid in a single, sealed envelope (Single Stage One Envelope Bidding Procedure). Within the single envelope, the Bidder shall place the following separate, sealed envelope (a) in an envelope marked "ORIGINAL", all documents comprising the Bid, as described in ITB 11; and (b) in an envelope marked "COPIES", all required copies of the Bid; and, 21.2 The inner and outer envelopes, shall: (c) bear the name and address of the Bidder; (d) be addressed to the Procuring Agency as specified in BDS; (e) bear the specific identification of this Bidding process indicated in ITB 1.1; and (f) bear a warning not to open before the time and date for Bid opening. 21.3 The printed set of bid shall be scanned and converted into single PDF subsequently upload on EPADs while hardcopies to be submitted in the office as defined in BDS
22 **Deadline for Submission of Bids**	22.1 Bids must be submitted on EPADs no later than the date and time **specified in the BDS.** 22.2 If required in accordance with the provisions of ITB 8.3, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidder subject to the previous deadline shall thereafter be subject to the deadline as extended.
23 **Late Bids**	23.1 The Procuring Agency shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with **ITB 22**. Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
24 **Withdrawal, Substitution, and**	24.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted on EPADs

Firm & Courteous

Modification of Bids	24.2 No Bid may be withdrawn, substituted, or modified 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 Letter of Bid or any extension thereof.
25 **Bid Opening**	25.1 Except as in the cases specified in **ITB 23** and **ITB 24.2**, the Procuring Agency shall, at the Bid opening, publicly open and read out all Bids received by the deadline at the date, time and place specified **in the BDS** in the presence of Bidders' designated representatives and anyone who chooses to attend. The bids shall be opened electronically on EPADs. 25.2 The bids submitted on EPADs that are opened and read out at Bid Opening shall be considered further in the evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Procuring Agency attending Bid opening in the manner specified **in the BDS.** 25.3 The Procuring Agency shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with **ITB 23.1**). 25.4 The Procuring Agency shall prepare a record of the Bid opening that shall include, as a minimum; (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification; (b) the Bid Price, per lot (item) if applicable, including any unconditional discounts; 25.5 The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

5. Evaluation and Comparison of Bids

26 **Confidentiality**	26.1 Information relating to the evaluation of Bids and recommendation to conclude a Framework Agreement(s), shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the Notification of Intention to conclude the Framework Agreement is transmitted to all Bidders in accordance with **ITB 39.1**. 26.2 Any effort by a Bidder to influence the Procuring Agency in the evaluation or decision to conclude a Framework Agreement(s) may result in the rejection of its Bid. 26.3 Notwithstanding **ITB 26.2**, from the time of Bid opening to the time of the Framework Agreement being concluded, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.
27 **Clarification of Bids**	27.1 To assist in the examination, evaluation, comparison of Bids, and qualification of Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Agency shall not be considered. The Procuring Agency's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Agency in the Evaluation of the Bids, in accordance with **ITB 31**. 27.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Procuring Agency's request for clarification, its Bid may be rejected.
28 **Deviations, Reservations, and Omissions**	28.1 During the evaluation of Bids, the following definitions apply: (a) "Deviation" is a departure from the requirements specified in the Bidding documents; (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding documents; and (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding documents.
29 **Determination of Responsiveness**	29.1 The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in **ITB 11**. 29.2 A substantially responsive Bid is one that meets the terms and conditions, and the requirements of the Bidding documents without

	material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: (a) If accepted, would: (i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Framework Agreement; or (ii) limit in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidder's obligations under the Framework Agreement; or (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids. 29.3 The Procuring Agency shall examine the technical aspects of the Bid submitted in accordance with **ITB 16** and **ITB 17**, in particular, to confirm that all requirements of Section VII A (Schedule of Requirements) have been met without any material deviation or reservation, or omission. 29.4 If a Bid is not substantially responsive to the requirements of Bidding documents, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
30 **Nonconformities, Errors and Omissions**	30.1 Provided that a Bid is substantially responsive, the Procuring Agency may waive any minor non-conformities in the Bid. 30.2 Provided that a Bid is substantially responsive, the Procuring Agency may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any such aspect that apparently or potentially affects the ranking of the Bidder or the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid. 30.3 Provided that a Bid is substantially responsive, the Procuring Agency shall rectify quantifiable non-material non-conformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the BDS.
31 **Correction of Arithmetical Errors**	31.1 Provided that the Bid is substantially responsive, the Procuring Agency shall correct arithmetical errors on the following basis: (a) if there is a discrepancy between the unit price and the line

	item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total 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 case the line item total as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. 31.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1, shall result in the rejection of the Bid.
32 **Conversion to Single Currency**	32.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as specified **in the BDS.**
33 **Preferences**	33.1 No margin of preference shall apply in the Primary Procurement process and in any Secondary Procurement processes unless specified otherwise in **BDS**.
34 **Evaluation of Bids**	34.1 The Procuring Agency shall use the criteria and methodologies listed in this ITB and Section III, Evaluation Criteria in deciding to conclude a Framework Agreement(s). No other evaluation criteria or methodologies shall be permitted. 34.2 To evaluate a Bid, the Procuring Agency shall consider the following: (a) evaluation will be done for Items or Lots, as specified in the BDS; and the Bid Price as quoted in accordance with ITB 14; (b) correction of arithmetic errors made in accordance with ITB 31.1; (c) price adjustment due to unconditional discounts offered in accordance with ITB 14.4;

	(d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32; (e) rectification of price due to quantifiable non-material non-conformities in accordance with ITB 30.3; and (f) the additional evaluation factors are specified in Section III, Evaluation Criteria. 34.3 If applicable, the estimated effect of the price adjustment provisions in the Framework Agreement(s) (which determines the Contract Price for a Call-off Contract), applied over the Term of the Framework Agreement, shall not be taken into account in the Primary Procurement-Bid evaluation. 34.4 The Procuring Agency's evaluation of a Bid will exclude and not take into account: (g) in the case of Goods manufactured in Pakistan or (the Procuring Agency's Country), sales and other similar taxes, which will be payable on the Goods if a Call-off Contract is awarded to the Bidder; (h) in the case of Goods manufactured outside the Pakistan (or Procuring Agency's Country), already imported or to be imported, customs duties and other import taxes levied on the imported Goods sales and other similar taxes, which will be payable on the Goods if the Call-off Contract is awarded to the Bidder; (i) if applicable, any allowance for price adjustment during the period of execution of the Call-off Contract is, if provided in Section B: Framework Agreement Specific Provisions. 34.5 The Procuring Agency's evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with **ITB 14**. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services or geographic location. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified **in the BDS** from amongst those set out in Section III, Evaluation Criteria. The

	criteria and methodologies to be used shall be as specified in **ITB 34.2(f)**.
35 **Comparison of Bids.**	35.1 The Procuring Agency shall compare the evaluated costs of all substantially responsive Bids established in accordance with **ITB 34.2** to determine the ranking of Bids based on the lowest evaluated cost. The comparison shall be on the basis of CIP (place of final destination) prices for imported Goods and EXW prices, plus cost of inland transportation and insurance to place of destination, for Goods manufactured within Pakistan (or Procuring Agency's country), together with prices for any required installation, training, commissioning and other Related Services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported Goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of Goods.
36 **Qualification of the Bidder(s)**	36.1 The Procuring Agency may ask the Bidders to establish that their qualification still establishes as determined during prequalification process, and ask for any documentary evidence for such assurance. A negative determination shall result in disqualification of the Bid.
37 **Procuring Agency's Right to Accept or Reject All Bids**	37.1 The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.
38 **Standstill Period**	38.1 The Framework Agreement(s) shall not be concluded earlier than the expiry of the Standstill Period. The Standstill Period shall be fifteen (15) Days unless extended in accordance with **ITB 44**. The Standstill Period commences the day after the date the Procuring Agency has transmitted to each Bidder the Notification of Intention to Conclude a Framework Agreement. Where only one Bid is submitted, or if this Primary Procurement process is in response to an emergency, the Standstill Period shall not apply.
39 **Notification of Intention to Conclude a Framework Agreement**	39.1 The Procuring Agency shall send to each Bidder the Notification of Intention to Conclude a Framework Agreement(s) with the successful Bidder(s). The Notification(s) of Intention to Conclude shall contain, at a minimum, the following information: (a) the name and address of the Bidder(s) submitting the successful Bid(s); (b) the price(s) of the successful Bid(s), or pricing mechanism(s); (c) the names of all Bidders who submitted Bids, and their Bid prices, or pricing mechanism(s), as readout, and as evaluated; (d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the Notification on Intention to Conclude a

	Framework Agreement(s) is addressed) was unsuccessful, unless the price, or pricing mechanism(s) information in (c)) above already reveals the reason; (e) the expiry date of the Standstill Period; (f) instructions on how to request a debriefing and/or submit a complaint during the standstill period.
6. Conclusion of a Framework Agreement	
40 **Framework Agreement Criteria**	40.1 This is a Closed Framework Agreement. 40.2 The Procuring Agency shall specify **in the BDS** and/or Section III A (Evaluation Criteria), the criteria that will apply in the selection of Bidder(s), with whom a Framework Agreement(s) may be concluded.
41 **Notification to Conclude a Framework Agreement**	41.1 Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, specified in **ITB 38.1** or any extension thereof, and upon satisfactorily addressing a complaint that has been submitted within the Standstill Period, the Procuring Agency shall transmit to the successful Bidder(s) a Notification to Conclude a Framework Agreement, attaching the Framework Agreement for signature by the Bidder.
42 **No Obligation to Purchase**	42.1 The conclusion of a Framework Agreement shall not impose any obligation on the Procuring Agency to purchase any Goods under the Framework Agreement.
43 **Non-exclusivity**	43.1 This Primary Procurement process is non-exclusive, and the Procuring Agency reserves the right to procure the Goods from other suppliers who are not FA Suppliers.
44 **Signing the Framework Agreement**	44.1 Unless an earlier deadline is stipulated **in the BDS**, the Bidder shall sign, date and return the Framework Agreement within twenty-eight (28) days of receipt of the same.
45 **Publication of the Conclusion of Framework Agreement Notice**	45.1 Within ten (10) Business Days of transmission to the successful Bidder(s) of the Notification(s) to Conclude a Framework Agreement(s), as per **ITB 41.1**, the Procuring Agency shall publish the Conclusion of Framework Agreement Notice which shall contain, at a minimum, the following information: (a) name and address of the Procuring Agency, and if applicable, all participating Procuring Agencies; (b) name and reference number of the Framework Agreement being concluded, and the selection method used; (c) names of all Bidders that submitted Bids, and their Bid prices, or pricing mechanisms, as read out at Bid opening, and as evaluated;

	(d) names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor; and (e) the name(s) of the successful Bidder(s), the duration of Framework Agreement(s), and a summary of its scope.
46 **Grievance Redressal Mechanism**	46.1 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. 46.2 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. 46.3 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 of the announcement of technical evaluation report and five days after issuance of final evaluation report. .46.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 46.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 46.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt. 46.7 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 fee as prescribed in "Redressal of Grievance

	Regulations, 2021". 46.8 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 46.9 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. 46.10 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. 46.11 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.
7. Secondary Procurement Process for awarding a Call-off Contract	
47 **Method and criteria for award of Call-off Contract**	47.1 The Secondary Procurement method that shall apply in selecting FA supplier and awarding a Call-off contract is specified **in the Framework Agreement** (Framework Agreement, Schedule 3 i.e. Secondary Procurement). To be entitled to participate in a Secondary Procurement, and awarded a Call-off Contract, FA Suppliers must continue to be qualified and eligible, and the Goods must continue to be eligible, as per the criteria stipulated in these bidding documents. The Procuring Agency may require, at the Secondary Procurement stage and award of Call-off Contract, evidence of continued qualification and eligibility.
48 **Adjustment to the Base Price**	48.1 The Call-off Contract Price at the Secondary Procurement stage shall not be subject to price adjustment unless specified in Framework Agreement, Section B: Framework Agreement Specific Provisions.
8. Blacklisting Mechanism	
49 **Blacklisting Mechanism**	49. 1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; or ii. Fails to perform his contractual obligations; or

	i.Fails to abide by the bid securing declaration; 49.2 The show-cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 49.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 49.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 49.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing. 49.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed 49.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.

	49.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority. 49.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 49.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition 49.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 49.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

Section II A - Bid Data Sheet (BDS)

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

1. General	
ITB 1.1 and 1.2	The Procuring Agency is: CSO ASF North Office Islamabad The name of the ITB is: **02/CSO(N) ASF/2026-27/Store** **PROCUREMENT OF STATIONERY THROUGH CLOSED FRAMEWORK AGREEMENT**
ITB 1.2 *(L) or (P)*	**Multi-Supplier Framework Agreement** This Primary Procurement intends to conclude a Multi-Supplier Framework Agreement. Framework Agreement panel – minimum number (02) The Procuring Agency intends to conclude a Framework Agreements with a minimum number of Bidders for each item [*the bidders are required to offer their unit prices corresponding to estimated quantities of an item over the FA period.*
1.2 (q)	**Term of Framework Agreement** The Framework Agreement shall be for a Term of **01 Year** from the commencement date stated in the Framework Agreement.
ITB 4.1	The joint venture is not allowed.
2. Contents of the Bidding Documents	
ITB 7.1	For **clarification of Bid purposes** only, the Procuring Agency's address is: Attention: **Store Officer CSO ASF (N) Office Islamabad** Country: **Pakistan** Telephone: **+9251-4576521 / +9251-4576522** Email: **admincson@asf.gov.pk** Requests for clarification should be received by the Procuring Agency on EPADs **only before (05) days before bid submission deadline**.
3. Preparation of Bids	
ITB 10.1	The **language of the Bid** is English. All correspondence shall be in English The language for translation of supporting documents and printed literature is

Firm & Courteous

	English
ITB 11	The Bidder shall submit the following are required to be submitted: i. Letter of bid prepared in accordance with ITB 12 ii. The bids must be signed by the CEO / Director / Chairman of the organization. iii. Price Schedule completed in accordance with ITB 12 and ITB 14
ITB 14.2	Bidders may quote their unit prices against any item and totals of estimated quantities over the FA period as specified in the Part 2 Section VI Schedule of Prices.
ITB 14.3	The price to be quoted in the Letter of Bid in accordance with **ITB 12.1** shall be (i) the total bid prices against the estimated quantities over the FA period in column of total bid price AND (ii) the unit bid price against the estimated Call-off quantities in column of Unit Price, as specified in the Part 2 Section VI Schedule of prices.
ITB 14.6	The **Incoterms** edition that will apply to Framework Agreement Call-off Contracts is: *DDP (Delivery Duty Paid) means Delivery at address without any cost.*
ITB 14.7 (b)(i) and (c)(v)	**Named place(s) of destination,** as per Incoterms used, is **Store Office CSO ASF (N) Islamabad, Pakistan**
ITB 14.7 (a)(iii) (b)(ii) and (c)(v)	**Final Destination:** **Fixed delivery at Store Office CSO ASF (N) Islamabad, Pakistan.** **No additional delivery charges to be levied.**
ITB 15.1	The Bidder is required to quote price in PKR (Pakistan Rupees) only.
ITB 16	Not applicable
ITB 17.2 (a)	**Manufacturer's authorization** is not only required.
ITB	The **Bid validity period** shall be **180 days.**

Firm & Courteous

18.1	
ITB 18.3(a)	Where the Bid validity period is extended, the Bid price shall be not be adjusted and shall remain same.
ITB 20.1	In addition to the submission of Bid electronically on EPADs, the hardcopy of bid shall be submitted to: Attention: **Store Officer CSO ASF (N) Office Islamabad** Country: **Pakistan** Telephone: **+9251-4576521 / +92-4576522** Email: **admincson@asf.gov.pk**
ITB 20.3	The bid shall be signed by the CEO/ Chairman / Director of the company and submit on EPADs.
4. **Submission and Opening of Bids**	
ITB 21	The scanned copies of bid converted into single (Technical & Financial – Single Envelope) PDF and be uploaded on EPADs.
ITB 22.1	For **Bid submission purpose** only, the Procuring Agency's address is: Attention: **Medical Officer CSO ASF (N) Office Islamabad** Country: **Pakistan** Telephone: **+92 51-4576521 / +92 51 4576522** Email: **admincson@asf.gov.pk** **The deadline for Bid submission is:** **Date:** ***10 Aug 2026*** **Time:** ***1100AM*** Bidders shall be submitted electronically in EPADs and hardcopy also required.
ITB 25.1	The opening of the Bids shall be at 10 **Aug 2026 AT 1130 HRS STOR OFFICE CSO ASF (N) OFFICE ISLAMABAD**
5. **Evaluation and Comparison of Bids**	
ITB 30.3	Bid adjustment is not allowed.
ITB 32.1	The currency of bid shall be in PKR (Pakistani Rupees) Only.

Firm & Courteous

ITB 34.2(a)	**Evaluation Criteria (in accordance with PPRA Rules):** Evaluation of bids shall be carried out **on an item-wise basis** in accordance with Rule 30 of the Public Procurement Rules, 2004. Bidders are required to **quote unit prices separately for each item** listed in the bidding document. In line with Rule 38, the contract (Framework Agreement) for each item shall be awarded to the **bidder whose bid is the lowest evaluated and meets the requirements specified** in the bidding document. Accordingly, **separate Framework Agreements shall be executed with the respective bidders** offering the lowest evaluated price for each individual line item, subject to the bid being found substantially responsive to the stated specifications, terms, and conditions.
ITB 34.5	Not applicable
6. **Concluding a Framework Agreement**	
ITB 44	**Signing the Framework Agreement** The Bidder shall sign, date and return the Framework Agreement within 15 days of receipt of the same.
7. **Concluding a Framework Agreement**	
ITB 48	The Price adjustment is not allowed.

Section III-A – Evaluation & Qualification Criteria

This Section contains the criteria that the Procuring Agency shall use to conclude Framework Agreement(s). The criteria and methodology described is to evaluate Bids. No other factors, methods or criteria shall be used other than specified in these Bidding documents for the Primary-Procurement process.

1. Evaluation of Bids (ITB 34)

The following criteria shall be used to assess the responsiveness and evaluation of bids:

(a) Evaluation of bids shall be carried out on an **item-wise basis** in accordance with **Rule 30 of the Public Procurement Rules, 2004**. Bidders are required to quote **unit prices for each item** listed in the Part 2 -Section VI A Schedule of Requirements & Pricing there-off.

(b) In accordance with **Rule 38**, a **Framework Agreement** shall be concluded with the bidder offering the **lowest evaluated responsive bid** for each line item. The **lowest quoted price shall be treated as the fixed base price** against each item during the validity of the Framework Agreement. Separate Framework Agreements will be executed with the respective successful bidders for each item, subject to compliance with all required specifications, terms, and conditions.

(c) As the goods under procurement consist of **general items** (e.g., pens, markers, staplers, etc.) that vary widely in **quality and market pricing**, and where precise specifications may not fully distinguish between **sub-standard, standard, and premium-quality products**, the Procuring Agency has arranged **reference samples** for each item to ensure **Value for Money (VfM)** procurement and quality consistency.

Bidders are therefore **required to physically inspect the samples** provided by the Procuring Agency before submitting their bids. Bids shall only be considered responsive if the quoted items **match the quality and standard of the samples**. Bidders failing to quote in line or higher quality with the samples shall be evaluated as non-compliant.

2. Criteria to Conclude Framework Agreement(s) (ITB 40)

Multi-Supplier Closed Framework Agreement

In accordance with the provisions of ITB 40 and PPRA Guidelines on Framework Agreements, the Procuring Agency intends to conclude **Closed Multi-Supplier Framework Agreements** with successful bidders as follows:

(a) All substantially responsive bids shall be **ranked in order of evaluated cost** for each item, with the lowest evaluated cost ranked first, followed by the second lowest, and so on.

(b) A **Framework Agreement shall be concluded only with the bidder offering the lowest evaluated responsive bid for each respective item**, subject to fulfillment of the eligibility and qualification requirements outlined in the bidding documents.

Section IV-A - Bid Forms

Table of Forms

1. Letter of Bid

Primary Procurement - Framework Agreement Goods

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

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

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

Framework Agreement - Goods
Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*
Request for Bid No.: [*insert identification*]

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

(a) **No reservations:** We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders (**ITB 8**);
(b) **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with **ITB 4**;
(c) **Eligible Goods and Related Services**: If we conclude a Framework Agreement, the Goods and Related Services that we may supply under a Call-off Contract awarded under the Framework Agreement, shall be sourced from an eligible country in accordance with **ITB 5** and Section V, Eligible Countries. The Goods and Related Services shall be sourced from [*insert name of the country(ies)*]
(d) **Bid/Proposal-Securing Declaration**:
"We have neither been suspended nor declared ineligible by the Procuring Agency(s) based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in Pakistan.
(e) **Conformity:** We offer to supply, in conformity with the Bidding Documents and in accordance with Section VII- Schedule of Requirements, the following Goods: [*insert a brief description of the Goods and Related Services*];
(f) **Bid Price**: *[Select one of the following four options with respect to Bid Price]*

For Multi Supplier FA

The unit price/s of our Bid for each lot below is [*insert the unit price/s of the Bid in figures, against the estimated quantities provided by the Procuring Agency in the Price Schedules in the table below]*

"The total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*"

(g) **Bid Validity Period**: Our Bid shall be valid for the period specified in **BDS 18.1** (as amended, if applicable) from the date fixed for the Bid submission deadline specified in **BDS 22.1** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(h) **Performance Security/Guarantee**: If our Bid is accepted and we conclude a Framework Agreement, we understand that we may be required, as a condition of a subsequent Framework Agreement, to obtain performance security (or guarantee);

(i) **One Bid per Bidder**: We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member, or as a subcontractor.

LOT NO. & NAME:				
Item No.	Description	Estimated Quantities	Bid Unit Price and Currency	Total Price
1.	…	……		
		……		
		… …		
2.	…			
3.	…			
Total Price of Lot *[lot no]* And in words *[insert total price of each lot in words]*				

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

(k) **Not Bound to Purchase**: We understand that there is no obligation on the Procuring Agency/Procuring Agency(s) to purchase any Goods, and/or Related Services from any FA Supplier during the Term of the Framework Agreement.

(l) **No expectation of Call-off Contract:** We confirm that no undertaking or any form of statement, promise, representation or obligation has been made by the Procuring Agency/Procuring Agency in respect of the total quantities or value of the Goods that may be ordered by it, or any participating Procuring Agency(s), in accordance with this Framework Agreement. We acknowledge and agree that we have not submitted this Bid on the basis of any such undertaking, statement, promise or representation.

(m) **Not Bound to Accept**: In relation to this Primary Procurement, we understand that procuring agency may cancel the procurement process and reject all bid without assigning any justification as per Public Procurement Rules 2004.

Firm & Courteous

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

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

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

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

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

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

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

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

Firm & Courteous

2. Bidder Information Form

Primary Procurement - Framework Agreement Goods

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

Date: *[insert date (as day, month and year) of Bid submission*]
IFP No.: *[insert number of IFP process]*
Page _____ of_ _____ pages

1. Bidder's Name *[insert Bidder's legal name]*
2. In case of JV, legal name of each member: *[insert legal name of each member in JV]*
3. Bidder's actual or intended country of registration: *[insert actual or intended country of registration]*
4. Bidder's year of registration: *[insert Bidder's year of registration]*
5. Bidder's Address in country of registration: *[insert Bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information **Name**: *[insert Authorized Representative's name]* **Address**: *[insert Authorized Representative's Address]* **Telephone/Fax numbers**: *[insert Authorized Representative's telephone/fax numbers]* **Email Address**: *[insert Authorized Representative's email address]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with **ITB 4.4**. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with **ITB 4.1**. ☐8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

3. Bidder's JV Members Information Form
Primary Procurement - Framework Agreement Goods

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

Date: *[insert date (as day, month and year) of Bid submission*]
IFP No.: *[insert number of IFP process]*
Page _____ of_ _____ pages

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

4. Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 3A of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Agency in the Schedule of Requirements.]*

FILL THE COLUMN 2B, 5 & 6 OF ITEM NO. 5 BELOW

5. Multi-Supplier FA- Price Schedule:

NOTE: BIDDERS ARE REQUESTED TO FILL THE COLUMN 2B, 5 & 6

LOT NO: 1 **LOT NAME: STATIONERY**				Date: _____ IFP No: _____ Page N° _____ of _____ Delivery Period: 10 days after Call-off Order		
1	2A	2B	3	4	5	6
Line Item	**Description of Goods (ASF REQUIREMENT)**	**Description of Goods (BIDDER'S SPECIFICATIONS)**	**AU**	Pack Size	Unit Price Incl Sales Tax	Total EXW price per line item (Col. 5×6)
1.	*Computer Paper A-4 80 gm AA*	***[Insert here quoted item's specifications]***	*Ream*	*01*		
2.	*Computer Paper Copymate 70 gm*		*Ream*	*01*		
3.	*Computer Paper L/S AA*		*Ream*	*01*		
4.	File Board		*No*	*01*		
5.	File Cover Blue (GOP) A4		*No*	*01*		
6.	File Cover Blue (GOP) Legal Size		*No*	*01*		
7.	File Cover White		*No*	*01*		
8.	*Lead Pencil GoldFish*		*Pkt*	*01*		
9.	*Marker Permanent*		*Pkt*	*01*		
10.	*Eraser Al 30 Bahadur*		*Pkt*	*01*		
11.	Paper Pin		*No.*	*01*		
12.	*Gum Stick Medium Pelikan*		*No.*	*01*		
13.	Signature Pen Uni Ball		*Pkt*	*01*		
14.	*Fluid Pen Sensa*		*Pkt*	*01*		
15.	*Stapler Pin Dollar*		*Pkt*	*01*		

Firm & Courteous

16.	*Ball Point (Piano)*		*Pkt*	*01*		
17.	*Highlighter Mercury*		*No*	*01*		
18.	*Scale Steel*		*No.*	*01*		
19.	*Calculator Citizen CT-9300*		*No.*	*01*		
20.	*Paper Clip 36mm*		*Pkt*	*01*		
21.	*Stapler Machine Deli 0326*		*No*	*01*		
22.	*Register No. 10*		*No.*	*01*		
23.	*Register No. 16*		*No.*	*01*		
24.	*Register No. 20*		*No.*	*01*		
25.	*Register No. 24*		*No.*	*01*		
26.	*Register No. 32*		*No.*	*01*		
27.	*Register No. 38*		*No.*	*01*		
28.	*Khaki Cover*		*No.*	*01*		
29.	*Writing Pad Exclusive A4*		*No.*	*01*		
30.	*Ring Pad Small*		*No.*	*01*		
31.	*Single Punch*		*No.*	*01*		
32.	*Double Punch*		*No.*	*01*		
33.	*Scissor*		*No.*	*01*		
34.	*Paper Cutter*		*No.*	*01*		
35.	*Tape Stand*		*No.*	*01*		
36.	*Transparent File Cover*		*No.*	*01*		
37.	*Tape Transparent Large*		*No.*	*01*		
38.	*Tape Transparent 2”*		*No.*	*01*		
39.	*Wrapping Tape*		*No.*	*01*		

Firm & Courteous

40.	*Adhesive Tape*		*No.*	*01*		
41.	*Masking Tape*		*No.*	*01*		
42.	*Envelop SE-8 with Cloth*		*No.*	*01*		
43.	*Envelop SE-6*		*No.*	*01*		
44.	*Envelop Legal with Cloth*		*No.*	*01*		
45.	*Stamp Pad Ink Sensa*		*No*	*01*		
46.	*Stamp Pad*		*No.*	*01*		
47.	*Dak Folder*		*No.*	*01*		
48.	*Ring Folder*		*No.*	*01*		
49.	*Gum Bottle (Shark)*		*No.*	*01*		
50.	*Ticket Register*		*No.*	*01*		
51.	*Log Book Vehicle*		*No.*	*01*		
52.	*Tag Medium*		*No.*	*01*		
53.	*Color Paper Spectra*		*No.*	*01*		
54.	*Sharpener*		*No.*	*01*		
55.	*Telic Sheet*		*Mtr*	*01*		
56.	*Pin Remover*		*No.*	*01*		
57.	*Dipper*		*No.*	*01*		
58.	*Sticky Notes*		*Pkt*	*01*		
59.	*Attendance Register*		*No.*	*01*		
60.	*Table Set*		*No.*	*01*		
61.	*Seal*		*No.*	*01*		
62.	*Fountain Pen*		*No.*	*01*		
63.	*Fountain Pen Ink*		*No.*	*01*		

Firm & Courteous

64.	*Thumb Pin*		*Pkt*	*01*		
65.	*Pin Cushion*		*No.*	*01*		
66.	*Phoenix Pin Five Star (05 No)*		*Pkt*	*01*		
67.	*Contingency Register*		*No.*	*01*		
68.	*Stapler Heavy Duty*		*No.*	*01*		
69.	*Stapler Pin Heavy Duty*		*Pkt*	*01*		
70.	*Dak Dairy Register*		*No.*	*01*		
71.	*Printy Stamp*		*No.*	*01*		
72.	*Simple Stamp*		*No.*	*01*		
73.	*Dairy Cover with ASF Monogram*		*No.*	*01*		
74.	*Dairy with ASF Monogram*		*No.*	*01*		
75.	*Grace Paper*		*No.*	*01*		
76.	*Ink Bottle Dollar*		*No.*	*01*		
77.	*Letter Head Pad With ASF Monogram A4*		*No.*	*01*		
78.	*Letter Head Pad With ASF Monogram (4 x 6)"*		*No.*	*01*		
79.	*Account Register*		*No.*	*01*		
					Total Price	
	Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*					

Firm & Courteous

Section V - Eligible Countries

Eligibility for the Provision of Goods, Works and Non-Consulting Services

In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms, Goods and Related Services from the following countries are excluded from this procurement process:

1. India
2. Israel

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

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY
SECURITY FORCE
Firm & Courteous
PAKISTAN
PPRA
EPADS

Section VI - Schedule of Requirements

PROCUREMENT OF STATIONERY ITEMS
THROUGH CLOSED FRAMEWORK AGREEMENT FOR THE PERIOD OF (01) YEAR
LOT NO: **1** - LOT NAME: **STATIONERY**

1	2	3	4
Line Item	**Description of Goods**	**A/U**	Estimated Quantity
1.	*Computer Paper A-4 80 gm AA*	*Ream*	*01*
2.	*Computer Paper Copymate 70 gm*	*Ream*	*01*
3.	*Computer Paper L/S AA*	*Ream*	*01*
4.	File Board	*No*	*01*
5.	File Cover Blue (GOP) A4	*No*	*01*
6.	File Cover Blue (GOP) Legal Size	*No*	*01*
7.	File Cover White	*No*	*01*
8.	*Lead Pencil GoldFish*	*Pkt*	*01*
9.	*Marker Permanent*	*Pkt*	*01*
10.	*Eraser Al 30 Bahadur*	*Pkt*	*01*
11.	Paper Pin	*No.*	*01*
12.	*Gum Stick Medium Pelikan*	*No.*	*01*
13.	Signature Pen Uni Ball	*Pkt*	*01*
14.	*Fluid Pen Sensa*	*Pkt*	*01*
15.	*Stapler Pin Dollar*	*Pkt*	*01*
16.	*Ball Point (Piano)*	*Pkt*	*01*
17.	*Highlighter Mercury*	*No*	*01*
18.	*Scale Steel*	*No.*	*01*
19.	*Calculator Citizen CT-9300*	*No.*	*01*
20.	*Paper Clip 36mm*	*Pkt*	*01*
21.	*Stapler Machine Deli 0326*	*No*	*01*
22.	*Register No. 10*	*No.*	*01*
23.	*Register No. 16*	*No.*	*01*
24.	*Register No. 20*	*No.*	*01*
25.	*Register No. 24*	*No.*	*01*
26.	*Register No. 32*	*No.*	*01*
27.	*Register No. 38*	*No.*	*01*
28.	*Khaki Cover*	*No.*	*01*
29.	*Writing Pad Exclusive A4*	*No.*	*01*
30.	*Ring Pad Small*	*No.*	*01*
31.	*Single Punch*	*No.*	*01*

Firm & Courteous

32.	*Double Punch*	*No.*	*01*
33.	*Scissor*	*No.*	*01*
34.	*Paper Cutter*	*No.*	*01*
35.	*Tape Stand*	*No.*	*01*
36.	*Transparent File Cover*	*No.*	*01*
37.	*Tape Transparent Large*	*No.*	*01*
38.	*Tape Transparent 2”*	*No.*	*01*
39.	*Wrapping Tape*	*No.*	*01*
40.	*Adhesive Tape*	*No.*	*01*
41.	*Masking Tape*	*No.*	*01*
42.	*Envelop SE-8 with Cloth*	*No.*	*01*
43.	*Envelop SE-6*	*No.*	*01*
44.	*Envelop Legal with Cloth*	*No.*	*01*
45.	*Stamp Pad Ink Sensa*	*No*	*01*
46.	*Stamp Pad*	*No.*	*01*
47.	*Dak Folder*	*No.*	*01*
48.	*Ring Folder*	*No.*	*01*
49.	*Gum Bottle (Shark)*	*No.*	*01*
50.	*Ticket Register*	*No.*	*01*
51.	*Log Book Vehicle*	*No.*	*01*
52.	*Tag Medium*	*No.*	*01*
53.	*Color Paper Spectra*	*No.*	*01*
54.	*Sharpener*	*No.*	*01*
55.	*Telic Sheet*	*Mtr*	*01*
56.	*Pin Remover*	*No.*	*01*
57.	*Dipper*	*No.*	*01*
58.	*Sticky Notes*	*Pkt*	*01*
59.	*Attendance Register*	*No.*	*01*
60.	*Table Set*	*No.*	*01*
61.	*Seal*	*No.*	*01*
62.	*Fountain Pen*	*No.*	*01*
63.	*Fountain Pen Ink*	*No.*	*01*
64.	*Thumb Pin*	*Pkt*	*01*
65.	*Pin Cushion*	*No.*	*01*
66.	*Phoenix Pin Five Star (05 No)*	*Pkt*	*01*
67.	*Contingency Register*	*No.*	*01*
68.	*Stapler Heavy Duty*	*No.*	*01*
69.	*Stapler Pin Heavy Duty*	*Pkt*	*01*

Firm & Courteous

70.	*Dak Dairy Register*	*No.*	*01*
71.	*Printy Stamp*	*No.*	*01*
72.	*Simple Stamp*	*No.*	*01*
73.	*Dairy Cover with ASF Monogram*	*No.*	*01*
74.	*Dairy with ASF Monogram*	*No.*	*01*
75.	*Grace Paper*	*No.*	*01*
76.	*Ink Bottle Dollar*	*No.*	*01*
77.	*Letter Head Pad With ASF Monogram A4*	*No.*	*01*
78.	*Letter Head Pad With ASF Monogram (4 x 6)"*	*No.*	*01*
79.	*Account Register*	*No.*	*01*

Firm & Courteous

Delivery Schedule

Note:

The successful bidder shall be liable to supply the requisite items at their own expenses and within the specified time which shall be mentioned by ASF in respective "Call-off Orders" that shall be issued from time to time, at Store Office, CSO ASF (N) Office Islamabad.

AIR REGISTS
SECURITY FORCE
Firm & Courteous
PAKISTAN
EPADS

1. Technical Specifications

As defined in Section IIIA (2), The evaluation shall be made item-wise against each item quoted and lowest price shall be considered as the base price of each item.

1.1 Lot No. 1, 3, and 4

In line with the Value for Money (VfM) procurement principles, samples for Lot Nos. 1, 3, and 4 have been carefully selected by PAA. These samples represent items that meet optimal requirements—neither of substandard quality nor excessively high-end. They reflect the necessary balance of quality and price in accordance with PAA's procurement standards. The items under these lots are of a general nature, where a wide variety of qualities—from counterfeit to high-standard—are available in the market. Due to this variability, these items cannot be strictly defined by specifications alone. For instance, a signature pen may be found in the market ranging from Rs. 150 to Rs. 800, and similar variations apply to other items in these lots.

1.2 Based on previous procurement experience, it has been observed that suppliers often do not quote in alignment with PAA's standard requirements. Therefore, to ensure VfM procurement, PAA has arranged reference samples for each item.

1.3 Bidders are strictly instructed to review the samples available at the Store Office CSO ASF (N), before submitting their bids which are available from the date of availability of this bidding document to the submission of bids in office working hours. Bids must be submitted in accordance with the quality and specifications of the samples provided.

1.4 **Acceptance Criteria:**

A. Only items matching the reference samples will be accepted.

B. Bidders may offer alternate items **provided** the proposed items meet or exceed the quality, specifications, durability, and material composition of the samples.

C. All such alternate items will be subject to detailed scrutiny by the evaluation committee.

1.5 **Evaluation Procedure for Alternate Items:**

A. Any item quoted that differs from the provided sample will be assessed for internal specifications, material composition, durability, and other relevant characteristics necessary for equivalency evaluation.

Lot No. 1– Procurement of Plant and Machinery

For Lot No. 1, **only original items directly from the manufacturer shall be accepted.**

- **Counterfeit or compatible toners will not be considered.**
- Bidders must ensure that the quoted toners are genuine products of the original equipment manufacturer (OEM).

2. Inspections and Tests

The following inspections and tests shall be performed: All items shall be matched with the samples and inspected strictly as per the Technical Specification (if any) before accepting the goods.

Procuring Agency Forms

Firm & Courteous

3. Notification of Intention to Conclude a Framework Agreement(s)

[*This Notification of Intention to Conclude a Framework Agreement(s) shall be sent to each Bidder that submitted a Bid. Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form*]

For the attention of Bidder's Authorized Representative

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]

Procuring Agency: *[insert the name of the Procuring Agency]*

Project: *[insert name of project]*

Framework Agreement title: *[insert the name of the FA]*

Country: *[insert country where RFB is issued]*

Loan No. /Credit No. / Grant No.: *[insert reference number for loan/credit/grant]*

ITB No: *[insert ITB reference number from Procurement Plan]*

Date of transmission: This Notification is sent by: [*email/fax*] on [*date*] (local time)

Notification of Intention to Conclude a Framework Agreement(s)

This Notification of Intention to conclude Framework Agreement(s) (Notification) notifies you of our decision to conclude the above Framework Agreement(s). The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

1. request a debriefing in relation to the evaluation of your Bid, and/or
2. submit a Procurement-related Complaint in relation to the decision to conclude the Framework Agreement.

The successful Bidder(s) are the following:

Item No.	Description	Estimated Quantity over FA	Name of Bidder	Bid price as read-out	Evaluated Bid Cost (if

		period			**applicable)**

All Bidders *[INSTRUCTIONS: insert names of all Bidders that submitted Bids. If the Bid price/s or pricing mechanism/s was evaluated include the evaluated as well as the read out price.]*

Item No.	Description	Estimated Quantity over FA period	Name of Bidder	Bid price as read-out	Evaluated Bid Cost (if applicable)

AIRPORTS SECURITY FORCE
Firm & Courteous
PAKISTAN
EPADS

Reason/s why your Bid was unsuccessful

[INSTRUCTIONS: State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]

How to request a debriefing

Deadline: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Conclude a Framework Agreement.

Provide the framework agreement name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Procuring Agency*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] ***delete if not used***

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

How to make a complaint

Deadline: Procurement-related Complaint challenging the decision to conclude a Framework Agreement shall be submitted by midnight, [*insert date*] (local time).

Provide the Framework Agreement name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Procuring Agency*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] *delete if not used*

At this point in the procurement process, you may submit a Procurement-related Complaint

challenging the decision to exclude you from conclusion of a Framework Agreement. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Standstill Period

Deadline: The Standstill Period is due to end at midnight on [*insert date*] (local time).

The Standstill Period lasts fifteen (15) Calendar Days after the date of transmission of this Notification of Intention to Conclude a Framework Agreement.

The Standstill Period may be extended as stated in the section above titled 'How to request a debriefing'.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Procuring Agency:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

Firm & Courteous

4. Notification to Conclude a Framework Agreement

[Use letterhead paper of the Procuring Agency]

[Date]

To: *[name and address of successful Bidder]*

Notification to Conclude a Framework Agreement
Framework Agreement No. [*insert FA reference number*]

This is to notify you that your Bid dated *[insert date]* to conclude a Framework Agreement in relation to the supply of *[insert short title for Goods] is hereby accepted by our Agency.*

Please sign, date and return the Framework Agreement within [*insert the applicable period for signing of the FA in accordance of the ITB]* days of receipt of the same.

Authorized Signature: _____

Name: _____

Title/position: _____

Name of Agency: _____

Telephone: _____

Email: _____

Attachment: Framework Agreement

PART 3 – Framework Agreement

Framework Agreement

This Framework Agreement [*insert reference number of the Framework Agreement]* is made for the supply of *[insert brief description of Goods and services]*

on the [insert: ***number****]* day of *[insert:* ***month****]*, *[insert:* ***year****]*

between

[Single User Framework Agreement]

the Procuring Agency(s) [*insert complete name of the Procuring Agency/s, the type of legal entity, (for example, "an agency of the Ministry of the Government of {insert name of Country of Procuring Agency/s}", or "a corporation incorporated under the laws of {insert name of Country of Procuring Agency/s}"*] *(*the Procuring Agency(s)) and

the Supplier [*insert name of the Supplier*], a corporation incorporated under the laws of [*insert country of Supplier*] and having its principal place of business at [*insert Supplier's address*] (Supplier)**.**

This Framework Agreement is subject to the provisions described in the Sections and Schedules listed below, and any amendments.

This Framework Agreement concludes a standing offer by the Supplier to supply the specified Goods to the Procuring Agency(s) during the Term of the Framework Agreement, as and when the Procuring Agency(s) wishes to purchase them, through a Call-off Contract.

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

Section A: Framework Agreement General Provisions

Section B: Framework Agreement Specific Provisions

Schedule 1: Schedule of Requirements
Schedule 2: Price Schedules

Schedule 3: Secondary Procurement

Schedule 4: Call-off Contract: General Conditions of Contract (GCC)
Schedule 5: Forms for Call-off Contract

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework

Agreement to be executed in accordance with the laws of [*insert the name of the Framework Agreement governing law country*] on the day, month and year indicated above.

"For and on behalf of the Procuring Agency:"

Signed: [*insert signature*]

Full name: [*name of person signing*]

Agency: [*insert the name of agency*]

In the capacity of: [*insert title or other appropriate designation*]

In the presence of [*insert identification of official witness]*

For and on behalf of the Supplier:

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

Full name: [*name of person signing*]

In the capacity of: [*insert title or other appropriate designation*]

In the presence of [*insert identification official of witness*]

AIRPORTS SECURITY FORCE
CIVIL AVIATION AUTHORITY
Firm & Courteous
PAKISTAN
EPADS

Section A: Framework Agreement General Provisions (FAGP)

[the following text must not be modified by the Procuring Agency.]

Section A
Framework Agreement General Provisions (FAGP)

1. **Definitions**	a) The following words and expressions shall have the meanings hereby assigned to them b) "Base Price" is the Framework Agreement (FA) unit price prior to any price adjustment in accordance with FA Specific Provision FAGP 8.1. c) "Business Day" is any day that is an official working day of the Procuring Agency. It excludes the Procuring Agency's official public holidays. d) "Call-off Contract" is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the supply of Goods, and any Related Services. e) "Commencement Date" is the date this Framework Agreement is signed by both parties, being the commencement of the Term. f) "Contract Price" is the price payable to the Supplier as specified in the Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. g) "Day" means calendar day. h) "Goods" means all goods, materials, items, commodities, raw material, machinery, equipment, and/or other materials, as specified in the FA Specific Provisions, that the Supplier is required to supply to the Procuring Agency under a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods includes Related Services. i) "In Writing" means communicated or recorded in written form. It includes, for example: mail, e-mail, fax or communication through an electronic procurement system (provided that the electronic system is accessible, secure, ensures integrity and confidentiality, and has sufficient audit trail features).

	j) "Incoterms" means the international commercial terms for goods published by the International Chamber of Commerce (ICC). k) "Procuring Agency's Country" is the country specified in the FA Specific Provisions, if procurement is being made outside Pakistan. l) "Related Services" means the services incidental to the supply of the Goods, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, excluding inland transportation and other services required in the Procuring Agency's Country to convey the Goods to their final destination. m) "Secondary Procurement" is the method used to select a Supplier and award a Call-off Contract under this Framework Agreement. n) "Single-User Framework Agreement" means a Framework Agreement where there is only one Procuring Agency, as specified in the FA Specific Provisions. o) "Supplier" means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to supply to a Procuring Agency, from time to time, and as and when required, the Goods, and, if applicable, Related Services, under a Call-off Contract. p) "Term" mean the duration of this Framework Agreement as described in the FA Specific Provisions starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted in the FA Specific Provisions.
2. **Framework Agreement Documents**	2.1 This Framework Agreement (FA) shall be read as a whole. Where a documents is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement. 2.2 This Framework Agreement comprises the documents specified in the **FA Specific Provisions**.
3. **Supplier's obligations**	3.1 The Supplier shall offer to supply (standing offer) to the Procuring Agency, the Goods, including any Related Services if applicable, described in the Framework Agreement Schedule 1: Schedule of Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement.

	3.2 During the Term of the Framework Agreement, the Supplier shall continue to be eligible and qualified, and the Goods shall continue to be eligible, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 3a. to 3c. below The Supplier shall notify the Procuring Agency immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Goods cease to be eligible. 3.3 The Supplier undertakes to supply the Goods under a Call-off Contract. The Goods supplied shall be: a) of the quality, type and as otherwise specified in the Framework Agreement, Schedule 1: Schedule of Requirements, b) at the Contract Price specified in the Call-off Contract and c) in such quantities, at such times and to such locations as specified in the Call-off Contract. 3.4 If specified in the **FA Specific Provisions**, at any point during Term of the Framework Agreement should technological advances be introduced by the Supplier for the Goods originally offered by the Supplier in its bid and still to be delivered, the Supplier shall offer to the Procuring Agency(s) of the Call-off Contract the latest versions of the available Goods having equal or better performance or functionality at no additional cost to the Procuring Agency (s). 3.5 The Supplier agrees that the Call-off Contract General Conditions of Contract set out in the Framework Agreement, Schedule 4, and Call-off Contract Special Conditions of Contract set out in a Call-off Contract, shall apply to the supply of Goods.
4. **Continued Qualification and Eligibility**	4.1 The Supplier, shall continue to have the nationality of an eligible country as specified in the **FA Specific Provisions**. A Supplier or subcontractor, shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. 4.2 All Goods and Related Services to be supplied under a Call-off Contract shall continue to have their origin in eligible Countries as specified in the **FA Specific Provisions.** For the purpose of this provision, origin means the country where the Goods have been grown, mined, cultivated, produced,

	manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. Ineligible Countries, if any, are listed in the **FA Specific Provisions**. 4.3 To continue to be eligible the Supplier shall not have been sanctioned by pursuant to the Anti-Corruption Law, and in accordance with its prevailing sanctions policies and procedures as set forth by the Public Procurement Regulatory Framework as described in Section B, Framework Agreement General Provisions. Where the Supplier has been so sanctioned it will be ineligible for the duration of the period of time as determined by the Procuring Agency or Public Procurement Regulatory Authority. 4.4 The Procuring Agency may require, during the Term of the Framework Agreement, evidence of the Supplier's continued qualification and eligibility, and the Goods continued eligibility. Failure to provide such evidence, as requested, may result in the Supplier being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.
5. **Term**	5.1 This Framework Agreement shall commence on the Commencement Date and, unless terminated earlier in accordance with the provisions of this Framework Agreement, or the general law, shall continue until the end of the Term specified in the **FA Specific Provisions.** 5.2 Where permitted in the **FA Specific Provisions,** the Term may be extended (subject to the condition that the total duration of the framework agreement shall not exceed three year), at the Procuring Agency's sole discretion, and where there has been satisfactory performance by the Supplier. To extend the Term, the Procuring Agency shall give the Supplier no less than three (3) months' notice, In Writing, prior to the date on which the Framework Agreement would otherwise have expired.
6. **Representative**	6.1 The representatives for each party, who shall be the primary point of contact for the other party in relation to matters arising from this Framework Agreement, are specified in the **FA Specific Provisions**. Should the representative be replaced, the party replacing the representative shall promptly inform the other party In Writing of the name and contact details of the new representative. Any representative appointed shall be authorized to make decisions on the day to day operation of the Framework Agreement.

7. **Role of Procuring Agency**	7.1 The role of PA is to manage and administer the Framework Agreement(s). The Procuring Agency is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to the Procuring Agency named in the Call-off Contract.
8. **Contract Price**	8.1 The Contract Price for each Call-off Contract, shall be determined as specified in the **FA Specific Provisions**.
9. **Performance Security (or Guarantee)**	9.1 The Procuring Agency may require a Performance Security (or guarantee) from the Supplier in relation to the performance of a specific Call-off Contract. In this event, the Supplier shall comply with the relevant provisions relating to Performance Security (or guarantee) contained in the Call-off Contract Special Conditions of Contract.
10. **Language**	10.1 This Framework Agreement, and any Call-off Contract, as well as all correspondence and documents relating to this Framework Agreement, and any Call-off Contract, exchanged by the Procuring Agency and Supplier, shall be written in the language specified in the **FA Specific Provisions.** Supporting documents and printed literature that are part of this Framework Agreement, and any Call-off Contract, may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of this Framework Agreement, and any Call-off Contract, this translation shall govern. 10.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
11. **Notices**	11.1 Any notice given by one party to the other pursuant to this Framework Agreement shall be in Writing to the address specified in the **FA Specific Provisions**. A notice shall be effective when delivered, or on the notice's effective date, whichever is later.
12. **Fraud and Corruption**	12.1 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 Primary or Secondary Procurement process or execution of a Call-off 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.
13. **Records, inspections and audit**	13.1 The Supplier shall keep, and shall make all reasonable efforts to cause its subcontractor(s), if any, to keep, accurate and systematic accounts and records in respect of this Framework Agreement, the Goods, and any Call-off Contract, in such form and details as will clearly identify relevant time changes and costs.
14. **Confidential Information**	14.1 The Procuring Agency and the Supplier shall keep confidential and shall not, without the consent In Writing from the other, divulge to any third party any documents, data, or other information furnished directly or indirectly by either party in connection with the Framework Agreement. 14.2 The obligation of a party under **FAGP 14. 1**. above, shall not apply to information that: a) now, or in future, enters the public domain through no fault of that party b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party c) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
15. **Governing Law**	15.1 This Framework Agreement, and any Call-off Contract, shall be governed by, and interpreted in accordance with the applicable State Laws, unless otherwise specified in the **FA Specific Provisions**, or the Special Conditions of Contract as set out in any Call-off Contract.
16. **Change to the Framework Agreement**	16.1 Any change to this Framework Agreement, including an extension of the Term (subject to the condition that the total duration of the framework agreement shall not exceed three year), must be In Writing and signed by both Parties. A change can be made at any time after this Framework Agreement has been signed by both Parties, and before it expires.
17. **Termination of the Framework Agreement**	17.1 The Procuring Agency, without prejudice to any other remedy for breach of the Framework Agreement, may terminate this Framework Agreement immediately, by notice in writing to

	the Supplier, if: a) in the judgement of the Procuring Agency, the Supplier has engaged in Fraud and Corruption, or b) during the Term of the Framework Agreement, the Supplier ceases to be qualified or eligible as per FAGP 4. or c) the Supplier purports to assign, or otherwise transfer or dispose of this Framework Agreement, in whole, or in part, without the prior written consent of the Procuring Agency, or d) the Supplier becomes bankrupt or otherwise insolvent. 17.2 The Procuring Agency may terminate this Framework Agreement, in whole or in part, by notice In Writing sent to the Supplier, at any time, for its convenience. The notice of termination shall specify that the termination is for the Procuring Agency's convenience, the extent to which the performance of the supplier under the Framework Agreement is terminated, and the date upon which such termination becomes effective.
18. **Consequence of expiry or termination**	18.1 Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts entered into under this Framework Agreement shall continue in full force and effect unless otherwise terminated under the Call-off Contract General or Specific Conditions of Contract. However, no further Call off Contracts shall be awarded once the Framework Agreement is terminated.
19. **Dispute resolution in relation to this Framework Agreement**	19.1 In the case of a dispute arising out of, or in connection with this Framework Agreement, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute. 19.2 Where parties have exhausted the process described in **FAGP 19.1**, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with such a referral, and split the costs of the adjudicator/mediator. In appointing the adjudicator/mediator

	parties should agree whether or not the adjudicator's/mediator's decision is to be final and binding.
20. **Dispute resolution in relation to Call-off Contracts**	20.1 The Procuring Agency and the Supplier for a Call-off Contract shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Agency or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **FA Specific Provisions.** 20.3 Notwithstanding any reference to arbitration herein, a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b) the Procuring Agency shall pay the Supplier any monies due the Supplier.

Firm & Courteous

Appendix
to Section A: Framework Agreement General Provisions

FORM-A

Integrity Pact

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

Contract Number
Contract Value
Contract Title
Contract Date

[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.

BUYER SELLER

FORM-B

(Declaration of Beneficial Owners' Information)

In case of procurement contracts worth Rs.50 million or above, the bidder shall provide Beneficial Ownership information on the below prescribed Form:

1. Name	
2. Father's Name/Spouse's Name	
3. CNIC/NICOP/Passport no.	
4. Nationality	
5. Residential address	
6. Email address	
7.Date on which shareholding, control or interest acquired in the business.	

1. **In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:**

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified)	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

2. **Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).**

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	**CNIC No. (in case of foreigner, Passport No)**	**Father's/ Husband's Name in full**	**Current Nationality**	**Any other Nationality (ies)**	**Occupation**	**Residential address in full or the registered/ principal office address for a subscriber other than natural person**	**Number of shares taken by each subscriber (in figures and words)**
			Total number of shares taken (in figures and words)				

3. **Any other information incidental to or relevant to Beneficial Owner(s).**

Name & signature
(Person authorized to issue notice on behalf of the company)

Firm & Courteous

Performance Security **(or Guarantee)**
(Bank Guarantee)

[The Procuring Agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Procuring Agency]*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Framework Agreement No.: *[insert Procuring Agency's reference for the Framework Agreement]*

Call-off Contract No.: *[insert Procuring Agency's reference for the specific Call-off Contract]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Call-0ff Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Call-off Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (____) *[insert amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2…, and any demand for payment under it must be received by us at this office indicated above on or before that date.

_____

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Section B: Framework Agreement Specific Provisions

The following Framework Agreement Specific Provisions (FASP) shall supplement and/or amend the Framework Agreement General Provisions (FAGP). Whenever there is a conflict between the FAGP and FASP, the provisions of the FASP shall prevail.

Framework Agreement General Provision	Description
FAGP 1.1 (b) Base Price	The base price shall be defined at the lowest price of that specific item(s) quoted by respective FA Supplier. The base price shall not be subject to any price adjustment through out FA Period i.e. 01 Year from the signing of Framework Agreement.
FAGP 1.1 (h) Goods	This Framework Agreement relates to the purchase and supply, under a separate Call-off Contract, of **PROCUREMENT OF STATIONERY**, are more fully described in Schedule 1: Schedule of Requirements including, where applicable: list of Goods and technical criteria therein and Inspections and Tests.
FAGP 1.1 (m) Secondary Procurement	The Secondary procurement means the criteria to be used for issuing of Call-off orders. The method shall be Mini-competition which is defined as under: The Call-off Contracts awarded through the Secondary Procurement method based on competitive quotations (mini-competition), Suppliers shall be required to offer prices that do not exceed their Base Prices at following conditions : a. The base price shall be the lowest quoted Price by each bidder in Primary Procurement Process. b. For mini-competition, the Request for Quotations shall be sent via registered email addresses to all FA Suppliers regardless if one supplier quoted higher at Primary Procurement Process shall also be given chance to offer / quote price below Base Price. c. The FA supplier, which quoted lowest / ranked first in each item(s) is bound to supply item(s) at Base Price if other FA supplier did not quote in mini-competition (RFQ) OR quoted higher than Base-price. If other FA supplier, which ranked 2nd, 3rd till last for each item(s), quoted the base price in mini-competition (RFQ), the preference shall be given to the FA Supplier which ranked 1st for that item(s).
FAGP 1.1 , (n) & (s)	"This is a Single-User Framework Agreement."

Single/Multi-User	
FAGP 1.1 (k) Procuring Agency' Country	The Procuring Agency's Country is: **PAKISTAN**
FAGP 2.2 Framework Agreement Documents	This Framework Agreement comprises the following documents: a. Framework Agreement, including all Sections and Schedules, b. Notice of Conclusion of a Framework Agreement, and c. Letter of Bid (from Primary Procurement process) d. **Performance Guarantee of 5%**
FAGP 4. Eligibility	At the present time, firms, goods and services from the following countries are excluded from this Framework Agreement as being ineligible. a. India b. Israel
FAGP 5.1 Term	The Term of this Framework Agreement is (01) year from the Commencement Date.
FAGP 5.2 Term extension(s)	The total duration of the framework agreement shall not exceed the period of ONE year.
FAGP 6.1 Representatives	**Procuring Agency's Representatives** Selection one of the following OPTIONS The name and contact details of the Procuring Agency's Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are: Title/position: Store Officer Address: NASC, Islamabad Phone: +92 51 4576522
FAGP 6.1 Representatives	**Supplier's Representatives** The name and contact details of the Supplier's Representative, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are: Name: Title/position: Address: Phone: Mobile: E-mail:

FAGP 8.1 Contract Price	The Contract Price shall be calculated as the sum of the lowest evaluated unit price quoted by the respective bidder for each item, multiplied by the corresponding estimated quantity. **Adjustments to the Base Price** The price adjustment is not applicable.
FAGP 9 Performance Guarantee	a. The Framework Agreement (FA) Supplier shall be required to furnish a Performance Guarantee amounting to **Five percent (5%) of the total value of the Framework Agreement/Contract**. This Performance Guarantee shall remain valid for the entire duration of the Framework Agreement. b. **No separate Performance Guarantee** shall be required at the time of issuance or execution of any Call-off Contract under the Framework Agreement. c. The purpose of obtaining the Performance Guarantee at the FA level is to ensure the FA Supplier's commitment to supply the required goods under any Call-off Order, **at a minimum, at the agreed base price**, particularly in circumstances where no other FA Supplier submits a quotation for the required item(s) during a Secondary Procurement Process (i.e., Mini-Competition).
FAGP 10.1 Language	The language of this Framework Agreement, and any Call-off Contract is English.
FAGP 20.2 **Dispute Resolution in relation to Call-off Contract.**	In case of any difference or dispute arising between the Purchaser and the Supplier in respect of the interpretation, conduct or performance of any terms & conditions of this contract, the same shall be referred to DG PAA (arbitrator) for decision, which shall be final and binding upon both the parties to this contract. If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 28 (twenty eight) days following a notice sent by one Party to the other Party in this regard. At future of negotiation the dispute shall be resolved through mediation and mediator which shall be DGPAA. a) 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] and proceedings will be conducted in – [ENGLISH] language. b) The cost of the mediation and arbitration (external) 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. c) Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise mutually agreed

Firm & Courteous

SCHEDULE 1: Schedule of Requirements including Base Prices

[To be filled and enclosed by ASF at the time of finalization of FA Agreement]

SCHEDULE 2: Secondary Procurement

This Section contains the methods and the criteria that the Procuring Agency shall use to conduct a Secondary Procurement process to select a Supplier and award a Call-off Contract under this Framework Agreement. No other factors, methods or criteria shall be used other than specified in these bidding documents for the Secondary Procurement process.

1. Secondary Procurement method(s)

The Secondary Procurement method(s) that apply to the selection of a Supplier for the award of a Call-off Contract under this Framework Agreement is

(i) competitive quotations through mini-competition,

The procedure for the application of the procurement methods outlined under paragraph 1 above are the following.

1.1 **Criteria for Mini-Competition: The Secondary procurement means the criteria to be used for issuing of Call-off orders. The method shall be Mini-competition which is defined as under:**

The Call-off Contracts awarded through the Secondary Procurement method based on competitive quotations (mini-competition), Suppliers shall be required to offer prices that do not exceed their Base Prices at following conditions:

a. The base price shall be the lowest quoted Price by each bidder in Primary Procurement Process.

b. For mini-competition, the Request for Quotations shall be sent via registered email addresses to all FA Suppliers regardless if one supplier quoted higher at Primary Procurement Process shall also be given chance to offer / quote price below Base Price.

c. The FA supplier, which quoted lowest / ranked first in each item(s) is bound to supply item(s) at Base Price if other FA supplier did not quote in mini-competition (RFQ) OR quoted higher than Base-price.

If other FA supplier, which ranked 2nd, 3rd till last for each item(s), quoted the base price in mini-competition (RFQ), the preference shall be given to the FA Supplier which ranked 1st for that item(s).

1.2 **Procedure of Competitive quotations (mini-competition)**

The Procuring Agency will prepare a Request for Quotation (RFQ) and invite all eligible Suppliers holding a Framework Agreement via registered email address with the time to responds i.e. within (02) Business Days that includes the Goods to be procured under the Call-off contract, to submit competitive quotations via email.

The RFQ will include*:*

(a) the Goods, and any Related Services, to be delivered
(b) delivery location(s)

(c) delivery date(s) or schedule
(d) required quantity
(e) the award criteria, e.g.:
The Procuring Agency shall award the Call-off Contract to the Supplier responsive and as most advantageous in RFQ as defined in clause 1.1 above.
(f) deadline for submission of quotations
(g) reference the Call-off Contract Terms and Conditions of supply, which are to apply to the purchase

Suppliers are not permitted to quote a price, that is higher than the Base Price stated in the Framework Agreement, Schedule 2,

2. Formation of Call-off contract

The Procuring Agency shall confirm that the selected Supplier continues to be qualified and eligible in accordance with Framework Agreement prior to the formation of the Call-off Contract. The Call-off Contract is formed when one of the following conditions are met depending on the method of selection used for the Secondary procurement.

2.1 **For competitive quotations through mini-competition using a Request for Quotation,** the Call-off contract if formed when: *[select one of the three Options]*
"the Procuring Agency transmits, to the successful Supplier, a call-off order along with ERP Purchase Order for the Goods via registered email address and the supplier is bound supply the goods, no formal signature or acceptance of supplier is required, as Supplier already signed Framework Agreement and Supplier also responded / quoted in Mini-Competition via email"

3. Communicating the award of Call-off Contract

The Procuring Agency shall, at the same time as awarding the contract, communicate the award of the Call-off Contract along with ERP generated Purchase Order (PO) via registered Email with the following information:
a. the name and address of the successful Supplier
b. the quantity/volume of Goods being procured
c. the contract price

4. Complaint about award of Call-off Contract

An unsuccessful Supplier may complain about the decision to award a Call-off Contract. In this case the process for making a complaint is as follows: *[describe the complaints process. At a minimum, the process should include the following]:*

a. the complaint shall be made in writing to the Procuring Agency, by the quickest means available, e.g. email
b. the Procuring Agency will address the complaint within a reasonable time
c. the receipt of a complaint does not prohibit the award of the Call-off Contract, and no standstill period or pause in process shall apply.

.

SCHEDULE 3: Call-off Contract Conditions of Contract

Call-off Contract
General Conditions of Contract

Preamble

The following Call-off Contract General & Special Conditions of Contract apply to any Call-off Contract awarded under this Framework Agreement between the Procuring Agency and the Supplier.

1.	**Definitions**	a) The following words and expressions shall have the meanings hereby assigned to them: b) "Contract" means a Call-off Contract awarded, under a Framework Agreement, through a Secondary Procurement process, for the supply of Goods, and any Related Services. The parties are the Procuring Agency and Supplier. c) "Contract Documents" means the documents listed in the Call-off Contract, including any amendments thereto. d) "Contract Price" means the price payable to the Supplier as specified in the Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. e) "Day" means calendar day. f) "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract. g) Conditions of Contract means the conditions that apply to a Call-off Contract. h) "Goods" means all of the commodities, raw material, machinery, equipment, and/or other materials that the Supplier is required to supply to the Procuring Agency under the Contract. i) "Procuring Agency" means the entity purchasing the Goods and Related Services, if applicable, as specified in the Call-off Contract. j) "Related Services" if applicable, means the services incidental to the supply of the Goods, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, as specified in the Call-off Contract. k) "SCC" if applicable, means the Special Conditions of Contract as set out in an individual Call-off Contract. l) "Subcontractor" means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier. m) "Supplier" means the person, private or government entity, or a combination of the above that has concluded a Framework

	Agreement by the Procuring Agency to deliver, under a Call-off Contract, the Goods, and perform the Related Services, as and when required.
2. **Contract Documents**	2.1 All documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.
3. **Fraud and Corruption**	3.1 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.
4. **Interpretation**	4.1 If the context requires it, singular means plural and vice versa. 4.2 Incoterms DDP / Delivery a) DDP: Means the supplier is bound to supply goods at **NASC, Islamabad** without any additional price / fees. 4.3 Entire Agreement The Call-off Contract constitutes the entire agreement between the Procuring Agency and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract. 4.4 Amendment No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. 4.5 Non-waiver a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract. b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

	4.6 Severability If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
5. **Language**	5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Agency, shall be written in the language specified in the **FA Specific Provisions.**
6. **Joint Venture Consortium or Association**	6.1 Joint Venture is not allowed and not applicable.
7. **Eligibility**	7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. 7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the Goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
8. **Notices**	8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address **Medical Officer NASC, Islamabad** The term "in writing" means communicated in written form with proof of receipt. 8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
9. **Governing Law**	9.1 The Contract shall be governed by and interpreted in accordance with the laws specified in the **FA Specific Provision.**
10. **Settlement of Disputes**	10.1 Settlement of Disputes for Call-off Contracts shall be as specified in the **FA Specific Provision** .
11. **Inspections and Audit**	11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts

	and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs. 11.2 Pursuant to paragraph 2.2 e. of the Appendix to the Call-off Contract General Conditions of Contract, the Supplier shall permit and shall cause its subcontractors and sub-consultants to permit, and to have such accounts and records audited by auditors appointed by the Procuring Agency. 11.3 The Supplier's and its Subcontractors' and sub-consultants' attention is drawn to GCC Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights constitute a prohibited practice subject to contract termination .
12. **Scope of Supply**	12.1 The Goods and Related Services to be supplied shall be as specified in the Call-off Contract.
13. **Delivery and Documents**	13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion dates, or schedule, specified in the Call-off Contract. **The supplier is bound to deliver the goods within (10) Days of issuance of Call-off Contract at Medical Office NASC, Islamabad** along with Delivery Note, Invoice and other relevant documents deemed relevant. Late delivery will be subject to Liquidated Damages as defined in relevant clause of this Contract.
14. **Supplier's Responsibilities**	14.1 The Supplier shall supply all the Goods and Related Services included in the scope of supply in accordance with GCC Clause 12, and the delivery and completion dates or schedule, as per GCC Clause 13.
15. **Contract Price**	15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall be in accordance with the provisions of the Framework Agreement, Schedule 2, at a price obtained through competitive quotations (mini-competition) at the Secondary Procurement selection stage.
16. **Terms of Payment**	16.1 The Supplier's request for payment shall be made to the Procuring Agency in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract. 16.2 Payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Procuring Agency has accepted it.

Firm & Courteous

	16.3 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid price is expressed.
17. **Taxes and Duties**	17.1 For Goods manufactured outside the Procuring Agency's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Procuring Agency's Country. 17.2 For Goods Manufactured within the Procuring Agency's Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency. 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Procuring Agency's Country, the Procuring Agency shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
18. **Performance Guarantee**	18.1 The performance guarantee is obtained at FA Agreement level therefore no additional performance guarantee required at the time of Call-off order. 18.2 In the event of the Supplier's failure to supply the goods, failure to deliver the goods in accordance with the required specifications, or supply of goods of sub-standard quality as defined in the evaluation criteria, the procuring agency shall deduct / forfeit the submitted Performance Guarantee under the Framework Agreement as defined in 18.4.1. Such forfeiture shall be deemed a consequence of the Supplier's non-fulfillment of its obligations under the Framework Agreement. 18.3 The Performance Security (or guarantee) shall be discharged by the Procuring Agency and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the FA Agreement. 18.4 Deductions from the Performance Guarantee at the Framework Agreement (FA) level shall be calculated as follows: 18.4.1 In the event the Supplier fails or refuses to supply the goods, declines to supply the quoted items, or fails to supply the goods at the base price as stipulated in the Framework Agreement, the Pakistan Airports Authority (PAA) shall have the right to forfeit the entire Performance Guarantee submitted by the Supplier under the Framework Agreement. 18.4.2 In the event that goods supplied by the Supplier are found to be of sub-standard quality, either during the inspection process or within sixty (60) days from the date of receipt of goods, a penalty equivalent to twenty percent (20%) of the total Performance Guarantee submitted at the Framework Agreement level shall be deducted as a consequence of non-compliance with the quality requirements.

19. **Copyright**	19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Agency directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party
20. **Confidential Information**	20.1 The Procuring Agency and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Procuring Agency to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier. 20.2 The Procuring Agency shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Agency for any purpose other than the performance of the Contract. 20.3 The obligation of a party under GCC Sub-Clauses 20.1 and GCC Sub-Clauses 20.2 above, however, shall not apply to information that: 20.4 now or hereafter enters the public domain through no fault of that party; 20.5 can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or 20.6 otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality. 20.7 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof. 20.8 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.
21.**Subcontracting**	21.1 Sub-Contracting is not allowed.
22. **Specifications and Standards**	22.1 Technical Specifications defined in Framework Agreement Schedule 1: Schedule of Requirements.

	22.2 The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards more fully described in the Framework Agreement, Schedule 1: Schedule of Requirements, and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin. 22.3 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Agency, by giving a notice of such disclaimer to the Procuring Agency. 22.4 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Framework Agreement, Schedule 1: Schedule of Requirements.
23. **Packing and Documents**	23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. 23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, and in any other instructions ordered by the Procuring Agency.
24. **Transportation and Incidental Services**	24.1 The transportation and delivery of goods to procuring agency's destination as defined in Conditions of the Contract (GCC Clause 13).
25. **Inspections and Tests**	25.1 The Supplier shall at its own expense and at no cost to the Procuring Agency carry out all such tests and/or inspections of the Goods and Related Services as are specified in the Framework Agreement, Schedule 1: Schedule of Requirements, and/or the SCC. 25.2 The Procuring Agency may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Agency, and shall repeat the test and/or inspection, at no cost to the Procuring Agency.
26. **Liquidated Damages**	26.1 The Purchaser shall have the right to impose liquidated damages at the rate of two percent (2%) per month of the value of the

	late delivered Stores, installation / commissioning, training or any part thereof for the period exceeding the delivery period, subject to the provision that the total amount thus levied shall not exceed ten percent (10%) of total Contract value of the late delivered Stores (including installation / commissioning), training etc. The Liquidated damages shall not be imposed if the supplier completes the contract execution within the grace period (after the delivery period) i.e. (03) Days. However, if the contract execution is delayed beyond the grace period, then the grace period shall also be included in delay period for the calculation of L.D charges. 26.2 The liquidated damages shall not be applicable or partly applicable if the grounds for delay are established by supplier pursuant Force Majeure, subject to acceptance by purchaser. 26.3 In case of extension in delivery period, the grace period will not be allowed.
27. **Warranty**	27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. 27.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination. 27.3 The warranty shall remain valid for (01) month after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the destination. 27.4 The Procuring Agency shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Agency shall afford all reasonable opportunity for the Supplier to inspect such defects. 27.5 Upon receipt of such notice, the Supplier shall, within the period (01) week, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Agency. 27.6 If having been notified, the Supplier fails to remedy the defect within the period (07) Days, the Procuring Agency may proceed to take within a reasonable period 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.
28. **Patent Indemnity**	28.1 The Supplier shall, subject to the Procuring Agency's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Agency and its employees and officers from and against any and all suits, actions or administrative proceedings, claims,

	demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Agency may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: 28.2 the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and 28.3 the sale in any country of the products produced by the Goods. 28.4 Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract. 28.5 If any proceedings are brought or any claim is made against the Procuring Agency arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Agency shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Agency's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. 28.6 If the Supplier fails to notify the Procuring Agency within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Agency shall be free to conduct the same on its own behalf. 28.7 The Procuring Agency shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing. 28.8 The Procuring Agency shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Agency.
29. **Limitation of Liability**	29.1 Except in cases of criminal negligence or willful misconduct, 29.2 the Supplier shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any

	obligation of the Supplier to pay liquidated damages to the Procuring Agency; and 29.3 the aggregate liability of the Supplier to the Procuring Agency, whether under the Contract, in tort or otherwise, shall not exceed 10% of the total Contract Price ,however not less than PKR One million , provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Agency with respect to patent infringement
30. **Change in Laws and Regulations**	30.1 Unless otherwise specified in the Contract, if after the date of 7 (seven) days prior to (i) in case of mini-competition, the date of Request for Quotation, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Procuring Agency's Country where the Delivery Location is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Period and/or the Contract Price, then such Delivery Period and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited and/or Change in Laws and Regulations, where applicable, in accordance with the Framework Agreement.
31. **Force Majeure**	31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 31.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. 31.3 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.

32. **Change Orders and Contract Amendments**	32.1 The Procuring Agency may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following: 32.2 the method of shipment or packing; 32.3 the place of delivery; and 32.4 the Related Services to be provided by the Supplier.
33. **Extensions of Time**	33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Procuring Agency in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. 33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 27, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1.
34. **Termination**	34.1 Termination for Default 34.2 The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part: 34.3 if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 33; 34.4 if the Supplier fails to perform any other obligation under the Contract; or 34.5 if the Supplier, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, as set forth in the Appendix to these GCC, in competing for or in executing the Contract. 34.6 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Sub-Clause 36.1(a), the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Agency for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated. 34.7 Termination for Insolvency. 34.8 The Procuring Agency may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without

		compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Agency 34.9 Termination for Convenience. 34.10 The Procuring Agency, by 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. 34.11 The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and prices. For the remaining Goods, the Procuring Agency may elect: 34.12 to have any portion completed and delivered at the Contract terms and prices; and/or 34.13 to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.
35.	**Assignment**	35.1 Neither the Procuring Agency nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

Firm & Courteous

SCHEDULE 4: Secondary Procurement Forms

[ASF SHALL INSERT HERE THE LIST OF REQUIRED ITEM(S), QUANTITIES ALONG WITH THE LOWEST EVALUATED PRICE OF EACH ITEM OBTAINED FROM FA SUPPLIERS IN SECONDARY PROCUREMENT METHOD / RFQ]

Secondary Procurement Forms

Contents

Request for Quotation 188

RFQ ANNEX 1: Procuring Agency's Requirements 191

Technical Specifications, Drawings, Inspections and Tests 192

RFQ ANNEX 2: Supplier Quotation Form 193

Quotation for Goods: Price Schedule 1 196

Quotation for Goods: Price Schedule 2 197

Quotation for Goods: Price Schedule 3 198

Quotation for Related Services: Price Schedule 4 199

Total Quotation 199

Sample Letter of Award of Call-off Contract 200

Call-off Contract for the supply of Goods 201

Special Conditions of Call-off Contract (SCC) 204

Performance Security 210

Advance Payment Security 211

Firm & Courteous

Request for Quotation
Secondary Procurement under a Framework Agreement
(method: mini-competition)

From:	**[*Insert Procuring Agency's legal name*]**
Procuring Agency's Representative:	[*Insert name of Procuring Agency's Representative*]
Title/Position:	[*Insert Representatives title or position*]
Address:	[*Insert Procuring Agency's address*]
Telephone:	[*Insert Representatives telephone number*]
Email:	[*Insert Representatives email address*]

To:	**[*Insert Supplier's legal name*]**
Supplier's Representative:	[*Insert name of Supplier's Representative*]
Title/Position:	[*Insert Representatives title or position*]
Address:	[*Insert Supplier's address*]
Telephone:	[*Insert Representatives telephone number*]
Email:	[*Insert Representatives email address*]

Framework Agreement (FA):	**[*Insert short title of FA*]**
FA Date:	[*Insert FA Date*]
FA Reference No.	[*Insert FA reference*]

RFQ Ref No.:	[*Insert reference*]
RFQ Date:	[*Insert date of RFQ*]
RFQ issued:	This RFQ has been transmitted by: "post*"* *or* *"*email*"* *or* *"*fax"

Attachments:

Annex 1: Procuring Agency's Requirements
Annex 2: Quotation Form
Annex 3: Call-off Contract for Supply of Goods [*this may be the Call-off Contract Form or another acceptable template*]

Dear [*insert name of Supplier's Representative*],

1. Request for Quotation (RFQ)

a. With reference to above Framework Agreement (FA), you are invited to submit your most competitive Quotation in this Secondary Procurement process. The Quotation is for the Goods [*add if applicable:* "and the Related Services,"] described in Annex 1: Procuring Agency's Requirements, attached to this RFQ.

2. Price

a. Your Quotation must be submitted in the format contained in Annex 2: Supplier Quotation Form.

b. Your Quotation, including all taxes in, cannot be higher than the Base Price for the Goods [*add if applicable:* "and Related Services,"] as established in the Framework Agreement, Schedule 2: Price Schedules adjusted for any change in Laws and Regulations in accordance with FA Specific Provisions.

c. The price that you quote shall be fixed and shall not be subject to any further adjustment.

d. The Quotation shall be in the same currency(ies) specified in the Framework Agreement, Schedule 2: Price Schedules.

e. The Quotation will be valid for a period of (30) days.

3. Clarifications

a. If you require clarification(s) regarding this RFQ, send your request in writing (email or hard copy to our above-named Representative before [insert date and time]. We shall forward copies of our response to all Suppliers including a description of the inquiry but without identifying its source.

4. Submission of Quotations

a. Quotations are to be submitted in the form attached at Annex 2 and via signed scanned copy from registered email address in reply of email from PAA for Request for Quotation.

b. The deadline for submission of Quotations is [*insert time, day, month, year*].

c. The address for submission of Quotations is:

Attention: *[insert full name of person, if applicable]*

Street Address: *[insert street address and number]*

Floor/ Room number: *[insert floor and room number, if applicable]*

City: [*insert name of city or town*]

ZIP/Postal Code: [*insert postal (ZIP) code, if applicable*]

Country: [*insert name of country*]

5. Opening of Quotations

a. Quotations will be opened in the presence of Suppliers, or their representatives who choose to attend, at [*insert time*] on [*insert day, month, year same as or immediately after the deadline for the submission of Quotations.*]

6. Evaluation of Quotations

a. Quotations will be evaluated [select either "*item-wise*"] and according to the criteria and methodology described in the Framework Agreement, Schedule 3: Secondary Procurement.

7. Contract

a. Attached hereto as *Annex 3* to this Request for Quotation (RFQ) is the draft **Call-off Contract** which shall govern this Secondary Procurement. In the event that your quotation is accepted, no formal execution of the contract shall be required. Your submission of a quotation in response to the Procuring Agency Authority's (PAA) request shall be deemed as your acceptance of the Call-off Contract. Accordingly, all terms and conditions outlined therein, including those set forth in the General Conditions and Call-off Order, shall become binding and enforceable upon submission of your quotation.

On behalf of the Procuring Agency:

Signature: _____

Name: _____

Title/position: _____

Firm & Courteous

RFQ ANNEX 1: Procuring Agency's Requirements

[The Procuring Agency shall complete these tables, as appropriate, to enable the Supplier to prepare the Quotation]

List of Goods and Delivery Period

Line Item N°	Description of Goods	Quantity required	Physical unit	Named Place of Destination	Place of Final Destination (Project Site)	Applicable Incoterms (e.g. CIP, CFR, FOB, EXW etc.)	Delivery Period from Date of formation of Call-off contract

List of Related Services and Completion Schedule

Service	Description of Service	Quantity required	Physical Unit	Place where Services shall be performed	Completion Period of Services
[insert Service No]	*[insert description of Related Services]*	*[insert quantity of items to be supplied]*	*[insert physical unit for the items]*	*[insert name of the Place]*	*[insert no. of days such as from Delivery Period or receipt of Goods, as appropriate]*

Technical Specifications, Drawings, Inspections and Tests

The Technical Specifications, Drawings, Inspections and Tests as are described in the Framework Agreement Schedule 1: Schedule of Requirements.

[Add any additional information consistent with the information provided in the Schedule of Requirements]

AIRPORTS SECURITY FORCE
PROCUREMENT REGULATORY AUTHORITY
Firm & Courteous
PAKISTAN
PPRA
EPADS

RFQ ANNEX 2: Supplier Quotation Form

From:	**[*Insert Supplier's legal name*]**
Supplier's Representative:	[*Insert name of Supplier's Representative*]
Title/Position:	[*Insert Representatives title or position*]
Address:	[*Insert Supplier's address*]
Email:	[*Insert Supplier's email address*]

To:	**[*Insert Procuring Agency's legal name*]**
Procuring Agency's Representative:	[*Insert name of Procuring Agency's Representative*]
Title/Position:	[*Insert Representatives title or position*]
Address:	[*Insert Procuring Agency's address*]

Framework Agreement (FA)	**[*Insert short title of FA*]**
FA Reference No.	[*Insert Procuring Agency's FA reference*]
Date of Framework Agreement:	[*Insert FA date*]

RFQ Ref No.:	[*Insert Procuring Agency's reference*]
Date of Quotation:	[*Insert date of Quotation*]

Dear [*insert name of Procuring Agency's Representative*]

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Goods, [*add if applicable:* "and deliver the Related Services,"] as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules, Technical Specifications, Drawings, Inspections and Tests. We confirm that we have examined and have no reservations to the RFQ, including the Call-off Contract.

2. Eligibility and conflict of interest

We declare that we continue to be qualified, and meet the eligibility requirements and that we have no conflict of interest. If awarded the Call-off Contract, the Goods [*add if applicable:* "and Related Services,"] that we supply shall be sourced from an eligible country.

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment.

Quotation Price

The total price of our Quotation, excluding any unconditional discounts offered in item (g) below is [*insert the total price of the Quotation in words and figures, indicating the various amounts and the respective currencies*].

3. Unconditional Discounts

The unconditional discounts offered are: [*Specify in detail each discount offered*.]

The exact method of calculations to determine the net price after application of unconditional discounts is: [*Specify in detail the method that shall be used to apply the discounts*].

4. Quotation Validity Period

Our Quotation shall be valid for the period specified in RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

5. Performance Security (or Guarantee) [*delete if no performance security (or Guarantee) is required*]

If we are awarded the Call-off Contract, we commit to obtain a Performance *Security (or* Guarantee) in accordance with the RFQ.

6. Not Bound to Accept

We understand that you reserve the right to:

a. annul the RFQ process at any time prior to the award of a Call of Contract without incurring any liability to Suppliers.

7. Fraud and Corruption

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

On behalf of the Supplier:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

REQUEST FOR QUOTATION
MINI-COMPETITION (SECONDARY PROCUREMENT PROCESS)

QUOTED BY: _____ LOT NO: _____

DATE : _____

1	2	3	4	5	6	7
Line Item	Reference no.	Description of Goods	**UoM**	**Estimated Quantity**	Unit Price Incl Sales Tax	Total EXW price per line item (Col. 5×6)
1	*[INSERT HERE REFERENCE NO]*	*[ASF TO INSERT HERE THE DESCRIPTION OF REQUIRED GOODS]*				
2						
3						
					Total Price	
	Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*					

Sample Letter of Award of Call-off Contract

[modify as appropriate]

[use letterhead paper of the Procuring Agency]

[date]

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

Subject: ***Notification of Award of Call-off Contract No.*** . . . .

In reference to the Framework Agreement [*insert reference number and date*]

[*For mini-competition, add the following:* "and your Quotation [*insert reference number and date*] has been accepted."]

please find inclosed herewith the Call-off Contract. You are requested to sign the Call-off contract within [*insert no of days*].

[Insert the following if Performance Security (or gaurantee) is required: "You are also requested to furnish a Performance *Security (or* gaurantee) within [*insert no of days*] in accordance with the Conditions of Call-off Contract, using for that purpose one of the Performance *Security (or* gaurantee) Form*s* included in the Framework Agreement Secondary Procurement Forms. "]

Authorized Signature: _____
Name and Title of Signatory: _____
Name of Agency: _____

Attachment: Call-off Contract

Call-off Contract for the supply of Goods

Framework Agreement (FA):	*[insert short title of FA]*
FA Date:	*[insert FA date]*
FA reference number:	*[insert FA reference number]*
Goods:	*[short title for type of Goods*]

Procuring Agency:	**Supplier:**
[*name of Procuring Agency*] [*address*]	[*name of Supplier*] [*address*]

GOODS (GCC 1.1 i)

Code	Product name	Quantity	Unit price	Total
[*insert code*]	[*description of Goods*]	[*number*]	[*price*]	[*amount*]
Special instructions/comments:			**Total**	
Delivery Period and Liquidated Damages: The required delivery period shall be within ten (10) calendar days from the date of issuance of the Call-off Order. Failure to deliver within the stipulated period shall result in the imposition of Liquidated Damages (LD) in accordance with the terms and conditions specified under this Call-off Order GCC 26.		[*insert period*] as per applicable INCOTERMS		

Firm & Courteous

Contract Documents (GCC 2)
1) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents. (a) Letter of Award of Call-off Contract (b) Supplier's Quotation (if applicable) (c) Addenda No. ___ (if any) (d) General Conditions of Call-off Contract and by reference the following documents: (e) Framework Agreement, (f) Section A- Framework Agreement General Provisions, (g) Section B- Framework Agreement Specific Provisions (h) Schedule 1: Schedule of Requirements

2) In consideration of the payments to be made by the Procuring Agency to the Supplier as specified in this Call-off Contract, the Supplier hereby covenants with the Procuring Agency to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

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

Firm & Courteous

For and on behalf of the Procuring Agency

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*
In the presence of *[insert identification of official witness]*
*Date:*_____

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*
*Date:*_____

Financial Resources

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

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Past Experience / Contracts

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Financial Situation and Performance

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

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

1. Financial data

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

* Refer ITA 14 for the exchange rate

3. Financial documents

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

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

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

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

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

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

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