



TENDER DOCUMENT

For

**Supply, Delivery, Installation, Testing and Commissioning of Digital
Printing Press and Scanners with OMR Software**

Package/LOT-1

Last date for submission of bid: 27th January, 2025 11:00 am

Performance Management and Reforms Unit

Chief Secretary Office, Gilgit.

www.pmrugb.gov.pk

ehsan.karim@pmrugb.gov.pk

Phone: 05811-940158

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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Performance Management & Reforms Unit (PMRU) GB

Notice Inviting Tenders

Date: 07.01.2025

1. Performance Management & Reforms Unit (PMRU) GB invites sealed bids from Original Equipment Manufacturers (OEM), their authorized dealers or distributors for the **“Supply, Delivery, Installation, Testing and Commissioning of Digital Printing press/Production Printer and Scanners with OMR software”** as per following details under Single Stage Single Envelopes bidding procedure:

S#	Name of Item	Package	Detail
1.	Supply, delivery, installation, Testing and commissioning of Digital Printing Press/Production Printer	Package-1	Bidders must apply for all items in package-1.
2.	Supply, delivery, installation, testing and commissioning of Scanner.		

2. Bidder should be registered with Income Tax and Sales Tax Department and shall be reflected on the Active Taxpayer List (ATL) of FBR, unless exempted.

3. A complete set of Bidding Documents comprising Terms and Conditions, Specification and Evaluation Criteria can be obtained from office of the undersigned on any working day from date of publication of this invitation in the newspaper till one day prior to closing date by submission of a fee (non-refundable) of Rs. 5,000 through cash payment or CDR in favor of **Performance Management & Reforms Unit (PMRU) GB** along with a written request/application on the letter head of the bidder.

4. Bids both technical and financial shall reach to the office of the undersigned on or before the 27th January, 2025 11:00 AM. Technical Bids shall be opened on the same date at the office of the Director PMRU at 11:30 AM and 02:00 PM for Digital Printing Press and Scanners respectively in the presence of the bidders or their authorized representatives who may like to attend.

5. Financial bids must be accompanied by a bid security of two (2%) of bid the amount in shape of CDR/DD in favor **Performance Management & Reforms Unit (PMRU) GB** whereas technical proposal shall contain an affidavit to the effect without mentioning the amount of bid security. Bids without appropriate bid security shall be declared as non-responsive.

6. PMRU, GB reserves the right to cancel the bidding process by assigning cogent reasons. Advertisement is available on the websites of GBPPRA and PMRU, GB as well.

Deputy Director PMRU
Performance Management & Reforms Unit (PMRU) GB
Chief Secretary Office, Gilgit.
Website: www.pmrugb.gov.pk
Email: ehsan.karim@pmrugb.gov.pk
Phone: 05811-940158

A. INSTRUCTIONS TO BIDDERS (ITB)

1. SOURCE OF FUNDS

Performance Management& Reforms Unit (PMRU) GB will arrange needed funds to meet its cost etc. from its own resources.

2. ELIGIBLE BIDDERS

- 2.1.1. This Invitation for Bids is open to all suppliers from eligible source as defined in the GBPPRA Rules, 2022 and its Bidding Documents except as provided hereinafter.
- 2.1.2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide 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.
- 2.1.3. Government-owned enterprises in the Province of Gilgit-Baltistan may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Gilgit-Baltistan.
- 2.1.4. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) GBPPRA Rules 2022.
- 2.1.5. Bidding process is open to all bidders who meet the eligibility/qualification criteria as per clause 23 of Special Conditions of the contract (SCC).
 - i. Have experience of minimum seven years of supplying similar item to leading government organizations or companies of repute. (Copies of supply orders etc. must be attached).
 - ii. Stands registered with income tax and sales tax departments of Pakistan (copies of below documents must be attached with the bid), unless exempted.
Registered with income tax and sales tax and be reflected on active taxpayer list of FBR;
 - iii. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government/ semi government Department as per specimen at ANNEX-B.
 - iv. An Affidavit on Rs. 100/- Stamp Paper duly attested by Notary Public, that the Firm will provide only Original/Genuine and brand-new products/Items and not the substandard, counterfeited or fake products/items (where applicable) as per specimen at ANNEX-C.
 - v. Bidder must be OEM or their authorized distributor of the equipment quoted. Copies of latest valid distributor certificate in this regard must be attached.
 - vi. Financial bids must be accompanied by a bid security of two (2%) of the bid amount in shape of CDR/DD in favor **Performance Management& Reforms Unit (PMRU) GB** whereas technical proposal shall contain an affidavit to the effect that two (2) % bid security has been placed in the financial bid without mentioning the amount of bid security.

3. ELIGIBLE GOODS AND SERVICES

- 3.1. All goods and related services to be supplied under the contract shall conform to the policies of the Government of Pakistan in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term "Goods" includes any goods that are the subject of this Invitation for Bids and (b)

the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service/support and trainings etc.

- 3.2. For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

4. COST OF BIDDING

- 4.1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Performance Management & Reforms Unit PMRU GB, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. CONTENTS OF BIDDING DOCUMENTS

- 5.1. The bidding documents include:
 - a) Instructions to Bidders (ITB)
 - b) Bid Data Sheet
 - c) General Conditions of Contract (GCC)
 - d) Special Conditions of Contract (SCC)
 - e) Schedule of Requirements
 - f) Technical Specifications
 - g) Bid Form and Price Schedules
 - h) Bid Security Form
 - i) Contract Form
 - j) Performance Security Form
 - k) Manufacturer’s Authorization Form
- 5.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

6. CLARIFICATIONS OF BIDDING DOCUMENTS

- 6.1. An interested Bidder requiring any clarification of the bidding documents may notify the PMRU GB in writing. PMRU GB will respond in writing to any request for documents clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency’s response (including an explanation of the query) will be sent to all interested bidders or notified on PMRU GB’s website www.pmrugb.gov.pk that have received the bidding documents.

7. AMENDMENTS OF BIDDING DOCUMENTS

- 7.1. At any time prior to 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 an interested Bidder, may modify the bidding documents by amendment.
- 7.2. All interested bidders that have received the bidding documents will be notified of the amendment in writing on PMRU GB website or via courier and will be binding on them.

- 7.3. Any addendum thus issued shall form eternal part of the Tender documents. In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.
- 7.4. Any corrigendum/amendment/change if needed in tender documents may be made available on PMRU GB's website www.pmrugb.gov.pk.

8. LANGUAGE OF BID

- 8.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. 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 passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 8.2. Bid documents and related correspondence will always be in the English language.

9. DOCUMENTS COMPRISING THE BID

- 9.1. A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12.
- 9.2. Documentary evidence established in accordance with SCC Clause 23 "Eligibility/Qualification criteria, the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- 9.3. documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- 9.4. Bid security furnished as in accordance with bid data sheet

10. BID FORM

- 10.1. The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity, and prices.

11. BID PRICES

- 11.1. The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 11.2. Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 11.3. The Bidder's separation of price components in accordance with Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.
- 11.4. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to

adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

- 11.5. The benefit of exemption from or reduction in the taxes and duties shall be passed on to PMRU GB.
- 11.6. While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- 11.7. The bidder should quote prices of goods according to the technical specifications as provided in BOQ of this bidding document. The technical specifications of goods, different from the required specifications at ANNEX-I & ANNEX-J & K, shall straightway be rejected.

12. BID CURRENCIES

- 12.1. Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

13. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- 13.1. The Bidder shall furnish as per SCC clause 23, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract.
- 13.2. The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 3.
- 13.3. The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:
 - a. that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
 - b. that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - c. that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - d. that the Bidder meets the qualification criteria as per SCC clause 23 ,the Bid Data Sheet and other conditions of the bidding documents.

14. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS

- 14.1. Pursuant to ITB Clause 9, The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 14.2. The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3. The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
 - a. a detailed description of the essential technical and performance characteristics of the goods;
 - b. 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 for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
 - c. an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 14.4. For purposes of the commentary to be furnished ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. BID SECURITY

- 15.1. Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet. The bid security shall be submitted from the account of the firm/bidder/contractor who submits the bid.
- 15.2. The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture.
- 15.3. The bid security shall be in Pak. Rupees and shall be in one of the following forms:
 - a. A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
 - b. An irrevocable encashable on-demand Bank call-deposit or CDR.
 - c. Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as non-responsive.

16. PERIOD OF VALIDITY OF BIDS

- 16.1. Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as non-responsive.
- 16.2. In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

17. FORMAT AND SIGNING OF BID

- 17.1. The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 17.2. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.3. The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

18. SEALING AND MARKING OF BIDS

- 18.1. The bid shall be sent by Registered mail/Courier service which should reach, the Performance Management& Reforms Unit (PMRU) GB, Chief Secretary Office, Gilgit, Phone: 05811-940158
- 18.2. Bid shall comprise a single sealed envelope containing inside two separate envelopes each marked as financial bid and technical bid.
- 18.3. Each financial and technical bid should contain the procuring agency's and bidders details on the envelope.
- 18.4. The outer cover should be super scripted with "**CONFIDENTIAL BID FOR SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF DIGITAL PRINTING PRESS/PRODUCTION PRINTER AND SCANNERS WITH OMR SOFTWARE**".
- 18.5. The "FROM" and "TO" address shall also be written on the envelope. The bids shall be addressed to:

Deputy Director (PMRU)
Performance Management& Reforms Unit (PMRU) GB,
Chief Secretary Office Gilgit
Phone: 05811-940158
Cell: 0342-9444348

19. DEADLINE FOR SUBMISSION OF BIDS

- 19.1. Bids must be received by the Procuring agency at the address specified under ITB Clause 18 no later than the time and date specified in the Bid Data Sheet.
- 19.2. The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. LATE BIDS

- 20.1. Any bid received by the Procuring agency after the deadline for submission of bids pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. MODIFICATION AND WITHDRAWAL OF BID

- 21.1. Any bidder may modify or withdraw his bid after bid submission provided that a written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- 21.2. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18 by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- 21.3. No bid may be modified after the deadline for submission of bids.
- 21.4. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security pursuant to the IBT Clauses 15.

22. OPENING OF BIDS BY PROCURING AGENCY

- 22.1. The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 22.2. The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.
- 22.3. The relevant committee will resolve any issue raised by the bidders on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 22.4. Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

23. CLARIFICATION OF BIDS

- 23.1. During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The Bids request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. PRELIMINARY EXAMINATION

- 24.1. The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 24.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail. If there is a mistake in addition/ totaling, that shall be corrected.
- 24.3. The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 24.4. Prior to the detailed evaluation pursuant to IBT Clause 25, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30) and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5. If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

25. EVALUATION AND COMPARISON OF BIDS

- 25.1. The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to SSC Clause 23 "Eligibility/Qualification Criteria
- 25.2. The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and taxes etc. till PMRU GB office and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 25.3. The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:
 - a. incidental costs
 - b. delivery schedule offered in the bid;
 - c. deviations in payment schedule from that specified in the Special Conditions of Contract;
 - d. the cost of components, mandatory spare parts, and service;
 - e. the availability Procuring agency of spare parts and after-sales services for the equipment offered in the bid;

- f. the projected operating and maintenance costs during the life of the equipment; the performance and productivity of the equipment offered; and/or
- g. other specific criteria indicated in the Bid Data Sheet.

26. CONTACTING THE PROCURING AGENCY

- 26.1. Subject to ITB Clause 23, no bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 26.2. Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

27. POST QUALIFICATION

- 27.1. In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.
- 27.2. The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.
- 27.3. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

28. AWARD CRITERIA

- 28.1. Subject to SCC Clause 23, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 28.2. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

29. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

- 29.1. The Procuring agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

30. PROCURING AGENCY’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 30.1. As per GBPPRA Rules; the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency’s action.

31. NOTIFICATION OF AWARD

- 31.1. Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2. The notification of award will constitute the formation of the Contract.
- 31.3. Upon the successful Bidder’s furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

32. SIGNING OF CONTRACT

- 32.1. At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 32.2. Within Twenty (20) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

33. PERFORMANCE SECURITY

- 33.1. Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 33.2. Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

34. CORRUPT OR FRAUDULENT PRACTICE

- 34.1. The Government of GB requires that Procuring agency’s (including beneficiaries of donor agencies’ loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the GBPPRA, in accordance with the GBPPRA made thereunder:
- d. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among

Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;

- e. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- f. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

34.2. Furthermore, Bidders shall be aware of the provisions stated in sub clause 5.4 and sub clause 24.1 of the General Conditions of Contract.

35. INTEGRITY PACT:

- 35.1. The bidder shall sign and stamp the integrity pact provided as per ANNEX-G.
- 35.2. The Bidder shall sign and stamp the Integrity Pact provided at ANNEX-G to Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees ten million. Failure to such Integrity Pact shall make the bidder non-responsive.

36. BID DATA SHEET

1	Bid Inviting Entity and Address	Performance Management & Reforms Unit (PMRU) GB, Chief Secretary Office, Gilgit Phone: 05811-940158
2	a. Name of the Work b. Place of Execution	Supply, installation, testing and commissioning of Digital Printing Press/Production Printer & Supply, installation, testing and commissioning of Scanners with OMR software. Note: Bidders are required to quote all items listed in LOT-1. Firms failing to quote all items within the LOT will be considered non-responsive. Gilgit
3	Due Date, Time & Place for Collection of Tender Documents	1. Tender Documents should be collected on or from 13 th January 2025 from the office of Deputy Director, Performance Management& Reforms Unit (PMRU) GB, Chief Secretary Office, Gilgit Phone: 05811 940158 2. Tender Documents will not be issued on the day of opening of bids.
4	Due Date, Time & Place for Submission of bids	Sealed bids should be submitted on or before 27 th January, 2025 11:00 am to Deputy Director, Performance Management& Reforms Unit (PMRU) GB, Chief Secretary Office, Gilgit Phone: 05811 940158
5	Due Date, Time & Place for opening of bids	Lot-I Bids will be opened in the presence of bidders or their authorized representatives on 27th January 2025 11:00 am at the office of Director (Admin/Finance), Performance Management& Reforms Unit (PMRU) GB.
6	Validity of Bid	Bid should be valid for at least 90 days from the date of opening of the bid.
7	Contact Person	Ehsan Karim, Deputy Director Procurement Management& Reforms Unit (PMRU) GB (Cell # 0342-9444348)
8	Language of bids	Bid documents and related correspondence will always be in the English language.
9	Joint Venture	Not Applicable, The firm applying for whole package will provide after sales support for all the items.
10	Quoted Price	Shall be fixed
11	Warranty	Minimum one year with free labor, service and parts.
12	Delivery schedule	70 days from the date of signing of the contract. <i>Extension in delivery time will be granted in exceptional circumstances, if deem suitable by the competent authority.</i>
13	Bid Security	2% of the total cost in favor of "Performance Management& Reforms Unit (PMRU) GB"
14	Performance Guarantee	10% of the total cost.
15	Late Delivery Charges	2% of the total cost per month of delay up to maximum of 10% of the total cost.

B. GENERAL CONDITIONS OF THE CONTRACT

1. DEFINITIONS:

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

- a. “The Contract” means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b. “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract
- d. “The Services” means those services ancillary to the supply of the 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 Supplier covered under the Contract.

- e. "GCC" means the General Conditions of Contract contained in this section.
- f. "SCC" means the Special Conditions of Contract.
- g. "The Procuring agency" means the organization purchasing the Goods that is Performance Management & Reforms Unit (PMRU) GB.
- h. "The Procuring agency's country" is Pakistan.
- i. "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- j. "The Project Site," where applicable, means the place or places named in SCC.
- k. "Day" means calendar day.
- l. "PMRU GB" means Performance Management & Reform Unit Gilgit Baltistan.

2. APPLICATION:

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

3. COUNTRY OF ORIGIN

- 3.1. All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.
- 3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3. The origin of Goods and Services is distinct from the nationality of the Supplier.

4. STANDARDS

- 4.1. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. USE OF CONTRACTS DOCUMENTS AND CONTRACT INFORMATION; INSPECTION AND AUDIT BY THE GOVERNMENT

- 5.1. The Supplier shall not, without the Procuring agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- 5.2. The Supplier shall not, without the Procuring agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3. Any document, other than the Contract itself shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.
- 5.4. The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. PATENT RIGHTS

- 6.1. The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

7. PERFORMANCE SECURITY

- 7.1. Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in the SCC.
- 7.2. The proceeds of the performance security 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.
- 7.3. The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
 - a. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
 - b. a cashier's or certified check.
- 7.4. The performance security 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 specified otherwise in SCC.

8. INSPECTIONS AND TESTS

- 8.1. The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency.
- 8.2. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable

facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

- 8.3. Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4. The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5. Nothing in GCC Clauses shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. PACKING

- 9.1. 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. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. DELIVERY AND DOCUMENTS

- 10.1. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in these documents.
- 10.2. Documents to be submitted by the Supplier are specified in SCC.

11. INSURANCE

- 11.1. The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility.

12. TRANSPORTATION

- 12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

13. INCIDENTAL SERVICES

- 13.1. The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
 - b. furnishing of tools required for assembly and / or maintenance of the supplied Goods;
 - c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
 - d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
 - e. Training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 13.2. Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

14. SPARE PARTS

- 14.1. As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
- a. such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
 - b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements;
 - ii. Following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

- 15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC or Bid Data Sheet.
- 15.3. The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. PAYMENT

- 16.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2. The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3. Payments shall be made promptly by the Procuring agency preferably within 60 days.
- 16.4. The currency of payment is Pak. Rupees.

17. PRICES

- 17.1. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

18. CHANGE ORDERS

- 18.1. The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- a. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
 - b. the method of shipment or packing;
 - c. the place of delivery; and/or
 - d. the Services to be provided by the Supplier.
- 18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. CONTRACT AMENDMENTS

- 19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. ASSIGNMENT

- 20.1. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

21. SUBCONTRACTS

- 21.1. The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.
- 21.2. Subcontracts must comply with the provisions of GCC Clause 3.

22. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 22.1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

- 22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. LIQUIDATED DAMAGES

- 23.1. Subject to GCC Clause 25, 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 percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. TERMINATION FOR DEFAULT

- 24.1. The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
- a. if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22 or
 - b. if the Supplier fails to perform any other obligation(s) under the Contract.
 - c. if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

- 24.2. In the event the Procuring agency terminates the Contract in whole or in part pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- 24.3. If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of Procuring Agency notice, The Procuring Agency may cancel the order and performance security/earnest money will be confiscated.

25. FORCEMAJEURE

- 25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, 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.
- 25.2. For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 25.3. 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.

26. TERMINATION FOR INSOLVENCY

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

27. TERMINATION FOR CONVENIENCE

- 27.1. The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 27.2. The Goods that are complete and ready for shipment within thirty (30) 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:
- a. to have any portion completed and delivered at the Contract terms and prices; and/or
 - b. to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. RESOLUTION OF DISPUTES

- 28.1. The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

29. GOVERNING LANGUAGE

- 29.1. The Contract shall be written in the language specified in SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. APPLICABLE LAWS

- 30.1. The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. NOTICES

- 31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified.

- 31.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. TAXES AND DUTIES

- 32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

33. SCOPE OF WORK

- 33.1. Timely supply of items as per details/specifications mentioned in this Tender Document.

34. CONTRACTOR'S RESPONSIBILITIES

- 34.1. The contractor shall supply the items properly and provide items in accordance with the contract/tender documents/supply order.

35. MANAGEMENT/REPORTING:

- 35.1. The firm will report to Deputy Director Procurement PMRU GB.

C. SPECIAL CONDITIONS OF THE CONTRACT (SCC)

1. INTRODUCTION

It would be deemed that by submitting a **bid**, the bidder has:

- 1.1. Made a complete and careful examination of the Tender Document and agrees to all conditions and implications that arise from it.
- 1.2. Sought, obtained and perused all relevant information for the submission of the bid.
- 1.3. Any error or incomplete submission arising out of an interpretation of the Tender Document, its annexures or any information passed on to the bidder by the PMRU GB or any of its officials, PMRU GB shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.
- 1.4. Conditional/alternative bid will not be accepted.

- 1.5. The Performance Management & Reforms Unit (PMRU) GB request tenders/bids in sealed envelopes as per information required in this document. The bidders should submit their proposal in a sealed envelope on or before the due date as per bid data sheet
- 1.6. It shall be clearly understood that the terms & conditions are intended to be strictly enforced. No escalation of cost shall be permitted throughout the period of contract.
- 1.7. The bid should contain the detailed technical specifications, brochure of the Item quoted.
- 1.8. Taxes will be deducted as per Government rules.
- 1.9. All Prices quoted in the proposal shall remain valid for a period of 90 days from the opening of the tender. However, it is encouraged to state a longer period of validity for the quotes.
- 1.10. Supply / installation will have to be made within the time period stipulated in purchase order & delivery schedule mentioned in bid data sheet. In case of default, these will be purchased from the market at the risk and cost of the supplier.
- 1.11. The transportation, handling, installation, commissioning and labour charges are to be borne by the bidder.
- 1.12. The BOQ contains estimated quantities which can be varied to meet any emerging need keeping in view the provisions of GBPPRA Rules.
- 1.13. All rates must be quoted including GST etc. The bidders shall quote prices in figures and words. In case of discrepancy the amount in words will govern. Rates must include all taxes applicable.
- 1.14. The Item supplied by the supplier shall be brand new, in original manufacturer packing and complete in all respects. PMRU GB may verify the authenticity / warranty of the equipment from the principal distributor.
- 1.15. Any bid not received as per the terms and conditions laid down in this document is liable to be ignored. No offer shall be considered if:
 - 1.15.1. received without bid money,
 - 1.15.2. received after the date and time fixed for its receipt,
 - 1.15.3. tender document and the bid are unsigned,
 - 1.15.4. offer is ambiguous,
 - 1.15.5. offer is conditional i.e. advance payment, or currency fluctuations etc.,
 - 1.15.6. offer is received by a telegram,
 - 1.15.7. offer is received with shorter price validity and longer delivery period than asked in this document,
 - 1.15.8. offer is for items not conforming to the specifications indicated in the tender inquiry and not conforming to the technical specification at ANNEX-I ANNEX-J & ANNEX- K

2. BIDDING PROCESS

- 2.1. A single stage single envelope bidding process shall be followed. Bidders should examine all instructions, terms and conditions as given in the tender document. Failure to furnish information required in the tender document or submission of bids not substantially responsive or viable in every respect will be at the Bidder's risk and may result in rejection of the bids. Bidders should strictly submit the Bid as specified in the tender document; failing which the bids will be held as non-responsive and will be rejected.

- 2.2. The PMRU GB shall first establish the “Eligibility” as per SSC clause 23 eligibility/qualification criteria and then evaluate the technical Bids on item basis conforming the compliance of offered item’s technical specifications with the demanded ones at ANNEX-I , ANNEX-J & ANNEX-K and other terms & conditions, without reference to the price and reject any bid which shall not conform to the specified requirements;
- 2.3. During the technical evaluation no amendments in the technical bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of bid, may be asked. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 2.4. **The department will evaluate the bids based on eligibility and qualification criteria. The lowest price alone shall not constitute grounds for award, and any bidder failing to meet the eligibility/qualification criteria will be deemed non-responsive**
- 2.5. The bid found to be the highest ranking fair bid & responsive shall be accepted.

3. BID SECURITY

- 3.1. The Bidder shall furnish 2% bid security as referred above. The bid security shall be submitted from the account of the firm/bidder/contractor who submits the bid.

4. TIME FOR DELIVERY OF GOODS

- 4.1. The supplier shall deliver the required items at PMRU GB office as per demand within the timeline as stipulated within bid data sheet, and submit bill along with all relevant documents after supply of all items prescribed with supply order/tender document.

5. DELIVERY ADDRESS

- 5.1. Price is inclusive of applicable taxes, transportation, delivery charges, insurances & warranties, if any, etc and will be the responsibility of supplier/contractor. Delivery of items are required at **Performance Management& Reforms Unit (PMRU) GB, Chief Secretary office Gilgit.**

6. WARRANTY

- 6.1. In case any equipment/services is found faulty during the warranty period, the firm will repair/replace the faulty component/material. PMRU GB shall notify the firm in writing/through telephone immediately of any defects that occur during the warranty period. On receipt of such notification/telephonic message, the firm shall attend the breakdown call within a maximum of 24 working hours and shall provide backup equipment if more than two days are required by the firm to rectify and resolve the problem. In case of failure to replace faulty components, the amount of performance security/retention money shall be forfeited.
- 6.2. The bidder shall provide comprehensive warranty for minimum of **1 year** with free labor, service and parts.

7. TERMS OF PAYMENT

Payment of contract price shall be made in the following manners.

- 7.1. Relevant payment of supply order shall be payable to the contractor upon successful delivery of items, installation, inspection, and successful test run of machine at PMRU GB and training of PMRU GB staff.
- 7.2. All the payments shall be made through crossed cheque in the Pak Rupees.
- 7.3. All the taxes will be deducted as per government rules at the time of payment.

8. BID SECURITY & PERFORMANCE SECURITY

- 8.1. The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture.
- 8.2. The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet. The bid security shall be submitted from the account of the firm/bidder/contractor who submits the bid.
- 8.3. The bid security shall be in Pak. Rupees.
- 8.4. The bidder shall furnish a bid security/earnest money amounting to 2% of the bid price in the form of a Call Deposit (CDR) in favor of Performance Management & Reforms Unit (PMRU) GB.
- 8.5. Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the PMRU GB as nonresponsive.
- 8.6. The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid whichever is earlier. The bid securities of bidders, who seem to short fall can be returned earlier if supported by a formal request of intends requirement.
- 8.7. The bid security of the successful bidder will be returned when the bidder submit the required Performance Security (If applicable) or supply the required items and or will be adjusted with performance guarantee.
- 8.8. 10% (of total amount) performance security will be submitted by the bidder to PMRU GB (Educational Testing & Evaluation Agency).
- 8.9. Within twenty 20 days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, through CDR or in another form acceptable to the Procuring agency.
- 8.10. The bidder will submit a sworn statement on judicial stamp paper to the effect that earnest money/bid security @ 2% of total cost is enclosed with the financial proposal.
- 8.11. The procurement committee/team of PMRU GB will inspect and check the item(s) supplied at the time of the delivery and after the installation. On receipt of satisfactory report by the technical & inspection committee/team, the payment will be made.
- 8.12. The procurement including rejection or acceptance of bids will be governed under GB PPRA Rules.
- 8.13. Only the bids determined substantially responsive in accordance with the terms & conditions stated in this tender document shall be considered for evaluation.
- 8.14. In case the bidder/contractor/supplier fails to fulfill the purchase order, PMRU GB shall have the right to rescind the contract and arrange supply through other means at the risk & cost of original contractor/supplier/bidder.
- 8.15. The bid security / earnest money/ performance security may be forfeited:
 - 8.15.1.** If a bidder withdraws his bid during the period of bid validity.
 - 8.15.2.** If the bidder does not accept the correction of his bid price.

8.15.3. In the case of a successful bidder, if he fails to furnish the required performance security (If applicable) or supply the requisite items.

8.15.4. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/affidavits etc.

- 8.16. Failure of the successful Bidder to comply with the requirement of procuring agency shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

9. INSPECTION AND TESTS

- 9.1. The final inspection and tests are to be performed at PMRU GB office after successful installation by the supplier. The installation shall be free of cost at PMRU GB office.

10. DELIVERY AND DOCUMENTS

- 10.1. Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

- i. copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- ii. original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- iii. copies of the packing list identifying contents of each package;
- iv. insurance certificate;
- v. Manufacturer's or Supplier's warranty certificate;
- vi. inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- vii. Certificate of origin.
- viii. Copy of the delivery challan.

11. INSURANCE

- 11.1. The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

12. ADDITIONAL SPARE PARTS REQUIREMENTS

- 12.1. Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order.
- 12.2. Parts other than consumables shall be provided free of cost during the warranty period.

13. DELIVERY PERIOD

13.1. Supplier shall make the delivery of items within 70 days after signing of the contract.

14. LIQUIDATED DAMAGES

14.1. Any delay or provision of failure to fulfillment of complete purchase order/contract offered may result in total of 10% deduction of purchase order based on the following:

- i. Deduction will be made at the rate of 2% per month delay to a maximum of 10% of the total purchase order/contract value.
- ii. Once the maximum is reached, the Procuring agency may consider termination of the Contract.

15. APPLICABLE LAWS

15.1. The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

- i. The GBPPRA Rules 2022
- ii. The Contract Laws
- iii. The factories act 1934
- iv. General Financial Rules of the Government of GB and all the relevant laws, rules, regulations pertaining to budgeting and financial management of public funds.

16. AWARD OF CONTRACT

16.1. Contracts shall be confirmed through a written agreement signed by the successful bidder and the PMRU GB.

16.2. In case of a successful bidder, who repudiates the contract or falls to furnish performance guarantee and as the case may be shall proceed for debarment/blacklisting and the purchase order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.

16.3. The firm will be responsible for custom clearance etc, The PMRU GB may provide undertaking.

17. ASSIGNMENT

17.1. The Bidder shall not assign, in whole or in part, its obligations to perform to another party under this contract except with the Procuring Entity's prior written consent.

18. PERIOD OF VALIDITY OF BIDS

18.1. The bid shall remain valid for 90 days after the date of opening of technical bid as prescribed by PMRU GB. A bid having validity for a shorter period shall be rejected by PMRU GB as non-responsive.

18.2. The PMRU GB shall be under an obligation to process and evaluate the bid within stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

18.3. The bidders who;

18.3.1. Agree to the PMRU GB request for extension of bid validity period shall not be permitted to change the substance of their bids;

- 18.3.2. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

19. TERMINATION FOR DEFAULT

- 19.1. In pursuant to GCC Clause 24, if the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of Procuring Agency notice, The Procuring Agency may cancel the order and performance security/earnest money will be confiscated.

20. TRAINING OF PMRU GB STAFF

- 20.1. The supplier will have to provide training to PMRU GB staff for operation of the machine.

21. RESOLUTION OF DISPUTES

- 21.1. The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 21.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

22. GOVERNING LANGUAGE

- 22.1. The language used for correspondence etc. between procuring agency and supplier shall be in English language.

23. ELIGIBILITY/ QUALIFICATION CRITERIA

All bidders fulfilling the mandatory criteria will be considered for further evaluation. The Bidders who have duly complied with the Eligibility/Qualification will be eligible for further processing. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Technical proposals shall be evaluated by the technical evaluation committee in the light of below qualification,

23.1. MANDATORY REQUIREMENTS

S.No.	Requirement	Response Yes/No	Documentary Proof
1	NTN & Sales Tax Registration Certificate	Yes/No	Registration Certificate
2	On active taxpayer list of FBR (Income Tax & Sales Tax)	Yes/No	Registration Certificate
	Authorized Distributor of Manufacturer for the quoted items	Yes/No	Distribution Letter from Manufacturer
3	Minimum Seven (7) years of experience in providing similar equipment.	Yes/No	Incorporation Certificate of the Firm
4.	Affidavit on stamp paper that the firm is not black listed by any government/semi government department anywhere in Pakistan, as per specimen annex-B	Yes/No	Undertaking on Stamp Paper
5.	An Affidavit on stamp paper duly attested by Notary public that the firm will provide only genuine/original and brand new products/items and not the substandard, counterfeited or fake products/items as per specimen at Annex-C	Yes/No	Undertaking on Stamp Paper
6.	Comprehensive warranty for minimum 1 year with free labor, service and parts	Yes/No	Certificate on Letter head
7.	Compliance/responsiveness to Technical specifications.	Yes/No	Compliance sheet on letter head
8.	2% Bid security in shape of CDR	Yes/No	CDR
9.	At least 5 completed projects of similar nature	Yes/No	Purchase/Supply Orders
10.	Rs. 5000/- tendering fee (non-refundable) cash payment or CDR/DD in favor of Performance Management & Reforms Unit GB.	Yes/No	Receipt of Payment

STANDARD FORMS OF BIDDING DOCUMENTS

ANNEX-A

1. COMPLIANCE CERTIFICATE

(On bidder letter head)

a. **TERMS AND CONDITIONS**

The bid must accompany:

- i. Copies of income tax (NTN Registration), sales tax certificate and professional tax certificate (If applicable), any tax exemptions certificate if applicable.
 - ii. Have relevant experience of minimum seven years of supply with leading government organizations or companies of repute. (Copies of supply orders etc. must be attached).
 - iii. Company's Profile (including the client list, past projects completed, support staff availability etc.)
 - iv. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per Specimen at ANNEX-B.
 - v. An affidavit on Rs. 100/- value stamp paper duly attested by Notary Public, that the firm will provide only original/genuine and brand new products/items and not the substandard, counterfeited or fake products/items (where applicable) as per Specimen at ANNEX-C.
 - vi. Bidder must be authorized sole distributor /manufacturer of the equipment quoted. Copies of latest valid distributor certificate in this regard must be attached.
 - vii. The earnest money/bid security as per tender requirement.
- b. The firms will be bound to make supply the items as per specification at ANNEX-I & ANNEX-J & ANNEX-K of PMRU GB.
- c. Integrity pact form signed by the bidder.
- d. Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their bids. Mode of the payment should be on credit and taxes will be deducted as per Government prevailing laws of that time. The firm should clearly show whether GST is included or excluded in the offered rates.
- e. Terms and conditions must be signed and attached with the Tender document if agreed upon.
- f. The firm will be bound to supply the items within specified time of 70 days from the date of signing of the contract.
- g. The PMRU GB reserves the right to accept or reject any or all bids as per GBPPRA rules.

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

ANNEX-B

2. AFFADAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/- and attested by notary public)

We undertake that our Firm M/S _____ is not black listed by any Government Department/Agency/Private Organization etc. in any part of GB/Pakistan.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions of these bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

We solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature : _____

Name : _____

Address : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

ANNEX-C

3. UNDERTAKING CERTIFICATE

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/- and attested by notary public)

We undertake that our Firm M/S _____ will provide only original/genuine and brand new products and not substandard, poor quality, fake/counterfeited products/items (wherever applicable).

If provided items / information found false, or the firm found Black Listed by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund/payment. Further the performance security given by the firm will also be confiscated and the firm may be BLACK LISTED.

Signature : _____

Name : _____

Address : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

ANNEX-D

4. FINANCIAL PROPOSAL FORM

(Digital Printing Press/Production Printer & Scanner with OMR software)

(To be filled and signed by the bidder on bidder's letter head)

Sno.	Name of the item and details with country of origin	Model Number	Quantity Required (No)	Unit	Quoted Items Brand Name	Rate PKR per Unit (Including GST & all taxes)	Total PKR (Including GST & all Taxes)
1	2	3	4	5	6	7	
						6x4	
1							
2							
3							
4							
Total Bid Price with all applicable taxes in PKR							

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

The supplier will have to provide all the items consumables/spare parts at the same rate for the financial year 2024-2025 (Extendable) by each one year on the same terms and conditions agreed upon mutual consent. In case of change in price the bidder shall have to submit in writing well before 3 months of the revision in price.

Signature : _____

Name : _____

Company : _____

Company Seal: _____

Dated : _____

ANNEX-E

5. TENDER FORM

(To be filled and signed by the bidder on bidder's letter head)

1	Company/Firm's Name	
2	Address of the firm for correspondence	
3	Telephone No.	
4	Fax No.	
5	Mobile No.	
6	e-Mail:	
7	Income Tax No.	
8	Sales Tax Number	
11	Company/Firm's Date of Formation	
12	Name of authorized Person/Representative (Authority letter must be attached)	
13	Contact Number of authorized person	
14	Total Numbers of employees	
15	CDR No., Date & Amount	

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

ANNEX-G

6. 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 No. _____ Dated _____ Contract Value: *[To be filled in at the time of signing of Contract]* Contract Title: _____

[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Gilgit-Baltistan or any administrative subdivision or agency thereof or any other entity owned or controlled by GoGB 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, fees 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 consultation 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 GoGB, 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 GoGB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights and remedies available to GoGB under any law, contract or other instrument, be voidable at the option of GoGB.

Notwithstanding any rights and remedies exercised by GoGB in this regard, [name of Supplier] agrees to indemnify GoGB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoGB in an amount equivalent to ten times 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 GoGB.

Name of Buyer:

Name of Seller/Supplier:

Signature:[Seal]

Signature:{Seal}

ANNEX-H

7. SCHEDULE OF REQUIREMENTS (DIGITAL PRINTING PRESS/ PRODUCTION PRINTER)

Sno.	Description	Quantity	Delivery Schedule
1	Digital Printing Press/Production Printer having Technical Specifications as per ANNEX-I (Including Supply, delivery, installation, Testing and commissioning)	1	70 Days from the Date of signing of the contract.

8. SCHEDULE OF REQUIREMENTS (SCANNERS)

Sno.	Description	Quantity	Delivery Schedule
1	Scanners having Technical Specifications as per ANNEX-J (Including Supply, delivery, installation, Testing and commissioning)	2	70 Days from the Date of signing of the contract.

9. SCHEDULE OF REQUIREMENTS (OMR Software)

Sno.	Description	Quantity	Delivery Schedule
1	OMR software having Technical Specifications as per ANNEX-K (Including Supply, delivery, installation, Testing and commissioning)	1	70 Days from the Date of signing of the contract.

- The bid must be accompanied with the brochures of the quoted item.

ANNEX-I

10.BOOQ /TECHNICAL SPECIFICATIONS OF PACKAGE-I

Digital Printing Press/Production Printer

1. Print Speed = **100 PPM** A4 or higher
2. Paper Size Supported = A4, Legal, A3 or higher
3. Memory = 4-GB or Higher
4. HDD Capacity = 256 GB SSD or Higher
5. Processor: 1.8 GHz Dual core or higher
6. Paper feeding capacity = **4000** sheets or higher
7. Printing Resolution = 1200 x 1200 Dpi (PCL 5e/6, PDF Direct)
8. Stacking capacity = 4,000 sheets or higher
9. Finisher & **Corner & Double Stapling (Capacity up to 100 sheets)**
10. Built in Network Printer with USB support.
11. Scanner
12. RADF (Reverse Automatic Document Feeder) / DADF
13. Duplex Unit
14. Drum Life = 2-4 million Pages
15. Necessary Software & **Servo Motor** Stabilizer Unit for the Production Printer (as per machine voltage requirement).
16. 01 Extra Toner
17. Authorized manufacturer distributor certificate required.
18. Comprehensive warranty for minimum 1 year with free labor, service and parts.
19. Digital Printing Press quantity required 1. Nos.

Annex- J

11. TECHNICAL SPECIFICATION FOR (SCANNERS)

SNo.	Parameter	Specification	Response (Yes/No)
1	Recommended Daily Volume	20,000 Pages Per Day or more	
2	Scanner Type	Desktop ADF (Automatic Document Feeder Scanner with legal size flatbed.	
3	Scanning modes	Simplex / Duplex, Color / Grayscale	
4	Scan Speed	100 PPM (Landscape, A4) or higher	
5	Optical Resolution	600 dpi or more	
6	Paper Thickness and Weight	20–200 g/m² Paper	
7	Feeder	300 Sheets of 80 g/m ² Paper or more	
8	Scanning Technology	Dual RGB LED Illumination CIS (CMOS); Grayscale output Or 3 Line CIS or latest Bit Depth is 256 levels (8-bit); Color Output Bit Depth is 24 Bits;	
9	File Format Outputs	Single and Multi-Page TIFF, JPEG, RTF, BMP, Single and Multi-Page PDF, Text Searchable PDF, Microsoft Word and Microsoft Excel	
10	Connectivity / Interface	USB 3.1 Gen 1x1 or higher	
11	Software Support	WINDOWS Bundled Drivers: TWAIN, ISIS, WIA Drivers	
12	Supported Operating Systems	WINDOWS 10 (32-bit and 64-bit), WINDOWS Server 2012 x64 Editions, or above WINDOWS Server 2016 x64 Editions, WINDOWS Server 2019 x64 Editions or above Mac Support	
13	Warranty	Minimum 1 year or more	

Annex- K

12. OMR SOFTWARE SPECIFICATION

Sr#	Feature	Compliance
1	Software should be able to read OMR bubbles, Barcode, QR Code and OCR	
2	Software should support client/Server architecture and must be scalable.	
3	Software should have ability to auto save candidate sheets or specific area from sheet images with their unique ID.	
4	Software should support at least 100,000/Annum OMR sheets.	
5	Should generate results like No. of Correct Answers, No. of Incorrect answers, No. of skipped questions, Multiple answers, Grades, Percentage, Percentile, Total score, Subjective score, Hardest and Easiest Question, Item Analysis, Histogram	
6	Software should support proper fillings, partial filling, tick or cross.	
7	No need of special OMR sheets. Software should be able to read OMR sheet which will be designed by any designing software like Corel, Photoshop, MS word etc.	
8	Should read pencil and Ink filling.	
9	Software should be able to process sheets in real time processing (Processing during scanning) or later processing.	
10	Negative marking, grace marking and skipping a question from the test feature should be available in the software.	
11	Software must support the entire standard database including SQL and Oracle.	
12	Software should support all document scanners; avoid purchasing traditional expensive OMR scanner.	
13	Software must be updateable and upgradeable.	
14	Software should generate post analysis reports like item analysis, histogram, discrimination, Difficulty Index, cronbach alpha, standard deviation etc.	
15	Unlimited multiple test versions and subject wise scoring must be done in one go.	
16	Software must have a customizable optimization performance feature for fast processing.	
17	Solution should be able to generate grading and survey reports.	
18	While extracting data from sheets, software must show image of each and every sheet for validation.	

13. CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring agency]* (hereinafter called “the Procuring agency”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the 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.

IN WITNESS whereof the parties hereto have caused this Agreement 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)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

ANNEX-L

14. BID FORM AND PRICE SCHEDULES

Date: _____

IFB No: _____

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency or submit the CDR or by any other mode of payment acceptable to procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state “none”)

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

Dated this _____ day of _____ 20_____.

[Signature]

[in the capacity of]

ANNEX-M

15.PERFORMANCE SECURITY FORM

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

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

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

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

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[Address]

[date]

ANNEX-N

16. MANUFACTURER'S AUTHORIZATION FORM

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB/TENDER *[reference of the Invitation to Bid/TENDER]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Contract for the goods offered for supply by the above firm against this Invitation for Bids/Tender Notice.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

ANNEX-O

17. CHECK LIST BEFORE BID SUBMISSION

I, _____ CNIC# _____;

Designation: _____, Company Name: _____

undertake to state that we have attached all below documents which have been marked.

Sno.	Detail	If attached put ✓ else X	Page Number
1	NTN Registration Certificate		
2	On active list of Income Tax with FBR (printed screen shot proof)		
3	GST Registration Certificate		
4	On active list of GST with FBR (printed screen shot proof)		
5	Application letter of intent for participation in tendering process.		
6	Experience certificates for field experience of 7 years on similar capacity machine for the quoted brand in Pakistan. (Attach photocopies).		
7	Professional Tax Registration Certificate with relevant Authority if applicable		
8	Compliance Certificate ANNEX-A		
9	Affidavit on stamp paper of Rs. 100/- that the company/firm/individual is not blacklisted by any Government Department Annex-B.		
10	An Affidavit on Rs. 100/- Stamp Paper duly attested by Notary Public for supply of genuine items ANNEX-C		
11	Financial Proposal ANNEX-D		
12	Tender form ANNEX-F		
13	Integrity Pact ANNEX-G		
14	Office/branches details in Pakistan		
15	Sole distribution/manufacturer certificate copy.		
16	Bid Money CDR 2% of the total amount		
17	Schedule of requirements ANNEX-H		
18	Compliance/responsiveness to technical specifications required as per the ANNEX-I & ANNEX-J & ANNEX- K		
20	Bid form and price schedule ANNEX-M		
22	Comprehensive warranty to be provided for minimum 1 years with labor, service and parts.		
23	After sales Service Availability		
25	Company's Profile (including the client list, past projects completed, support staff availability etc)		

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____