



BIDDING DOCUMENTS

Tender No: Misc. 363

**Printing of Examination Answer Sheets and Supply
of General Stationery Items.**

- **Lot 1: Printing of Examination Sheets**
(Includes exam sheets, printed file covers and Printed envelopes)
- **Lot 2: General Stationery Items**

FY 2026-27

**Khwaja Fareed University of Engineering & Information
Technology, Abu Dhabi Road, Rahim Yar Khan,
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Table of Contents

SECTION-I: INVITATION TO BIDS	5
SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)	6
2.1. INTRODUCTION	6
2.1.1 Scope of Bid	6
2.1.2 Source of Funds	6
2.1.3 Eligible Bidders	6
2.1.4. Eligible Goods and Services	9
2.1.5. Cost of Bidding	9
2.1.6. One person one bid	9
2.2. THE BIDDING DOCUMENTS	10
2.2.1. Content of Bidding Documents	10
2.2.2. Clarification of Bidding Documents	11
2.2.3. Amendment of Bidding Documents	12
2.3. PREPARATION OF BIDS	12
2.3.1. Language of Bid	12
2.3.2. Bid Form	13
2.3.3. Bid Prices	13
2.3.4. Bid Currencies	13
2.3.5. Documents Establishing Bidder's Eligibility and Qualification	13
2.3.6. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents	14
2.3.7. Bid Security	16
2.3.8. Period of Validity of Bids	17
2.3.9. Format and Signing of Bid	17
2.4. SUBMISSION OF BIDS	18
2.4.1 Sealing and Marking of Bids	18
2.4.2 Deadline for Submission of Bids	19
2.4.3. Late Bids	20
2.4.4. Modification and Withdrawal of Bids	20
2.5. OPENING AND EVALUATION OF BIDS	21
2.5.1. Opening of Bids by the Procuring Agency	21
2.5.2. Confidentiality	22
2.5.3. Clarification of Bids	22
2.5.4. Preliminary Examination	23
2.5.5. Examination of Terms and Conditions; Technical Evaluation	24
2.5.6. Correction of Errors	25
2.5.7. Conversion to Single Currency	25
2.5.8. Post-Qualification & Evaluation of Bids	26
2.5.9. Contacting the Procuring Agency	26
2.5.10. Grievance Redressal	27
2.6. AWARD OF CONTRACT	27
2.6.1. Notification of Award	27
2.6.2. Performance Guarantee	28
2.6.3. Signing of Contract/ Issuance of Purchase Order	28
2.6.4. Award Criteria	29
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	29
2.6.6. Procuring Agency's Right to Accept or Reject All Bids	29
2.6.7. Re-Bidding	29
2.6.8. Corrupt or Fraudulent Practices	29
2.6.9. Quantity and volume of the goods to be considered in mind	34
SECTION-III. TECHNICAL SPECIFICATIONS	35

3.1. TECHNICAL SPECIFICATIONS	35
SECTION-IV: BID DATA SHEET (BDS)	42
EVALUATION CRITERIA	45
(MANDATORY AND MARKING CRITERIA)	45
01- FIRM TECHNICAL EVALUATION (KNOCKDOWN CRITERIA)	45
(ALL EVALUATION PARAMETERS DEFINED BELOW ARE MANDATORY FOR COMPLIANCE)	45
TECHNICAL SCORING CRITERIA (TOTAL POINTS: 100).....	46
EVALUATION CRITERIA FOR LOT-1.....	47
EVALUATION CRITERIA FOR LOT-2.....	48
3: FINANCIAL BID OPENING & FINAL SELECTION	49
PART-G: AWARD OF CONTRACT.....	50
SECTION-V: GENERAL CONDITIONS OF CONTRACT	51
1. DEFINITIONS	51
2. APPLICATION.....	52
3.COUNTRY OF ORIGIN	52
4.STANDARDS	52
5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE PROCURING AGENCY. ..	52
6. PATENT RIGHTS.....	53
7. PERFORMANCE GUARANTEE	53
8.INSPECTIONS AND TESTS	53
9. PACKING.....	54
10. DELIVERY AND DOCUMENTS	54
11. INSURANCE	55
12.TRANSPORTATION	55
13. INCIDENTAL SERVICES.....	55
14. SPARE PARTS	56
15. WARRANTY	56
16. PAYMENT.....	57
17. PRICES	57
18. CHANGE ORDERS.....	57
19. CONTRACT AMENDMENTS	58
20. ASSIGNMENT	58
21. SUB-CONTRACTS	58
22. DELAYS IN THE SUPPLIER'S PERFORMANCE	58
23. LIQUIDATED DAMAGES	58
24. TERMINATION FOR DEFAULT	59
25. FORCE MAJEURE	60
26. TERMINATION FOR INSOLVENCY	61
27. TERMINATION FOR CONVENIENCE.....	61
28. RESOLUTION OF DISPUTES.....	61
29. GOVERNING LANGUAGE	62
30. APPLICABLE LAW	62
31. NOTICES	62
32. TAXES AND DUTIES	62
SECTION-VI. SPECIAL CONDITIONS OF CONTRACT	63
SPECIAL CONDITIONS OF CONTRACT.....	63
1. <i>Performance Guarantee (GCC Clause 5.5).....</i>	<i>63</i>
2. <i>Payment Mechanism (GCC Clause 5.6).....</i>	<i>63</i>
3. <i>Liquidated Damages / Penalties (GCC Clause 5.11).....</i>	<i>63</i>

Tender No: Misc. 363 Printing of Examination Answer Sheets and Supply of General Stationery Items.

4. Termination of Default (GCC Clause 5.12)	63
5. Right to Vary Quantities (SCC Clause 5.7).....	63
6. Sample Approval.....	63
7. GCC 10.3	64
8. Inspections and Rejections: A designated University Inspection Committee will examine materials upon arrival. Any supply found torn, smudged (Lot 1), off-spec GSM, or short-packed (Lot 2) will be rejected on the spot. The vendor must replace rejected goods within seven (07) days at their own expense.	64
9. Sample provision.....	64
i. Where required for technical evaluation the samples must be provided by the vendor.....	64
ii. Unaccepted samples will be returned to the unsuccessful bidders after the contract is awarded, while the successful bidder's sample may be retained as a standard/benchmark for the final delivery.....	64
SECTION-VII. SCHEDULE OF REQUIREMENTS.....	65
7.1 SCHEDULE OF REQUIREMENTS	65
SECTION-VIII: SAMPLE FORMS.....	72
8.1 BID FORM.....	72
8.2 BIDDER'S JV MEMBERS INFORMATION FORM	74
8.3. MANUFACTURER'S AUTHORIZATION FORM	75
8.4. BIDDER PROFILE FORM	76
8.5. GENERAL INFORMATION FORM	77
8.6. AFFIDAVIT	78
8.7. Performance Guarantee Form.....	79
8.8. TECHNICAL BID FORM.....	80
8.9.CONTRACT FORM	81
8.10. FINANCIAL BID FORM/PRICE SCHEDULE	82
8.11. BID SECURITY FORM	87
SECTION IX- CHECK LIST.....	88

Section-I: Invitation to Bids



KHWAJA FAREED
UEIT
RAHIM YAR KHAN

TENDER NOTICE

Khwaja Fareed University of Engineering and Information Technology (KFUEIT) invites e-bids (Single Stage Two Envelope) from eligible well-reputed, registered firms for Tender No Misc-363 titled "Printing of Examination Answer Sheets and Supply of General Stationary Items" for Khwaja Fareed University of Engineering & IT Rahim Yar Khan.

Tender No.	Tender Name	Est. Cost (Rs)	Bid Security (2%) Rs.	Submission Deadline	Tender Opening
Misc.-363 (Lot-1)	Printing of Examination sheets and related items.	21,947,800	438,956	29-10-2026	29-10-2026
Misc.-363 (Lot-2)	Supply of General Stationary Items	16,119,530	322,391	11:00 AM	11:30 AM
Total	Combined Cost	38,067,330/-	761,347/-		

1. Bidders may bid for a single lot or both lots separately. Evaluation and contract award shall be executed on a Lot-by-Lot basis under Punjab PPRA Rules 2014 (Amended).
2. Bidding Documents are available for download, free of cost on EPADS (<http://ep.punjab.gov.pk>) and PPRA website (www.ppra.punjab.gov.pk).
3. Separate Technical and Financial E-Bids must be submitted exclusively via Punjab EPADS <http://ep.punjab.gov.pk> till 11:00 AM on 29.10.2026 and bids shall be opened on the same day at 11:30 AM by the Tender Opening Committee in the presence of bidders' representatives.
4. All bids must be accompanied by 2 % Bid Security of the estimated cost as per Rule 27 of PPRA Rule 2014, paid online through EPADS portal.
5. Late submitted Bids or bids without bid security shall not be entertained.
6. KFUEIT reserves the right to reject all bids or any lot at any time prior to acceptance under Rule 35 of PPRA Rules 2014 and decision of Purchase Committees of KFUEIT, RYK would be final.

Director, Procurement Department,

Khwaja Fareed University of Engineering & Information Technology,

IPB-693

Rahim Yar Khan, 068-9232364 | ✉ dp@kfueit.edu.pk

Section-II: Instructions to Bidders (ITB)

Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules-2014, the later shall prevail.

2.1.Introduction

2.1.1 Scope of Bid

- i) The Procuring Agency (PA), KFUEIT as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver,install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.

2.1.2Source of Funds

KFUEIT has allocated necessary budget from its Own Resources / Self-Generated Funds towards the cost of the procurement, and intends to apply a portion of these funds to eligible payments under this contract.

2.1.3Eligible Bidders

- i) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc. except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution

of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

- vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.
- vii) Any agreement that form a Joint Venture, Consortium or Association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.
- x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, 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.
 - b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy

- from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- xii) A Bidder may be ineligible if –
- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

- xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4. Eligible Goods and Services

- i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such goods and related services.
- ii) 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 is obtained that is substantially different in basic characteristics or in purpose or utility from its components.
- iii) The origin of goods and services is distinct from the nationality of the Bidder. *In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.*

2.1.5. Cost of Bidding

- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.6. One person one bid

- i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (a) Invitation to Bids
 - (b) Instructions to Bidders (ITB)
 - (c) Technical Specifications
 - (d) Bid Data Sheet
 - (e) General Conditions of Contract (GCC)
 - (f) Special Conditions of Contract (SCC)
 - (g) Schedule of Requirements
 - (h) Bid Form
 - (i) Manufacturer's Authorization Form
 - (j) Bidder Profile Form
 - (k) General Information Form
 - (l) Affidavit
 - (m) Bid Security Form
 - (n) Technical Bid Form
 - (o) Contract Form
 - (p) Financial Bid Form / Price Schedule
 - (q) Performance Guarantee Form
 - (r) Check List

- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1(i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding Documents shall raise an online inquiry through the Punjab e-Procurement system before the deadline.
- ii) All clarification requests must be submitted digitally via the Punjab e-Procurement system no later than 5 days prior to the deadline for submission of bids.
- iii) The University will respond to all queries exclusively through the Punjab e-Procurement system within three days of the clarification received or before the closing date whichever is earlier.
- iv) The system will automatically publish the responses, along with a description of the inquiry (without identifying the source), to all bidders who downloaded the bidding documents.
- v) Any changes to the bidding documents resulting from clarifications will be issued formally as an Addendum/Corrigendum via Punjab e-Procurement system and the university website.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any

other aspects of the Bidding Documents.

- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be. All amendments will be issued formally as an Addendum/Corrigendum exclusively through the Punjab E Procurement system.
- ii) Any addendum thus issued shall become an integral part of the Bidding Documents and will be automatically binding on all participating bidders.
- iii) The Punjab E Procurement system will automatically notify all bidders who have downloaded the bidding documents regarding the publication of the amendment.
- iv) To give prospective Bidders reasonable time to consider the amendment in preparing their bids, the University may, at its discretion, extend the deadline for the submission of bids in accordance with Punjab PPRA Rule 29 of PPRA-14.

2.3. Preparation of Bids

Bidders must prepare and submit their bids digitally through the Punjab E-Procurement system in strict compliance with the following guidelines.

2.3.1. Language of Bid

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language

specified in the Bid Data Sheet i.e English. Supporting documents and printed literature furnished by the Bidder may be in same language.

- 2.3.2. Bid Form**
- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices where required.
- 2.3.3. Bid Prices**
- i) The Bidder shall indicate the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
 - ii) Prices indicated on the Price Schedule shall be item wise/ package wise **[as on form 8.10]**
 - iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
 - iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- i) Prices shall be quoted in **Pak Rupees** for local/DDP items unless otherwise specified in the Bid Data Sheet.
- 2.3.5. Documents Establishing Bidder's Eligibility and Qualification**
- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
 - ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
 - iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

- (a) that, 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 [*Manufacturer's Authorization form No. 8.3*] or producer to supply the same in Pakistan;
- (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 Pakistan, 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 listed in the Bid Data Sheet.

**2.3.6. Documents
Establishing Goods'
Eligibility and
Conformity to
Bidding Documents**

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services, which the Bidder proposes to supply under the contract.
- ii) the Bidder must upload all required mandatory legal, technical, and financial credentials as part of its electronic Technical Bid on Punjab e-procurement system to establish eligibility and qualification.
- iii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which a Certificate of Origin issued at the time of shipment if required shall confirm.
- iv) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, 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 **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- v) For purposes of the commentary to be furnished, 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.
- vi) Where a sample(s) is required by a procuring agency, the sample shall be:
- vii) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
- viii) carriage paid;
- ix) received on, or before, the closing time and date for the submission of bids; and
- x) Evaluated to determine compliance with all characteristics listed in the **BDS**.
{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}
- xi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
- xii) do(es) not conform to all characteristics prescribed in the bidding documents; and
- xiii) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- xiv) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
- xv) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.

- xvi) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
- xvii) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**
- xviii) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Procuring Agency.
- xix) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

2.3.7. Bid Security

- i) All Bids must be submitted on Punjab e-Procurement System (<http://ep.punjab.gov.pk>) electronically in the manner prescribed by PITB/Punjab e-Procurement. No physical financial instrument (CDR/BANK GUARANTEE etc.) will be accepted (attach proof with the bid). Failure will result in the rejection of bid. The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than () days *[to be inserted by the Procuring Agency in word and figures]* after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause

2.3.8 (ii) or alongwith unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:

provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.

- vi) The successful Bidder’s Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
 - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
 - b. In the case of a successful Bidder, if the Bidder:
 - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
 - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

- i) Bids shall remain valid 90 days from the date of opening of technical bids.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity (as per rule-28 of PPR-14).

2.3.9. Format and

- i) The Bidder shall prepare an original and the number of copies

Signing of Bid

of the Bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall prevail.

- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and **all documents should contain proper page marking, attached in sequence as indicated for evaluation it shall be signed by the Bidder** or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.
- v) 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 duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.
- vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vii) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) Bidders must submit their proposals electronically via the Punjab E-procurement portal in accordance with Punjab Procurement Rules and bids must be securely uploaded onto the designated Technical and Financial slots. No physical or

hardcopy bids will be accepted for evaluation, except specified.

- ii) Bids may be submitted no later than the exact date and time specified in the Bid Data Sheet (BDS). The Punjab E-procurement portal will automatically close the link at the exact deadline hour.
- iii) The Punjab E-procurement system will automatically reject any attempt to upload a proposal after the submission deadline. Late bids cannot be processed or considered under any circumstances.
- iv) Bidders may modify or withdraw their submitted bids through the Punjab E-procurement system at any time prior to the closing deadline. No bid could be modified or withdrawn after the submission cutoff.
- v) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**2.4.2 Deadline
for Submission of
Bids**

- i) All Bidders must submit their proposals electronically via the Punjab E-Procurement system portal in accordance with Punjab Procurement Rules and bids must be securely uploaded on the designated Technical and Financial slots on Punjab E-Procurement system. No physical or hardcopy bids will be accepted for evaluation, except specified.
- ii) Bids may be submitted no later than the exact date and time specified in the Bid Data Sheet (BDS). The Punjab E-Procurement system portal will automatically close the link at the exact deadline hour.
- iii) The Punjab E-Procurement system will automatically reject any attempt to upload a proposal after the submission deadline. Late bids cannot be processed or considered under any circumstances.
- iv) Bidders may modify or withdraw their submitted bids through the Punjab E-Procurement system at any time *prior* to the closing deadline. No bid could be modified or withdrawn after the submission cutoff.
- v) The Procuring Agency may, at its discretion and as per rule 29

of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.4.3. Late Bids

- i) The Punjab E-Procurement system will automatically reject any attempt to upload a proposal after the submission deadline. Late bids cannot be processed or considered under any circumstances.

2.4.4. Modification and Withdrawal of Bids

- i) The Bidder may modify or withdraw its Bid after the Bid's submission, if written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security(along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

- 1- The Central Purchase Committee (CPC) of the University will conduct the opening and evaluation of bids electronically through the Punjab E procurement portal under the Single Stage – Two Envelope procedure.
- 2- The Technical Proposals will be opened by CPC via E procurement portal in public at the address, date and time specified in the BDS in the presence of Bidders or designated representatives who choose to attend.
- 3- Bids not opened electronically due to any bugs/virus etc. or not readable in the uploaded file shall be rejected and not be considered further for evaluation, irrespective of the circumstances.

2.5.1. Opening of Bids by the Procuring Agency

- i) Technical bids will be unsealed online by the CPC at the exact time and date specified in the Bid Data Sheet (BDS). Financial bids will remain encrypted and locked within the system.
- ii) Bidders are advised to send an authorized representative with comprehensive knowledge of their Bid content to attend the online or physical opening session conducted by the Central Purchase Committee (CPC). Failure to send a representative, or failure by the attending representative to point out any unread information during the session, shall completely indemnify the University and the CPC against any future claim or dispute regarding unread or incorrectly read information contained within the Bidder's proposal.
- iii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet.
- iv) in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- v) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the

specified time of their opening.

- vi) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vii) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- viii) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on E-Procurement portal.
[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the procuring agency.]

**2.5.2.
Confidentiality**

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

**2.5.3. Clarification
of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of

the Bidders, the Central Purchase Committee (CPC) may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - a) Evaluation & qualification criteria;
 - b) Required scope of work or specifications;
 - c) All securities requirements;
 - d) Tax requirements;
 - e) Terms and conditions of bidding documents.
 - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- i) The Central Purchase Committee (CPC) will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be

rejected, and its Bid security may be forfeited.

- b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - c) Has been properly signed;
 - d) Is accompanied by the required securities; and
 - e) Is responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

- i) The Central Purchase Committee (CPC) will examine each Bid to confirm that the Bidder accepts all terms and conditions specified in the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) without any material deviation or reservation.
- ii) The CPC will evaluate the technical aspects of the Bid to confirm full compliance with all requirements specified in

the Schedule of Requirements, Technical Specifications, Work Plan, Deputation Plan, and the Evaluation Criteria provided in the Bid Data Sheet (BDS).

- iii) If a Bid fails the terms and conditions examination or does not meet the specified technical criteria, the CPC will determine the Bid as non-responsive and reject it before the financial opening.

2.5.6. Correction of Errors

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
 - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
 - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8.**

2.5.7. Conversion to Single Currency

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

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

financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-Qualification & Evaluation of Bids

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) **Evaluation Report Announcement.** The Technical Evaluation Report will be uploaded to Punjab E-Procurement system and the PPRA website. Bidders will be given a mandatory days as per PPRA for grievance period before financial opening. As per Rule-67 of PPR-14, Procuring University has constituted a Grievance Redressed Committee (GRC)
- v) **Opening of Financial Bids** After resolving grievances, financial bids of technically qualified bidders only will be unsealed online. Unopened financial bids of disqualified firms will be returned through the system/physically.

2.5.9. Contacting the Procuring Agency

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the

rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

- i) As per PPRA Rule 67, University has constituted a Grievance Redressal Committee (GRC).
- ii) Any Bidder or party feeling aggrieved (Rules 33 & 34) by the eligibility parameters, technical specifications, or terms prescribed in the SBD may file a written complaint. The GRC must address and resolve these complaints well before the bid submission deadline.
- iii) **Grievance timelines after bid submission are strictly fixed as follows:**
- iv) Under the Single Stage–Two Envelope procedure, bidders may lodge a written complaint within five (05) days of the technical evaluation report being uploaded to the PPRA website.
- v) Bidders may lodge a written complaint concerning the final result no later than ten (10) days after the announcement of the final evaluation report.
- vi) Once the final evaluation report is issued, no bidder can raise new objections against the technical evaluation portion of the report.
- vii) The GRC will investigate and decide upon any valid complaint within fifteen (15) days of its receipt. The mere act of lodging a complaint does not suspend the ongoing procurement process.
- viii) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

2.6. Award of Contract

2.6.1. Notification of Award

- i) The Central Purchase Committee (CPC) will publish the final evaluation results on the EPADS portal.
- ii) As per PPRA rule 55, the contract will be awarded to the Lowest Evaluated Bidder whose proposal is substantially

responsive and qualified.

- iii) Prior to bid validity expiration, the University will issue the Notification of Award/LOA electronically via E Procurement Punjab. This creates the legal formation of the contract.
- iv) Upon submission of the Performance Guarantee by the winner, the securities of unsuccessful bidders will be discharged via PunjabE Procurement.

**2.6.2.
Performance
Guarantee**

- i) The successful bidder must furnish a Performance Guarantee within fifteen (15) days of receiving the LOA.
- ii) Failure to submit the guarantee within the deadline constitutes grounds for award annulment and Bid Security forfeiture. The CPC may then award the contract to the next lowest evaluated bidder or call for new bids under PPRA value-for-money principles.
- iii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

**2.6.3. Signing of
Contract/ Issuance
of Purchase Order**

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order~~[as the case may be]~~.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55

of PPR-14.

2.6.4. Award Criteria

- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

2.6.6. Procuring Agency's Right to Accept or Reject All Bids

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) If all bids are rejected, the CPC will assess the reasons for failure and may revise specifications or criteria before starting a fresh bidding process on E procurement system.
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

If all bids are rejected, the CPC will assess the reasons for failure and may revise specifications or criteria before starting a fresh bidding process on E procurement system.

2.6.8. Corrupt or Fraudulent Practices

- i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to

influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

ii) Blacklisting & Debarment:

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc.and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of PPRA, Act, 2009:

“17A. Blacklisting.– (1) *A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

21. Blacklisting.–(1) *A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

(a) acted in a manner detrimental to the public interest or good practices;

(b) consistently failed to perform his obligation under the Contract;

(c) not performed the Contract up to the mark; or

(d) indulged in any corrupt practice.

(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:

(a) shall forward the decision to the Authority for publication on the website of the Authority; and

(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Contractor

of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

- 1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
- 2. The show cause notice shall contain:*
 - (a) precise allegation, against the bidder or Contractor;*
 - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
 - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
- 3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
- 4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/*

authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.

- 5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
- 6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
- 7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
- 8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
- 9. The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
- 10. The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
- 11. If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
- 12. The Authority shall immediately publish the information and decision of blacklisting on its website.*
- 13. In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
- 14. In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a*

notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.

15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*

- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

2.6.9. Quantity and volume of the goods to be considered in mind

[Framework Contract Modality]

- i. While quoting the rate in a framework contract, the Bidder must consider the following facts:
 - i. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
 - ii. The Bidder have to maintain the rates of the goods for the whole financial year.
 - iii. The Bidder should quote the rate as per Price Schedule/Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.
 - iv. The Procuring agency may reserve the rights to increase/decrease the quantity of items on basis of requirement of end user or on budget availability or any other reason.

Section-III. Technical Specifications

3.1. Technical Specifications

Lot 1: Printing of Examination Sheets			
Sr. No	Item name	Specification	Total Quantity
1	Main Answer Sheets	<ul style="list-style-type: none"> • 08 leaves (16 pages) • Paper 70 grams, printed with uniform shade high quality finish, zero ink bleeding on double side writing. • Size: around 8.3"x13.1" • Lining: 26 lines per page are printed. • Stitching: Secure, heavy duty, machine thread stitching with overlock (as per Sample) • Printing: Face sheet printed as per sample and Serial No. on the Face Sheet affixed with Machine the line on face sheet will be dotted tear able line for tearing the face sheet from top (as per sample) • Packing: Answer Sheets Packed in Plastic Sheet. Each Packet Contains 200 Sheets. <p>Sample is available at KFUEIT.</p>	490,000
2	Envelops Brown (Large)	Envelop Brown with regular inner cloth pasting/cloth lined, Printed as per Sample, Craft paper 120gram, size 51cmx38cm, and Packet of 250 Envelopes. Sample is available at KFUEIT.	45,000
3	University File Cover	File Cover / Card File (Each) (as per sample) around 300 gm Art Card, Size: around 9.70"x13.5", inner pocket, Flap: around 2.25, colour printing of KFUEIT Logo and Address. Sample is available at KFUEIT.	5,000
4	Cloth Packing Bags (For answer sheets dispatch to affiliated colleges)	Cloth Packing Bag for sheets transport, size 3x2 ft, white Colour, having thread on upper side to tie the Knot to close the bag -Water Resistant	600
5	A4 Envelop (White)	White, Fine Quality Printing (as per sample), Premium quality paper Weight 100 g, with folding flap, size 10x12 inch that fits standard A4 size page flat without folding, Packing 100 Pieces in a Pack.	7,000
6	Envelop Brown	Regular /DL/Business size Envelop Brown	3,500

	Small (transparent sheet)	(transparent sheet-window) size 9x4 inch, Primarily used for single-page letters or notifications folded in thirds.	
7	Legal Size Envelope- White	White, Fine Quality Printing (as per sample), Premium quality paper Weight 100 g, with folding flap, size that fits standard legal size page flat without folding, Packing 100 Pieces in a Pack.	300

Lot 2: General Stationery Items			
Sr. No.	Items name	Specification	Total Quantity
1	Paper Ream (Legal Size) 70g	Paper Ream standard Legal Size 216 mm × 356 mm, 70 GSM , Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	335
2	Paper Ream (A4 Size)- 70 g	Paper Ream standard Legal Size 210 mm × 297 mm, 70 GSM , Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	4,000
3	Paper Ream A4 80 gm	Paper Ream standard Legal Size 210 mm × 297 mm, 80 GSM , Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Opacity minimum 88%, Smooth, high-speed jam-free finish, moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	300
4	Paper Ream Legal 80 gm	Paper Ream standard Legal Size 216 mm × 356 mm, , 80 GSM , Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Opacity minimum 88%, Smooth, high-speed jam-free finish, moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	50
5	Toner Cartridge (Photocopy machine Xerox)	OEM genuine Toner Cartridge, Compatible with Photocopy machine Xerox Work Centre 5855, Black (Monochrome heavy-duty dry powder ink), Laser/Dry Ink	24

Tender No: Misc. 363 Printing of Examination Answer Sheets and Supply of General Stationery Items.

		Photocopy Technology, Minimum Shelf life 18 Months	
6	Printer Cartridge HP 127fn	OEM genuine Toner Cartridge, Compatible with Printer HP LaserJet 127fn (83A)	18
7	Printer Cartridge HP 137fnw	OEM genuine Toner Cartridge, Compatible with HP LaserJet 137fn (107A)	20
8	Blue Gel Pen (uni/dollar or equivalent)	Blue Gel Pen (uni/dollar or equivalent) - Pack of 10 pcs, Material: Plastic, Tip Size: 0.7 mm, minimum shelf life 18 months.	530
9	Red Ball Point- Pack of 10 Pens dollar or equivalent	Red Ball Point- Pack of 10 Pens dollar/Piano or equivalent	650
10	Blue Ball Points-Pack of 10	Ballpoint Pen has a Needle Tip for smooth writing & Comfortable grip. Dollar /piano or equivalent	1,000
11	Black Ball Points - Pack of 10	Ballpoint Pen has a Needle Tip for smooth writing & Comfortable grip. Dollar /piano or equivalent	400
12	Permanent Marker Black	Round Tip Permanent Marker 2mm Black (Box of 12 Marker)	550
13	Board Marker Blue-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
14	Board Marker Black-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
15	Board Marker Red-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
16	Board Marker Ink Blue-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	400
17	Board Marker Ink Black-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	400
18	Board Marker Ink Red-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	500
19	Lead Pencil- Pack of 10	Premium Quality Led Pencil- Pack of 10	1,000

20	Office Box Files	Elegant Box File (with Lever) Imported, standard foolscap size that accommodates both A4 and legal size page, high quality plastic and lever.	1,200
21	Office Ring Files	Elegant Ring File (2 Ring) Imported, standard foolscap size that accommodates both A4 and legal size page, high quality plastic and Ring.	1,400
22	Cut Files	Plastic Magazine Box File / Magazine File Holder-regular size	500
23	Packing Tape 3 "	Packing Tape (Transparent) 3"wide	800
24	Packing Tape 1"	Packing Tape (Transparent) 1"	550
25	Doori (Packing)	Doori (Packing)-plastic individual rolls wrapped in protective plastic film.	165
26	Staples Pin 24/6 (Individual Box)	Staples Pin 24/6 (Individual Box)	1,040
27	Paper Cutter-Paper Cutter Large 18mm	Paper Cutter-Paper Cutter Large 18mm	100
28	Glue Bottle- 1000 Ml	Glue Bottle- 1000 Ml/1kg	28
29	Pencil Shapner- Pack of 50	Pencil Shapner- Pack of 50	370
30	Whiteboard Duster Single Side High Quality	Light in weight and rectangular in shape. Made of High quality materials and soft sponge enable speedy cleaning. Must have easy and comfortable hand feet.	1,000
31	Stapler 24/6-each	Size: 24/6 Quality steel components and steel body Maximum Stapling Capacity 25 pages Pin size 24/6 and 26/6 Loading capacity 24/6- 50 staples and 26/6- 100 staples It can staple 25 sheets at a time	80
32	Punch Machine small	Two Hole Punch Machine Hole Distance: 80mm Hole Diameter: 6.0mm Material: Metal body with sturdy plastic base Capacity: Can punch through multiple sheets smoothly ,comfortable use	100
33	Punch Machine 40 No	Punch through 40 sheets of paper with ease, streamlining workflow.	50
34	Punch Machine 30 No	Punch through 30 sheets of paper with ease, streamlining workflow.	50
35	Table Settings	Office table setting / Executive Desk	30

		Organizer Set a complete quality set.	
36	Calculators- each-simple	Fine Quality Basic Calculator 9300 or equivalent	30
37	Stamp Pad Blue	Stamp Pad Size: 7x11cm. Comfortable & Durable Structure. Durable plastic case.	50
38	Stamp Pad Black Small – each	Stamp Pad Size: 7x11cm. Comfortable & Durable Structure. Durable plastic case.	50
39	Highlighters-pack of 6	Super bright fluorescent ink. Chisel tip for broad highlighting or fine underlining. Won't dry out - When the cap is left off for 8 hours.	650
40	Whitener- Pack of 6	Correction Pen Multi-Purpose and Quick Dry.	650
41	Erasers- Pack of 50	SOFT ERASER, Non-toxic material, Easy to use	85
42	Scale Steel 1 Feet	Material: Steel Inch: 12inch	80
43	Gum stick-	Weight 15g or more- A non-toxic adhesive formulation that makes it suitable for children of all ages. Create no fuss as cleans easily with water. Suitable for paper, card, fabric, and photographs.	800
44	Paper Fastener	Material: Plastic Product Type: paper Fastener 50 pieces in a Box	70
45	Paper flag -	File reference multi color pkt-5 flag in a pack & each flag 40 to 50 flags.	300
46	Binding Sheet pack	Binding Sheet A4 25 MM Color: White 100 Sheets in a Pack.	20
47	Binding Tape 2"	Cloth Binding Tape 2" 16 Yard- Strong adhesion. Excellent flexibility Anti-abrasion.	30
48	Binding Tape 3"	Cloth Binding Tape 3" 16 Yard- Strong adhesion. Excellent flexibility Anti-abrasion.	30
49	Cutter Blade	Cutter Blade for paper cutter pack 10 blades	15

		in a pack size 18 mm	
50	Official Letter Pad	Standard A5 size Office Note Pad, 100 sheets per pad, fine quality 70 gm page, printed header with university logo and Address (as per sample), faded low opacity university logo watermark at center of each inner sheet, Top Glued (pad Binding) with fine perforated dotted line near the top margin of each page.	50
51	Double Tape 1"	Double-Sided Tape- 1" 10 Yards Strong adhesive and long endurance bonding strength for packaging, advertising, stationary, and office usage	50
52	Drafting Pad / Note Pad	Writing Pad size A4 50 pages or above	80
53	Paper Weight	Paper Weight prefer (glass, marble) regular size	200
54	Pen Jar	Durable metal mesh construction, Modern and sleek design, Compact round shape fits any desk, Perfect for storing pens, pencils, and other supplies	50
55	Pin Opener Large	Size Large-with a capacity of removing 200 sheets. Capacity: 200 Sheets/Papers. With eagle shape. Made with high-grade metal for long-lasting performance. Comfortable handle design , Easily lifts and removes staples or pins without tearing paper.	10
56	Pin Opener normal size	Pin Remover regular size, Made with high-grade metal for long-lasting performance. Comfortable handle design , Easily lifts and removes staples or pins without tearing paper.	70
57	Scissor Medium 6 inch	High quality scissor size 6 inch with plastic handle for strain free cutting. Strong steel blades to cut paper easily. Used for cutting paper, cardboard, plastic etc.	100
58	Sticky Note pack 3x3	Sticky Notes 3x3 Colourful. 6 different bright colors for multiple use and easily notice.	200
59	Stock Register permanent 400 pages	Stock register with hard binding 400 pages at least	30
60	Stock Register	Stock Register Consumable hard binding	50

	Consumable 240 pages	240 pages at least	
61	Tape Dispenser	<p>2-Inch Core Metal Tape Dispenser a heavy-duty tape dispenser designed for smooth and efficient dispensing in offices, warehouses, packing stations, It have durable unbreakable metal body ensures long-lasting performance, while the non-slip rubber base.</p> <p>It is compatible with tape rolls in multiple widths and supports standard 2-inch core tapes with up to 100-yard roll capacity. The sharp, rust-resistant cutting blade</p>	50

Section-IV: Bid Data Sheet (BDS)

A- Introduction

BDS Clause Number	ITB Clause Number	Punjab PPRA Standard Parameter	University Specific Insertion/Requirement
1	2.1.1	Name of Procuring Agency	Khwaja Fareed University of Engineering & Information Technology (KFUEIT), Rahim Yar Khan
2	2.1.1	Name of Contract	Printing of Examination Answer Sheets and Supply of General Stationery Items. Lot 1: Printing of Examination Sheets and related Items Lot 2: General Stationery Items
3	2.1.1	Scope, Volume of Contract	Printing of Examination Answer Sheets and Supply of General Stationery Items as per itemwise details mentioned in Section III.
4	2.1.1	Contract Duration	Tender for FY 2026-27.
5	2.1.1	Official Forum for Valid Documents	EPADS www.ep.punjab.gov.pk
6	2.1..2	Sources of Funds	University's Own Resources / Self-Generated Funds
7	2.1.2	Financial Year	2026-27

B- Bidding Documents

9	2.2.2	Clarifications Deadlines	Exclusively digital via EPADS portal (http://ep.punjab.gov.pk) must be submitted at least five (05) days prior to the bid closing date.
10	2.2.2	PA Official Coordination Address	Muhammad Irfan Arshad, Director, Procurement Department, Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan, ☎ 068-9232364 ✉ dp@kfueit.edu.pk

C. Bid Price, Currency, Language and Origin Country

11	2.3.1	Language of Bid	English
12	2.3.1	Bid Currency	PKR

13	2.3.1	Origin of Country	Pakistan
14	2.3.6	Bid Security	Exactly 2 % of total estimated cost. As defined in advertisement
15	2.3.7	Bid Validity	90 Days

D. Submission of Bids

16	2.1.3	Eligibility/Knockout criteria	<ul style="list-style-type: none"> • Well reputed, experienced Firms/Companies/Distributors /Suppliers having legally registered business entity. • Active Tax Payer FBR (Income Tax and STRN) and Registered with PRA • Experience: 5 years in general business; 3 purchase orders of supplying exam sheets/supplying bulk stationary to public or private degree awarding institute. • Financial Position: 1.5 times business worth of the total Lot value <p>➤ For Lot 1: In Addition to above, must possess in-house commercial printing and book-binding setup capacity OR For bidders using leased setup or third party facilities must provide a lease agreement or operational control contract that is valid for the duration of the contract execution period. In both cases bidder must have declaration of ownership of press/registered under relevant Provincial press laws.</p>
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- Affidavit to the effect that:-
 - i. Bidder is not currently blacklisted by the Procuring Agency.
 - ii. The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.
 - iii. The provided information is correct.
 - iv. Bidder is authorized dealer for supply of goods.....
...(as per requirement of the Procuring Agency).

17	2.4.1	Bid Submission	Single stage two envelope procedure -Separate Technical and Financial Separate E-Bids must be submitted online exclusively via eProcurement Punjab http://ep.punjab.gov.pk
18	2.4.2	Deadline for E-Bids Submission	29.10.2026 ; 11:00AM
19	2.5.1	Technical Bid Opening	29.10.2026 at 11:30 AM by University Purchase Committee
20	2.6.2	Performance Guarantee	@ 5 % of the Contract price to be furnished within 07 days from the issuance of Purchase Order.
21	2.3.6	Estimated Price of the Contract	As in advertisement
22	2.3.6	Bid Security	2% of Estimated cost value as in advertisement
23	2.3.7	Bid Validity	90 Days

E. Bid Evaluation Criteria

24	2.5.8	Criteria to Bid Evaluation	<p>Bidders must achieve 100% compliance across all parameters of the Mandatory Preliminary Eligibility Stage. Proposals failing any single parameter will be declared non-responsive under Rule 38(2)(a) of Punjab Procurement Rules 2014 and will not proceed to technical evaluation. Similarly rejected in Technical evaluation will not be considered for financial evaluation.</p> <p>The detail Evaluation criteria is as under:</p>
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Evaluation Criteria (Mandatory and Marking Criteria)

For Technical Evaluation of bids following three-step Technical evaluation criteria will be applicable. The bids conforming to all the three technical evaluation criteria will be considered technically responsive. A bid nonconforming to any of the three parts of technical evaluation will be rejected straight forward.

- Vendors must have to submit separate bidding documents for lot 1 and lot 2.**
- The bidders may participate in a single lot or in all lots. However, a separate bid shall be submitted for each lot and there will be separate contract for each lot.**

01- FIRM TECHNICAL EVALUATION (KNOCKDOWN CRITERIA) (All evaluation parameters defined below are mandatory for compliance)

Mediatory Evaluation Criteria for Lot 01 & 02 (KNOCKDOWN CRITERIA)			
No.	Eligibility Parameter	Requirement / Verification Method	Required Documentation
1	Tax	Active taxpayer FBR	Valid NTN, STRN, and PRA Active Taxpayer

	Registration	and PRA	List (ATL) status printout.
2	Legal Status	Registered firm or corporate entity legally authorized to trade in Pakistan.	Certificate of Incorporation / Certificate of Registration/Form-B/Partnership Deed/ NTN (for sole proprietor) or Chamber of Commerce & Industry membership
3	Bid Security	2%	Verified through the e-PADS Punjab
4	Blacklisting Affidavit	No history of blacklisting, contract default, or active litigation with any public sector organization.	Notarized affidavit on a PKR 100/- non-judicial stamp paper (Freshly dated).
5	Bid Completeness	Acceptance of all standard terms, conditions, and un-tampered signed & stamped document structure.	Fully completed, signed, and stamped SBD forms
6	Technical Capacity (For Lot-1 Only)	Operational possession of in-house commercial printing and bookbinding setup capacity or explicit machinery availability proofs.	Must possess in-house commercial printing and book-binding setup capacity OR For bidders using leased setup or third party facilities must provide a lease agreement or operational control contract that is valid for the duration of the contract execution period. In both cases bidder must have declaration of ownership of press/registered under relevant Provincial press laws.

Note: Basic Evaluation Criteria is mandatory to qualify for detailed evaluation. All provided documents must be clear and readable form. Failure to submit all documents as per (Basic Evaluation Criteria) may lead to disqualification. Unreadable and Tempered documents may also lead to disqualification.

Technical Scoring Criteria (Total Points: 100)

- Minimum Qualifying Threshold:65 Points
- All mandatory criteria's must be required to fulfill, failing to any one leads toward disqualification

Evaluation Criteria for Lot-1

Sr. #	Eligibility Parameter	Description	Required Documentation	Status/Max Points
1	Tax Registration	Active ATL, STRN and PRA	Valid NTN, STRN, and PRA ATL status printout.	Mandatory 05
2	Legal Status	Valid legal Business registration	Certificate of Incorporation / Certificate of Registration/Form-B/Partnership Deed/ NTN (for sole proprietor) or Chamber of Commerce & Industry membership	Mandatory 05
3	Bid Security	02 % of Total Estimated Cost	Verified through the e-PADS	Mandatory 05
4	Affidavit	No history of blacklisting, contract default, 100% compliance with all technical specifications or active litigation with any public sector organization.	Notarized affidavit on a PKR 100/- non-judicial stamp paper- fresh date	Mandatory 10
5	Bid Completeness	Acceptance of all standard terms, conditions, and un-tampered signed & stamped document structure.	Fully completed, signed, and stamped SBD forms	Mandatory 10
6	Operational Business Requirement	Active Operationally controlled Business Setup	Proof of running an active commercial printing press and book-binding setup (whether fully owned and operated (10 marks) or legally leased as per Bid data Sheet (08 marks)).	Mandatory 10
7	Business/legal Requirement	Relevant License/Registration	Declaration of press ownership/ registration under Provincial press laws.	Mandatory 10
8	Experience	Relevant Experience	At least 3 Purchase order/completion certificates of providing Exam Answer Sheets to a Public Private University/Degree Awarding Institute (3 marks per PO)	Mandatory 15
		General Business Experience	Experience of Running Commercial Press, years in Business.	Optional 10

Tender No: Misc. 363 Printing of Examination Answer Sheets and Supply of General Stationery Items.

			(01 mark per year)	
9	Financial Position	At least 1.5 times annual turnover of the estimated cost.	Verifiable Bank statement/Financial Statements>Returns/Credit Line 1.5 times=5 marks 1 mark for addition 0.25 additional turnover	Mandatory 10
10	Technical Capacity	Machinery/Equipment	Verifiable proof of machinery availability (offset printing, heavy-duty cutting, and thread-stitching machines) matching the scope of exam sheet production.	Optional 10
Total Marks				100
Minimum Qualifying marks				65

Evaluation Criteria for Lot-2

Sr. #	Eligibility Parameter	Description	Required Documentation	Status/Max Points
1	Tax Registration	Active ATL, STRN and PRA	Valid NTN, STRN, and PRA ATL status printout.	Mandatory 10
2	Legal Status	Valid legal Business registration	Certificate of Incorporation / Certificate of Registration/Form-B/Partnership Deed/ NTN (for sole proprietor) or Chamber of Commerce & Industry membership	Mandatory 10
3	Bid Security	02 % of Total Estimated Cost	Verified through the e-PADS	Mandatory 10
4	Affidavit	No history of blacklisting, contract default, 100% compliance with all technical specifications or active litigation with any public sector organization.	Notarized affidavit on a PKR 100/- non-judicial stamp paper- fresh date	Mandatory 10
5	Bid Completeness	Acceptance of all standard terms, conditions, and un-tampered signed & stamped document	Fully completed, signed, and stamped SBD forms	Mandatory 10

		structure.		
6	Experience	Relevant Experience	At least 3 Purchase order/completion certificates of providing bulk stationary (3 marks per PO)	Mandatory 15
		General Business Experience	Experience of Running related Commercial business, years in Business. (01 mark per year)	Optional 10
7	Financial Position	At least 1.5 times annual turnover	Verifiable Bank statement/Financial Statements>Returns/Credit line 1.5 times=5 marks 1 mark for addition 0.25 additional turnover	Mandatory 10
8	Technical Capacity	Genuinity of Products	OEM Authorization for Printer Toner (only for toners) or any other quality licensing	Optional 10
9	Warehouse/Distribution Capacity	Well defined Supply Chain	Proof of Major Stationary items Distributions/ franchise	Optional 05
	Total Marks			100
	Minimum Qualifying marks			65

3: Financial Bid Opening & Final Selection

1. Qualifying score Minimum 65
2. Financial Bid: Whole Lot Basis and will be awarded individually to the lowest technically compliant bidder per lot.
3. Least-Cost Selection (LCS) / Lowest Evaluated Bid basis applied independently to each individual Lot

Part-G: Award of Contract

BDS Clause Number	ITB Clause Number	Punjab PPRA Standard Parameter	University Specific Insertion/Requirement
25	2.6.1	Increase/Decrease contract volume	Upto 15 %
26	2.6.2	Performance Guarantee	05% of the total annualized contract value within (07) days of receiving the Letter of Acceptance (LOA).
27	2.6.2	Form of Performance Guarantee	Online through Punjab E Procurement system

Section-V: General Conditions of Contract

1. Definitions

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

- (a) “The Contract” means the agreement entered into between the Procuring Agency and the 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 and related 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, maintenance & repair 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 & Services, as named in SCC.
- (h) “The Procuring Agency’s country” is the country named in SCC.
- (i) “The Supplier” means the Bidder 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.

2. Application

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

3. Country of Origin

[where applicable]

3.1. All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from ~~which~~ **where** the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained 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. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

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 Contract Documents and Information; Inspection and Audit by the procuring agency.

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 so 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 executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the 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 donors, if so required by the donors.

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 Guarantee

7.1. Within fifteen (15) days[to be decided by the procuring agency] of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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

7.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

- (a) Performance guarantee will be paid as per defined procedure of Punjab E Procurement system.

7.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless 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. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

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) (if so allowed by the Procuring Agency), 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 Clause 8 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 as DDP-Delivered duty paid. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2. Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill".

10.3. Documents to be submitted by the Supplier are specified in SCC.

11. Insurance

11.1. The Goods supplied under the Contract shall be DDP-delivered duty form paid under which risk is transferred to the buyer after having been delivered; hence transportation and complete care is sellers responsibility.

12. Transportation

12.1. The Supplier is required under the Contract to transport the Goods to University designated departments insurance and storage, as shall be specified in the Contract, 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) satisfactory performance for specified time/ quantity on-site and/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 shall be included in the Contract Price for the Goods and shall not exceed:

- (i) the prevailing rates charged for other parties by the Supplier for similar services; and
- (ii) Original price of goods.

- 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 choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

- 15. Warranty** 15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, 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 _____ [to be decided by the Procuring Agency] year/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 _____ [to be decided by the Procuring Agency] year/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.

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 rectify 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/relevant provision of PPR-14 including Blacklisting.

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 pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier, provided the work is satisfactory.

16.4. The currency of payment is PKR.

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.

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, only if required for the successful completion of the job, 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. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

- 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 the mutual consent through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.
- 20. Assignment** 20.1. The Supplier shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.
- 21. Sub-contracts** 21.1. The Supplier shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. 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 20.
- 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 imposition 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 along with other remedies available under PPR-14.

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;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- vi. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- vii. collusive practice by arrangement between two or more*

- parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- viii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
 - ix. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
 - x. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

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.

25. Force Majeure

25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.

25.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through means given herein below.

**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 (if applicable) within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose:

- (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. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

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 and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

29. Governing Language

29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) 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 any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

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& Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.

Section-VI. Special Conditions of Contract

Special Conditions of Contract

1. Performance Guarantee (GCC Clause 5.5)

The successful bidder must submit an unconditional, irrevocable Performance Guarantee from a Scheduled Bank of Pakistan equal to 05% of the total annualized contract value within Seven (07) days of receiving the Letter of Acceptance (LOA).

2. Payment Mechanism (GCC Clause 5.6)

Payments shall be processed on completion of items/work completion after inspection and verification:

- i. Valid, active FBR and PRA Tax clearance indicators.

3. Liquidated Damages / Penalties (GCC Clause 5.11)

All items must be delivered on DDP (Delivered Duty Paid) basis to the University Main Store within thirty (30) days from the issuance of the formal Purchase Order. If the vendor fails to deliver within the stipulated timeline, a penalty of 0.067% of the delayed items' value per day will be deducted, up to a maximum cap of 10% of the total contract value. Exceeding the 10% cap gives the university the right to cancel the contract at the vendor's risk and cost.

4. Termination of Default (GCC Clause 5.12)

- a. Failure to deliver goods within contractual timelines or approved extensions.
- b. Fails to perform any other material obligation under the contract, or engages in corrupt, coercive, collusive, or obstructive practices during bidding or execution as defined under Section 2(d) of the PPRA Act, 2009

5. Right to Vary Quantities (SCC Clause 5.7)

In accordance with Rule 59 of the Punjab Procurement Rules 2014, KFUEIT reserves the right to increase or decrease the quantities by up to 15% during the contract lifecycle without any alteration to the fixed unit prices (MRC/NRC) quoted by the bidder.

6. Sample Approval

Sample Approval (Lot 1): The lowest evaluated bidder for Lot 1 must submit a complete dummy sample of the 8-leaf Main Answer Sheet (stitching, paper quality, and logo print finish verified) within ten (10) days of issuance of Purchase Order, Mass production shall only start after formal, written sample approval from the Controller of Examinations.

Lab Testing of Exam Answer Sheets (Lot-1): After the delivery of sheets, the university will randomly pick any three sample sheets to run laboratory paper-weight (GSM) and ink-bleeding tests PCSIR report and cost will be borne by the vendor.

Genuine OEM Clause (Lot 2): All IT consumables and toners (e.g., HP 127fn/137fnw) must be 100% Genuine OEM. Counterfeit, refilled, or compatible toners will result in immediate contract termination, forfeiture of performance security, and blacklisting.

7. GCC 10.3

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) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
- (vii) Certificate of origin.

- 8. Inspections and Rejections:** A designated University Inspection Committee will examine materials upon arrival. Any supply found torn, smudged (Lot 1), off-spec GSM, or short-packed (Lot 2) will be rejected on the spot. The vendor must replace rejected goods within seven (07) days at their own expense.

9. Sample provision

- i. Where required for technical evaluation the samples must be provided by the vendor
- ii. Unaccepted samples will be returned to the unsuccessful bidders after the contract is awarded, while the successful bidder's sample may be retained as a standard/benchmark for the final delivery.

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

Within 30 days from the date of issuance of Purchase Order or earlier, And delivery address is Khwaja Fareed University of Engineering and Information Technology- Abu Dhabi Road Rahim Yar Khan.

Schedule of Requirements

Lot 1: Printing of Examination Sheets			
Sr. No	Item name	Specification	Total Quantity
1	Main Answer Sheets	<ul style="list-style-type: none"> • 08 leaves (16 pages) • Paper 70 grams, printed with uniform shade high quality finish, zero ink bleeding on double side writing. • Size: around 8.3"x13.1" • Lining: 26 lines per page are printed. • Stitching: Secure, heavy duty, machine thread stitching with overlock (as per Sample) • Printing: Face sheet printed as per sample and Serial No. on the Face Sheet affixed with Machine the line on face sheet will be dotted tear able line for tearing the face sheet from top (as per sample) • Packing: Answer Sheets Packed in Plastic Sheet. Each Packet Contains 200 Sheets. Sample is available at KFUEIT. 	490,000
2	Envelops Brown (Large)	Envelop Brown with regular inner cloth pasting/cloth lined, Printed as per Sample, Craft paper 120gm, size 51cmx38cm, and Packet of 250 Envelopes. Sample is available at KFUEIT.	45,000
3	University File Cover	File Cover / Card File (Each) (as per sample) around 300 gm Art Card, Size: around 9.70"x13.5", inner pocket, Flap: around 2.25, colour printing of KFUEIT Logo and Address. Sample is available at KFUEIT.	5,000
4	Cloth Packing Bags (For answer sheets dispatch to	Cloth Packing Bag for sheets transport, size 3x2 ft, white Colour, having thread on upper side to tie the Knot to close the bag -Water	600

	affiliated colleges)	Resistant	
5	A4 Envelop (White)	White, Fine Quality Printing (as per sample), Premium quality paper Weight 100 g, with folding flap, size 10x12 inch that fits standard A4 size page flat without folding, Packing 100 Pieces in a Pack.	7,000
6	Envelop Brown Small (transparent sheet)	Regular /DL/Business size Envelop Brown (transparent sheet-window) size 9x4 inch, Primarily used for single-page letters or notifications folded in thirds.	3,500
7	Legal Size Envelope- White	White, Fine Quality Printing (as per sample), Premium quality paper Weight 100 g, with folding flap, size that fits standard legal size page flat without folding, Packing 100 Pieces in a Pack.	300

Lot 2: General Stationery Items

Sr. No.	Items name	Specification	Total Quantity
1	Paper Ream (Legal Size) 70g	Paper Ream standard Legal Size 216 mm × 356 mm, 70 GSM, Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	335
2	Paper Ream (A4 Size)- 70 g	Paper Ream standard Legal Size 210 mm × 297 mm, 70 GSM, Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	4,000
3	Paper Ream A4 80 gm	Paper Ream standard Legal Size 210 mm × 297 mm, 80 GSM, Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Opacity minimum 88%, Smooth, high-speed jam-free finish, moisture-proof poly-wrapped ream packing of 500 sheets per ream, 5 ream per carton.	300
4	Paper Ream Legal 80 gm	Paper Ream standard Legal Size 216 mm × 356 mm, 80 GSM, Premium Wood-free Photocopy / Laser Paper, Brightness 96-100 %, Opacity minimum 88%, Smooth, high-speed jam-free finish, moisture-proof poly-	50

		wrapped ream packing of 500 sheets per ream, 5 ream per carton.	
5	Toner Cartridge (Photocopy machine Xerox)	OEM genuine Toner Cartridge, Compatible with Photocopy machine Xerox Work Centre 5855, Black (Monochrome heavy-duty dry powder ink), Laser/Dry Ink Photocopy Technology, Minimum Shelf life 18 Months	24
6	Printer Cartridge HP 127fn	OEM genuine Toner Cartridge, Compatible with Printer HP LaserJet 127fn (83A)	18
7	Printer Cartridge HP 137fnw	OEM genuine Toner Cartridge, Compatible with HP LaserJet 137fn (107A)	20
8	Blue Gel Pen (uni/dollar or equivalent)	Blue Gel Pen (uni/dollar or equivalent) - Pack of 10 pcs, Material: Plastic, Tip Size: 0.7 mm, minimum shelf life 18 months.	530
9	Red Ball Point- Pack of 10 Pens dollar or equivalent	Red Ball Point- Pack of 10 Pens dollar/Piano or equivalent	650
10	Blue Ball Points-Pack of 10	Ballpoint Pen has a Needle Tip for smooth writing & Comfortable grip. Dollar /piano or equivalent	1,000
11	Black Ball Points - Pack of 10	Ballpoint Pen has a Needle Tip for smooth writing & Comfortable grip. Dollar /piano or equivalent	400
12	Permanent Marker Black	Round Tip Permanent Marker 2mm Black (Box of 12 Marker)	550
13	Board Marker Blue-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
14	Board Marker Black-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
15	Board Marker Red-Pack of 12	Round Tip Board Marker Cap for easy opening and closing. Eco-friendly marker that is Refillable, Recyclable, and Xylene / Toluene free	600
16	Board Marker Ink Blue-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	400

17	Board Marker Ink Black-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	400
18	Board Marker Ink Red-	Quantity 15 ml or more- each Unbreakable plastic bottle with convenient refilling	500
19	Lead Pencil- Pack of 10	Premium Quality Led Pencil- Pack of 10	1,000
20	Office Box Files	Elegant Box File (with Lever) Imported, standard foolscap size that accommodates both A4 and legal size page, high quality plastic and lever.	1,200
21	Office Ring Files	Elegant Ring File (2 Ring) Imported, standard foolscap size that accommodates both A4 and legal size page, high quality plastic and Ring.	1,400
22	Cut Files	Plastic Magazine Box File / Magazine File Holder-regular size	500
23	Packing Tape 3 "	Packing Tape (Transparent) 3"wide	800
24	Packing Tape 1"	Packing Tape (Transparent) 1"	550
25	Doori (Packing)	Doori (Packing)-plastic individual rolls wrapped in protective plastic film.	165
26	Staples Pin 24/6 (Individual Box)	Staples Pin 24/6 (Individual Box)	1,040
27	Paper Cutter-Paper Cutter Large 18mm	Paper Cutter-Paper Cutter Large 18mm	100
28	Glue Bottle- 1000 ML	Glue Bottle- 1000 ML/1kg	28
29	Pencil Shapner- Pack of 50	Pencil Shapner- Pack of 50	370
30	Whiteboard Duster Single Side High Quality	Light in weight and rectangular in shape. Made of High quality materials and soft sponge enable speedy cleaning. Must have easy and comfortable hand feet.	1,000
31	Stapler 24/6-each	Size: 24/6 Quality steel components and steel body Maximum Stapling Capacity 25 pages Pin size 24/6 and 26/6 Loading capacity 24/6- 50 staples and 26/6- 100 staples It can staple 25 sheets at a time	80
32	Punch Machine small	Two Hole Punch Machine Hole Distance: 80mm Hole Diameter: 6.0mm Material: Metal body with sturdy plastic base Capacity: Can punch through multiple sheets smoothly ,comfortable use	100

33	Punch Machine 40 No	Punch through 40 sheets of paper with ease, streamlining workflow.	50
34	Punch Machine 30 No	Punch through 30 sheets of paper with ease, streamlining workflow.	50
35	Table Settings	Office table setting / Executive Desk Organizer Set a complete quality set.	30
36	Calculators- each-simple	Fine Quality Basic Calculator 9300 or equivalent	30
37	Stamp Pad Blue	Stamp Pad Size: 7x11cm. Comfortable & Durable Structure. Durable plastic case.	50
38	Stamp Pad Black Small - each	Stamp Pad Size: 7x11cm. Comfortable & Durable Structure. Durable plastic case.	50
39	Highlighters-pack of 6	Super bright fluorescent ink. Chisel tip for broad highlighting or fine underlining. Won't dry out - When the cap is left off for 8 hours.	650
40	Whitener- Pack of 6	Correction Pen Multi-Purpose and Quick Dry.	650
41	Erasers- Pack of 50	SOFT ERASER, Non-toxic material, Easy to use	85
42	Scale Steel 1 Feet	Material: Steel Inch: 12inch	80
43	Gum stick-	Weight 15g or more- A non-toxic adhesive formulation that makes it suitable for children of all ages. Create no fuss as cleans easily with water. Suitable for paper, card, fabric, and photographs.	800
44	Paper Fastener	Material: Plastic Product Type: paper Fastener 50 pieces in a Box	70
45	Paper flag -	File reference multi color pkt-5 flag in a pack & each flag 40 to 50 flags.	300
46	Binding Sheet pack	Binding Sheet A4 25 MM Color: White 100 Sheets in a Pack.	20
47	Binding Tape 2"	Cloth Binding Tape 2" 16 Yard- Strong adhesion.	30

		Excellent flexibility Anti-abrasion.	
48	Binding Tape 3"	Cloth Binding Tape 3" 16 Yard- Strong adhesion. Excellent flexibility Anti-abrasion.	30
49	Cutter Blade	Cutter Blade for paper cutter pack 10 blades in a pack size 18 mm	15
50	Official Letter Pad	Standard A5 size Office Note Pad, 100 sheets per pad, fine quality 70 gm page, printed header with university logo and Address (as per sample), faded low opacity university logo watermark at center of each inner sheet, Top Glued (pad Binding) with fine perforated dotted line near the top margin of each page.	50
51	Double Tape 1"	Double-Sided Tape- 1" 10 Yards Strong adhesive and long endurance bonding strength for packaging, advertising, stationary, and office usage	50
52	Drafting Pad / Note Pad	Writing Pad size A4 50 pages or above	80
53	Paper Weight	Paper Weight prefer (glass, marble) regular size	200
54	Pen Jar	Durable metal mesh construction, Modern and sleek design, Compact round shape fits any desk, Perfect for storing pens, pencils, and other supplies	50
55	Pin Opener Large	Size Large-with a capacity of removing 200 sheets. Capacity: 200 Sheets/Papers. With eagle shape. Made with high-grade metal for long-lasting performance. Comfortable handle design , Easily lifts and removes staples or pins without tearing paper.	10
56	Pin Opener normal size	Pin Remover regular size, Made with high- grade metal for long-lasting performance. Comfortable handle design , Easily lifts and removes staples or pins without tearing paper.	70
57	Scissor Medium 6 inch	High quality scissor size 6 inch with plastic handle for strain free cutting. Strong steel blades to cut paper easily. Used for cutting paper, cardboard, plastic etc.	100
58	Sticky Note pack 3x3	Sticky Notes 3x3 Colourful. 6 different bright colors for multiple use and easily notice.	200

59	Stock Register permanent 400 pages	Stock register with hard binding 400 pages at least	30
60	Stock Register Consumable 240 pages	Stock Register Consumable hard binding 240 pages at least	50
61	Tape Dispenser	2-Inch Core Metal Tape Dispenser a heavy-duty tape dispenser designed for smooth and efficient dispensing in offices, warehouses, packing stations, It have durable unbreakable metal body ensures long-lasting performance, while the non-slip rubber base. It is compatible with tape rolls in multiple widths and supports standard 2-inch core tapes with up to 100-yard roll capacity. The sharp, rust-resistant cutting blade	50

Section-VIII: Sample Forms

8.1 Bid Form

To be signed & stamped by the Goods Provider and reproduced on the letterhead. To be attached with the Bid, in case of Single Stage One Envelope Procedure and with the Financial Bid, in case of Single Stage Two Envelope Procedure.

Date: _____

To:

The Director Procurement

*Khwaja Fareed University of Engineering and Information Technology,
Abu Dhabi Road Rahim Yar Khan.*

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[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, specified in the Schedule of Requirements.

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

We agree to a Bid by this Bid for a period of 90 days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

[In case of single stage two envelope bidding procedure],

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Bid security paid and verified via EPADS
- d) Any other document

Financial bid includes the following:-

- a) Original Bid form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.11**) As defined uploaded on E-procurement system.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

8.2 Bidder's JV Members Information Form

{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}

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

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

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

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

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.3. Manufacturer's Authorization Form

[To be signed and stamped by the Bidder and to be attached with Technical Bid]

[See Clause 2.3.6 (iii) of the Instructions to Bidders.]

To: ***The Director Procurement***
KFUEIT Rahim yar khan

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 for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation to Bids.

[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.

8.4. Bidder Profile Form

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

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
	Address:
	Office Telephone Number:
	Fax Number:
3.	Contact Person:
	Name:
	Personal Telephone Number:
	Email Address:
4.	Local office if any:
	Address:
	Office Telephone Number:
	Fax Number:
5.	Registration Details:

a) Audited Financial Statement Attachment/Income Tax Returns (Last ____ years)

Yes	No
-----	----

b) Details of Experience (Last ____ Years)

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

c) Staff Detail and last month Payroll

Yes	No
-----	----

8.5. General Information Form

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

	Particulars				
Company Name					
Abbreviated Name					
National Tax No.			Sales Tax Registration No		
PRA Tax No.					
No. of Employees			Company's Date of Formation		

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

8.6. Affidavit

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

Name: _____
(Applicant)

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

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the **Khawaja Fareed University of Engineering and Information technology(KFUEIT) RYKhan** of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of **KFUEIT**. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) All items being supplied 100% compliance with all technical specifications as required by the procuring agency.
- (v) No active litigation with any public sector organization.
- (vi) It is hereby certified that Supplier for goods / chemicals/ equipment/ Services / maintenance activities that any information recorded, received, or acquired in connection with the contract will be confidential. Confidential information includes all contents, specially terms & conditions which in any way divulge information regarding contract. It is further certified that none of representative of the firm will not make public statement to the media expressly or impliedly on behalf of this contract. In case of breach of confidentiality agreement, the purchaser, **KFUEIT** reserved the rights to cancel the contract and may take disciplinary actions.
- (vii) That the prices offered are not more than trade price. I/We, further undertake that the prices given are reasonable and not given more than in any Government/autonomous/District Government institutions during the current financial year. If any difference detected, the firm is bound to refund the difference in price.

M/S[Name] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

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

To,

**The Director Procurement
KFUEIT Rahim Yar khan**

WHEREAS (Name of the Contractor/ Supplier)

_____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "Printing of Examination Answer Sheets and Supply of General Stationery Items" procurement of the following:

1. *[Please insert details]*.

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 20__, or _____ [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]

Signature_____

Name_____

Title _____

Address_____

Seal_____

Date_____

8.8. Technical Bid Form

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

For lot 1 and lot 2 (must be submit separately)

Sr. No.	Item name	Brand name	Quantity	Specifications dimensions

Stamp & Signature of Bidder _____

8.9.Contract Form

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

THIS AGREEMENT made on the _____ day of _____ 20____ between Khwaja fareed University of Engineering & Technology (**KFUEIT**) **Rahim yar khan** (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring Agency’s Notification of Award.
- (g) Contract agreement
- (h) Complete Bidding document

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 rectify defects therein in conformity with all respects in accordance 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 rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

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

8.10. Financial Bid Form/Price Schedule

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

For lot 1 and lot 2 (must be submit separately)

Price Schedule For Lot-1

Sr. No.	Item name	Specifications/ dimensions/Brand/Make/ Model	Qty	Price (inclusive of all taxes and Duties)	
				Unit Price	Total Price
1	Main Examination Answer Sheets				
2	Envelops Brown - Cloth lined (Large)				
3	University Logo File Covers				
4	Cloth Packing Bags (For answer sheets dispatch to affiliated colleges)				
5	A4 Envelop (White)				
6	Envelop Brown Small (transparent sheet)				
7	Legal Size Envelope- White				
	Grand Total for Whole lot				

Total Bid value (against which a Bid shall be evaluated) in figure. _____

Total Bid value (against which a Bid shall be evaluated) in words. _____

Price Schedule For Lot-2

Sr. No.	Item name	Specifications/ dimensions/Brand/Make/ Model	Qty	Price (inclusive of all taxes and Duties)	
				Unit Price	Total Price
1	Paper Ream (Legal Size) 70g				
2	Paper Ream (A4 Size)- 70 g				
3	Paper Ream A4 80 gm				
4	Paper Ream Legal 80 gm				
5	Toner Cartridge (Photocopy machine Xerox)				
6	Printer Cartridge HP 127fn				
7	Printer Cartridge HP 137fnw				
8	Blue Gel Pen (uni/dollar or equivalent)				
9	Red Ball Point- Pack of 10 Pens dollar or equivalent				
10	Blue Ball Points- Pack of 10				
11	Black Ball Points - Pack of 10				
12	Permanent Marker Black				
13	Board Marker Blue- Pack of 12				
14	Board Marker Black- Pack of 12				
15	Board Marker Red-Pack of 12				

16	Board Marker Ink Blue-				
17	Board Marker Ink Black-				
18	Board Marker Ink Red-				
19	Lead Pencil- Pack of 10				
20	Office Box Files				
21	Office Ring Files				
22	Cut Files				
23	Packing Tape 3 "				
24	Packing Tape 1"				
25	Doori (Packing)				
26	Staples Pin 24/6 (Individual Box)				
27	Paper Cutter-Paper Cutter Large 18mm				
28	Glue Bottle- 1000 Ml				
29	Pencil Sharpener- Pack of 50				
30	Whiteboard Duster Single Side High Quality				
31	Stapler 24/6-each				
32	Punch Machine small				
33	Punch Machine 40 No				
34	Punch Machine 30 No				
35	Table Settings				
36	Calculators- each-simple				
37	Stamp Pad Blue				
38	Stamp Pad Black Small - each				
39	Highlighters-pack of 6				

40	Whitener- Pack of 6				
41	Erasers- Pack of 50				
42	Scale Steel 1 Feet				
43	Gum stick-				
44	Paper Fastener				
45	Paper flag -				
46	Binding Sheet pack				
47	Binding Tape 2"				
48	Binding Tape 3"				
49	Cutter Blade				
50	Official Letter Pad				
51	Double Tape 1"				
52	Drafting Pad / Note Pad				
53	Paper Weight				
54	Pen Jar				
55	Pin Opener Large				
56	Pin Opener normal size				
57	Scissor Medium 6 inch				
58	Sticky Note pack 3x3				
59	Stock Register permanent 400 pages				
60	Stock Register Consumable 240 pages				
61	Tape Dispenser				

Total Bid value (against which a Bid shall be evaluated) in figure._____

Total Bid value (against which a Bid shall be evaluated) in words._____

Note:

All prices must be inclusive of all taxes, duties, Govt Fees, Delivery Charges, Labor, Transportation costs.

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

Stamp & Signature of Bidder _____

8.11. Bid Security Form

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

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring Agency]* (hereinafter called “the Procuring Agency”) in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Section IX- Check List

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

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

Sr. #	Detail	Responsive	Non-responsive
1	Copy of CNIC		
2	Income tax (National Tax Number NTN), GST Returns & PST (Active)		
3	Acceptance of terms and conditions of tender documents duly signed and stamped.		
4	02% Bid Security of estimated cost of articles / items given by the department. Submitted as per defined Punjab E Procurement system		
5	Bids validity 90days		
6	A letter that clear that samples will be provided on demand		
7	Technical Bid Form(as per form 8.1 of Bidding documents) on letterhead of the firm duly signed and stamped uploaded on Punjab E Procurement system.		
8	Financial Bid Form (as per form 8.1 of Bidding documents) on letterhead of the firm duly signed and stamped. uploaded on Punjab E Procurement system		
9	Performance Guarantee Form (as per form 8.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	General Information Form (as per form 8.5 of Bidding documents) on letter head of the firm duly signed and stamped.		
11	Affidavit(as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the Procuring Agency. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Affidavit for correction of information Form on letter head of the firm, duly signed and stamped.		
12	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address <i>[where applicable]</i> . iii. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____