

# NATIONAL STANDARD BIDDING DOCUMENTS

---

## **Procurement of Goods** (Single Stage Two Envelope Procedure) (National Competitive Bidding)

HAZECO/SCM/71/2025-26



**Manager (Supply Chain Management)**  
**Hazara Electric Supply Company**  
**HAZECO Head Quarter, 426 A, PMA Link Road,**  
**Abbottabad**

**January, 2026**



**BIDDING DOCUMENT FOR PROCUREMENT OF**

**Tender No.**

**HAZECO/SCM//71/2025-26**

*Financial Year 2025-26*

**Single Stage-Two Envelope  
(SSTE) Bidding Procedure**

**Manager (Supply Chain Management) HAZECO  
Hazara Electric Supply Company  
426 A, PMA Link Road, Abbottabad**

**January 2026**

**Tender No: 71**

**Name of Firm:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Manager (Supply Chain Management)  
HAZECO Abbottabad**

## PREFACE

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

National Standard Bidding/Procurement Documents are developed by PPRA for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

HAZECO being a public organization under federation is bound to adhere to PPRA rules as well as following PPRA's standardized bidding documents, accordingly procuring agency has adopted this bidding document for procurement of goods.

# Bidding Documents for Procurement of Goods

## PART-A - BIDDING PROCEDURE & REQUIREMENTS

### Section I - Invitation to Bids

### Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. *This Section contains provisions that are to be used without modifications.*

### Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

## Appendix-A Qualification and Evaluation Criteria

### Section IV - Eligible Countries

This Section contains information regarding eligible countries.

### Section V - Technical Specifications, Schedule of Requirements

This Section includes the details of specifications for the goods to be procured and schedule of requirements.

### Section VI - Standard Forms

This Section includes the standard forms for the Bid Submission, Price Schedules, Bid Security, Integrity Pact etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

## PART-B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

### Section VII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. *This Section contains provisions that are to be used without modifications.*

### Section VIII - Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contains clauses specific to this contract. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

### Section IX - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The forms for **Performance Security** will be submitted by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

**PART-A  
BIDDING PROCEDURE & REQUIREMENTS**

**SECTION-I**

**INVITATION FOR BIDS**



## *Invitation for E-Bids (IFB)*

HAZEKO invites e-bids from eligible bidders for procurement of Furniture on Single Stage Two Envelope Procedure on free delivery basis to HAZEKO HQ at Abbottabad. Interested bidder must meet eligibility criteria as mentioned in the bidding documents. The bidder must be registered with PPRA EPADS and FBR under National Competitive Bidding (NCB).

<b>Tender No.</b>	<b>ITEM DESCRIPTION</b>	<b>BID SECURITY</b>	<b>Date of Opening of Tender</b>
71	Procurement of Office Furniture	Rs.500,000	E-Bids will be received till 12.02.2026 up to 10:30 AM and will be opened at 11:00 AM on the same date.

The tender will be opened in the presence of participants or their authorized representatives (bearing authority letters) who attend O/O Manager (Supply Chain Management) HAZEKO HQ, 426 PMA Link Road, Abbottabad.

### **Terms & Conditions:**

1. Only e-bids are acceptable, all the interested Bidders are directed to apply through E-Pak Acquisition & Disposal System (E-PADS) Portal Online (<http://www.eprocure.gov.pk>) and also upload all the mandatory information as required in the bidding documents.
2. Tenders will be opened on "Single Stage Two Envelope basis".
3. The price should be firm and final on FCS basis and without involving any foreign exchange.
4. The bid shall be valid for a period of 90 days.
5. The bidder shall submit sealed Bid security/Guarantee in original amounting to **Rs.500,000/-** in favor of Chief Executive Officer HAZEKO Abbottabad of the offered quantity valid for 120 days (One Twenty Days) in the form of Bank Guarantee/Call Deposit issued by any schedule Bank of Pakistan (having rating A+ or above) before the bid closing time, failing which the bid(s) shall be considered non-responsive. Moreover, Copy of Technical Bid signed and stamped by bidder may also be submitted at the time of opening of e-bid.
6. In case of holiday announced by the Govt. of Pakistan, strike in HAZEKO or any other

reasons whatsoever due to which this office remains closed on the above schedule tender opening date, the tender will be opened on next working day at the same time and place/venue.

7. The bid should be for full quantity of items against the tender/lot and bid for less quantity of items will not be accepted.
8. HAZECO reserves the right to reject the bids as per PPRA Rule-33 (1) 2004 (amended to date).
9. This tender notice is also available at HAZECO website [www.hazeco.com.pk](http://www.hazeco.com.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).



**Manager (SCM),**  
HAZECO Head Quarter, 426 A,  
PMA Link Road, Abbottabad  
Email Address: [cso.hazeco@gmail.com](mailto:cso.hazeco@gmail.com)

# CONTENTS

PREFACE.....	3
PART-A .....	5
BIDDING PROCEDURE & REQUIREMENTS .....	5
SECTION-I .....	5
INVITATION FOR BIDS .....	5
SECTION-II.....	12
INSTRUCTION TO BIDDERS (ITBs) .....	12
A.INTRODUCTION.....	12
B.BIDDING DOCUMENTS.....	14
C. PREPARATION OF BIDS .....	16
D. SUBMISSION OF BIDS .....	23
E. OPENING AND EVALUATION OF BIDS .....	24
F. AWARD OF CONTRACT .....	33
G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM .....	35
H. MECHANISM OF BLACKLISTING .....	36
SECTION-III BID DATA SHEETBid Data Sheet (BDS).....	38
A.Introduction.....	39
B. Bidding Documents.....	39
C. Preparation of Bids.....	39
D. Submission of Bids.....	41
E. Opening and Evaluation of Bids.....	41
F. Award of Contract.....	43
G. Review of Procurement Decisions.....	44
Section-IV Eligible Countries .....	45
SECTION-V .....	46
SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS .....	46
Schedule of Requirements.....	47
Technical Specifications .....	48
SECTION-VI .....	Error! Bookmark not defined.
STANDARD FORMS .....	74
List of Forms .....	74
Form-1 Bidder Information Form .....	75
Form-2 Letter of Bid-Technical Proposal.....	76
Form-3 Letter of Bid-Financial Proposal.....	78
Form-4 Bidder's JV Members Information Form (N/A).....	Error! Bookmark not defined.
Form-5 Price Schedule Form Goods .....	81
Form-6 Form of Bid Security.....	84
Form-7 Manufacturer's Authorization.....	85
Form-8 Letter of Acceptance .....	86

Form-9 Deviations from technical provisions .....	87
Form-10 Deviations from commercial/contractual conditions .....	87
Form-11 Current Litigation Information .....	88
Form-12 Power of Attorney (For signatory of Application) .....	89
<a href="#">Form-13 Financial Situation</a> .....	90
Form-14 Average Annual Turnover.....	91
Form-15 Financial Resources .....	91
Form-16 Current/Completed Contract Commitments.....	92
<a href="#">Form-17 Integrity Pact</a> .....	
Form-18 .....	95
SECTION-VII.....	96
<b>GENERAL CONDITIONS OF THE CONTRACT</b> .....	96
Definitions.....	97
Application and interpretation .....	98
Conditions Precedent.....	98
Governing Language .....	99
Applicable Law .....	99
Country of Origin.....	99
Standards.....	99
<b>Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan</b> .....	99
Patent and Copy Rights.....	99
Performance Security(or Guarantee) .....	99
Inspections and Test .....	100
Packing .....	100
Delivery and Documents .....	100
Insurance .....	100
Transportation.....	101
Related Services .....	101
Spare Parts .....	101
Warranty/ Defect Liability Period .....	101
Payment.....	102
Prices .....	102
Change Orders .....	102
Contract Amendments.....	103
Assignment.....	103
Sub-contracts .....	103
Delays in the Supplier's Performance .....	103
Liquidated Damages .....	103
Termination for Default.....	103
Termination for Force Majeure.....	104
Termination for Insolvency .....	104
Termination for Convenience .....	104
Disputes Resolution.....	105

Procedure for Disputes Resolution.....	105
Replacement of Arbitrator .....	105
Limitation of Liability .....	105
Notices .....	105
Taxes and Duties .....	105
SECTION-VIII .....	106
SPECIAL CONDITIONS OF THE CONTRACT (SCC) .....	106
Definitions (GCC 1) .....	107
Governing Language (GCC 4).....	107
Applicable Law (GCC 5) .....	107
Performance Security ( or guarantee) (GCC 10).....	107
Inspections and Tests (GCC 11).....	108
Packing (GCC Clause 12) .....	108
Delivery and Documents (GCC Clause 13) .....	108
Insurance (GCC Clause 14).....	108
Related Services (GCC Clause 16).....	108
Spare Parts (GCC Clause 17) .....	109
Warranty (GCC Clause 18).....	109
Prices (GCC 20) .....	110
Delays in Supplier’s Performance (GCC Clause 25) .....	110
Liquidated Damages (GCC Clause 26).....	110
Termination for Force Majeure (GCC Clause 28) .....	111
28.1 .....	111
The right of the HAZECO to terminate the Contract, or to claim penalty or to liquidated damages shall be subject to the circumstances/conditions mentioned /specified at clause 27, however as a result of all or any of the events mentioned /stated below, there has been delay in the performance of the contract by the Manufacturer or Supplier, or the contract has become incapable of being performed, the aforementioned actions will not be taken:-	
.....	111
i) Act of God.....	111
ii) Act of State, War or any Act of the Enemy. ....	111
iii) Lock outs, Riots or Civil Commotion. ....	111
iv) Injunction granted by a Court of Competent jurisdiction not resulting from any fault of the Manufacturer or Suppliers. ....	111
v) Restriction imposed by the government on the Import of any material relating to the manufacture of goods.....	111
vi) Non-receipt of raw material from abroad for reasons beyond the control of the manufacturer.....	111
vi) Port delays due to bunker age or lighter age. ....	111
viii) Diversions of supplies by the Carrier without any fault or knowledge of the manufacturer or supplier .....	111
Provided further that the Manufacturer/supplier has given notice to the HAZECO within 15-days of the happening of any such event. ....	112
Procedure for Dispute Resolution (GCC Clause 32) .....	112

Notices (GCC Clause 35) .....	112
SECTION-IX.....	114
CONTRACT FORMS .....	114
FORM OF PERFORMANCE SECURITY (Bank Guarantee) .....	115

**SECTION-II**  
**INSTRUCTION TO BIDDERS (ITBs)**

**A. INTRODUCTION**

1. Scope of Bid	1.1	The Procuring Agency (PA), as indicated in the <b>Bid Data Sheet (BDS)</b> invites Bids for the provision of Goods as specified in the BDS and <b>Section V - Technical Specifications &amp; Schedule of Requirements</b> . The successful Bidders will be expected to deliver the goods within the specified period and timeline(s) as stated in the <b>BDS</b> .
2. Source of Funds	2.1	Source of funds is referred in Clause-2 of Invitation for Bids.
3. Eligible Bidders	3.1	<p>A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.</p> <p><i>(The limit on the number of members of JV or Consortium or Association is prescribed in BDS, in accordance with the guidelines issued by the PPRA).</i></p> <p>3.2 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.</p> <p>3.3 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.</p> <p>3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.</p> <p>3.5 The invitation for Bids is open to all prospective bidder, supplier and manufacturers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.</p> <p>3.6 Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive tendering with the exception of such procurements made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the procuring agency along with their bid, however, the final award will be subject to the complete registration process.</p> <p>3.7 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder(s) may be considered to have a conflict of interest with one or more parties in</p>

		<p>this Bidding process, if they:</p> <ul style="list-style-type: none"> <li>a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.</li> <li>b) have controlling shareholders in common; or</li> <li>c) receive or have received any direct or indirect subsidy from any of them; or</li> <li>d) have the same legal representative for purposes of this Bid; or</li> <li>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</li> <li>f) Submit more than one Bid in this Bidding process.</li> </ul>
	3.8	<ul style="list-style-type: none"> <li>(a) A Bidder may be ineligible if -</li> <li>(b) he is declared bankrupt or, in the case of company or firm, insolvent;</li> <li>(c) 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;</li> <li>(d) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</li> <li>(e) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;</li> <li>(f) the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.</li> <li>(g) The firm, supplier and contractors blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.</li> </ul>
	3.9	Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	3.10	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.
	3.11	Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten (10) percent of the Bid price is envisaged.
<b>4. Eligible Goods and Related Services</b>	4.1	All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are stated in the section-4 titled as "Eligible Countries".
	4.2	For purposes of this Clause, "origin" means the place where the

		goods are mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the related services are/to be supplied.
	4.3	The nationality of the supplier that supplies, assembles, distributes, or sells the goods and services shall not determine the origin of the goods.
	4.4	To establish the eligibility of the Goods and the related services, Bidders shall fill the country-of-origin declarations included in the Form of Bid.
	4.5	If so required in the <b>BDS</b> , the Bidder shall demonstrate that it has been duly authorized by the manufacturer of the goods to deliver in Pakistan (or in respective country in case of procurement by the Pakistani Missions abroad), the goods indicated in its Bid.
<b>5. One Bid per Bidder</b>	5.1	A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
	5.2	No bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
	5.3	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
<b>6. Cost of Bidding</b>	6.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **B.BIDDING DOCUMENTS**

<b>7. Contents of Bidding Documents</b>	7.1	The goods required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include: <b>Section I-</b> Invitation to Bids <b>Section II</b> Instructions to Bidders (ITBs) <b>Section III</b> Bid Data Sheet (BDS) <b>Section IV</b> Eligible Countries <b>Section V</b> Technical Specifications, Schedule of Requirements <b>Section VI</b> Forms - Bid <b>Section VII</b> General Conditions of Contract (GCC) <b>Section VIII</b> Special Conditions of Contract (SCC) <b>Section IX</b> Contract Forms
	7.2	The number of copies to be completed and returned with the Bid is specified in the <b>BDS</b> .
	7.3	Deleted
	7.4	The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or the signed pdf version downloaded from the website of Procuring Agency. However, Procuring Agency shall place both the pdf and same editable version to facilitate the bidder for filling the forms.
	7.5	The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the

		Bidder's risk and may result in the rejection of his Bid.
<b>8. Clarification of Bidding Documents</b>	8.1	A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the <b>BDS</b> .
	8.2	The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in <b>ITB 23.1</b> . However, this clause shall not apply in case of alternate methods of Procurement.
	8.3	Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents from the website of Procuring Agency, the response of all such queries will also be available on the same link available at the website.
	8.4	Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under <b>ITB 9</b> .
	8.5	If indicated <b>in the BDS</b> , 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 <b>in the BDS</b> . During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
	8.6	Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
<b>9. Amendment of Bidding Documents</b>	9.1	Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to <b>ITB 7.1</b> and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the <b>BDS</b> : Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.
	9.3	To give prospective Bidders reasonable time in which to take an

		addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids: Provided that the Procuring Agency shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.
--	--	--

### C. PREPARATION OF BIDS

<b>10. Language of Bid</b>	10.1	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern.
<b>11. Documents and Sample(s) Constituting the Bid</b>	11.1	The Bid prepared by the Bidder shall constitute the following components: - a) Form of Bid and Bid Prices completed in accordance with <b>ITB 14 and 15;</b> b) Details of the Sample(s) where applicable and requested in the <b>BDS.</b> c) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process; d) Documentary evidence established in accordance with <b>ITB 13.3(a)</b> that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods; e) Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents; f) Bid security or Bid Securing Declaration furnished in accordance with <b>ITB 18;</b> g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and h) Any other document required in the <b>BDS.</b>
	11.2	Where a sample(s) is required by a procuring agency, the sample shall be: (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the <b>BDS;</b> (b) carriage paid; (c) received on, or before, the closing time and date for the submission of bids; and (d) evaluated to determine compliance with all characteristics listed in the <b>BDS.</b>
	11.3	The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s)- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
	11.4	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only

		as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
	11.5	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	11.6	All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
<b>12. Documents Establishing Eligibility of Goods and Related Services and Conformity to Bidding Documents</b>	12.1	Pursuant to <b>ITB 11</b> , 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.
	12.2	The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered <u><i>which shall be confirmed by a certificate of origin issued at the time of shipment.</i></u>
	12.3	The documentary evidence of conformity of the goods and related services to the Bidding Documents may be in the form of literature, drawings, and technical data, and shall consist of: a) a detailed description of the essential technical specifications and performance characteristics of the Goods; b) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications; c) any other procurement specific documentation requirement as stated in the <b>BDS</b> .
	12.4	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 <b>specified in the BDS</b> following commencement of the use of the goods by the Procuring Agency.
	12.5	For purposes of the commentary to be furnished pursuant to <b>ITB 12.3(c)</b> above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
	12.6	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
<b>13. Documents Establishing Eligibility and Qualification of the</b>	13.1	Pursuant to <b>ITB 11</b> , the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if

<i>Bidder</i>		its Bid is accepted.
	13.2	The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the Procuring Agency that the Bidder, at the time of submission of its bid, is from an eligible country as defined in Section-4 titled as "Eligible Countries".
	13.3	The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Procuring Agency that: a) in the case of a Bidder offering to deliver goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to deliver the goods in Pakistan; b) The Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in <b>BDS</b> . c) in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications. d) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.
<b>14. Form of Bid</b>	14.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
<b>15. Bid Prices</b>	15.1	The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned hereafter in the bidding documents.
	15.2	All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items.
	15.3	Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s): Provided that: a) where there is only one (substantially) responsive bidder, or b) where there is provision for alternate proposals and the respective items are not listed in the other bids, the procuring agency may fix the price of missing items in accordance with market survey, and the same shall be considered as final price or as specified in <b>BDS</b> .
	15.4	The Bid price to be quoted in the Form of Bid in accordance with <b>ITB 15.1</b> shall be the total price of the Bid, excluding any discounts offered.
	15.5	The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the goods it proposes to deliver under the contract.

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

	15.8	Unless otherwise specified in BDS, the Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 28.
	15.9	Unless otherwise specified in the <b>BDS</b> , If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are being invited for individual contracts (Lots) or for any combination of contracts (packages), Bidders wishing to offer any price reduction for the award of more than one contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual contracts (Lots) within a package.
<b>16. Bid Currencies</b>	16.1	Prices shall be quoted in the following currencies: a) For goods and services that the Bidder will deliver from within Pakistan, the prices shall be quoted in Pakistani Rupees, unless otherwise specified in the <b>BDS</b> . b) For goods and related services that the Bidder will deliver from outside Pakistan, or for imported parts or components of goods and related services originating outside Pakistan, the Bid prices shall be quoted in any freely convertible currency of another country. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but use no more than three foreign currencies, unless otherwise specified in the <b>BDS</b> .
	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the Bid.
	16.4	Bidders may be required by the Procuring Agency to clarify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the <b>SCC</b> are reasonable and responsive to <b>ITB 16.1</b> .
<b>17. Bid Validity Period</b>	17.1	Bids shall remain valid for the period specified in the <b>BDS</b> after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
	17.2	Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under <b>ITB 18</b> shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension,

		and in compliance with <b>ITB 18</b> in all respects.
	17.3	If the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking into consideration on the above correction, unless otherwise specified in the <b>BDS</b> .
<b>18. Bid Security or Bid Securing Declaration</b>	18.1	Pursuant to <b>ITB 11</b> , unless otherwise specified in the <b>BDS</b> , the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the procuring agency and in the amount and currency specified in the <b>BDS</b> or Bid Securing Declaration as specified in the <b>BDS</b> in the format provided in <b>Section VI (Standard Forms)</b> .
	18.2	The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to <b>ITB 18.9</b> .
	18.3	The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the <b>BDS</b> which shall be in any of the following: a) a bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid, unless otherwise specified in the <b>BDS</b> . This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the Bidder; b) a cashier's or certified cheque; or c) another security if indicated in the <b>BDS</b>
	18.4	The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in <b>Section VI (Standard Forms)</b> or another form approved by the Procuring Agency prior to the Bid submission.
	18.5	The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in <b>ITB 18.9</b> are invoked.
	18.6	Any Bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with <b>ITB 18.1</b> or <b>18.3</b> shall be rejected by the Procuring Agency as non-responsive, pursuant to <b>ITB 28</b> .
	18.7	Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to <b>ITB 17</b> . The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest: (a) the expiry of the Bid Security; (b) the entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents; (c) the rejection by the Procuring Agency of all Bids; (d) the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.

	18.8	The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to <b>ITB 41</b> , or furnishing the performance security (or guarantee), pursuant to <b>ITB 42</b> .
	18.9	The Bid Security may be forfeited or the Bid Securing Declaration executed: a) if a Bidder: i) withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the bidder on the Form of Bid except as provided for in <b>ITB 17.2</b> ; or ii) does not accept the correction of errors pursuant to <b>ITB 30.3</b> ; or b) in the case of a successful Bidder, if the Bidder fails: i) to sign the contract in accordance with <b>ITB 41</b> ; or ii) to furnish performance security (or guarantee) in accordance with <b>ITB 42</b> .
<b>19. Alternative Bids by Bidders</b>	19.1	Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the <b>BDS</b> . If so allowed, <b>ITB 19.2</b> shall prevail.
	19.2	When alternative schedule for delivery of goods is explicitly invited, a statement of that effect will be included in the <b>BDS</b> as will the method for evaluating different schedule for delivery of goods.
	19.3	If so allowed in the <b>BDS</b> , Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring Agency, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring Agency.
<b>20. Withdrawal, Substitution, and Modification of Bids</b>	20.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice.
	20.2	Bids requested to be withdrawn in accordance with ITB 20.1 shall be returned unopened to the Bidders.
<b>21. Format and Signing of Bid</b>	21.1	The Bidder shall prepare an original and the number of copies of the Bid as indicated in the <b>BDS</b> , clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail: Provided that except in Single Stage one Envelope Procedure, the Bid shall include only the copies of technical proposal.
	21.2	The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the <b>BDS</b> and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing

		the Bid.
	21.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
	21.4	Deleted

#### D. SUBMISSION OF BIDS

<b>22. Sealing and Marking of Bids</b>	22.1	<p>In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.</p> <p><i>Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of PPR-2004.</i></p>
	22.2	<p>The inner and outer envelopes shall:</p> <ol style="list-style-type: none"> <li>a) be addressed to the Procuring Agency at the address given in the <b>BDS</b>; and</li> <li>b) bear the title of the subject procurement or Project name, as the case may be as indicated in the <b>BDS</b>, the Invitation to Bids (ITB) title and number indicated in the <b>BDS</b>, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the <b>BDS</b>, pursuant to <b>ITB 23.1</b>.</li> </ol>
	22.3	<p>In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:</p> <ol style="list-style-type: none"> <li>a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.</li> <li>b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.</li> <li>c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 21.2.</li> </ol>
	22.4	<p>The inner and outer envelopes shall:</p> <ol style="list-style-type: none"> <li>a) be addressed to the Procuring Agency at the address provided in the Bidding Data;</li> <li>b) bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data pursuant to <b>ITB 23.1</b>.</li> <li>c) In addition to the identification required in Sub- Clause 21.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause <b>ITB.24</b></li> </ol>
	22.5	<p>If all envelopes are not sealed and marked as required by <b>ITB 22.2</b>, <b>ITB 22.3</b> and <b>ITB 22.4</b> or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.</p>
<b>23. Deadline for Submission of Bids</b>	23.1	<p>Bids shall be received by the Procuring Agency no later than the date and time specified in the <b>BDS</b>.</p>

	23.2	The Procuring Agency may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with <b>ITB 9</b> , in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the new deadline.
<b>24. Late Bids</b>	24.1	The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with <b>ITB 23</b> .
	24.2	Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
<b>25. Withdrawal of Bids</b>	25.1	A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
	25.2	Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in <b>ITB 22</b> .

#### **E. OPENING AND EVALUATION OF BIDS**

<b>26. Opening of Bids</b>	26.1	The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the <b>BDS</b> . The Bidders' representatives present shall sign a register as proof of their attendance.
	26.2	First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
	26.3	Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
	26.4	Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
	26.5	Other envelopes holding the Bids shall be opened one at a time, <i><b>in case of Single Stage One Envelope Procedure</b></i> , the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider

		appropriate, will be announced by the Procurement Evaluation Committee.
	26.6	<b><i>Unless otherwise as specified in BDS,</i></b> 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 <b>BDS</b> in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
	26.7	The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.
	26.8	Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
	26.9	Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder`s representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder`s Bid.
	26.10	No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to <b>ITB 24</b> .
	26.11	The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security or Bid Securing Declaration.
	26.12	The Bidders` representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder`s signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
	26.13	A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
	26.14	<b><i>Unless otherwise as specified in BDS,</i></b> In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidder`s subject to redress of the grievances from all tiers of grievances.
<b>27. Confidentiality</b>	27.1	Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	27.2	Any effort by a Bidder to influence the Procuring Agency processing

		of Bids or award decisions may result in the rejection of its Bid.
	27.3	Notwithstanding <b>ITB 27.2</b> 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 that provides record of the content of communication.
<b>28. Clarification of Bids</b>	28.1	To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
	28.2	Unless otherwise as specified in <b>BDS</b> , 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 One Envelope and Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted, further in case of Single Stage One Envelope Procedure, correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with <b>ITB 31</b> .
	28.3	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: <ul style="list-style-type: none"> <li>a) evaluation &amp; qualification criteria; except document has submitted but document of qualification is not clear and not readable.</li> <li>b) required scope of work or specifications;</li> <li>c) all securities requirements;</li> <li>d) tax requirements;</li> <li>e) terms and conditions of bidding documents.</li> <li>f) change in the ranking of the bidder</li> </ul>
	28.4	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.
<b>29. Preliminary Examination of Bids</b>	29.1	Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: <ul style="list-style-type: none"> <li>a) meets the eligibility criteria defined in <b>ITB 3</b> and <b>ITB 4</b>;</li> <li>b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;</li> <li>c) has been properly signed;</li> <li>d) is accompanied by the required securities; and</li> <li>e) is substantially responsive to the requirements of the Bidding Documents.</li> </ul> The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
	29.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that: - <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the Services;</li> <li>b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Agency's rights or the</li> </ul>

		<p>Bidders obligations under the Contract; or</p> <p>c) if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.</p>
	29.3	<p>The Procuring Agency will confirm that the documents and information specified under <b>ITB 11, 12 and 13</b> have been provided in the Bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.</p>
	29.4	<p>The Procuring Agency may waive off any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p> <p><i>Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The Procuring Agency either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring Agency. Examples of minor informalities or irregularities include failure of a bidder to –</i></p> <p>(a) Submit the number of copies of signed bids required by the invitation;</p> <p>(b) Furnish required information concerning the number of its employees;</p> <p>(c) the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.</p>
	29.5	<p>Provided that a Technical Bid is substantially responsive, the Procuring Agency may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p>
	29.6	<p>Provided that a Technical Bid is substantially responsive, the Procuring Agency shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.</p>
	29.7	<p>If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.</p>
<b>30. Examination of Terms and Conditions; Technical Evaluation</b>	30.1	<p>The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the <b>GCC</b> and the <b>SCC</b> have been accepted by the Bidder without any material deviation or reservation.</p>
	30.2	<p>The Procuring Agency shall evaluate the technical aspects of the Bid submitted in accordance with <b>ITB 22</b>, to confirm that all requirements specified in <b>Section V – Schedule of Requirements, Technical Specifications</b> of the Bidding Documents have been met</p>

		without material deviation or reservation.
	30.3	If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with <b>ITB 29</b> , it shall reject the Bid.
<b>31. Correction of Errors</b>	31.1	Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; 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.
	31.2	The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with <b>ITB 18.9</b> .
<b>32. Conversion to Single Currency</b>	32.1	To facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	32.2	The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the <b>BDS</b> .
<b>33. Evaluation of Bids</b>	33.1	The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to <b>ITB 29</b> .
	33.2	In evaluating the Technical Proposal of each Bid, the Procuring Agency shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.
	33.2	The Procuring Agency's evaluation of a Bid will take into account: a) in the case of goods manufactured in Pakistan or goods of foreign origin already imported in Pakistan, Income Tax, General Sales Tax and other similar/applicable taxes, which will be payable on the goods if a contract is awarded to the Bidder; b) in the case of goods of foreign origin offered from abroad, custom duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and

	<p>33.3 The comparison shall be between the EXW price of the goods offered from within Pakistan, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and named port of destination, border point, or named place of destination in accordance with applicable INCOTERM in the price of the goods offered from outside Pakistan.</p>
	<p>33.4 In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with ITB 15.1, take account of one or more of the following factors as specified in the <b>BDS</b>, and quantified in ITB 32.5:</p> <ul style="list-style-type: none"> <li>a) Cost of inland transportation, insurance, and other costs within the Pakistan incidental to delivery of the goods to their final destination.</li> <li>b) delivery schedule offered in the Bid;</li> <li>c) deviations in payment schedule from that specified in the Special Conditions of Contract;</li> <li>d) the cost of components, mandatory spare parts, and service;</li> <li>e) the availability (in Pakistan) of spare parts and after-sales services for the equipment offered in the Bid;</li> <li>f) the projected operating and maintenance costs during the life of the equipment;</li> <li>g) the performance and productivity of the equipment offered; and/or</li> <li>h) other specific criteria indicated in the <b>TBS</b> and/or in the Technical Specifications.</li> </ul>
	<p>33.5 For factors retained in <b>BDS</b>, pursuant to ITB 33.4 one or more of the following quantification methods will be applied, as detailed in the <b>BDS</b>:</p> <p>(a) <i>Inland transportation from EXW/port of entry/border point, Insurance and incidentals.</i>  Inland transportation, insurance, and other incidental costs for delivery of the goods from EXW/port of entry/border point to Project Site named in the <b>BDS</b> will be computed for each Bid by the PA on the basis of published tariffs by the rail or road transport agencies, insurance companies, and/or other appropriate sources. To facilitate such computation, Bidder shall furnish in its Bid the estimated dimensions and shipping weight and the approximate EXW or as per applicable INCOTERM value of each package. The above cost will be added by the Procuring Agency to EXW or as per applicable INCOTERM price.</p> <p>(b) <i>Delivery schedule.</i></p> <ul style="list-style-type: none"> <li>i) The Procuring Agency requires that the goods under the Invitation for Bids shall be delivered (shipped) at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the Project Site will be calculated for each Bid after allowing for reasonable international and inland transportation time. Treating the Bid resulting in such time of arrival as the base, a delivery “adjustment” will be calculated for other Bids by applying a percentage, specified in the <b>BDS</b>, of the EXW or as per applicable INCOTERM price for each week of delay beyond the base, and this will be added to the Bid price for evaluation. No credit shall be given to early delivery</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>ii) The goods covered under this invitation are required to be</li> </ul>

delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. **No credit will be given to earlier deliveries, and Bids offering delivery beyond this range will be treated as non-responsive.** Within this acceptable range, an adjustment per week, as specified in the **BDS**, will be added for evaluation to the Bid price of Bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

OR

iii) The goods covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the Bid price a factor equal to a percentage, specified in the **BDS**, of EXW or as per applicable INCOTERM price per week of variation from the specified delivery schedule

(c) *Deviation in payment schedule.*

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

OR

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

(d) *Cost of spare parts*

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

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

iii) The Procuring Agency will estimate the cost of spare parts usage in the initial period of operation specified in the **BDS**, based on information furnished by each Bidder, as well as on past experience of the Procuring Agency or other Procuring Agency's in similar situations. Such costs shall be added to the Bid price for evaluation.

(e) *Spare parts and after sales service facilities in Pakistan*

The cost to the Procuring Agency of establishing the minimum service facilities and parts inventories, as outlined in the **BDS** or elsewhere in the Bidding Documents, if quoted separately, shall be added to the Bid price.

Stamp & Signature of Bidder

Page 30

		<p>(f) <i>Operating and maintenance costs</i>  Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the <b>BDS</b> or in the Technical Specifications.</p> <p>(g) <i>Performance and productivity of the equipment.</i>  (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the <b>BDS</b> will be added to the Bid Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the <b>BDS</b> or in the Technical Specifications. <b>Or</b>  (ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the Bid, and adjustment will be added to the Bid price using the methodology specified in the <b>BDS</b> or in the Technical Specifications.</p> <p>(h) <i>Specific additional criteria.</i>  Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the <b>BDS</b> and/or the Technical Specifications.</p>
	33.6	If these Bidding Documents allow Bidders to quote separate prices for different Lots, and the award to a single Bidder of multiple Lots, the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid, is specified in the <b>BDS</b> .
34. <i>Domestic Preference</i>	34.1	If the <b>BDS</b> so specifies, the Procuring Agency will grant a margin of preference to certain goods in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
35. <i>Determination of Most Advantageous Bid</i>	35.1	In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid.
	35.2	<p>The Procuring Agency may adopt the Quality &amp; Cost Based Selection Technique due to the following two reasons:</p> <ol style="list-style-type: none"> <li>i. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or</li> <li>ii. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters <b>specified in Evaluation Criteria</b> to be evaluated while determining the quality of the goods:</li> </ol> <p>In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of PPRA Rules - 2004.</p>
36. <i>Post-qualification of Bidder and/or</i>	36.1	After determining the Most Advantageous Bid, if neither the pre-qualification was undertaken separately nor any qualification parameters were undertaken as part of determining the Most

<i>Abnormally Low Financial Proposal</i>		<p>Advantageous Bid, the Procuring Agency shall carry out the post-qualification of the Bidder using only the requirements specified in the <b>BDS</b>.</p> <p>In case of International Tendering, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.</p>
	36.2	<p>Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:</p> <p>(a) The Procuring Agency may reject a Bid if the Procuring Agency has determined that the price in combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract;</p> <p>(b) Before rejecting an abnormally low Bid the Procuring Agency shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low;</p> <p>(c) The decision of the Procuring Agency to reject a Bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned;</p> <p>(d) The Procuring Agency shall not incur any liability solely by rejecting abnormally low Bid; and</p> <p>(e) An abnormally low Bid means, in the light of the Procuring Agency's estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit.</p> <p><b>Guidance for Procuring Agency:</b></p> <p>In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:</p> <p>(i) Comparing the bid price with the cost estimate;</p> <p>(ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and</p> <p>(iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.</p>
	36.3	<p>The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 13.3.</p>
	36.4	<p>The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 13.3, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.</p>
	36.5	<p>Procuring Agency may seek "Certificate for Independent Price</p>

		Determination” from the Bidder and the results of reference checks may be used in determining award of contract. Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.
	36.6	An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder’s Bid, in which event the Procuring Agency will proceed to the next ranked bidder to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

#### F. AWARD OF CONTRACT

<b>37. Criteria of Award</b>	37.1	Subject to ITB 36 and 38, the Procuring Agency will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be: <ul style="list-style-type: none"> <li>a) eligible in accordance with the provisions of ITB 3;</li> <li>b) is determined to be qualified to perform the Contract satisfactorily; and</li> <li>c) Successful negotiations have been concluded, if any.</li> </ul>
<b>38. Negotiations</b>	38.1	Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas: <ul style="list-style-type: none"> <li>(a) a minor alteration to the technical details of the statement of requirements;</li> <li>(b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Bidding documents;</li> <li>(c) a minor amendment to the Special Conditions of Contract;</li> <li>(d) finalizing payment arrangements;</li> <li>(e) delivery arrangements;</li> <li>(f) the methodology for provision of related services; or</li> <li>(g) clarifying details that were not apparent or could not be finalized at the time of Bidding;</li> </ul>
	38.2	Where negotiation fails to result into an agreement, the Procuring Agency may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Procuring Agency shall not reopen earlier negotiations.
<b>39. Procuring Agency’s Right to reject All Bids</b>	39.1	Notwithstanding <b>ITB 37</b> , the Procuring Agency reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
	39.2	Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.
	39.3	The Procuring Agency shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.
<b>40. Procuring Agency’s Right to Vary Quantities at the Time of Award</b>	40.1	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions of the Bid and Bidding Documents.

41. Notification of Award	41.1	Prior to the award of contract, the Procuring Agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.
	41.2	Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	41.3	The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with <b>ITB 43</b> and signing of the contract in accordance with <b>ITB 42.2</b> .
	41.4	Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to <b>ITB 43</b> , the Procuring Agency will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the Bidders pursuant to <b>ITB 18.7</b> .
42. Signing of Contract	42.1	Promptly after notification of award, Procuring Agency shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	42.2	Immediately after the Redressal of grievance by the GRC, and <b>after fulfillment of all conditions precedent</b> of the Contract Form, the successful Bidder and the Procuring Agency shall sign the contract.
	42.3	Where no formal signing of a contract is required, purchase order issued to the bidder shall be construed to be the contract.
43. Performance Security (or Guarantee)	43.1	After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) in the amount and in the form stipulated in the <b>BDS and SCC</b> , denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	43.2	If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the <b>BDS</b> which shall be in any of the following: (a) certified Cheque, cashier's or manager's Cheque, or bank draft; (b) irrevocable letter of credit issued by a Scheduled bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a Scheduled bank; (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Bidder, bonded by a foreign bank; or (d) surety bond callable upon demand issued by any reputable surety or insurance company. Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan.

	43.3	Failure of the successful Bidder to comply with the requirement of <b>ITB 43.1</b> shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next ranked Bidder or call for new Bids.
<b>44. Advance Payment</b>	44.1	Unless otherwise as specified in BDS, the advance payment will not be provided in normal circumstances. However, in case where international incoterms are involved, the same will be dealt with standard international practices and in the manner as prescribed in ITB 44.2.
	44.2	The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the <b>BDS</b> . The Advance Payment request shall be accompanied by an Advance Payment Security (Guarantee) in the form provided in Section IX. For the purpose of receiving the Advance Payment, the Bidder shall make and estimate of, and include in its Bid, the expenses that will be incurred in order to commence Delivery of Goods. These expenses will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring Agency's "Notice to Commence" as specified in the <b>SCC</b> .
<b>45. Arbitrator</b>	45.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the <b>SCC</b> .
<b>46. Corrupt &amp; Fraudulent Practices</b>	46.1	Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.
	46.2	Deleted
	46.3	Deleted

#### **G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM**

<b>47. Constitution of Grievance Redressal</b>	47.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
<b>48. GRC Procedure</b>	48.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	48.2	Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
	48.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

	48.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.
	48.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
	48.6	Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	48.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	48.8	The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
	48.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	48.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

#### **H. MECHANISM OF BLACKLISTING**

<b>49. Mechanism of Blacklisting</b>	49.1	The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> <li>ii. Fails to perform his contractual obligations; and</li> <li>iii. Fails to abide by the id securing declaration;</li> <li>iv. Procuring Agency's Mechanism as per BDS</li> </ul>
	49.2	The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.
	49.3	The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice
	49.4	In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
	49.5	In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
	49.6	The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed

**Stamp & Signature of Bidder**

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

## SECTION-III BID DATA SHEET

**Bid Data Sheet (BDS)**

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

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
<b>A. Introduction</b>		
1.	1.1	Name of Procuring Agency: <i>Manager (Supply Chain Management) HAZECO Abbottabad</i> The subject of procurement is: <b>Procurement of Office Furniture</b>  Commencement date for delivery of Goods: <i>From the date of issuance of Purchase Order/Contract</i>
2	2.1	Financial year for the operations of the HAZECO: <i>2025-26</i> Name of Engineering goods/Equipment/Material: <i>As mentioned above</i> Name and Tender Number of the Contract: <i>Procurement of Office Furniture against Tender No.71</i>
4.	3.1	Maximum number of members in the joint venture, consortium or association shall be: <b>It is discretion of bidder(s).</b> <b>Joint venture agreement or Letter of Intent for JV will be for this particular tender.</b>
5.	4.1	Ineligible country(s) is or are <b>any country under trade Embargo by the Government of Pakistan or the United Nations.</b>
6.	4.5	Demonstration of authorization by manufacturer: <b>Not Applicable</b>
<b>B. Bidding Documents</b>		
7.	7.2	The number of documents to be completed and uploaded on E-PADS is: <i>One original</i>
8.	8.1	The address for clarification of Bidding Documents is: <b>Manager (Supply Chain Management) HAZECO HQ, 426-A, PMA Link Road, Abbottabad.</b>
	8.5	Pre-bid meeting <b>will be held on Tuesday, 03<sup>rd</sup> February 2026 at HAZECO HQ, Abbottabad at 11:00 am.</b>
<b>C. Preparation of Bids</b>		
9.	10.1	The Language of all correspondences and documents related to the Bid is: <b>English</b>
10.	11.1(b)	Details of sample(s) to be submitted with the Bid are: <b>Essentially Required</b>
11.	11.1 (h)	In addition to the documents stated in ITB 11, the following documents must be included with the Bid <ul style="list-style-type: none"> <li>i. Integrity Pact (No contract amount should be mentioned) at time of bid submission. However, if contract award, the Integrity Pact must be submitted for the contract amount exceeding 10 Million.</li> <li>ii. Certificate of Incorporation, SECP</li> <li>iii. Registration with Income Tax &amp; Sales Tax Departments and must have an Active Taxpayers status with FBR on the date of Tender opening.</li> <li>iv. No Deviation certificates from Commercial terms and technical specifications</li> <li>v. Income tax returns for last three years.</li> <li>vi. Confirm and valid Bank Credit line (latest) (if any) or Bank Statements required to establish cash flow or financial resources.</li> <li>vii. An affidavit on Judicial Stamp Paper of Rs. 100, duly attested by a Notary Public, Declaration for no blacklisting/debarment from any organization (locally or internationally) for both manufacturer and bidder at the time of submission of bid.</li> <li>viii. Declaration regarding no involvement in litigation case, if involved then submits the Form-10 accordingly.</li> <li>ix. E-Bid must be duly signed and stamped by the manufacturer/supplier.</li> <li>x. The Bidder shall clearly indicate, in his Bid, the make &amp; origin of the item offered for supply and submit technical literature of the quoted item(s).</li> <li>xi. Certified that the material offered is brand new.</li> </ul>

**Stamp & Signature of Bidder**

12.	11.2 (d)	Characteristics: <i>Specifications amended to date as mentioned in Section-V Schedule of Requirement.</i>
13.	12.3 (c)	Other procurement specific documentation requirements are: <i>As per Section V of Bidding Document.</i>
14.	12.4	Spare parts required for: <i>As per respective Specification (s) mentioned in Section-V of Bidding Document or Employer's requirement.</i>
15.	13.3 (b)	<p>The qualification criteria required from Bidders in ITB 13.3(b) is modified as follows:</p> <p><b><u>Mandatory Eligibility Criteria</u></b></p> <ul style="list-style-type: none"> <li>• Bidder Status: The Bidder must be a manufacturer or importer of the required goods. The bidder must be registered with SECP or Registrar of Firms as a manufacturer or importer of furniture. Valid and verifiable registration certificate must be attached with Technical Proposal as evidence. The registration certificate should have been issued on or before 31st December 2021.</li> <li>• Experience: The Bidder must have completed at least five (5) similar projects in past three (3) years. Verifiable Contract Documents or Successful Completion Certificates must be attached as evidence.</li> <li>• Non eligibility of bidders. General Order Suppliers are not permitted to participate in this bidding process. These criteria must be fulfilled, and relevant supporting documents must be submitted with the technical proposal to prove eligibility to participate in the bidding process.</li> <li>• The bidder should have an Average annual turnover in the last 2-years equal to or more than three times of total bid price.</li> <li>• The net financial resources as per Form FIN-3 should be equal to or more than quoted bid price after subtracting from current commitments/liabilities.</li> </ul> <p><i>The most advantageous bid, inter alia complying with above qualification criteria will be considered</i></p>
16.	15.6 (a) (iii), (iv)	<p>For goods manufactured from within Pakistan the price quoted shall be: <i>Ex-Works (EXW) including all taxes and duties (excluding GST),</i></p> <p><i>Inland Transportation, insurance or other incidental services, loading and unloading etc. from Factory to Designated Store of HAZECO as per price schedule. (Not Applicable)</i></p>
17.	15.6 (b) (i) (ii), (iii) (iv), (v)	The quoted prices shall be firm and final on FCS/FCA basis & excluding General Sales Tax and shall not be escalated for any reason what so ever. The prices include the present duties and taxes. In case however, the present duties and taxes are increased or new taxes/duties are imposed by the Govt. on finished goods, during the currency of the contract, the same will be paid extra on production of documentary evidence. In case of decrease in duties/taxes by Govt. the prices will be decreased accordingly.
18.	15.7 (a) (i)	As defined in BDS Sr. No 16 and 17.
19.	15.8	The Prices shall be fixed on FCS/FCA basis.
20.	16.1 (a)	<p>a) For goods and related services originating in Pakistan the currency of the Bid shall be <i>Pakistani Rupees (PKR);</i></p> <p>b) For goods and related services originating outside Pakistan, the Bidder shall express its Bid in <i>Pakistani Rupees (PKR).</i></p>
21.	16.2	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.
22.	17.1	<b>The Bid Validity period shall be: 90 days.</b>
23.	17.3	Fixed price shall prevail during currency of contract.

**Stamp & Signature of Bidder**

24.	18.1	Bidder shall submit sealed Bid security/ Guarantee in original amounting to <b>Rs.500,000/-</b> in favor of Chief Executive Officer HAZECO Abbottabad of the offered quantity valid <b>for 120 days (One Twenty Days)</b> in the form of Bank Guarantee/ Call Deposit issued by any schedule Bank of Pakistan (having rating A+ or above) before the bid closing time, failing which the bid(s) shall be considered non-responsive. * The currency of Bid Security shall be denominated in PAK Rupees only. Lesser bid security amount or validity of bid security will lead to rejection of bid. <b>or</b> Indicate whether Bid Securing Declaration is applicable: <b>"Not Applicable"</b>
25.	18.3	The Bid Security shall be in the form of: <b>CDR/SDR/Pay Order, Demand Draft &amp; Bank Guarantee.</b>
26.	18.3 (c)	Other forms of security are: <b>As per 18.3 of BDS</b>
27.	19.1	Alternative Bids to the requirements of the Bidding Documents: <b>Not allowed</b>
28.	21.1	E-Bid must be submitted on E-PADS.
29.	21.2	Written confirmation of authorization are: <b>Power of attorney in the name of authorized person who is responsible for signing of bid, post bid clarification and subsequent contract agreement.</b> <b>In case of JV, all partners of JV will authorize the person who is responsible for signing of bid, post bid clarification and subsequent contract agreement.</b> <b>Power of attorney will be on non-judicial paper and format of Power of attorney should be acceptable to the employer or as described in the section-VI (Bid Form).</b>
<b>D. Submission of Bids</b>		
30.	22.2 (a)	Bid shall be submitted online at <a href="http://www.eprocure.gov.pk">www.eprocure.gov.pk</a> and original bid bond should also be submitted before bid closing time in the O/O Manager (Supply Chain Management) HAZECO. Address: <b>HAZECO HQ 426 A PMA Link Road, Abbottabad</b>
31.	22.2 (b)	Title of the subject Procurement or Project name: <b>Procurement of Office Furniture</b> ITB title and No: 71 Time and date for submission: <b>12<sup>th</sup> February, 2026 at 10.30 Hrs</b>
32.	23.1	The deadline for Bid submission is a) Day: <b>Thursday</b> b) Date: <b>12<sup>th</sup> February 2026</b> c) Time: <b>10.30 Hrs</b>
<b>E. Opening and Evaluation of Bids</b>		
33.	26.1	The Bid opening shall take place at: <b>Address:</b> <b>HAZECO HQ 426 A PMA Link Road</b> <b>City/Town:</b> <b>Abbottabad</b> a) Day: <b>Thursday</b> b) Date: <b>12<sup>th</sup> February, 2026</b> c) Time: <b>11.00 Hrs</b>
34.	26.6	This tender is single stage two envelope and single Bid will be submitted including but not limited to Technical, Commercial, Financial etc. portions
35.	26.14	The financial bid of the bidders declared technically non-responsive will not be opened.
36.	32.2	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <b>Pak Rupee</b> The source of exchange rate shall be: <b>State Bank of Pakistan</b> The date of exchange rate shall be: <b>Date of Bid Opening</b>
37.	35	<b>Evaluation Techniques</b> The bids shall be evaluated on the basis of Quality and Cost Based Selection (QCBS) where 60% weightages shall be given to technical proposals and 40 % shall be given to financial proposals. The bids shall be evaluated based on the following criteria: a) <b>Total Technical Marks:</b> The total marks for the technical evaluation are 100. b) <b>Total Financial Marks:</b> The total marks for the

**Stamp & Signature of Bidder**

financial evaluation are 100.  
 c) **Minimum Qualifying Marks:** A minimum of 75 marks are required to qualify the technical evaluation. Bidders scoring below 75 marks in the technical evaluation will be disqualified from further evaluation, i.e. their financial proposals shall not be opened.

SR No.	Evaluation Criteria	Marks	Description
1.	Conformance with Technical Specifications	20	For each item, the conformance with technical specifications will be judged on the basis of comparison with the specification mentioned in Schedule of Requirements and the specifications offered by the bidder in the technical proposal.
2.	Suitability of design with respect to available space in offices.	20	For each item, suitability of design will be judged on the basis of comparison with the design requirements mentioned in Schedule of Requirements and the design offered by the bidder in his technical proposals.
3.	Aesthetics Appeal of products	20	All members of the Procurement Committee shall individually assess the aesthetics appeal of various items and shall award marks accordingly. The samples and / or pictures provided by each bidder at the time of submission of bid shall be mainly relied upon for determining the aesthetic appeal of all items.
4.	Finishing of the product	30	All members of the Sample Selection Committee shall individually assess the finishing of various items and shall award marks accordingly. The samples and / or pictures provided by each bidder at the time of submission of bid shall be mainly relied upon for determining the finishing of all items.
5.	Delivery Time of the item	10	The stipulated time for delivery of all items is 45 days. However, the bidder who will submit the shortest time for delivery of each item, shall be awarded the maximum marks (i.e. 10 Marks). Other

**Stamp & Signature of Bidder**

				bidders shall be awarded inversely proportional marks
		Total:	100	
		<p>The sum of average of marks of all items by all the members of Sample Selection Committee divided by 52 (52 is the number of items in the Schedule of Requirement) shall be the final technical marks of a bidder for this procurement.</p> <p><b>Financial Evaluation:</b> The bidder quoting the lowest financial proposal shall be awarded the full marks for financial evaluation. Other bidders shall be awarded marks inversely proportional to their quoted prices in financial proposal.</p> <p><b>Award of Contract</b> The bidder scoring highest marks in combined technical and financial evaluation shall be considered for award of contract being the Most advantageous bidder.</p>		
38.	33.5 (a)	<p>Inland transportation from EXW from Factory /DDP from Karachi Port to ___ and insurance and incidentals. Bidder shall furnish:</p> <ul style="list-style-type: none"> <li>• Estimated dimensions and shipping weight of each package.</li> <li>• Approximate EXW/Applicable INCOTERM value of each package. (<i>Not Applicable</i>)</li> </ul>		
39.	33.5 (b) Option (i) Option (ii) Option (iii)	<p>Delivery schedule: <i>As per Section-V</i> Moreover, Delivery period is the essence of the Contract and delivery must be completed not later than the dates specified. 1st day of inspection or 15th day of inspection call whichever is earlier, shall be reckoned as date of delivery of Store to HAZECO Consignee provided the goods accepted for supply have been delivered within 20-days of issue of Inspection Certificate subject to the condition that the supplier / manufacturer offers the material for Inspection at least 15-days prior to the due date and the offer is not rejected due to being a fake call or material not conforming to the specification. Adjustment expressed as a percentage: <i>Not Applicable</i></p>		
40.	33.5 (c) (ii)	<p>Deviation in payment schedule: <i>Not allowed and bid will be considered non-responsive.</i> Annual interest rate: <i>Not Applicable</i></p>		
41.	33.5 (d)	<p>Cost of spare parts: <i>Not Applicable</i></p>		
42.	33.5(e)	<p>Spare parts and after sales service facilities in Pakistan. <b>The Bidders must have OEM backed Spare parts and after sales service / repair facility in Rawalpindi/Islamabad/Peshawar/ Abbottabad.</b></p>		
43.	33.5 (f)	<p>Operating and maintenance costs. <i>Not Applicable</i></p>		
44.	33.5 (g)	<p>Performance and productivity of the equipment <i>Not Applicable</i></p>		
45.	33.5 (h)	<p>Specific additional criteria to be used in the evaluation and their evaluation method or reference to the Technical Specifications. (<i>Section-V</i>)</p>		
46.	33.6	<p>The firm(s) quoting/offering for partial quantity against item shall not be considered.</p>		
47.	34.1	<p>Domestic preference to apply: <i>Not Applicable</i></p>		
<b>F. Award of Contract</b>				
48.	40.1	<p>Percentage for quantity increase or decrease is: <i>HAZECO reserves the right to increase / decrease the quantity of the supply up to 15% at the time of issuance of LoI/PO</i></p>		
49.	18.9 & 43.1	<p>The Performance Bank guarantee shall be: 05% percent of the Contract Price to be provided within <b>14 days</b> of the issuance of Letter of Acceptance (LOA) / Letter of Intent (LoI)/ Notification of Award (NOA). Moreover, in case of non-receipt of any response from the firm within the prescribed time, it shall be presumed that the firm has declined the offer rendering the bid liable for rejection resulting in the forfeiting of the Bid Security.</p>		
50.	43.2	<p>The Performance Security (or guarantee) shall be in the form</p>		

**Stamp & Signature of Bidder**

		of: Bank Guarantee from Scheduled Bank having rating A+ for <u>12</u> months from the receipt of last consignment shall be furnished by the successful Bidder/s, before the formal issuance of the Purchase Order. Insurance Performance security is not admissible.
51.	44.1(b)	The Advance Payment if essential shall be limited to 100% of contract amount subject to prior provision of unconditional and irrevocable Bank Guarantee issued from a Pakistani bank in favor of "Chief Executive Officer HAZECO Abbottabad".
52.	44.2	Maximum amount of Advance payment shall be: <b>As mentioned in ITB-44.1(b)</b>
53.	45.1	Arbitrator shall be appointed by mutual consent of the both parties. Bidder shall nominate the arbitrator at time of Bidding stage; however, nomination of arbitrator shall be decided by mutual understanding.

### G. Review of Procurement Decisions

54.	47.1	<b>The Grievance must be submitted on E-PADS.</b>  The address of the Procuring Agency: <i>Chief Financial Officer, Convener Grievance Committee</i> <i>426 A, PMA Link Road Abbottabad.</i> <i>Timeline of grievance is in accordance with PPRA Rules-48</i> <i>Please avoid unnecessary grievance to save the time of procuring agency.</i>
55.	48.6	The Address of PPRA to submit a <b>copy</b> of grievance: <b>Grievance Redressal Appellate Committee,</b> <b>Public Procurement Regulatory Authority (PPRA)</b> <b>1<sup>st</sup>Floor, G-5/2, Islamabad, Pakistan</b> <b>Tel: +92-51-9202254</b> <i>If the bidder is unsatisfied with the decision of PA, may file appeal before the authority in accordance with the PPRA Rule -48. The Plaintiff will bear the cost / fees for PPRA Grievance.</i>
56.	49.1	The firm will be blacklisted / debarred from future business with HAZECO/DISCOS on the following grounds: i) Making false statements and allegations to gain undue advantage. ii) Commission of fraud. iii) Fail to perform the contractual obligations during the execution of contract or breaches the contract. iv) Commission of embezzlement , criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of a trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature. etc.  Moreover, the procedure/timelines for the blacklisting of the contractor/supplier/manufacturer/consultant/firm will be in accordance with the PPRA Rule-19.

**Note:** Please go through the contents of bidding documents carefully, in case of any query (ies), do not hesitate for clarification as per ITB clause -8.1.

## Section-IV Eligible Countries

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

Following countries are eligible to participate in the procurement process:

*“All countries of world with whom Islamic Republic of Pakistan have commercial relations and for which no Trade Embargo has been imposed by the Government of Pakistan”*

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

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx>

<https://visa.nadra.gov.pk/business-visa-list-bvl/>

**SECTION-V**

**SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS**

## Schedule of Requirements

### Part-A Delivery /Completion Period

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery and delivery period will commence from the date of signing of contract agreement/issuance of Purchase Order.

(i) Free delivery at HAZECO HQ, Abbottabad.

<b>Tender No:</b>	<b>ITEM DESCRIPTION</b>	<b>Delivery Schedule From the date of issuance of P.O on FCS basis</b>
71	Procurement of Office Furniture	Full quantity within 45 days from the date of issuance of PO

# Technical Specifications

## Part-B Technical Specifications

Sr No	Item	Description & Technical Specifications	Qty
1	Executive Office Table Category-A	<p>a) Must have top with leather green padding, embossed with contrasting inlay details, to provide a luxurious and sophisticated workspace for desktops, PCs, stationary items, calendars, and more.</p> <p>b) Must have wenge wood inlay on the sides, the rich mahogany.</p> <p>c) Must have three accessory drawers, a standard drawer, and a spacious shutter deliver ample storage space to keep workspace organized and clutter-free.</p> <p>d) Must have drawers with soft-closing channels and velvet linings ensures smooth and silent operation while protecting items.</p> <p>e) Must have antique brass-finished handles and knobs infuse the desk with classic charm and a touch of elegance.</p> <p>f) Must have rich mahogany wood and veneer construction offers a durable and elegant finish that enhance office environment.</p> <p>g) Must pair it with matching side rack and credenza for a cohesive and refined workspace.</p> <p>Specifications:</p> <p>a) Size: 84 W   38 D   30 H (Inches)</p> <p>b) Material: Mahogany Wood/Veneer</p> <p>c) Finish: Mahogany</p> <p>d) Inlay: Wenge Wood</p> <p>e) Handles &amp; Knobs: Antique Brass Finished</p>	2

2	Executive Side Rack Category-A	<p>a) Must have crafted from premium mahogany wood/veneer with a rich mahogany finish.</p> <p>b) Must have green leather padded top with intricate inlay designs on all edges for an elegant touch.</p> <p>c) Must have wenge wood inlays on the side rack edges and drawer fronts for a striking contrast.</p> <p>d) Must have smooth-sliding keyboard tray and small accessory drawer with a knob for convenient access.</p> <p>e) Must have one standard drawer and one large drawer beneath for storing small and larger items.</p> <p>f) Must have antique brass-finished handles and knobs for a touch of vintage charm and luxury.</p> <p>g) Must have drawers lined with soft velvet for a luxurious feel and soft-closing channels to prevent slamming.</p> <p>h) Must have a spacious top surface provides ample room for all essentials.</p> <p>Specifications:</p> <p>a) Size: 50 W   24 D   30 H (Inches) Left 01 / Right 01</p> <p>b) Material: Mahogany Wood/Veneer</p> <p>c) Finish: Mahogany</p> <p>d) Inlay: Wenge Wood</p> <p>e) Handles &amp; Knobs: Antique Brass Finished</p>	2
---	--------------------------------	---	---

3	Executive Office Credenza Category-A	<p>a) Must have crafted from premium mahogany wood/veneer with a rich mahogany finish.</p> <p>b) Must have Green leather padded top with intricate inlay designs on all edges for an elegant touch.</p> <p>c) Must have Wenge wood inlays on the side rack edges and drawer fronts for a striking contrast.</p> <p>d) Must have Four small accessory drawers with a knob for convenient access to all smaller items.</p> <p>e) Must have Six drawers, and two shutters with an adjustable shelf inside, both with antique brass-finished handles, offer spacious storage space for all smaller and larger items with ease.</p> <p>f) Must have Drawers lined with soft velvet for a luxurious feel and soft-closing channels to prevent slamming.</p> <p>g) Must have A spacious top surface provides ample room for all essentials.</p> <p>Specifications:</p> <p>a) Size: 84 W   20.4 D   30 H (Inches)</p> <p>b) Material: Mahogany Wood/Veneer</p> <p>c) Finish: Mahogany</p> <p>d) Inlay: Wenge Wood</p> <p>e) Handles &amp; Knobs: Antique Brass Finished</p>	2
4	Executive Chair Category-A	<p>a) Must have Generous padded seat and back for plush, extended-hour seating.</p> <p>b) Must have Striking appearance with rich green leather and repro mahogany finish for elegance.</p> <p>c) Must have Height adjustable with a gas lift mechanism for personalized seating.</p> <p>d) Must have Tilt mechanism for comfortable leaning back and relaxation.</p> <p>e) Must have 360° rotation and castor wheels for smooth movement around the workspace.</p> <p>f) Must have Sturdy mahogany wooden base for excellent stability and durability.</p> <p>Specification:</p> <p>a) Size: 23 W   22 D   37 H (Inches)</p> <p>b) Material: Leatherette (Green)</p> <p>c) Base: Mahogany Wood</p> <p>d) Base Finish: Repro Mahogany Polish Finish</p> <p>e) Embellis</p>	2

5	Executive Visitor Chairs Category-A	<p>a) Must have Elegant design with tapered legs, mahogany frame, and gold-finished studs.</p> <p>b) Must have Padded seat and back in leatherette for comfort.</p> <p>c) Must have Striking appearance with rich green fabric and mahogany finish.</p> <p>d) Must have Sturdy construction with robust mahogany wood.</p> <p>e) Must have Compact and versatile for easy mobility in any office setting.</p> <p>Specification:</p> <p>a) Size: 24 W   22 D   37 H (Inches)</p> <p>b) Material: Leatherette (Green)</p> <p>c) Base: Mahogany Wood</p> <p>d) Base Finish: Repro Mahogany Polish Finish</p> <p>e) Embellishment: Metallic Nail head in Gold Finish</p>	9
6	Coat Hanger Category-A	<p>a) Must have High-quality design made up of mahogany wood/veneer for lasting durability.</p> <p>b) Must have Timeless design with graceful lines that enhances the overall visual appeal.</p> <p>c) Must have Sturdy construction that ensures long-lasting durability and reliable use.</p> <p>e) Must have Space-saving structure fits that can be used effortlessly into both traditional and modern interiors. Specification:</p> <p>a) Size: 20 W   20 D   55 H (Inches)</p> <p>b) Material: Mahogany Wood/Veneer</p> <p>d) Finish: Mahogany</p>	2
7	Executive Side Table Category-A	<p>a) Must have a rectangular silhouette suitable for displaying decorative accents or for serving drinks, coffee, and other items.</p> <p>b) Must be constructed from high-quality mahogany wood and veneer with a deep mahogany finish to provide a rich and sophisticated appearance.</p> <p>c) Must have an intricate Wenge veneer inlay design to enhance visual appeal.</p> <p>d) Must have fluted legs that provide a timeless, classic look while ensuring strong and stable support.</p> <p>e) Must have carpet glides fitted at the base to allow easy movement without scratching or damaging floor surfaces.</p> <p>f) Must have a versatile design that combines functionality and elegance, making it suitable as a decorative focal point or an essential surface in any room.</p> <p>Specification:</p> <p>a) Size: 24 W   24 D   20 H (Inches)</p> <p>b) Material: Mahogany Wood / Veneer</p> <p>c) Finish: Mahogany</p> <p>d) Inlay: Wenge Veneer</p> <p>e) Glides: Carpet</p>	3

8	Executive Center Table Category-A	<p>a) Must have a spacious rectangular silhouette suitable for displaying decorative accents or for serving drinks, coffee, and related items.</p> <p>b) Must be constructed from high-quality mahogany wood and veneer with a deep mahogany finish to provide a rich and sophisticated appearance.</p> <p>c) Must have an intricate Wenge veneer inlay design to enhance its visual appeal.</p> <p>d) Must have fluted legs that offer a timeless, classic appearance while ensuring strong and stable support.</p> <p>e) Must be equipped with carpet glides at the base to allow easy movement without scratching or damaging floor surfaces.</p> <p>f) Must feature a versatile design that combines style and functionality, making it suitable as an elegant surface for essentials or as a decorative focal point in any room. Specifications:  Size: 41 W   24 D   20 H (inches)  Material: Mahogany Wood/Veneer  Finish: Mahogany  Inlay: Wenge Veneer  Glides: Carpet</p>	4
9	Executive Sofa 1-Seater	<p>a) Must have rich brown leatherette upholstery to provide a luxurious and professional appearance.</p> <p>b) Must be accented with antique copper–finish studs, adding a classic and refined touch.</p> <p>c) Must feature button tufting that enhances the sofa’s elegance and visual appeal.</p> <p>d) Must have panel arms designed to be both visually striking and comfortable.</p> <p>e) Must be supported by sturdy mahogany legs to ensure durability, strength, and long-term stability.</p> <p>f) Must be suitable for use in reception areas, executive lounges, collaborative offices, and similar professional environments.</p> <p>Specifications:  Size: 51 W   38 D   32 H (Inches)  Upholstery: Leatherette (Brown)  Legs: Mahogany  Embellishment: Antique Copper Studs &amp; Button Tufting</p>	2
10	Executive Sofa 2-Seater	<p>a) Must have rich brown leatherette upholstery to provide a luxurious and professional appearance.</p> <p>b) Must be accented with antique copper–finish studs, adding a classic and refined touch.</p> <p>c) Must feature button tufting that enhances the sofa’s elegance and visual appeal.</p> <p>d) Must have panel arms designed to be both visually striking and comfortable.</p> <p>e) Must be supported by sturdy mahogany legs to ensure durability, strength, and long-term stability.</p> <p>f) Must be suitable for use in reception areas, executive lounges, collaborative offices, and similar professional environments.</p>	4

		<p>Specifications:  Size: 73 W   38 D   32 H (Inches)  Upholstery: Leatherette (Brown)  Legs: Mahogany  Embellishment: Antique Copper Studs &amp; Button Tufting</p>	
11	Executive Sofa 3-Seater	<p>a) Must have rich brown leatherette upholstery to provide a luxurious and professional appearance.  b) Must be accented with antique copper–finish studs, adding a classic and refined touch.  c) Must feature button tufting that enhances the sofa’s elegance and visual appeal.  d) Must have panel arms designed to be both visually striking and comfortable.  e) Must be supported by sturdy mahogany legs to ensure durability, strength, and long-term stability.  f) Must be suitable for use in reception areas, executive lounges, collaborative offices, and similar professional environments.</p> <p>Specifications:  Size: 95 W   38 D   32 H (Inches)  Upholstery: Leatherette (Brown)  Legs: Mahogany  Embellishment: Antique Copper Studs &amp; Button Tufting</p>	5
12	Executive Office Table Category-B	<p>a) Must be constructed from high-quality ash wood and oak veneer with a rich Jacobean polish to add classic charm to an office setting.  b) Must feature a timeless design with continuous running moulding to enhance overall visual appeal.  c) Must be equipped with a leather pad on the top surface to protect against spillages, scratches, and scuffs.  d) Must have a spacious top that provides ample area for stationery, files, laptops, and other office essentials, combining practicality with elegance.  e) Must be built with a sturdy internal core to ensure long-lasting durability and ease of maintenance.</p> <p>Specifications:  Size: 84 W   36 D   30 H (Inches)  Material: Ash Wood / Oak Veneer  Finish: Jacobean Polish  Pad: Leather</p>	3

13	Executive Side Rack Category-B (2 Nos Left & 01 No Right)	<p>a) Must be constructed from high-quality ash wood and oak veneer with a rich Jacobean polish to provide a classic and elegant office appearance.</p> <p>b) Must have a spacious top surface suitable for placing monitors, office supplies, decorative items, and related essentials.</p> <p>c) Must have a lockable shutter fitted with an adjustable shelf to provide secure and customizable storage.</p> <p>d) Must include an integrated keyboard tray to support a streamlined and organized workspace.</p> <p>e) Must feature a running moulding design that adds depth and enhances the unit's traditional aesthetic.</p> <p>f) Must have an antique brass-finished knob to provide a refined vintage touch.</p> <p>g) Must include a built-in wire cup to allow efficient cable management and maintain a clutter-free desk surface. Specifications:  Size: 48 W   24 D   30 H (Inches)  Material: Ash Wood / Oak Veneer  Finish: Jacobean Polish  Knob: Antique Brass  Cable Management: Wire Cup</p>	3
14	Executive Office Credenza Category-B	<p>a) Must be constructed from premium ash wood and oak veneer to provide classic charm and long-lasting durability.</p> <p>b) Must be finished in a rich Jacobean tone to deliver a timeless and elegant appearance.</p> <p>c) Must feature a running moulding design that adds depth and enhances its traditional aesthetic.</p> <p>d) Must have four drawers to provide convenient storage for office essentials.</p> <p>e) Must have four shuttered compartments fitted with adjustable shelves to allow additional and customizable storage for larger items.</p> <p>f) Must be adorned with antique metallic knobs and handles to add a refined vintage touch.</p> <p>g) Must have a spacious top surface suitable for display purposes or for use as additional workspace. Specification:  Size: 72 W   20 D   30 H (Inches)  Material: Ash Wood / Oak Veneer  Finish: Jacobean  Knob &amp; Handles: Antique Metallic  No. of Drawers &amp; Shutters: 4</p>	4

15	Executive Chair Category-B	<p>a) Must have a thick padded seat and backrest to provide maximum comfort, with armrests offering additional support.</p> <p>b) Must include built-in lumbar support to help reduce back strain during extended periods of sitting.</p> <p>c) Must offer a 180-degree reclining function to allow comfortable reclining and relaxation.</p> <p>d) Must be upholstered in high-quality, easy-to-clean PU leather with a black finish.</p> <p>e) Must have height adjustability facilitated by a gas lift mechanism.</p> <p>f) Must include a tilting mechanism with position lock to allow adjustable seat and backrest angles.</p> <p>g) Must be fitted with a durable chrome base to ensure stability, featuring a sleek silver finish for a modern appearance.</p> <p>h) Must provide 360-degree rotation to enable easy movement within the workspace and facilitate face-to-face interactions.</p> <p>Specification:  Size: 26 W   19 D   46 H (Inches)  Material: PU Leather  Finish: Black  Base: Chrome Base</p>	3
16	Executive Side Table Category-B	<p>a) Must be constructed from high-quality oak and ash wood and veneer to ensure long-lasting durability.</p> <p>b) Must feature a rich Jacobean finish to add classic charm and elegance to the space.</p> <p>c) Must be topped with a clear glass surface to provide a modern visual contrast.</p> <p>d) Must be suitable for holding office essentials or for displaying decorative items.</p> <p>e) Must be designed with a compact footprint, making it suitable for use in a variety of office environments.</p> <p>f) Must be built with a robust and stable structure to withstand regular daily use.</p> <p>Specifications:  Size: 24 W   24 D   20 H (inches)  Material: Oak, Ash Wood/Veneer  Finish: Jacobean  Glass: Clear</p>	8
17	Coat Hanger Category-B	<p>a) Must be constructed from high-quality ash wood and oak veneer with a rich Jacobean polish to add classic charm to the living space.</p> <p>b) Must feature a timeless design with graceful lines to enhance overall visual appeal.</p> <p>c) Must be built with a sturdy structure to ensure long-lasting durability and reliable performance.</p> <p>d) Must be suitable for neatly organizing coats and accessories while maintaining an elegant appearance.</p> <p>e) Must have a space-saving design that fits seamlessly into both traditional and modern interior settings. Specifications:</p>	3

Stamp & Signature of Bidder

		<p>Size: 20 W   20 D   55 H (Inches)  Material: Ash Wood / Oak Veneer  Finish: Jacobean Polish</p>	
18	Executive Visitor Chairs Category-B	<p>a) Must have a comfortable leatherette padded seat designed to provide extended seating comfort.  b) Must be constructed with a sturdy wooden frame to ensure durability and suitability for regular use.  c) Must feature an elegant design finished in Jacobean polish to deliver a refined and sophisticated appearance.  d) Must have a smooth, glossy surface that allows easy cleaning and low-maintenance upkeep.  e) Must be fitted with protective glides at the base to prevent scuffs and scratches on floor surfaces.  Specification:  Size: 21 W   20 D   30 H (Inches)  Material: Leatherette Padded Seat (Brown)  Frame and Legs: Wooden  Finish: Jacobean Polish Finish</p>	14
19	Conference Room Table	<p>a) Have an overall size of 7315 mm (L) × 1600 mm (W) × 762 mm (H).  b) Must have a top thickness of 38 mm, constructed from mahogany veneer pressed on particle board, finished with decorative inlay and solid mahogany wood moulding all around in a traditional style.  c) Must be provided with an integrated ducting box and flap shutter for cable management and service access.  d) Must have the main structure constructed from mahogany veneer pressed on particle board with solid wood edging for enhanced durability.  e) Must have a panel box of 17 mm thickness, constructed from mahogany veneer pressed on particle board with solid wood edging and solid mahogany wood skirting.  f) Must be provided with sliding socket.  g) Must be finished in teak high-gloss polish with a sheen level ranging from 80% to 90%.  h) Must include required microphone holes as specified for conference use.  i) Must be manufactured and installed as per approved drawings.</p>	1

20	Credenza for Conference Room	<p>a) Have overall dimensions of 508 mm (L) × 1830 mm (W) × 760 mm (H).</p> <p>b) Must be constructed from mahogany wood with decorative inlay for durability and a refined appearance.</p> <p>c) Must be finished in teak high-gloss polish with a sheen level ranging from 80% to 90%.</p> <p>d) Must be provided with four (4) drawers to allow organized storage of conference room essentials.</p> <p>e) Must be provided with four (4) shutters for additional enclosed storage.</p> <p>f) Must be fitted with antique metallic knobs and handles to complement the classic design aesthetic.</p>	2
21	Executive Chairs for Conference Room	<p>a) Have overall dimensions of 560 mm (L) × 625 mm (W) × 950 mm (H).</p> <p>b) Must be upholstered in black leather to provide a professional and executive appearance.</p> <p>c) Must be supported by a mahogany wood base finished in high gloss with a sheen level of 80% to 90%.</p> <p>d) Must have the base finished in teak finish to complement the overall design.</p> <p>e) Must be embellished with gold-finish metallic nail head detailing to add a refined and luxurious accent.</p>	21
22	Visitors Chairs for Conference Room	<p>a) Have overall dimensions of 560 mm (L) × 625 mm (W) × 950 mm (H).</p> <p>b) Must be upholstered in black leatherette to provide a professional and easy-to-maintain finish.</p> <p>c) Must be supported by a mahogany wood base finished in high gloss with a sheen level of 80% to 90%.</p> <p>d) Must have the base finished in teak finish to complement the overall design.</p> <p>e) Must be embellished with gold-finish metallic nail head detailing to add a refined and elegant accent.</p>	15
23	Side Tables for Conference Room	<p>a) Have overall dimensions of 559 mm (L) × 559 mm (W) × 553 mm (H).</p> <p>b) Must be constructed from mahogany wood and mahogany veneer to ensure durability and a refined appearance.</p> <p>c) Must be finished in teak high-gloss polish with a sheen level ranging from 80% to 90%.</p> <p>d) Must be provided with a clear glass top to add a clean, elegant, and contemporary touch.</p>	5

24	Officer Table with Side Rack (Left 6 No & Right 4 No)	<p>a) Must feature a striking teak and grey MFC finish to provide a modern and sophisticated appearance.</p> <p>b) Must have a spacious desk top surface that provides ample space for a computer, documents, stationery, and other office essentials.</p> <p>c) Must include a vanity panel fitted with sleek metallic fixings to enhance elegance and structural durability.</p> <p>d) Must be provided with an integrated side rack featuring a spacious drawer for convenient storage of essential items.</p> <p>e) Must have a large shuttered compartment within the side rack for enclosed storage.</p> <p>f) Must include an adjustable shelf within the side rack, creating two versatile storage compartments.</p> <p>g) Must have a generous top surface on the side rack to allow additional space for organization or display purposes. L:1200mm W:1350mm H:760mm</p> <p>Material: MFC  Vanity Panel: MFC  Finish: Teak and Grey  Side Rack:  Material: MFC  Finish: Teak and Grey  Drawers: 1  Shutters : 1</p>	10
25	Officer Chair with Headrest (Category-A)	<p>a) Must have a breathable mesh headrest and backrest combined with a plush fabric-upholstered seat to provide optimal seating comfort.</p> <p>b) Must be fitted with height-adjustable armrests to accommodate users of varying heights and seating preferences.</p> <p>c) Must include flexible lumbar support to promote improved posture and enhanced back comfort.</p> <p>d) Must provide a four-position recline lock to allow customizable reclining and relaxation settings.</p> <p>e) Must be equipped with a weight-balance mechanism to enhance stability and user support.</p> <p>f) Must be supported by a durable nylon base to ensure long-lasting performance.</p> <p>g) Must be fitted with smooth PU castors to enable effortless mobility across different floor surfaces.</p> <p>Specification:  Size: 25.7 W   25 D   Max. 48.8 H (Inches)  Headrest: Height Adjustable Back: Mesh (Grey)  Upholstery: Fabric Black  Armrest: Black PP Height Adjustable Arm Injected  Seat Foam  Base: Nylon  Castor: Black PU Castor</p>	18

26	Visitors Chairs for Offices	<p>a) Must have a breathable mesh backrest to provide enhanced airflow and ventilation during extended seating periods.</p> <p>b) Must include a thick padded seat to ensure superior comfort during long hours of use</p> <p>c) Must feature a sleek design with a black lacquer–finished metallic base and nylon armrests to deliver a refined and professional appearance suitable for office and waiting areas.</p> <p>d) Must be constructed from highly durable materials to ensure long-lasting stability and reliable performance. Specifications:  Size: 24 W   22 D   37 H (Inches)  Material: Mesh Back and Padded Seat  Base: Metallic Base in Black Lacquer Paint  Arms: Nylon</p>	39
27	Workstation Table for 1 Person	<p>a) Must be designed in a 1-person workstation configuration with a spacious work surface suitable for PCs, laptops, and related office equipment.</p> <p>b) Must feature a sleek industrial design with an elegant finish to complement modern office aesthetics.</p> <p>c) Must have a teak MFC work surface supported by triangular metallic legs finished in matt black powder coating for a distinctive and durable appearance.</p> <p>d) Must be provided with a charcoal grey fabric partition combined with an 8 mm grey tempered tinted glass panel to ensure privacy while maintaining a stylish look.</p> <p>e) Must include an efficient cable management system comprising a black plastic stationary cable cover and spine cable management to maintain a neat and clutter-free workspace.</p> <p>Specifications:  Top Size: 48 W   24 D (Inches)17mm Thick Lamination (per person)  Total Size: 48 W   24 D   29 H (Inches)  Material: Teak MFC  Legs: Metallic with Matt Black Powder Coat  Glides: Rubber  Other Accessories: Black plastic stationary cable cover, Black spine cable management</p>	20

28	Workstation Table for 2 Person	<p>a) Must be designed in a 2-person workstation configuration with a spacious work surface suitable for PCs, laptops, and related office equipment.</p> <p>b) Must feature a sleek industrial design with an elegant finish to complement modern office aesthetics.</p> <p>c) Must have a teak MFC work surface supported by triangular metallic legs finished in matt black powder coating for a distinctive and durable appearance.</p> <p>d) Must be provided with a charcoal grey fabric partition combined with an 8 mm grey tempered tinted glass panel to ensure privacy while maintaining a stylish look.</p> <p>e) Must include an efficient cable management system comprising a black plastic stationary cable cover and spine cable management to maintain a neat and clutter-free workspace.</p> <p>Specifications:  Top Size: 48 W   24 D (Inches)17mm Thick Lamination (per person)  Total Size: 48 W   24 D   29 H (Inches)  Material: Teak MFC  Legs: Metallic with Matt Black Powder Coat  Glides: Rubber  Other Accessories: Black plastic stationary cable cover, Black spine cable management</p>	2
29	Workstation Table for 4 Person	<p>a) Must be designed in a 4-person workstation configuration with a spacious work surface suitable for PCs, laptops, and related office equipment.</p> <p>b) Must feature a sleek industrial design with an elegant finish to complement modern office aesthetics.</p> <p>c) Must have a teak MFC work surface supported by triangular metallic legs finished in matt black powder coating for a distinctive and durable appearance.</p> <p>d) Must be provided with a charcoal grey fabric partition combined with an 8 mm grey tempered tinted glass panel to ensure privacy while maintaining a stylish look.</p> <p>e) Must include an efficient cable management system comprising a black plastic stationary cable cover and spine cable management to maintain a neat and clutter-free workspace.</p> <p>Specifications:  Top Size: 48 W   24 D (Inches)17mm Thick Lamination (per person)  Total Size: 48 W   24 D   29 H (Inches)  Material: Teak MFC  Legs: Metallic with Matt Black Powder Coat  Glides: Rubber  Other Accessories: Black plastic stationary cable cover, Black spine cable management</p>	6

30	Workstation Table for 6 Person	<p>a) Must be designed in a 6-person workstation configuration with a spacious work surface suitable for PCs, laptops, and related office equipment.</p> <p>b) Must feature a sleek industrial design with an elegant finish to complement modern office aesthetics.</p> <p>c) Must have a teak MFC work surface supported by triangular metallic legs finished in matt black powder coating for a distinctive and durable appearance.</p> <p>d) Must be provided with a charcoal grey fabric partition combined with an 8 mm grey tempered tinted glass panel to ensure privacy while maintaining a stylish look.</p> <p>e) Must include an efficient cable management system comprising a black plastic stationary cable cover and spine cable management to maintain a neat and clutter-free workspace.</p> <p>Specifications:  Top Size: 48 W   24 D (Inches)17mm Thick Lamination (per person)  Total Size: 48 W   24 D   29 H (Inches)  Material: Teak MFC  Legs: Metallic with Matt Black Powder Coat  Glides: Rubber  Other Accessories: Black plastic stationary cable cover, Black spine cable management</p>	1
31	Drawer Pedestal	<p>a) Must have a charcoal grey MFC carcass with a teak MFC drawer head to deliver a modern and cohesive appearance.</p> <p>b) Must be fitted with a metal drawer handle to provide a sleek and contemporary finish.</p> <p>c) Must include one open storage compartment and one drawer to offer a balanced and practical storage solution.</p> <p>d) Must be mounted on caster wheels to allow smooth and easy mobility.</p> <p>e) Must be constructed from high-quality materials to ensure long-term durability and reliable performance. Specifications:  Size: 24 W   24 D   18 H (inches)  Carcass: Charcoal grey MFC  Drawer Head: Teak MFC  Drawer Handle: Metal</p> <p>Specifications:  Size: 24 W   24 D   18 H (inches)  Carcass: Charcoal grey MFC  Drawer Head: Teak MFC  Drawer Handle: Metal</p>	56

32	Officer Chair with Headrest (Category-B)	<p>a) Must be provided with a headrest featuring high-density foam to ensure enhanced neck and shoulder support.</p> <p>b) Must have a backrest constructed from PP and glass fiber, upholstered with fabric to deliver durability and ergonomic comfort.</p> <p>c) Must have a seat made of high-density foam on a plywood base, covered with non-woven fabric to provide superior seating comfort.</p> <p>d) Must be fitted with black PP fixed armrests to offer additional user support.</p> <p>e) Must include a single-lock mechanism to allow customizable seating positions.</p> <p>f) Must be equipped with a gas lift mechanism for smooth and easy height adjustment.</p> <p>g) Must be supported by a black nylon base to ensure stability and long-lasting performance.</p> <p>h) Must be fitted with black PU castor wheels to allow smooth mobility across office floor surfaces.</p> <p>Specification:  Size: 24 W   30 D   48 H (Inches)  Headrest: High Density High Resilience Foam Cover with Fabric  Back: PP + Glass Fiber Backrest Cover with Fabric  Armrest: Black PP  Upholstery: Fabric Black, Grey, Red, Navy Blue  Base: Nylon  Castor: Black PU Castor</p>	56
33	Screen Partition for Workstations	<p>a) Charcoal grey fabric partition combined with an 8 mm grey tempered tinted glass panel to ensure privacy while maintaining a stylish look.</p> <p>Specifications:  L:16mm W:1100mm H:300mm  Material: MDF, Fabric  Finish: Grey</p>	17
34	Filing Cabinet Base Height	<p>a) Must have a charcoal grey MFC carcass combined with teak MFC shutters to deliver a modern and elegant appearance.</p> <p>b) Must have an ample top surface to provide enhanced functional workspace or display area.</p> <p>c) Must be fitted with two adjustable shelves to allow versatile and customizable storage configurations.</p> <p>d) Must be provided with a secure locking mechanism to ensure safe storage of documents and belongings.</p> <p>e) Must be supported by a durable MFC plinth to provide stability and long-lasting performance.</p> <p>f) Must be fitted with a sleek metal handle to enhance sophistication and ease of use.</p> <p>Specifications:  Size: 39 W   17 D   32 H (inches)  Carcass: Charcoal grey MFC  Shutters: Teak MFC  Plinth: MFC  Total Shelves: 2</p>	6

		Drawer Handle: Metal	
35	Filing Cabinet Medium Height	<p>a) Must have a charcoal grey MFC carcass combined with teak MFC shutters to provide a modern and elegant appearance.</p> <p>b) Must have an ample top surface to support enhanced functionality or display use.</p> <p>c) Must be fitted with four fixed shelves to accommodate versatile storage requirements.</p> <p>d) Must include a secure locking mechanism to ensure safe storage of documents and office materials.</p> <p>e) Must be supported by a durable MFC plinth to ensure stability and long-lasting durability.</p> <p>f) Must be fitted with a sleek metal handle to add sophistication and ease of operation.</p> <p>Specifications:  Size: 39 W   17 D   47 H (inches)  Carcass: Charcoal grey MFC  Shutters: Teak MFC  Plinth: MFC  Total Shelves: 4  Drawer Handle: Metal</p>	2
36	Single Filing Cabinet (15 No Left & 16 No Right)	<p>a) Must be constructed from durable MFC with a grey and teak finish to provide a sophisticated appearance and long-lasting durability.</p> <p>b) Must be fitted with one fixed shelf and three adjustable shelves to allow flexible and customizable storage options for office requirements.</p> <p>c) Must feature a space-saving vertical design to optimize office organization and suit a variety of office environments.</p> <p>d) Must be provided with a contemporary metallic handle finished in black powder coating to ensure durability and a modern aesthetic.</p> <p>Specifications:  Size: 19 W   17 D   78 H (Inches)  Material: MFC  Finish: Teak &amp; Grey  Handles: Metallic with Black-Powder Coat  No. of Shelves: 3 (Adjustable), 1 Fixed</p>	31

37	Officer Desk	<p>L:750mm W:1500mm H:760mm</p> <p>Material: MFC  Finish: Teak and Grey, Bracket: Metal</p> <p>a) Must feature a warm teak and grey MFC two-tone finish to provide a sophisticated and contemporary appearance.</p> <p>b) Must have a spacious tabletop capable of accommodating screens, files, and office accessories to enhance workspace efficiency.</p> <p>c) Must include a teak-finished vanity panel that creates a striking contrast against the grey tone while providing ample legroom and maintaining user privacy.</p> <p>d) Must be supported by robust metal brackets designed to carry a thick tabletop and ensure long-lasting durability.</p> <p>e) Must be equipped with an integrated cord management cut-out to keep cables organized and concealed, maintaining a clean and clutter-free desk surface.</p> <p>f) Must be constructed using high-quality MFC and hardware to ensure durability, stability, and a refined finish suitable for office environments.</p>	8
38	Side Rack for Officer Desk (Left 5 No & Right 3 No)	<p>a) Must be provided with four spacious storage drawers fitted with sleek black powder-coated metallic handles to offer ample storage for office essentials.</p> <p>b) Must include open cubby compartments to allow convenient access to frequently used items or for display purposes.</p> <p>c) Must feature a spacious top surface suitable for organizing work essentials or displaying decorative elements.</p> <p>d) Must be constructed from high-quality MFC with a teak and grey finish to deliver a sophisticated and stylish appearance.</p> <p>e) Must have a sleek and functional design that enhances both the organization and visual appeal of office spaces. Specifications:  Size: 47 W   17 D   25 H (Inches)  Material: MFC  Finish: Teak &amp; Grey  Handles: Metallic with Black Powder-Coat</p>	8

39	Reception Desk	<p>a) Must feature a sophisticated teak and grey MFC finish to add elegance and a contemporary look to the space.</p> <p>b) Must have a spacious top surface suitable for managing paperwork, displaying a company logo, or placing decorative elements.</p> <p>c) Must be supported by durable stainless steel pipe fixings to ensure modern styling, structural strength, and long-term durability.</p> <p>d) Must include an open inner shelf to provide convenient and easily accessible storage for office essentials.</p> <p>e) Must be fitted with carpet glides at the base to allow smooth movement and flexible positioning without damaging floor surfaces.</p> <p>Specifications:  Size: 59.3 W   36 D   30 H (Inches)  Material: MFC  Finish: Teak &amp; Grey  Fixings: Stainless Steel Pipe  Glides: Carpet</p>	2
40	Side Table (Category-A)	<p>a) Must be fitted with an exquisite black quartz Corian top to provide a sleek and modern appearance.</p> <p>b) Must be supported by chic metallic legs finished with black powder coating to ensure lasting stability and durability.</p> <p>c) Must feature a versatile rectangular design suitable for tea breaks, brainstorming sessions, meetings, and similar uses.</p> <p>d) Must be equipped with rubber glides at the base to allow smooth movement without causing scuffs or scratches on floor surfaces.</p> <p>e) Must be constructed using high-quality materials to ensure long-term stability, durability, and reliable performance.</p> <p>Specifications:  Size: 24 W   24 D   18 H (inches)  Material: Black Quartz Corian  Legs: Metallic legs with Black Powder Coat  Glides: Rubber Glides</p>	1

41	Side Table (Category-B)	<p>a) Must feature a modern minimalist design with timeless elegance, suitable for both contemporary and classic interiors.</p> <p>b) Must be crafted using high-quality materials, including a premium walnut veneer top and a fluted MDF base, to ensure durability and refined aesthetics.</p> <p>c) Must be designed to fit seamlessly into a variety of décor styles, ranging from modern to classic, and suitable for both home and office environments.</p> <p>d) Must have smooth and durable surfaces with high-quality finishes to allow easy maintenance and retain a pristine appearance with regular use.</p> <p>e) Must include a detailed edge profile on the tabletop to enhance the desk’s refined and sophisticated look.</p> <p>f) Must be fitted with rubber glides at the base to ensure stability and protect floor surfaces during use.</p> <p>Specifications:  Desk Size: 20 Dia.   20 H (inches)  Finishes:  Top: Walnut Veneer with Almond Brown Finish  Base: Taupe Paint on Fluted MDF  Glides: Rubber Glides</p>	1
42	Side Table (Category-C)	<p>Specifications:  Table Size: 18 Dia.   19 H (inches)  Top: Lamination, Natural Eucalyptus  Base: Metal, Grey powder Coat  Glides: Transparent Rubber Glides</p>	7
43	Meeting Table for 4 Persons	<p>a) Must have a square teak MFC tabletop designed to comfortably accommodate up to four (4) persons, delivering a contemporary industrial appearance.</p> <p>b) Must be supported by triangular metallic legs finished with black powder coating to ensure stability and a modern, chic aesthetic.</p> <p>c) Must be equipped with a built-in wire cup and vertical spine cable management system to maintain an organized and clutter-free office environment.</p> <p>d) Must feature a versatile design suitable for a variety of meeting, discussion, and collaborative configurations.</p> <p>e) Must be constructed using highly durable materials to ensure long-lasting stability and reliable performance. Specifications:  Total Size: 39 W   39 D   29 H (inches)  Material: Teak MFC  Legs: Metallic with Matt Black Powder Coat  Other Accessories: Black Wire Cup &amp; Vertical Spine Cable Management</p>	1

44	Sofa 2-Seater	<p>a) Must feature a sleek, modern design with a clean-lined silhouette to deliver a contemporary and professional appearance.</p> <p>b) Must be upholstered in black leatherette with a contrasting grey fabric seat to create a refined and stylish look.</p> <p>c) Must have a rectangular seat and backrest with sharp corners to convey order, structure, and sophistication.</p> <p>d) Must be fitted with straight armrests to enhance a professional ambiance and modern appeal.</p> <p>e) Must include latex foam in the seat to provide a soft sinking feel with super-flex characteristics for luxurious, cloud-like comfort.</p> <p>f) Must have a high-density supreme foam backrest to ensure exceptional pressure relief and sustained comfort.</p> <p>g) Must be supported by a sturdy metal base finished in black powder coating for durability and stability.</p> <p>h) Must be fitted with rubber glides to allow smooth movement while protecting floor surfaces.</p> <p>Specifications:  2-Seater Size: 59 W   30 D   27 H (Inches)  Upholstery: Black Leatherette with Grey Fabric  Foam: Latex + Super Flex on Seat &amp; Supreme on Back  Legs: Metallic with Black Powder Coat  Glides: Rubber</p>	2
45	Sofa 3-Seater	<p>a) Must feature a sleek, modern design with a clean-lined silhouette to deliver a contemporary and professional appearance.</p> <p>b) Must be upholstered in black leatherette with a contrasting grey fabric seat to create a refined and stylish look.</p> <p>c) Must have a rectangular seat and backrest with sharp corners to convey order, structure, and sophistication.</p> <p>d) Must be fitted with straight armrests to enhance a professional ambiance and modern appeal.</p> <p>e) Must include latex foam in the seat to provide a soft sinking feel with super-flex characteristics for luxurious, cloud-like comfort.</p> <p>f) Must have a high-density supreme foam backrest to ensure exceptional pressure relief and sustained comfort.</p> <p>g) Must be supported by a sturdy metal base finished in black powder coating for durability and stability.</p> <p>h) Must be fitted with rubber glides to allow smooth movement while protecting floor surfaces.</p> <p>Specifications:  3-Seater Size: 79 W   30 D   27 H (Inches)  Upholstery: Black Leatherette with Grey Fabric  Foam: Latex + Super Flex on Seat &amp; Supreme on Back  Legs: Metallic with Black Powder Coat  Glides: Rubber</p>	4

**Stamp & Signature of Bidder**

46	Center Table	<p>a) Must be fitted with an exquisite black quartz Corian top to deliver a sleek and modern appearance.</p> <p>b) Must be supported by chic metallic legs finished with black powder coating to ensure lasting stability and structural durability.</p> <p>c) Must feature a versatile rectangular design suitable for tea breaks, brainstorming sessions, meetings, and similar collaborative uses.</p> <p>d) Must be equipped with rubber glides at the base to allow smooth movement while preventing scuffs and scratches on floor surfaces.</p> <p>e) Must be constructed using high-quality materials to ensure long-term stability, durability, and reliable performance.</p> <p>Specifications:  Size: 47 W   24 D   18 H (inches)  Material: Black Quartz Corian  Legs: Metallic legs with Black Powder Coat  Glides: Rubber Glides</p>	1
47	Dining Table for 6 Persons	<p>a) Must serve as a stylish centerpiece that enhances the dining area with a contemporary design aesthetic.</p> <p>b) Must feature a spacious rectangular tabletop designed to comfortably accommodate up to six (6) persons.</p> <p>c) Must be fitted with a grey tempered tinted glass top to create a light, airy, and modern dining environment.</p> <p>d) Must be supported by sturdy metallic legs finished with a sleek black powder coating to ensure stability and durability.</p> <p>e) Must be equipped with smooth plastic glides to allow easy movement while protecting floor surfaces.</p> <p>Specification:  Size: 59 W   35 D   30 H (Inches)  Top: Tempered Glass (Grey)  Legs: Metallic with Black powder Coat  Glides: Plastic</p>	1
48	Chairs for Dining Table	<p>a) Must have a gently curved high backrest to provide excellent support and comfortable seating during dining.</p> <p>b) Must be upholstered in luxurious black leatherette to deliver a sophisticated appearance and allow easy maintenance.</p> <p>c) Must feature horizontal paneled stitched tufting on both the backrest and seat to enhance modern elegance.</p> <p>d) Must be supported by a sturdy metallic base finished with a sleek black powder coating to ensure stability and contemporary style.</p> <p>e) Must be designed with an armless configuration to allow easy placement and efficient use of space.</p> <p>Specifications:  Size: 16 W   20 D   38 H (Inches)  Material: Leatherette (Black)</p>	4

		<p>Legs: Metal  Legs Finish: Black Powder Coat</p>	
49	Sofa Recliner	<p>a) Must be electronically powered to allow effortless adjustment and easy positioning for user comfort.  b) Must be equipped with a user-friendly side-mounted touch control panel to enable simple and convenient operation  c) Must include an extending footrest that provides enhanced leg support and overall relaxation.  d) Must be capable of fully reclining into a sleeping position as well as adjusting forward to optimal angles for TV viewing, reading, and similar activities.  e) Must feature a built-in USB charging port to ensure connected devices remain powered and accessible.  f) Must be designed to return smoothly to an upright sitting position with the touch of a button.</p> <p>Specifications:  Size: 38 W   40 D   39 H (Inches)  Upholstery: Leatherette (Brown)  Structure: Plywood  USB: Built-in</p>	1
50	Dressor	<p>a) Must have a sturdy structure constructed from solid mahogany wood and veneer to ensure durability and long-term use.  b) Must feature a spacious top surface with a diagonal grooved pattern, suitable for displaying decorative items.  c) Must be provided with soft-closing drawers accented with antique golden metallic detailing to allow convenient and refined storage.  d) Must include an additional storage solution comprising three compartments and one large cubby shelf to accommodate various storage needs.  e) Must be finished in an elegant walnut tone to deliver a warm, rustic aesthetic.  f) Must present a striking visual appearance characterized by clean lines, diagonal grooved detailing, and antique golden motifs.</p> <p>Specifications:  Size: 47 W   18 D   33 H (Inches)  Material: Mahogany Wood/Veneer  Finish: Walnut Finish  Handles &amp; Motif: Antique Metallic (Golden)</p>	1

51	Mirror	Specifications: Size: L:43mm W:667mm H:1000mm Material: Mahogany Wood Veneer, Mirror Finish: Walnut Mount Type: Wall Mounted Shape: Rectangle Orientation: Horizontal	1
52	Naples Sofa 2 Seater	a) Must be upholstered in breathable air leather to provide enhanced comfort during extended seating periods. b) Must be supported by legs finished in black chrome to deliver a refined, modern, and elegant appearance. Specifications: 2-Seater Size: 1719 W   902 D   881 H (mm) Fabric: Brown Air Leather Structure: Plywood Legs: Black Chrome Finish	1

## Sample(s) / Brochure(s) will be Evaluated by HAZECO Sample Selection Committee.

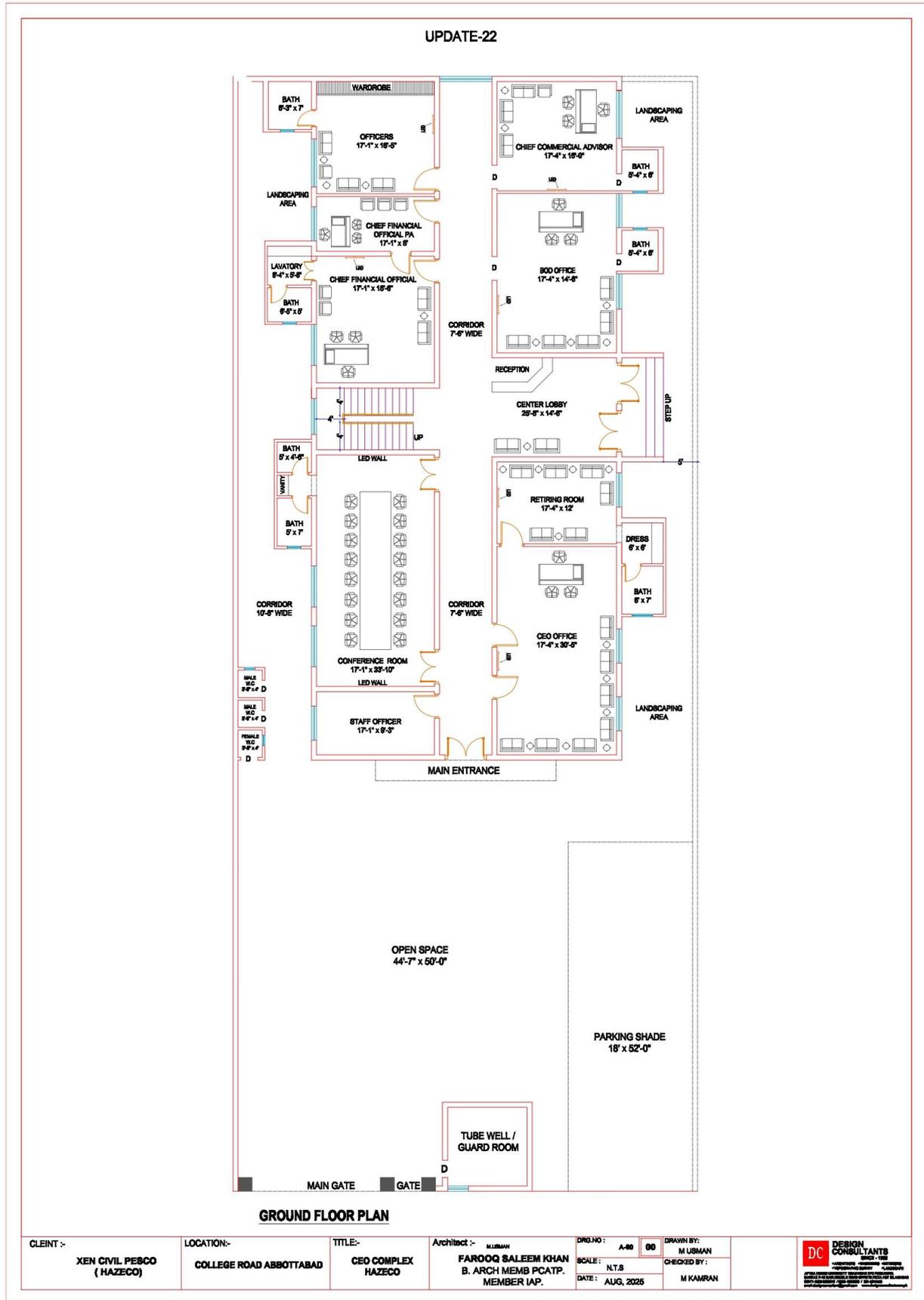
### Important Note: -

- a) The specifications, as mentioned above, are for reference of the expectations of the procuring agency.
- b) The bidders should feel free to offer even better products to best meet the requirements of procuring agency.
- c) A layout plan of the office of the procuring agency is also attached to help the bidders to offer better solutions keeping in view the space constraints.

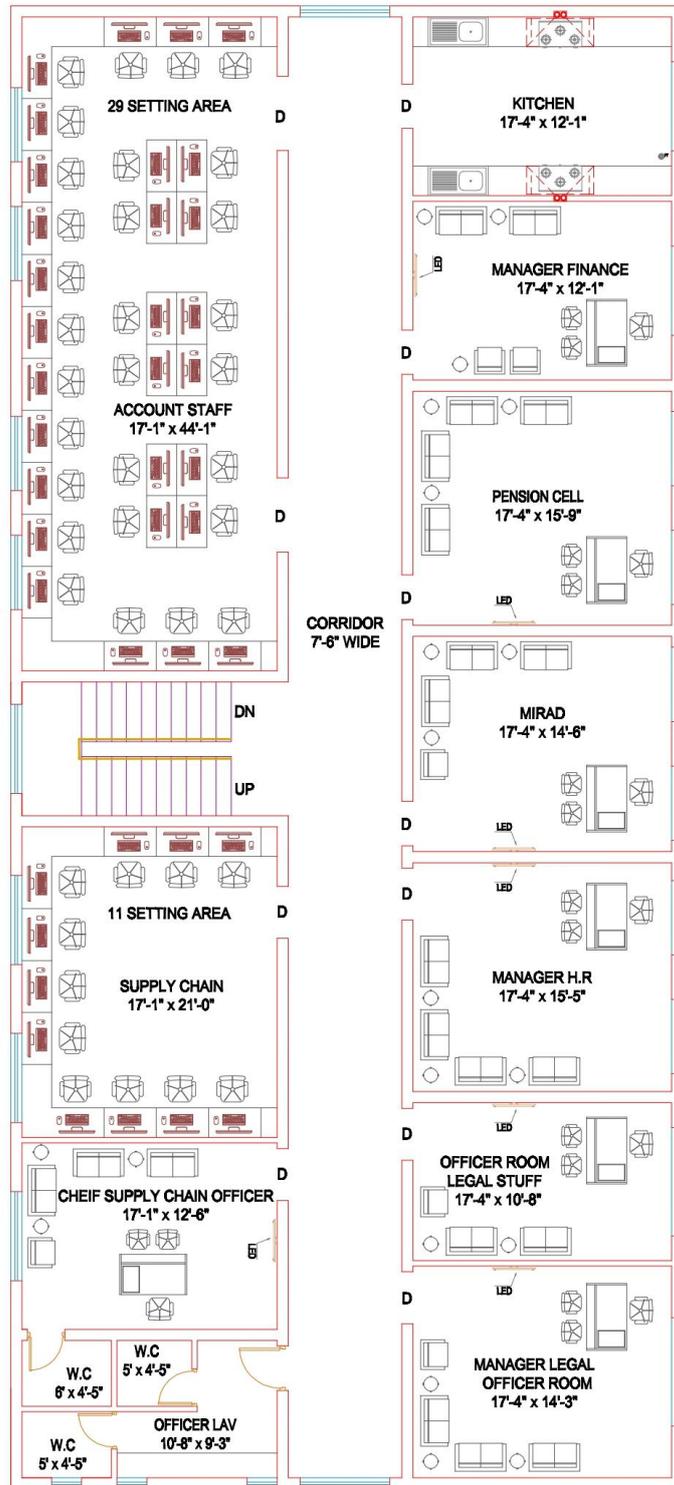
### Samples requirements: -

- a) The bidders are strongly recommended to provide only ONE sample of as many items in the Schedule of Requirements as possible in order to get most accurate analysis of the capacity of a bidder.
- b) The samples provided will enable the members of Sample Selection Committee to judge the capacity of bidders to provide the finest quality furniture.
- c) The members of Sample Selection Committee shall inspect the samples and designs (in case samples are not furnished) provided by each bidder and shall award marks to each bidder for each item listed in the Schedule of Requirements. These marks will be used as a part of Technical Evaluation as detailed above in the Bid Data Sheet.
- d) The samples shall remain in safe custody of the procuring agency till the day of opening of financial proposals. The bidders can get their samples back after opening of financial proposals.

# LAYOUT PLAN OF HAZECO HQ



Stamp & Signature of Bidder



**FIRST FLOOR PLAN**

CLIENT :- <b>XEN CIVIL PESCO (HAZECO)</b>	LOCATION:- <b>COLLEGE ROAD ABBOTTABAD</b>	TITLE:- <b>CEO COMPLEX HAZECO</b>	Architect :- <b>M USMAN FAROOQ SALEEM KHAN B. ARCH MEMB PCATP. MEMBER IAP.</b>	DRG NO :- <b>A-80 00</b>	DRAWN BY: <b>M USMAN</b>	
				SCALE: <b>N.T.S</b>	CHECKED BY: <b>M KAMRAN</b>	
				DATE: <b>AUG, 2025</b>		

## **DRAWINGS/BROCHURE**

**Relevant documents / brochures of material showing the technical parameters / specification / make / origin / any other specific information are part of Tender Specification**

## SECTION-VI

### STANDARD FORMS

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

<b>List of Forms Single Stage Two Envelope Procedure:</b>		
<b>Form-1</b>	:	Bidder Information
<b>Form-2</b>	:	Letter of Bid-Technical Proposal
<b>Form-3</b>	:	Letter of Bid-Financial Proposal
<b>Form-4</b>	:	Bidder's JV Members Information Form
<b>Form-5</b>	:	Price Schedule Form
<b>Form-6</b>	:	Form of Bid Security
<b>Form-7</b>	:	Manufacturer's Authorization
<b>Form-8</b>	:	Letter of Acceptance
<b>Form-9</b>	:	Deviation from Technical Provision Form DEV-1
<b>Form-10</b>	:	Deviation from Contractual/Commercial Provision Form DEV-2
<b>Form-11</b>	:	Current Litigation Information Form LIT-1
<b>Form-12</b>	:	Power of Attorney (For signatory of Application)
<b>Form-13</b>	:	Financial Situation (Form FIN-1)
<b>Form-14</b>	:	Average Annual Turnover Form FIN-2
<b>Form-15</b>	:	Financial Resources Form FIN-3
<b>Form-16</b>	:	Current/Completed Contract Commitments FIN-4
<b>Form-17</b>	:	Beneficial Owner Form
<b>Form-18</b>	:	Integrity Pact

**Bidder Information Form**

**Date of Bid Submission:** \_\_\_\_\_

**Request for Tender No.:** \_\_\_\_\_

1. Bidder's Name: _____
2. In case of JV, legal name of each member: _____
3. Bidder's actual or intended country of registration: _____ _____
4. Bidder's year of registration: _____
5. Bidder's Address in country of registration: _____
6. Bidder's Authorized Representative Information Name: _____ CNIC No. _____ Address: _____ _____ Telephone/Fax numbers: _____ Email Address: _____

**Note:-**

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

## Letter of Bid – Technical Proposal

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

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

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

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

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

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

**Request for Bid No.:** *[insert identification]*

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

**complete name of Procuring Agency]**

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

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

In submitting our Bid we make the following declarations:

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

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

- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors,

suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;

- (i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*  
*[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of];*
  - (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
  - (k) **Not Bound to Accept:** We understand that you are not bound to accept the the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

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

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

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

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

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

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

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

### Letter of Bid - Financial Proposal

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

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

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

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

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

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

**Name of Project.:** *[insert identification]*

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

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

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

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

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Total Price:** The total price of our Bid, excluding any discounts offered in item
- (c) below is:

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

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

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

- (c) **Discounts:** The discounts offered and the methodology for their application are:
- (i) The discounts offered are: *[Specify in detail each discount offered]*
- (ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

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

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

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

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

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

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

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

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

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

**Bidder's JV Members Information Form**

**Date of Bid Submission:** \_\_\_\_\_

**Request for Tender No.:** \_\_\_\_\_

1. Bidder's Name: _____
2. Bidder's JV Member's name: _____
3. Bidder's JV Member's country of registration: _____
4. Bidder's JV Member's year of registration: _____
5. Bidder's JV Member's legal address in country of registration: _____ _____
6. Bidder's JV Member's authorized representative information Name: _____ Address: _____ _____ Telephone/Fax numbers: _____ Email Address: _____

**Note:**

1. The Bidder shall fill in this Form in accordance with the instructions
2. The above table shall be filled in for the Bidder and for each member of a Joint Venture

# Price Schedule Forms (LOT-I)

Name of Bidder: \_\_\_\_\_

Sr. No.	Description of Material	Unit	Tender Qty	Rate in Rs. Per unit on FCS basis excluding GST and without involving any foreign exchange	GST @18%	Total Amount
1	Executive Office Table Category-A	Nos.	2			
2	Executive Side Rack Category-A	Nos.	2			
3	Executive Office Credenza Category-A	Nos.	2			
4	Executive Chair Category-A	Nos.	2			
5	Executive Visitor Chairs Category-A	Nos.	9			
6	Coat Hanger Category-A	Nos.	2			
7	Executive Side Table Category-A	Nos.	3			
8	Executive Center Table Category-A	Nos.	4			
9	Executive Sofa 1-Seater	Nos.	2			
10	Executive Sofa 2-Seater	Nos.	4			
11	Executive Sofa 3-Seater	Nos.	5			
12	Executive Office Table Category-B	Nos.	3			
13	Executive Side Rack Category-B (2 Nos Left & 01 No Right)	Nos.	3			
14	Executive Office Credenza Category-B	Nos.	4			
15	Executive Chair Category-B	Nos.	3			
16	Executive Side Table Category-B	Nos.	8			
17	Coat Hanger Category-B	Nos.	3			
18	Executive Visitor Chairs Category-B	Nos.	14			
19	Conference Room Table	Nos.	1			
20	Credenza for Conference Room	Nos.	2			

Stamp & Signature of Bidder

21	Executive Chairs for Conference Room	Nos.	21			
22	Visitors Chairs for Conference Room	Nos.	15			
23	Side Tables for Conference Room	Nos.	5			
24	Officer Table with Side Rack (Left 6 No & Right 4 No)	Nos.	10			
25	Officer Chair with Headrest (Category-A)	Nos.	18			
26	Visitors Chairs for Offices	Nos.	39			
27	Workstation Table for 1 Person	Nos.	20			
28	Workstation Table for 2 Person	Nos.	2			
29	Workstation Table for 4 Person	Nos.	6			
30	Workstation Table for 6 Person	Nos.	1			
31	Drawer Pedestal	Nos.	56			
32	Officer Chair with Headrest (Category-B)	Nos.	56			
33	Screen Partition for Workstations	Nos.	17			
34	Filing Cabinet Base Height	Nos.	6			
35	Filing Cabinet Medium Height	Nos.	2			
36	Single Filing Cabinet (15 No Left & 16 No Right)	Nos.	31			
37	Officer Desk	Nos.	8			
38	Side Rack for Officer Desk (Left 5 No & Right 3 No)	Nos.	8			
39	Reception Desk	Nos.	2			
40	Side Table (Category-A)	Nos.	1			
41	Side Table (Category-B)	Nos.	1			
42	Side Table (Category-C)	Nos.	7			
43	Meeting Table for 4 Persons	Nos.	1			
44	Sofa 2-Seater	Nos.	2			
45	Sofa 3-Seater	Nos.	4			
46	Center Table	Nos.	1			
47	Dining Table for 6 Persons	Nos.	1			
48	Chairs for Dining Table	Nos.	4			
49	Sofa Recliner	Nos.	1			
50	Dressor	Nos.	1			
51	Mirror	Nos.	1			

52	Naples Sofa 2 Seater	Nos.	1			
				<b>Grand Total</b>		

Amount of Bid Bond: \_\_\_\_\_.

Bid Security validity: \_\_\_\_\_.

Brand/Model/Make of Item: \_\_\_\_\_.

Issuing Authority: \_\_\_\_\_.

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

**\*Price must be filled on this page**



**Manager (SCM),  
HAZECO, Abbottabad.**

### Bid Security Form

To: HAZECO

Whereas \_\_\_\_\_ (hereinafter called "the Bidder") has submitted its Bid dated \_\_\_\_\_ for the delivery of \_\_\_\_\_ (hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ of \_\_\_\_\_, having our registered office at \_\_\_\_\_ (hereinafter called "the Bank"), are bound unto HAZECO (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:

- (b) If the Bid; (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid; Disagreement to arithmetical correction made to the Bid price; or
  - (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.
1. 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 states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.  
Name:..... in the capacity of ..... signed

[Signature of the Bank]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Manufacturer's Authorization (N/A)

No. \_\_\_\_\_ Dated \_\_\_\_\_

Date of Bid Submission: \_\_\_\_/\_\_\_\_/2025 Request for Tender No.: \_\_\_\_\_

To: \_\_\_\_\_

WHEREAS

We \_\_\_\_\_, who are official manufacturers of \_\_\_\_\_, having factories at \_\_\_\_\_, do hereby authorize M/s \_\_\_\_\_ to submit a Bid the purpose of which is to provide the following Goods, manufactured by us \_\_\_\_\_, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 18 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_ Month, \_\_\_\_\_ Year

Note:

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

Letter of Acceptance

[Letter head paper of the Procuring Agency]

No. \_\_\_\_\_

Date \_\_\_\_\_

To: \_\_\_\_\_

This is to notify you that your Bid dated \_\_\_\_\_ for execution of the \_\_\_\_\_ for the Contract Price of the equivalent of \_\_\_\_\_, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm \_\_\_\_\_, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with ITB 45.1.

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

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of ten (10) days after the receipt of Letter of Acceptance.

Authorized Signature: \_\_\_\_\_ Name and Title of Signatory: \_\_\_\_\_ Name of Agency: \_\_\_\_\_

Attachment: Contract

Copy: Appointing Authority and Supplier

**Deviations from Technical Provisions****Form DEV-1****DEVIATIONS FROM TECHNICAL PROVISIONS**

It is presumed that the tenderer shall not take any deviation. However, if he intends to take deviations to the specified terms/specification, those must be listed in the space provided below:

<b>Sr. No.</b>	<b>Clause No. / Section No.</b>	<b>Deviations / Clarifications</b>

Note:- Attach additional sheets, if necessary,

**Deviations from Contractual Condition****Form DEV-II****DEVIATIONS FROM COMMERCIAL/CONTRACTUAL CONDITIONS**

It is presumed that the tenderer shall not take any deviation. However, if he intends to take deviations to the specified Contractual/Commercial Conditions, those must be listed in the space provided below:

<b>Sr. No.</b>	<b>Clause No. / Section No.</b>	<b>Deviations / Clarifications</b>

**Current Litigation Information  
Form LIT-1**

Each Bidder or member of a JV must fill in this form

<b>Pending Litigation</b>			
➤ Pending litigation in accordance with of Section III (Bid Data Sheet ) Clause no. 11			
Year	Matter in Dispute	Value of Pending Claim in Pak Rupees	Value of Pending Claim as a Percentage of Net Worth

**Power of Attorney (For signatory of Application)**

[To be printed on a PKR 100 stamp paper]

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney(“**Power of Attorney**”),  
\_\_\_\_\_ [ *Insert name firm/Company*] having its registered office at [----],does  
hereby nominate, appoint and authorize Mr. \_\_\_\_\_,having  
CNIC No. \_\_\_\_\_ hereinafter referred to as the “**Signatory of  
Application**”, to do in our name and on our behalf the following:

1. Sign and submit to \_\_\_\_\_ or its authorized nominee, the  
Prequalification Application / Bid for “-----”, in response to the  
tender No. ----- Advertisement dated [---] issued by The Procuring Agency and all other  
documents and instruments required to submit the Bidding Documents.
2. execute all such contracts, deeds, documents and instruments as may be considered necessary and  
expedient in relation to the foregoing; and
3. do and carry out all other actions as may be required by the Procuring Agency in connection with  
the bidding process as a whole;
4. To immediately notify The Procuring Agency in writing of any impending or actual revocation as  
well as any change in the terms of this Power of Attorney.
5. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with  
or incidental to our Bid in response to the above referred bidding document including signing  
and submission of all documents, instruments and deeds (including correcting any deficiencies or  
mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid  
conference meetings and bid opening meetings)and providing information/responses to the  
Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm/Company*], do hereby ratify and confirm whatsoever the Signatory of  
Application shall do by virtue of these presents and further agree that whatever the Signatory of  
Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.  
Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The  
invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at  
any time shall not in any way affect or impair the validity, legality and enforceability of the  
remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY** as of [Date].

**FOR: [INSERT NAME OF APPLICANT FIRM/ COMPANY]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_ CNIC/Passport No. : \_\_\_\_\_

Specimen Signature of Appointing /Nominated  
/Authorized

i-----

ii-----

iii-----

**Financial Situation  
(Form FIN-1)**

Bidder/Supplier/JV  
Financial Data for Previous 3 Years

**Information from Balance Sheet**

Financial Data for Last 03 Financial Years [Pak Rupee]			
Description	2024-25	2023-24	2022-23
Total Assets			
Total Liabilities			
<b>Net Worth</b>			
Current Assets			
Current Liabilities			
<b>Working Capital</b>			

**Information from income statement**

Total Revenues/ Sales			
Profit Before Taxes			
Profit After Taxes			
Interest Charges Paid			
Net Profit			

- 1) Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions;
- All such documents reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
  - Historic financial statements must be audited by a certified accountant.
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Average Annual Turnover  
Form FIN-2**

**Each Bidder or member of a JV must fill in this form**

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for Contracts/Orders in progress or completed, converted to Pak Rupee at the rate of exchange at the end of the period reported.

*The information supplied should be the Annual Turnover of the Bidder or each member of a Joint Venture as per audited financial statements of last 03 Years*

<b>Annual Turnover Data for the Last 2 Years</b>				
<b>Sr. No</b>	<b>Year</b>	<b>Amount Currency</b>	<b>Exchange Rate if applicable</b>	<b>Pak Rupee Equivalent</b>
<b>1</b>	<b>2024-25</b>			
<b>2</b>	<b>2023-24</b>			
<b>Average Annual Turnover</b>				

**Financial Resources  
Form FIN-3**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, after deduction of current commitments, available to meet the total orders cash flow demands of the subject contract or contracts.

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing along with supporting documents (must be attached)</b>	<b>Amount (Pak Rupee equivalent)</b>
<b>1</b>	<b>Working Capital</b>	
<b>2</b>	<b>Un-availed Credit Line</b>	
<b>3</b>	<b>Any other financial mean</b>	
<b>4</b>	<b>Total of Current commitment</b>	
<b>5</b>	<b>Net Financial Resource (1+2+3-4)</b>	

1. Latest and valid credit line facility shall be provided otherwise the same will not be considered during evaluation.
2. Detail of current commitment shall be provided separately as per FIN-4
3. In case of any other financial mean, bidder is bound to provide the detail of any other financial mean otherwise the same will not be considered during evaluation.

**Current/Completed Contract Commitments  
Form FIN-4**

Bidders and each partner to a JV should provide information on their current commitments on all contracts/orders that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts/orders approaching completion of same nature.,

<b>Current/Completed Contract Commitments</b>				
<b>Sr. No.</b>	<b>Name of Contract/ Order</b>	<b>Employer 's Contact Address, Tel, Fax</b>	<b>Value of Outstanding orders [Pak Rupee Equivalent]</b>	<b>Estimated Delivery Date/Completion</b>
1				
2				
3				
4				
5				

**DECLARATION OF BENEFICIAL OWNERSHIP INFORMATION FOR  
PUBLIC PROCURMENT OF CONTRACTS**

The “Declaration of Beneficial Owners” Information of Public Procurement Contract Awarded Regulations, 2022” require that all procuring agencies while engaging in public procurement contract worth Rs. 50 Million and above shall make a mandatory provision of beneficial ownership information of the company in the said contract as prescribed in following performa to these regulations. The procuring agencies while entering into such contracts shall publicize the beneficial ownership information of the company on PPRA’s website. The procuring agency shall forward all such contracts containing the beneficial ownership information to the Authority for placing it on PPRA’S website.

1. Name \_\_\_\_\_
2. Father’s Name / Spouse’s Name \_\_\_\_\_
3. CNIC / NICOP / Passport No. \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Residential Address \_\_\_\_\_
6. Email Address \_\_\_\_\_
7. Date on which shareholding control or interest acquired in the business \_\_\_\_\_
8. In case of indirect shareholding control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (company)/ limited liability partnership / association of persons / Single Member company / partnership firm / trust any other individual body corporate (to be specified )	Date of incorporation / registration	Name of registering authority	Business Address	Country	Email Address	Percentage of shareholding control or interest of BO in the legal person or legal arrangement	Percentage of shareholding control or interest of legal person or legal arrangement in the company	Identity of natural person who ultimately owns or controls the legal person or arrangement

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

**Part-II The Gazette of Pakistan Extra**

1	2	3	4	5	6	7	8
Name and Surname (in Block Letters)	CNIC No. (in case of foreigner passport No)	Father’s / Husband’s name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full of the registered / principal office address for a subscribers other than natural person	Number of shares taken by cash subscriber (in figures and words)

10. Any other information incidental to or relevant to Beneficial owner(s)

Name and Signature

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

**INTEGRITY PACT**

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

Contract Number: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Supplier]

**SECTION-VII**  
**GENERAL CONDITIONS OF THE CONTRACT**

## GENERAL CONDITIONS OF THE CONTRACT (GCC)

1.	<b>Definitions</b>	1.1	The following words and expressions shall have the meanings hereby assigned to them:
			a) <b>"Authority"</b> means Public Procurement Regulatory Authority.
			b) The <b>"Arbitrator"</b> is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract <b>GCC Clause 31</b> hereunder.
			c) The <b>"Contract"</b> means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
			d) The <b>"Commencement Date"</b> is the date when the Supplier shall commence execution of the contract as specified in the <b>SCC</b> .
			e) <b>"Completion"</b> means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract.
			f) <b>"Country of Origin"</b> means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the <b>SCC</b> .
			g) The <b>"Contract Price"</b> is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
			h) <b>"Defective Goods"</b> are those goods which are below standards, requirements or specifications stated by the Contract.
			i) <b>"Delivery"</b> means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Procuring Agency under Contract.
			j) <b>"Effective Contract date"</b> is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions precedent stipulated in <b>GCC Clause 3</b> .
			k) <b>"Procuring Agency"</b> means the person named as Procuring Agency in the <b>SCC</b> and the legal successors in title to this person, procuring the Goods and related service, as named in <b>SCC</b> .
			l) <b>"Related Services"</b> means those services ancillary to the delivery of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract.
			m) <b>"GCC"</b> means the General Conditions of Contract contained in this section.
			n) <b>"Intended Delivery Date"</b> is the date on which it is intended that the Supplier shall effect delivery as specified in the <b>SCC</b> .
			o) <b>"SCC"</b> means the Special Conditions of Contract.
			p) <b>"Supplier"</b> means the individual private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the supplier and shall be named in the <b>SCC</b> .
			q) <b>"Project Name"</b> means the name of the project stated in <b>SCC</b> .
			r) <b>"Day"</b> means calendar day.
			s) <b>"Eligible Country"</b> means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
			t) <b>"End User"</b> means the organization(s) where the goods will

			be used, as named in the SCC.
		u)	"Origin" means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
		v)	"Force Majeure" means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
		w)	"Specification" means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.
		x)	The Supplier's Bid is the completed Bid document submitted by the Supplier to the Procuring Agency.
2.	<b>Application and interpretation</b>	2.1	These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
		2.2	In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.
		2.3	The documents forming the Contract shall be interpreted in the following order of priority: (1) Form of Contract, (2) Special Conditions of Contract, (3) General Conditions of Contract, (4) Letter of Acceptance, (5) Certificate of Contract Commencement (6) Specifications (7) Contractor's Bid, and (8) Any other document listed in the Special Conditions of Contract as forming part of the Contract.
3.	<b>Conditions Precedent</b>	3.1	Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: a) Submission of performance Security (or guarantee) in the form specified in the SCC; b) Furnishing of Advance Payment Unconditional Guarantee. in the form specified in the SCC;
		3.2	If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the SCC this contract shall not come into effect;

		3.3	If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the supplier a certificate of Contract commencement, which shall confirm the start date.
4.	<b>Governing Language</b>	4.1	The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the language specified in <b>SCC</b> . Subject to <b>GCC Clause 3.1</b> , the version of the Contract written in the specified language shall govern its interpretation.
5.	<b>Applicable Law</b>	5.1	The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in <b>SCC</b> .
6.	<b>Country of Origin</b>	6.1	The origin of Goods and Services may be distinct from the nationality of the Supplier.
7.	<b>Standards</b>	7.1	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.
8.	<b>Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan</b>	8.1	The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
		8.2	The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in <b>GCC Clause 7.1</b> except for purposes of performing the Contract.
		8.3	Any document, other than the Contract itself, enumerated in <b>GCC Clause 7.1</b> 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.
		8.4	The Supplier shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so required by the Government of Pakistan or / and the appropriate donor agencies.
9.	<b>Patent and Copy Rights</b>	9.1	The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Pakistan.
		9.2	The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Supplier herein shall remain vested in the supplier, or, if they are furnished to the Procuring Agency directly, or through the Supplier by any third party, including suppliers of materials, the patent right in such materials shall remain vested in such third party.
10.	<b>Performance Security(or Guarantee)</b>	10.1	The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Agency, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the <b>SCC</b> .
		10.2	The proceeds of the Performance Security (or Guarantee) shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

		10.3	The Performance Security (or Guarantee) shall be in one of the following forms:
			a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency; or
			b) A cashier's or certified check.
		10.4	The performance security (or guarantee) will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise specified in SCC.
<b>11.</b>	<b>Inspections and Test</b>	11.1	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 shall notify the Supplier in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
		11.2	The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
		11.3	Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall replace the rejected Goods to meet specification requirements free of cost to the Procuring Agency.
		11.4	The Procuring Agency's right to inspect, test and, where necessary, reject Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or eared 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.
		11.5	Nothing in <b>GCC Clause 10</b> shall in any way release the supplier from any warranty or other obligations under this Contract.
<b>12.</b>	<b>Packing</b>	12.1	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.
		12.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.
<b>13.</b>	<b>Delivery and Documents</b>	13.1	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and or other documents to be furnished by the Supplier as specified in SCC.
		13.2	For purposes of the Contract, "EXW", "FOB", "FCA", "CIF", "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris unless otherwise specified in SCC.
		13.3	Documents to be submitted by the Supplier are specified in SCC.
<b>14.</b>	<b>Insurance</b>	14.1	The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the SCC.

15.	Transportation	15.1	Where the Supplier is required under Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Agency or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.2	Where the Supplier is required under Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in Pakistan, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.3	Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Pakistan, defined as the Project Site, transport to such place of destination in Pakistan, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
16.	Related Services	16.1	The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
		a)	Performance or supervision of on-site assembly, Installation Commissioning 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.
		16.2	Prices charged by the Supplier for related services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
17.	Spare Parts	17.1	As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
		a)	Such spare parts as the Procuring Agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
		b)	In the event of termination of production of the spare parts: i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.
18.	Warranty/ Defect Liability Period	18.1	The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency, 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 Pakistan.

		18.2	This warranty shall remain valid for a period specified in the SCC 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 a period specified in the SCC after the date of shipment from the port or place of loading in the source country, +whichever period concludes earlier, unless specified otherwise in SCC.
		18.3	The Procuring Agency shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
		18.4	Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from EXW or the port or place of entry to entry to the final destination.
		18.5	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract.
<b>19.</b>	<b>Payment</b>	19.1	The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
		19.2	The Supplier's request(s) for payment shall be made to the Procuring Agency in writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to <b>GCC Clause 13</b> , and upon fulfillment of other obligations stipulated in the Contract.
		19.3	Payments shall be made promptly by the Procuring Agency, within sixty (60) days after submission of an invoice or claim by the Supplier. If the Procuring Agency makes a late payment, the Supplier shall be paid interest on the late payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the rate as specified in the SCC.
		19.4	The currency or currencies in which payment is made to the Supplier under this Contract shall be specified in SCC subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Supplier's Bid.
		19.5	All payments shall be made in the currency or currencies specified in the SCC pursuant to <b>GCC Clause 19.4</b>
<b>20.</b>	<b>Prices</b>	20.1	The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
		20.2	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC or in the Procuring Agency's request for Bid Validity extension, as the case may be.
<b>21.</b>	<b>Change Orders</b>	21.1	The Procuring Agency may at any time, by a written order given to the Supplier pursuant to <b>GCC Clause 22</b> , make changes within the general scope of the Contract in any one or more of the following:
		a)	Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
		b)	The method of shipment or packing;
		c)	The place of delivery; and/or
		d)	The Services to be provided by the Supplier.

		21.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency change order.
		21.3	Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
22.	<b>Contract Amendments</b>	22.1	Subject to <b>GCC Clause 20</b> , no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
23.	<b>Assignment</b>	23.1	Neither the Procuring Agency nor the Supplier shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party.
24.	<b>Sub-contracts</b>	24.1	The Supplier shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Supplier's obligations.
		24.2	Subcontracts must comply with the provision of <b>GCC Clause 5</b> .
25.	<b>Delays in the Supplier's Performance</b>	25.1	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.
		25.2	If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
		25.3	Except as provided under <b>GCC Clause 28</b> , 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 <b>GCC Clause 26</b> , unless an extension of time is agreed upon pursuant to <b>GCC Clause 25.2</b> without the application of liquidated damages.
26.	<b>Liquidated Damages</b>	26.1	Subject to <b>GCC Clause 28</b> , 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 <b>SCC</b> of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in <b>SCC</b> . Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to <b>GCC Clause 26</b> .
27.	<b>Termination for Default</b>	27.1	The Procuring Agency or the Supplier, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.
		27.2	Fundamental breaches of Contract shall include, but shall not be limited to the following:
		a)	the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to <b>GCC Clause 24</b> ; or
		b)	the Supplier fails to perform any other obligation(s) under the Contract;
		c)	Supplier's failure to submit performance security (or guarantee) within the time stipulated in the <b>SCC</b> ;
		d)	the supplier has abandoned or repudiated the contract.

		e)	the Procuring Agency or the Supplier is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
		f)	a payment is not paid by the Procuring Agency to the Supplier after 84 days from the due date for payment;
		g)	the Procuring Agency gives Notice that goods delivered with a defect is a fundamental breach of Contract and the Supplier fails to correct it within a reasonable period of time determined by the Procuring Agency; and
		h)	if the Procuring Agency determines, based on the reasonable evidence, that the Supplier has engaged in corrupt, coercive, collusive, obstructive or fraudulent practices, in competing for or in executing the Contract.
			For the purpose of this clause: <b>"Corrupt and Fraudulent Practice"</b> means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.
		27.4	In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to <b>GCC Clause 26.1</b> , 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.
28.	<b>Termination for Force Majeure</b>	28.1	Notwithstanding the provisions of <b>GCC Clauses 25, 26, and 27</b> , neither Party shall have any liability or be deemed to be in breach of the Contract for any delay nor is other failure in performance of its obligations under the Contract, if such delay or failure is a result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent
		28.2	If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
29.	<b>Termination for Insolvency</b>	29.1	The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
30.	<b>Termination for Convenience</b>	30.1	The Procuring Agency, by written notice sent to the Supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the Contract is terminated, and the date upon which such termination becomes effective.
		30.2	The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and price. For the remaining Goods, the Procuring Agency may elect:

			a)	To have any portion completed and delivered at the Contract terms and prices; and / or
			b)	To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
31.	<b>Disputes Resolution</b>	31.1		In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties.
		31.2		After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.
32.	<b>Procedure for Disputes Resolution</b>	32.1		The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and in the place shown in the SCC.
		32.2		The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
		32.3		The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the SCC.
33.	<b>Replacement of Arbitrator</b>	33.1		Should the Arbitrator resign or die, or should the Procuring Agency and the Supplier agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties.
34.	<b>Limitation of Liability</b>	34.1		Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to <b>GCC Clause 8</b> ,
			a)	The supplier shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Agency; and
			b)	The aggregate liability of the Supplier to the Procuring Agency, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the Procuring Agency with respect to patent infringement.
35.	<b>Notices</b>	35.1		Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC.
		35.2		A notice shall be effective when delivered or on the notice's effective date, whichever is later.
36.	<b>Taxes and Duties</b>	36.1		A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.
		36.2		If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Pakistan the Procuring Agency shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
		36.3		A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

**SECTION-VIII**  
**SPECIAL CONDITIONS OF THE CONTRACT (SCC)**

## Special Conditions of Contract (SCC)

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

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
<b>Definitions (GCC 1)</b>		
1.	1.1(d)	Immediately after the issuance of Purchase Order.
2.	1.1(f)	As per Section IV of Bidding Document
3.	1.1(k)	The Procuring Agency is: <b>Manager (SCM) HAZECO</b>
4.	1.1(n)	Legitimate Delivery date as per Section -V Schedule of Requirement
5.	1.1(p)	The Supplier is: _____ <b>Note:</b> The Name and address of the Most Advantageous Bidder be written here while signing the Contract Agreement/ Issuing Purchase Order with/to him.
6.	1.1(q)	The title of the subject procurement or The Project is: <b>Procurement of Office Furniture as mentioned in the Invitation for BID &amp; Price schedule</b>
<b>Application and interpretation (GCC 2)</b>		
7.	2.3	For the Contracts/POs amounting to more than PKR 50 Million, the Supplier's " <b>Declaration of Beneficial Owner (s) Information as per PPRA SRO 592(I)/2022 dated 10.05.2022</b> " on prescribed proforma shall be part of the Contract agreement.
<b>Governing Language (GCC 4)</b>		
8.	4.1	The Governing Language shall be: <b>English</b>
<b>Applicable Law (GCC 5)</b>		
9.	5.1	The Applicable Law shall be: <b>Laws of the Islamic Republic of Pakistan</b>
<b>Performance Security ( or guarantee) (GCC 10)</b>		
10.	10.1	The amount of performance security (or guarantee), as a percentage of the Purchase Order Price, shall be Five (05%) percent of the Contract Price in favor of CEO HAZECO from Schedule Bank of Pakistan having rating A+ in shape of Bank Guarantee. Contractor will provide performance Guarantee at time of acceptance of Notification of Award/ Letter of Intent.
11.	10.2	The Procuring Agency will have the right to forfeit the Security Bond / Bank Guarantee (Performance Bond):- (A) If the contractor: i) Fails to supply the goods within the time specified. ii) Commits any breach of contract. iii) Fails to account for the Import License issued on account of the purchaser. iv) Fails to account for the raw material secured by the contractor against any License or permit issued on account of the PA v) Fails to return drawings, design or any material belonging to the PA, which was to be returned in good condition to the Contracting Officer after the successful termination of the contract. (B) For other reasons specified in the Purchase Order by the PA for forfeiting the security deposit. If the forfeiture of the security deposit does not compensate the contracting officer for losses suffered due to non-delivery or breach of contract or for any other reasons, the PA will have a right to forfeit other security deposits or to recover the same from any other security deposit made in favor of any other unit of DISCOs/GENCOs/NTDC/WAPDA/HAZECO or from any money due to the Contractor from any unit of DISCOs/GENCOs/NTDC/WAPDA/HAZECO.
12.	10.4	After delivery and acceptance of the Goods, 100% percent of the

		Performance Security (or guarantee) shall be withheld to cover the Supplier's warranty obligations in accordance with <b>GCC Clause 18.2.</b>
<b>Inspections and Tests (GCC 11)</b>		
13.	11.1	<p>Inspection of the material will be carried out at firm/supplier works/premises by CEO HAZECO Abbottabad or his authorized representative/s. Notice in writing shall have to be given to the inspecting Officer(s) by the firm/supplier when the store against the order is ready for inspection at least 15 days prior to the date of inspection. All reasonable facilities as provided in the specifications or followed by the Industry or Trade in General shall also have to be afforded to the Inspecting Officer/s by the firm/supplier at his own expenses for carrying out Inspection. The firm/supplier will have to deposit @ 0.5% of the cost of the material (non-reimbursable) along with the inspection call to the CEO HAZECO.</p> <p>The Inspecting Officer may reject a part or the whole of the consignment tendered for inspection, if he found the material to be below the requirements of the particulars governing the supply given in the purchase order. In such cases:</p> <p>ii) The decision of the Inspecting Officer shall be binding on you.</p> <p>iii) If the material is rejected as aforesaid, then without prejudice to the right of the purchaser you may submit material in replacement of those rejected but re-submission will not mean extension of delivery period. Moreover, the firm/supplier will borne the expenses for the re-inspection of the material that will be offered against the rejected ones.</p> <p>iv) On final rejection the purchaser shall have the following rights:-</p> <p>a) To purchase the rejected goods at your cost and expense.</p> <p>b) To terminate the contract and recover from you the loss, the HAZECO thereby incurs.</p>
<b>Packing (GCC Clause 12)</b>		
14.	12.2	<p>The following <b>SCC</b> shall supplement <b>GCC Clause 12.2:</b>  The supplier will be responsible for packing the store suitable for transit by Rail / Road so as to ensure their being free from loss or damage on arrival at destination. The packing of the stores shall be done by and at supplier's expense in accordance with the standard specifications governing such packing. In case there are no standard specifications, goods will be packed according to the trade practice to ensure safe receipt at destination.</p>
<b>Delivery and Documents (GCC Clause 13)</b>		
15.	13.1	<b>For Goods supplied from abroad:</b> <i>Not Applicable.</i>
16.	13.3	<b>For Goods from within Pakistan:</b>  The supplier is required to deliver the office furniture to the Procuring Agency (HAZECO, HQ College Road Abbottabad) in Brand-new condition. Any defected or damaged item(s) shall be returned to supplier. No acceptance certificate shall be issued for the damaged items.
<b>Insurance (GCC Clause 14)</b>		
17.	14.1	Not Applicable
<b>Related Services (GCC Clause 16)</b>		
18.	16.1	<p>Related services to be provided are:</p> <p><b>Warranty and Free Doorstep Services</b></p> <p>1. Warranty Period:  The successful bidder shall provide a 12 months warranty for all the supplied equipment and services. The warranty period will commence after the successful completion of the procurement, including the installation and commissioning of all items as per the specifications and requirements outlined</p>

		<p>in the contract.</p> <p>2. Scope of Warranty: During the warranty period, the bidder shall be responsible for the repair or replacement of any defective equipment or components. This includes all parts and labor costs associated with the warranty services.</p> <p>3. Free Doorstep Services: In addition to the warranty, the bidder shall provide 01 years of free doorstep services. This service will include:</p> <ul style="list-style-type: none"> <li>• On-Site support for troubleshooting, maintenance, and repairs.</li> <li>• Replacement of faulty equipment or parts at no additional cost. However, the cost of consumable items will not be covered and same may be reimbursed by the procuring agency on actual cost basis as per the invoice submitted by the vendor.</li> <li>• Regular maintenance visits, if necessary to ensure optimal performance of the equipment.</li> </ul> <p>4. Commencement of Warranty and Services: The warranty and free doorstep services will begin only after the formal acceptance of the procurement, which includes the completion of all installations, configurations, and successful commissioning, as well as the confirmation that all systems are functioning as per the contract requirements.</p> <p>5. Response Time and Resolution: The bidder must ensure that: The response time for all service requests or resolution of complaints is within 3 days from the time the complaint is registered.</p>
<b>Spare Parts (GCC Clause 17)</b>		
<b>Warranty (GCC Clause 18)</b>		
19.	18.2	<p>GCC Clause 17.2 – In partial modification of the provisions, the Warranty period shall be 12 months from the date of installation and handing over to the procuring agency, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:</p> <p>i. make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,</p> <p style="text-align: center;">Or</p> <p>ii. pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 percent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.</p>
20.	18.4 & 18.5	The period for correction of defects in the warranty period is: <b>Three Working Days.</b>
<b>Payment (GCC Clause 19)</b>		
21.	19.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Payment for Goods supplied:</b></p> <p>Payment for Goods shall be made by Chief Financial Officer in Pakistani Rupees (after deduction of applicable taxes at source as per rules), as follows:</p> <p>i. Advance Payment: ..... 100% percent of the Contract</p>

		<p>Price may be paid within seven 7 days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and, in the form, provided in the bidding documents.</p> <p>Bank Guarantee will be released on Acceptance of Goods along with production of following documents after necessary pre-audit:</p> <ul style="list-style-type: none"> <li>• Bill in triplicate mentioning clearly NTN No. &amp; GST No.</li> <li>• Delivery Challan and GRN duly stamped and signed by the consignee (in original)</li> <li>• Warranty certificate</li> <li>• Inspection certificate issued by CEO HAZECO or his authorized representative.</li> <li>• Certificate issued by the Manager (SCM), HAZECO Abbottabad regarding acceptance of Performance Bond</li> <li>• Certificate from Excise &amp; Taxation Department, certifying the fact that all payable professional taxes have been paid by the supplier.</li> <li>• General Sales Tax Invoice.</li> <li>• Custom clearance certificate (if material is purchased from abroad)</li> </ul> <p>Moreover, the payment of Sales Tax @ 18% shall be made on production of Sales Tax Invoice and Sales Tax return cum payment Challan along with Sale Summary. Amount of sales tax invoice must be cross-verified from sales summary filed to FBR along with sales tax return. In case you pay lump sum Sales Tax for multi goods production, you will also submit an affidavit on non-judicial paper that "the challan includes the amount of Rs. _____ of sales tax for supply of _____ against P.O No. _____ dated _____.</p> <p>Note:- Partial deliveries and part payments are allowed but not advance payment.</p>
22.	19.3	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Agency shall be [ <i>insert: rate</i> ]. <b>(Not Applicable)</b>
<b>Prices (GCC 20)</b>		
23.	20.2	Prices shall be adjusted in accordance with provisions in the Attachment to SCC. <b>Not Applicable and Price shall remain fixed and firm during currency of contract.</b>
<b>Delays in Supplier's Performance (GCC Clause 25)</b>		
24.	25.3 & 28.2	<p>a) Extension of Time shall be considered by the Procuring Agency (PA) on following grounds:</p> <ol style="list-style-type: none"> <li>1) If delay is beyond the control of the Supplier and it is claimed that circumstances fall under the FORCE MAJEURE clause, extension may be allowed in the delivery period without imposing penalty i.e. liquidated damages as mentioned in the contract.</li> <li>2) If delay is on the part of inspector nominated by HAZECO at the time of inspection call.</li> </ol> <p>* The supplier is bound to submit its request for extension within 15 days from the occurrence of such event.</p> <p>b) Extension of Time shall not be considered by the Procuring Agency (PA) for the following reasons.</p> <ol style="list-style-type: none"> <li>1) Contractor does not issue inspection call as per GCC clause - 11.1.</li> <li>2) Delay on the part of the contractor in the arrangement of raw materials.</li> <li>3) Defect or failure occurring to any machinery or equipment installed at the contractor works during the currency of the contract.</li> <li>4) Any other delay caused by the contractor or its person (s) without notification to purchaser.</li> </ol> <p>The extension in the delivery period is not allowed as a matter of routine as and when demanded by the Suppliers. Only in exceptional cases, an extension be granted in the delivery schedule as mentioned above.</p>
<b>Liquidated Damages (GCC Clause 26)</b>		

25.	26.1	<p>To recover from you liquidated damages levied at the rate of two percent (2%) per month or a fraction thereof subject to a maximum of ten percent (10%) of the Contract price (Liquidated damages will be deducted of only those materials which are undelivered during contract delivery period), except:</p> <ol style="list-style-type: none"> <li>a. Where un-delivered stores (material) hold up the use of other stores (material), liquidated damages shall be levied on the total value of the Contract.</li> <li>b. The recovery of liquidated damages mentioned above can be effected from any payment due to you from any unit of DISCOs or NTDC</li> </ol>
<b>Termination for Default (GCC Clause 27)</b>		
27.	27.1	<p>If you fail to deliver the stores or any consignment thereof within the specified delivery period, the purchaser shall be entitled at his option either:-</p> <ol style="list-style-type: none"> <li>i) To recover liquidated damages as prescribed in SCC Clause no. 26</li> <li>ii) To purchase from elsewhere without notice to you at your risk and cost, the stores not delivered, without canceling the contract in respect of the consignment not yet due for delivery, or</li> <li>iii) To cancel the contract at your risk and cost.</li> </ol> <p>In the event of action being taken under (ii) or (iii) above, you shall be liable for any loss which the purchaser may suffer on that account, but you shall not be entitled to any gain on repurchase made against the supply order. Moreover, if the maximum limit of LD is reached the Procuring Agency may consider termination of contract.</p> <p>(B) If during the course of execution of Contract, you are black-listed by GENCOs/WAPDA/DISCOs/NTDC/HAZEKO, the purchaser may proceed with all or any of the actions detailed below:-</p> <ol style="list-style-type: none"> <li>i) To allow the contract to run its course till completed in accordance with the terms and conditions of Contract.</li> <li>ii) To stop further supplies with or without financial repercussions.</li> <li>iii) To cancel the contract with or without reservation of rights.</li> </ol> <p>(C) You may be blacklisted / debarred from future business with HAZEKO/DISCOs on the following grounds including the ones prescribed in the PPRA Rules:</p> <ol style="list-style-type: none"> <li>i) Making false statements and allegations to gain undue advantage.</li> <li>ii) Commission of fraud.</li> <li>iii) Fail to perform the contractual obligations.</li> <li>iv) Fail to fulfill the technical provision of the Purchase Order during the execution of contract or breaches the contract.</li> <li>v) Fail to deliver the material as per the delivery schedule mentioned in the Purchase Order.</li> <li>vi) Commission of embezzlement , criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of a trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature</li> </ol>
<b>Termination for Force Majeure (GCC Clause 28)</b>		
28.	28.1	<p>The right of the HAZEKO to terminate the Contract, or to claim penalty or to liquidated damages shall be subject to the circumstances/conditions mentioned /specified at clause 27, however as a result of all or any of the events mentioned /stated below, there has been delay in the performance of the contract by the Manufacturer or Supplier, or the contract has become incapable of being performed, the aforementioned actions will not be taken:-</p> <ol style="list-style-type: none"> <li>i) Act of God.</li> <li>ii) Act of State, War or any Act of the Enemy.</li> <li>iii) Lock outs, Riots or Civil Commotion.</li> <li>iv) Injunction granted by a Court of Competent jurisdiction not resulting from any fault of the Manufacturer or Suppliers.</li> <li>v) Restriction imposed by the government on the Import of any material relating to the manufacture of goods.</li> <li>vi) Non-receipt of raw material from abroad for reasons beyond the control of the manufacturer.</li> <li>vi) Port delays due to bunker age or lighter age.</li> <li>viii) Diversions of supplies by the Carrier without any fault or knowledge of the manufacturer or supplier</li> </ol>

		Provided further that the Manufacturer/supplier has given notice to the HAZECO within 15-days of the happening of any such event.
<b>Procedure for Dispute Resolution (GCC Clause 32)</b>		
29.	32.3	<p><b>(a) For Contracts to be entered with foreign Contractor/ Service Provider:</b></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.</p> <p><b>(b) For Contracts to be entered with nationals of Pakistan:</b></p> <ol style="list-style-type: none"> <li>1. If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract-whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract - the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard.</li> <li>2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.</li> <li>3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in [Insert name of the city] and proceedings will be conducted in - [Specify language] language.</li> <li>4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.</li> <li>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</li> <li>6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier</li> </ol>
<b>Notices (GCC Clause 35)</b>		
26.	35.1	<p>Procuring Agency's address for notice purposes:</p> <p><b>Manager (SCM)</b>  <b>HAZECO HQ, 426 A,</b>  <b>PMA Link Road, Abbottabad</b></p> <p>Supplier's address for notice purposes:</p> <p>_____</p> <p>_____</p> <p>(To be provided after signing of Contract Agreement)</p>



**SECTION-IX**  
**CONTRACT FORMS**

**FORM OF PERFORMANCE SECURITY (Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry Date \_\_\_\_\_

Letter by the Guarantor to the Purchaser / Employer.

Name of Guarantor (Bank) with address \_\_\_\_\_

Name of Principal (Tenderer) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures): \_\_\_\_\_

Contract No. \_\_\_\_\_ Date \_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Date \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Tender Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the "Purchaser/ Employer") in the penal sum of the .amount stated above, for the payment of which sum well and truly to be made to the Employer/ Purchaser, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents. THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Purchaser's/ Employer's above said Letter of Acceptance for \_\_\_\_\_ (name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW WHEREAS, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the Said Documents and any extensions thereof that may be granted by the Purchaser/ Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be null and void; otherwise to remain in full force and effect till \_\_\_\_\_ (Date). Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee. We, \_\_\_\_\_ the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Purchaser/ Employer without delay upon the Purchaser/ Employer's first written demand without cavil or arguments and without requiring he Purchaser/ Employer to prove or to show grounds' or reasons for such demand any sum or sums up to the amount stated above, against the Purchaser/ Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the guarantor to Purchaser/ Employer's designated Bank & Account Number. PROVIDED ALSO THAT the Purchaser/ Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligation under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Purchaser/ Employer forthwith and without any reference to the Principal any other person. IN WITNESS WHEREOF, the above bounden Guarantor has executed this instrument (Performance Guarantee) under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
(Guarantor (Bank))

Witness:

1. Signature \_\_\_\_\_

2. Name. \_\_\_\_\_

3. Title. \_\_\_\_\_

1. \_\_\_\_\_  
(Corporate Secretary (Seal))

2. \_\_\_\_\_  
(Name, Title & Address) (Seal)

\_\_\_\_\_  
(Corporate Guarantor) (Seal)