

**Tender No. NADRA/PRQ/26-27/01/SBD**



## **Invitation to Bid**

**For**

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# **Provision of Courier Services through Close Framework Agreements**

**June 2026**

**National Database & Registration Authority**

**RHO NADRA MULTAN**

RHO NADRA 221/A Shah Rukna Alam Colony Multan  
Tel No.061-9220112, Fax: 061-9220111

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# Section I-A. Instructions to Bidders

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

	<p>under a Framework Agreement. Details of such Goods/Services are set out in Part-2 (Supply Requirements), and as a part of the Framework Agreement and particularly described in a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods/Services;</p> <p>l) “Multi-Supplier Framework Agreement” means where more than one Bidder (Supplier) concludes a Framework Agreement for the supply of each item/Lot;</p> <p>m) “Primary Procurement Process” means the procurement process that results in concluding a Framework Agreement(s) with a successful Bidder(s), as described in the RFB portion of FA SBD;</p> <p>n) “Related Services” means the services (if applicable) incidental to the supply of the Goods/Services, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, as specified in Framework Agreement (Schedule 1: Schedule of Requirements), and specifically described in a Call-off Contract;</p> <p>o) “Secondary Procurement Process” means the process described in the Framework Agreement and followed by a Procuring Agency to select a FA Supplier, and award a Call-off Contract for the supply of Goods/Services;</p> <p>p) “Single-Supplier Framework Agreement” means a Framework Agreement where only one Bidder (Supplier) concludes a Framework Agreement for the supply of each item/Lot;</p> <p>q) “Supplier” means a Bidder that has concluded a Framework Agreement through the Primary Procurement process may be considered for the award of a Call-off Contract (through Secondary Procurement Process), to deliver the Goods/Services (and, if applicable Related Services) as and when required through Call-off Contract A Supplier may also be referred to as a “FA Supplier”;</p> <p>r) “Term” mean the duration of a Framework Agreement starting on the Commencement Date.</p>
<p><b>2. Source of Funds</b></p>	<p>2.1 Source of funds is same as referred in Invitation for Prequalification.</p> <p>2.2 Payments will be made directly by the Procuring Agency (or by financing institution as specified in the BDS upon request of the Procuring Agency to so pay) for each deliverable and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Agency.</p>
<p><b>3. Fraud and Corruption</b></p>	<p>3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement</p>

	<p>and execution of such agreements and contracts.</p> <p>3.2 The Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>3.3 Any communications between the Bidder and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p> <p>3.4 Procuring Agency will reject a bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Bidder as blacklisted and predefined standard mechanism.</p>
<p><b>4. Eligible Bidders</b></p>	<p>All the ITAs regarding “Eligible Applicants” shall mutatis mutandis apply, however the ITA regarding Conflict of Interest Clause is further elaborated ITB 4.2.</p> <p>A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:</p> <ul style="list-style-type: none"> <li>a) directly or indirectly controls, is controlled by or is under common control with another Bidder;</li> <li>b) receives or has received any direct or indirect subsidy from another Bidder;</li> <li>c) has the same legal representative as another Bidder;</li> <li>d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Primary Procurement process;</li> <li>e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods/Services, or Related Services, that are the subject of the Bid;</li> </ul>

	<ul style="list-style-type: none"> <li>f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Agency or Procuring Agency or Borrower in implementing the Framework Agreement or a Call-off Contract; or</li> <li>g) would be providing Goods/Services, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1.</li> <li>h) that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or</li> <li>i) has a close business or family relationship with a professional staff of the Procuring Agency (or of the project implementing agency, or of a recipient of a part of the funds) who:</li> <li>j) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</li> <li>k) would be involved in the implementation or supervision of such Framework Agreement or Call-Off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.</li> </ul>
<p><b>5. Eligible Goods/Services and Related Services</b></p>	<p>5.1 All the Goods/Services and Related Services to be supplied under a Call-off Contract awarded under a Framework Agreement, may have their origin in any country in accordance with Section V (Eligible Countries).</p> <p>5.2 For purposes of this ITB, the term “Goods/Services” includes commodities, raw materials, machinery and equipment; and “Related Services” includes services such as insurance, installation, training, and maintenance.</p> <p>5.3 The term “origin” means the country where the Goods/Services have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.</p>

## 2. Contents of the Bidding Documents

<b>6. Sections of Bidding Documents</b>	<b>6.1</b> The Bidding documents consists of Parts 1A, 2A, 3, and 4, which include all sections, schedules, annexes. and should be read in conjunction with any addenda issued in accordance with ITB 8.  <b>PART 1 A- Bidding Procedures</b> Section I A- Instructions to Bidders (ITB) Section II A- Bidding Data Sheet (BDS) Section III A- Evaluation Criteria Section IV A - Bidding Forms Section V A - Eligible Countries (Same as that of Section V of Part 1 - Prequalification Process)
	<b>PART 2 A - Supply Requirements</b> Section VII A - Schedule of Requirement (Same as that of Section VII of Part 2 - Prequalification Process, however, with some amendments if applicable)  <b>PART 3 - Procuring Agency Forms</b>  <b>PART 4 - Framework Agreement (FA)</b> Section A: Framework Agreement General Provisions Section B: Framework Agreement Specific Provisions SCHEDULE 1: Schedule of Requirements SCHEDULE 2: Price Schedules
	<b>6.2</b> Unless obtained directly from the Procuring Agency after the conclusion of Prequalification Process, the Procuring Agency is not responsible for the completeness of the documents, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or addenda to the Bidding documents in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Procuring Agency shall prevail.  <b>6.3</b> The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding documents and to furnish with its Bid all information or documentation as is required by the Bidding documents.

<p><b>7 Clarification of Bidding Documents</b></p>	<p><b>7.1</b> A Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Agency in writing at the Procuring Agency’s address specified <b>in the BDS</b>. The Procuring Agency will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified <b>in the BDS</b>. The Procuring Agency shall forward copies of its response to all Bidders who have acquired the Bidding documents in accordance with <b>ITB 6.3</b>, including a description of the inquiry but without identifying its source. If so specified <b>in the BDS</b>, the Procuring Agency shall also promptly publish its response at the web page identified <b>in the BDS</b>. Should the clarification result in changes to the essential elements of the Bidding documents, the Procuring Agency shall amend the Bidding documents following the procedure under <b>ITB 8</b> and in accordance with provisions of <b>ITB 22.2</b>.</p> <p><b>7.2</b> 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.</p> <p><b>7.3</b> Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have been prequalified and obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 8. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.</p>
<p><b>8 Amendment of Bidding Documents</b></p>	<p><b>8.1</b> At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Bidding documents by issuing addenda.</p> <p><b>8.2</b> Any Addendum issued shall be part of the Bidding documents and shall be communicated in writing to all who have obtained the Bidding documents from the</p>

	<p>Procuring Agency in accordance with <b>ITB 6.3</b>. The Procuring Agency shall also promptly publish the addendum on the Procuring Agency’s web page in accordance with <b>ITB 7.1</b>:</p> <p>Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such 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.</p> <p><b>8.3</b> To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids, pursuant to <b>ITB 22.2</b>:</p> <p>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.</p>
<p><b>3. Preparation of Bids</b></p>	
<p><b>9 Cost of Bidding</b></p>	<p><b>9.1</b> ITA regarding “Cost of Applications” shall mutatis mutandis apply. (Insert proper clause)</p>
<p><b>10 Language of Bid</b></p>	<p><b>10.1</b> ITA regarding “Language of Application” shall mutatis mutandis apply. (Insert proper clause)</p>
<p><b>11 Documents Comprising the Bid</b></p>	<p><b>11.1</b> The Bid shall comprise the following:</p> <ul style="list-style-type: none"> <li>a) Letter of Bid prepared in accordance with ITB 12;</li> <li>b) Price Schedules: completed in accordance with ITB 12 and ITB 14;</li> <li>c) Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;</li> <li>d) Eligibility of Goods/Services and Related Services: documentary evidence in accordance with ITB 16 and ITB 30, establishing the eligibility of the Goods/Services and Related Services to be supplied by the Bidder;</li> <li>e) Conformity: documentary evidence in accordance with ITB 16, that the Goods/Services and Related Services conform to the Bidding documents; and</li> <li>f) any other documents required in the BDS.</li> </ul> <p><b>11.2</b> In addition to the requirements under <b>ITB 11.1</b>, Bids submitted by a JV shall include a copy of the Joint Venture agreement entered into by all members.</p>

	<p><b>11.3</b> The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.</p>
<p><b>12 Letter of Bid and Price Schedules</b></p>	<p><b>12.1</b> The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV A (Bidding Forms). The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under <b>ITB 20.3</b>. All blank spaces shall be filled in with the information requested.</p>
<p><b>13 Alternative Bids</b></p>	<p><b>13.1</b> Alternative Bids shall not be permitted in this Primary Procurement process.</p>
<p><b>14 Bid Prices and Discounts</b></p>	<p><b>14.1</b> The prices and unconditional discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below.</p> <p><b>14.2</b> Bidders shall provide their prices in the Price Schedules, as specified in the BDS.</p> <p><b>14.3</b> The price to be quoted in the Letter of Bid in accordance with ITB 12.1 shall be, as specified in the BDS.</p> <p><b>14.4</b> The Bidder shall indicate the methodology for the application of any unconditional discounts in the Letter of Bid, in accordance with ITB 12.1.</p> <p><b>14.5</b> For the purpose of Secondary Procurement, the price(s) offered by the Bidder shall be treated as set out in the Framework Agreement Specific Provisions.</p> <p><b>14.6</b> The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, as specified in the BDS.</p> <p><b>14.7</b> Prices shall be quoted as specified in each Price Schedule included in Section IV A, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to award a Call-off contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V A (Eligible Countries). Similarly, the Bidder may obtain insurance services from any eligible country in accordance</p>

with Section V A (Eligible Countries). Prices shall be entered in the following manner:

**a) For Goods/Services manufactured in the Islamic Republic of Pakistan:**

- (i) the price of the Goods/Services quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods/Services;
- (ii) Sales tax and other taxes which will be payable on the Goods/Services (if a Call-off Contract is awarded to the Bidder as a FA Supplier); and
- (iii) the price for inland transportation, insurance, and other local services (if required) to convey the Goods/Services to their final destination (Project Site) (if a Call-off Contract is awarded to the Bidder as a FA Supplier) specified **in the BDS**.

**b) For Goods/Services manufactured outside Islamic Republic of Pakistan, to be imported:**

- (i) the price of the Goods/Services, quoted CIP named place of destination, in the Procuring Agency's Country, as specified **in the BDS**;
- (ii) the price for inland transportation, insurance, and other local services required to convey the Goods/Services from the named place of destination to their final destination (Project Site) (if a Call-off Contract is awarded to the Bidder as a FA Supplier), specified **in the BDS**;

**c) For Goods/Services manufactured outside the Islamic Republic of Pakistan, already imported:**

- (i) the price of the Goods/Services, including the original import value of the Goods/Services, plus any mark-up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods/Services already imported;
- (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods/Services already imported;

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

	<p>statement of deviations and exceptions to the provisions of the Section VII A (Schedule of Requirements).</p> <p><b>16.4</b> The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods/Services during the period specified <b>in the BDS</b> following acceptance of the Goods/Services by the Procuring Agency (if a Call-off Contract awarded to the Bidder as a FA Supplier).</p> <p><b>16.5</b> Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Agency in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Agency's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII A (Schedule of Requirements).</p>
<p><b>17 Documents Establishing the Eligibility and Qualifications of the Bidder</b></p>	<p><b>17.1</b> To establish Bidder's eligibility in accordance with <b>ITB 4</b>, Bidders shall complete the Letter of Bid, included in Section IV A (Bidding Forms).</p> <p><b>17.2</b> The documentary evidence of the Bidder's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:</p> <ul style="list-style-type: none"> <li>(a) that, if required <b>in the BDS</b>, a Bidder that does not manufacture or produce the Goods/Services it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods/Services to supply these Goods/Services in the Procuring Agency's Country;</li> <li>(b) that, if required <b>in the BDS</b>, in case of a Bidder not doing business within the Pakistan (or where the procurement is being made), the Bidder is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods/Services.</li> </ul>

<p><b>18 Period of Validity of Bids</b></p>	<p><b>18.1</b> Bids shall remain valid for the Bid Validity period specified <b>in the BDS</b>. The Bid Validity period starts from the date fixed for the Bid submission deadline (as prescribed by the Procuring Agency in accordance with <b>ITB 22.1</b>). A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.</p> <p><b>18.2</b> In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Agency may request Bidders to extend the period of validity of their Bids only once. The request and the responses shall be made in writing. A Bidder may refuse the request to extend the validity of their bids. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in <b>ITB 18.3</b>.</p> <p>18.3 If the conclusion of a Framework Agreement is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the Framework Agreement Base Price shall be determined as follows:</p> <ul style="list-style-type: none"> <li>(a) in the case of a fixed price Framework Agreement, the Base Price shall be the Bid price adjusted by the factor specified <b>in the BDS</b>;</li> <li>(b) in the case of an adjustable price Framework Agreement, no adjustment shall be made;</li> <li>(c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.</li> </ul>
<p><b>19 No Bid Security or Bid Securing Declaration</b></p>	<p><b>19.1</b> No Bid Security is required in relation to this Primary Procurement process, however, the bidders may be required to sign Bid Securing Declaration.</p>
<p><b>20 Performance Security</b></p>	<p><b>20.1</b> The Procuring Agency may require a Performance Security (or guarantee) from the Supplier in relation to the performance of a specific Call-off Contract. In this event, the Supplier shall comply with the relevant provisions relating to Performance Security (or guarantee) contained in the Call-off Contract Special Conditions of Contract</p>
<p><b>21 Format and Signing of Bid</b></p>	<p><b>21.1</b> The Bidder shall prepare one original of the documents comprising the Bid as described in <b>ITB 11</b> and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the Bid, in the number <b>specified in the BDS</b> and clearly mark them “COPY.” In the event of any</p>

	<p>discrepancy between the original and the copies, the original shall prevail.</p> <p><b>21.2</b> Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.</p> <p><b>21.3</b> The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation <b>as specified in the 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 where entries or amendments have been made shall be signed or initialed by the person signing the Bid.</p> <p><b>21.4</b> In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representative.</p>
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#### **4. Submission and Opening of Bids**

<p><b>22 Sealing and Marking of Bids</b></p>	<p><b>22.1</b> The Bidder shall deliver the Bid in a single, sealed envelope (Single Stage One Envelope Bidding Procedure). Within the single envelope, the Bidder shall place the following separate, sealed envelope</p> <ul style="list-style-type: none"> <li>(a) in an envelope marked “ORIGINAL”, all documents comprising the Bid, as described in ITB 11; and</li> <li>(b) in an envelope marked “COPIES”, all required copies of the Bid; and,</li> </ul> <p><b>22.2</b> The inner and outer envelopes, shall:</p> <ul style="list-style-type: none"> <li>(c) bear the name and address of the Bidder;</li> <li>(d) be addressed to the Procuring Agency as specified in BDS;</li> <li>(e) bear the specific identification of this Bidding process indicated in ITB 1.1; and</li> <li>(f) bear a warning not to open before the time and date for Bid opening.</li> </ul> <p><b>22.3</b> If all envelopes are not sealed and marked as required, the Procuring Agency will assume no</p>
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	<p>responsibility for the misplacement or premature opening of the Bid.</p>
<p><b>23 Deadline for Submission of Bids</b></p>	<p><b>23.1</b> Bids must be received by the Procuring Agency at the address and no later than the date and time <b>specified in the BDS</b>. When so specified in the BDS, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures specified in the BDS.</p> <p><b>23.2</b> If required in accordance with the provisions of ITB 8.3, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidder subject to the previous deadline shall thereafter be subject to the deadline as extended.</p>
<p><b>24 Late Bids</b></p>	<p><b>24.1</b> The Procuring Agency shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with <b>ITB 22</b>. Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.</p>
<p><b>25 Withdrawal, Substitution, and Modification of Bids</b></p>	<p><b>25.1</b> A 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 shall include a copy of the authorization (the power of attorney) in accordance with <b>ITB 20.3</b>, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:</p> <ul style="list-style-type: none"> <li>(a) prepared and submitted in accordance with <b>ITB 20</b> and <b>ITB 21</b> (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and</li> <li>(b) received by the Procuring Agency prior to the deadline prescribed for submission of Bids, in accordance with <b>ITB 22</b>.</li> </ul> <p><b>25.2</b> Bids requested to be withdrawn in accordance with <b>ITB 24.1</b> shall be returned unopened to the Bidders.</p> <p><b>25.3</b> No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids</p>

	and the expiration of the period of Bid validity specified by the Bidder on the Letter of Bid or any extension thereof.
<b>26 Bid Opening</b>	<p><b>26.1</b> Except as in the cases specified in <b>ITB 23</b> and <b>ITB 24.2</b>, the Procuring Agency shall, at the Bid opening, publicly open and read out all Bids received by the deadline at the date, time and place specified <b>in the BDS</b> in the presence of Bidders' designated representatives and anyone who chooses to attend. Any specific electronic Bid opening procedures required if electronic Bidding is permitted in accordance with <b>ITB 22.1</b>, shall be as specified <b>in the BDS</b>.</p> <p><b>26.2</b> 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. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding Bid will be opened. 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.</p> <p><b>26.3</b> Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.</p> <p><b>26.4</b> Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening.</p> <p><b>26.5</b> Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; Unit Price as well as the Bid Prices, including any unconditional discounts, and any other details as the Procuring Agency may consider appropriate.</p> <p><b>26.6</b> Only Bids and unconditional discounts that are opened and read out at Bid opening shall be considered further in the evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Procuring</p>

	<p>Agency attending Bid opening in the manner specified in the BDS.</p> <p><b>26.7</b> The Procuring Agency shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with <b>ITB 23.1</b>).</p> <p><b>26.8</b> The Procuring Agency shall prepare a record of the Bid opening that shall include, as a minimum;</p> <p>(a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;</p> <p>(b) the Bid Price, per lot (item) if applicable, including any unconditional discounts;</p> <p><b>26.9</b> The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.</p>
<p><b>5. Evaluation and Comparison of Bids</b></p>	
<p><b>27 Confidentiality</b></p>	<p><b>27.1</b> Information relating to the evaluation of Bids and recommendation to conclude a Framework Agreement(s), shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the Notification of Intention to conclude the Framework Agreement is transmitted to all Bidders in accordance with <b>ITB 39.1</b>.</p> <p><b>27.2</b> Any effort by a Bidder to influence the Procuring Agency in the evaluation or decision to conclude a Framework Agreement(s) may result in the rejection of its Bid.</p> <p><b>27.3</b> Notwithstanding <b>ITB 26.2</b>, from the time of Bid opening to the time of the Framework Agreement being concluded, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.</p>
<p><b>28 Clarification of Bids</b></p>	<p><b>28.1</b> To assist in the examination, evaluation, comparison of Bids, and qualification of Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Agency shall not be considered. The Procuring Agency's request for clarification and the</p>

	<p>response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Agency in the Evaluation of the Bids, in accordance with <b>ITB 31</b>.</p> <p><b>28.2</b> If a Bidder does not provide clarifications of its Bid by the date and time set in the Procuring Agency’s request for clarification, its Bid may be rejected.</p>
<p><b>29 Deviations, Reservations, and Omissions</b></p>	<p><b>29.1</b> During the evaluation of Bids, the following definitions apply:</p> <ul style="list-style-type: none"> <li>(a) “Deviation” is a departure from the requirements specified in the Bidding documents;</li> <li>(b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding documents; and</li> <li>(c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding documents.</li> </ul>
<p><b>30 Determination of Responsiveness</b></p>	<p><b>30.1</b> The Procuring Agency’s determination of a Bid’s responsiveness is to be based on the contents of the Bid itself, as defined in <b>ITB 11</b>.</p> <p><b>30.2</b> A substantially responsive Bid is one that meets the terms and conditions, and the requirements of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>(a) If accepted, would: <ul style="list-style-type: none"> <li>(i) affect in any substantial way the scope, quality, or performance of the Goods/Services and Related Services specified in the Framework Agreement; or</li> <li>(ii) limit in any substantial way, inconsistent with the Bidding documents, the Procuring Agency’s rights or the Bidder’s obligations under the Framework Agreement; or</li> </ul> </li> <li>(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.</li> </ul> <p><b>30.3</b> The Procuring Agency shall examine the technical aspects of the Bid submitted in accordance with <b>ITB 16</b> and</p>

	<p><b>ITB 17</b>, in particular, to confirm that all requirements of Section VII A (Schedule of Requirements) have been met without any material deviation or reservation, or omission.</p> <p><b>30.4</b> If a Bid is not substantially responsive to the requirements of Bidding documents, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p>
<p><b>31 Nonconformities, Errors and Omissions</b></p>	<p><b>31.1</b> Provided that a Bid is substantially responsive, the Procuring Agency may waive any minor non-conformities in the Bid.</p> <p><b>31.2</b> Provided that a Bid is substantially responsive, the Procuring Agency may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any such aspect that apparently or potentially affects the ranking of the Bidder or the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p><b>31.3</b> Provided that a Bid is substantially responsive, the Procuring Agency shall rectify quantifiable non-material non-conformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the BDS.</p>
<p><b>32 Correction of Arithmetical Errors</b></p>	<p><b>32.1</b> Provided that the Bid is substantially responsive, the Procuring Agency shall correct arithmetical errors on the following basis:</p> <ul style="list-style-type: none"> <li>(a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>(c) if there is a discrepancy between words and figures,</li> </ul>

	<p>the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p><b>32.2</b> Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1, shall result in the rejection of the Bid.</p>
<p><b>33 Conversion to Single Currency</b></p>	<p><b>33.1</b> For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as specified <b>in the BDS</b>.</p>
<p><b>34 Preferences</b></p>	<p><b>34.1</b> No margin of preference shall apply in the Primary Procurement process and in any Secondary Procurement processes unless specified otherwise in <b>BDS</b>.</p>
<p><b>35 Evaluation of Bids</b></p>	<p><b>35.1</b> The Procuring Agency shall use the criteria and methodologies listed in this ITB and Section III, Evaluation Criteria in deciding to conclude a Framework Agreement(s). No other evaluation criteria or methodologies shall be permitted.</p> <p><b>35.2</b> To evaluate a Bid, the Procuring Agency shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) evaluation will be done for Items or Lots, as specified in the BDS; and the Bid Price as quoted in accordance with ITB 14;</li> <li>(b) correction of arithmetic errors made in accordance with ITB 31.1;</li> <li>(c) price adjustment due to unconditional discounts offered in accordance with ITB 14.4;</li> <li>(d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;</li> <li>(e) rectification o price due to quantifiable non-material non-conformities in accordance with ITB 30.3; and</li> <li>(f) the additional evaluation factors are specified in Section III, Evaluation Criteria.</li> </ul>

**35.3** If applicable, the estimated effect of the price adjustment provisions in the Framework Agreement(s) (which determines the Contract Price for a Call-off Contract), applied over the Term of the Framework Agreement, shall not be taken into account in the Primary Procurement-Bid evaluation.

**35.4** The Procuring Agency's evaluation of a Bid will exclude and not take into account:

(g) in the case of Goods/Services manufactured in Pakistan or (the Procuring Agency's Country), sales and other similar taxes, which will be payable on the Goods/Services if a Call-off Contract is awarded to the Bidder;

(h) in the case of Goods/Services manufactured outside the Pakistan (or Procuring Agency's Country), already imported or to be imported, customs duties and other import taxes levied on the imported Goods/Services sales and other similar taxes, which will be payable on the Goods/Services if the Call-off Contract is awarded to the Bidder;

(i) if applicable, any allowance for price adjustment during the period of execution of the Call-off Contract is, if provided in Section B: Framework Agreement Specific Provisions.

**35.5** The Procuring Agency's evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with **ITB 14**. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods/Services and Related Services or geographic location. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified **in the BDS** from amongst those set out in Section III, Evaluation Criteria. The criteria and methodologies to be used shall be as specified in **ITB 34.2(f)**.

<p><b>36 Comparison of Bids.</b></p>	<p><b>36.1</b> The Procuring Agency shall compare the evaluated costs of all substantially responsive Bids established in accordance with <b>ITB 34.2</b> to determine the ranking of Bids based on the lowest evaluated cost. The comparison shall be on the basis of CIP (place of final destination) prices for imported Goods/Services and EXW prices, plus cost of inland transportation and insurance to place of destination, for Goods/Services manufactured within Pakistan (or Procuring Agency’s country), together with prices for any required installation, training, commissioning and other Related Services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported Goods/Services quoted CIP and sales and similar taxes levied in connection with the sale or delivery of Goods/Services.</p>
<p><b>37 Qualification of the Bidder(s)</b></p>	<p><b>37.1</b> The Procuring Agency may ask the Bidders to establish that their qualification still establishes as determined during prequalification process, and ask for any documentary evidence for such assurance. A negative determination shall result in disqualification of the Bid.</p>
<p><b>38 Procuring Agency’s Right to Accept or Reject All Bids</b></p>	<p><b>38.1</b> The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.</p>
<p><b>39 Standstill Period</b></p>	<p><b>39.1</b> The Framework Agreement(s) shall not be concluded earlier than the expiry of the Standstill Period. The Standstill Period shall be fifteen (15) Days unless extended in accordance with <b>ITB 44</b>. The Standstill Period commences the day after the date the Procuring Agency has transmitted to each Bidder the Notification of Intention to Conclude a Framework Agreement. Where only one Bid is submitted, or if this Primary Procurement process is in response to an emergency, the Standstill Period shall not apply.</p>
<p><b>40 Notification of Intention to Conclude a Framework Agreement</b></p>	<p><b>40.1</b> The Procuring Agency shall send to each Bidder the Notification of Intention to Conclude a Framework Agreement(s) with the successful Bidder(s). The Notification(s) of Intention to Conclude shall contain, at a minimum, the following information:</p> <p>(a) the name and address of the Bidder(s) submitting the successful Bid(s);</p>

	<ul style="list-style-type: none"> <li>(b) the price(s) of the successful Bid(s), or pricing mechanism(s);</li> <li>(c) the names of all Bidders who submitted Bids, and their Bid prices, or pricing mechanism(s), as readout, and as evaluated;</li> <li>(d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the Notification on Intention to Conclude a Framework Agreement(s) is addressed) was unsuccessful, unless the price, or pricing mechanism(s) information in (c)) above already reveals the reason;</li> <li>(e) the expiry date of the Standstill Period;</li> <li>(f) instructions on how to request a debriefing and/or submit a complaint during the standstill period.</li> </ul>
<b>6. Conclusion of a Framework Agreement</b>	
<b>41 Framework Agreement Criteria</b>	<p><b>41.1</b> This is a Closed Framework Agreement.</p> <p><b>41.2</b> The Procuring Agency shall specify <b>in the BDS</b> and/or Section III A (Evaluation Criteria), the criteria that will apply in the selection of Bidder(s), with whom a Framework Agreement(s) may be concluded.</p>
<b>42 Notification to Conclude a Framework Agreement</b>	<p><b>42.1</b> Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, specified in <b>ITB 38.1</b> or any extension thereof, and upon satisfactorily addressing a complaint that has been submitted within the Standstill Period, the Procuring Agency shall transmit to the successful Bidder(s) a Notification to Conclude a Framework Agreement, attaching the Framework Agreement for signature by the Bidder.</p>
<b>43 No Obligation to Purchase</b>	<p><b>43.1</b> The conclusion of a Framework Agreement shall not impose any obligation on the Procuring Agency to purchase any Goods/Services under the Framework Agreement.</p>
<b>44 Non-exclusivity</b>	<p><b>44.1</b> This Primary Procurement process is non-exclusive, and the Procuring Agency reserves the right to procure the Goods/Services from other suppliers who are not FA Suppliers.</p>
<b>45 Signing the Framework Agreement</b>	<p><b>45.1</b> Unless an earlier deadline is stipulated <b>in the BDS</b>, the Bidder shall sign, date and return the Framework Agreement within twenty-eight (28) days of receipt of the same.</p>

<p><b>46 Publication of the Conclusion of Framework Agreement Notice</b></p>	<p><b>46.1</b> Within ten (10) Business Days of transmission to the successful Bidder(s) of the Notification(s) to Conclude a Framework Agreement(s), as per <b>ITB 41.1</b>, the Procuring Agency shall publish the Conclusion of Framework Agreement Notice which shall contain, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>(a) name and address of the Procuring Agency, and if applicable, all participating Procuring Agencies;</li> <li>(b) name and reference number of the Framework Agreement being concluded, and the selection method used;</li> <li>(c) names of all Bidders that submitted Bids, and their Bid prices, or pricing mechanisms, as read out at Bid opening, and as evaluated;</li> <li>(d) names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor; and</li> <li>(e) the name(s) of the successful Bidder(s), the duration of Framework Agreement(s), and a summary of its scope.</li> </ul>
<p><b>47 Grievance Redressal Mechanism</b></p>	<p><b>47.1</b> 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.</p> <p><b>47.2</b> 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.</p> <p><b>47.3</b> Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the</p>

	<p>procurement proceedings.</p> <p>47.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p>Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>47.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>47.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>47.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal</p> <p>47.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>47.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>47.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p><b>7. Secondary Procurement Process for awarding a Call-off Contract</b></p>	
<p><b>48 Method and criteria for award of Call-off Contract</b></p>	<p><b>48.1</b> The Secondary Procurement method that shall apply in selecting FA supplier and awarding a Call-off contract is specified in the <b>Framework Agreement</b> (Framework Agreement, Schedule 3 i.e. Secondary Procurement). To be entitled to participate in a Secondary Procurement, and awarded a Call-off Contract, FA Suppliers must continue to</p>

	<p>be qualified and eligible, and the Goods/Services must continue to be eligible, as per the criteria stipulated in these bidding documents. The Procuring Agency may require, at the Secondary Procurement stage and award of Call-off Contract, evidence of continued qualification and eligibility.</p>
<p><b>Adjustment to the Base Price</b></p>	<p><b>48.2</b> The Call-off Contract Price at the Secondary Procurement stage shall not be subject to price adjustment unless specified in Framework Agreement, Section B: Framework Agreement Specific Provisions.</p>
<p><b>49. Blacklisting Mechanism</b></p>	
<p><b>49 Blacklisting Mechanism</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; or</li> <li>ii. Fails to perform his contractual obligations; or</li> <li>iii. Fails to abide by the bid securing declaration;</li> </ul> <p>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.</p> <p>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</p> <p>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</p>

	<p>contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>49.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>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.</p> <p>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</p>
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	<p>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</p> <p>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.</p> <p>49.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
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## Section II A - Bid Data Sheet (BDS)

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

<b>1. General</b>	
<b>ITB 1.1</b>	The Procuring Agency is: 221/A Shah Rukna-e-Alam Colony Multan The name of the ITB is: NADRA/PRQ/26-27/01/SBD
<b>ITB 1.2)</b>	<b>Single-Supplier Framework Agreement</b> This Primary Procurement intends to conclude a Single-Supplier Framework Agreement.
<b>ITB 1.3</b>	<b>Term of Framework Agreement</b> The Framework Agreement shall be for a Term of <b>(1) Year</b> for the closed Framework Agreement.
<b>ITB 4.1</b>	Joint Venture (JV) shall Not be applicable.
<b>ITB 4.2</b>	<b>Advance payment:- No Advance Payment.</b>
<b>2. Contents of the Bidding Documents</b>	
<b>ITB 7.1</b>	For <b>clarification of Bid purposes</b> only, the Procuring Agency's address is:  Attention: <b>Deputy Director Admin</b> Address: RHO NADRA 221/A Shah Rukna Alam Colony <b>Multan</b> City: <b>Multan</b> Country: <b>Pakistan</b> Telephone: 061-9220112  Requests for clarification should be received by the Procuring Agency not later than: <b>3 Business Days</b> "before the deadline for submission of Bids "

### 3. Preparation of Bids

<b>ITB 10.1</b>	<p>The <b>language of the Bid</b> is [<i>“English”</i>].</p> <p>All correspondence shall be in [<i>“English”</i>].</p> <p>The language for translation of supporting documents and printed literature is [<i>“English”</i>].</p>
<b>ITB 11.1 (f)</b>	The Bidder shall submit the following additional documents in its Bid: <i>Not Applicable</i>
<b>ITB 14.2</b>	<p><b>Single-Supplier FA</b></p> <p>Prices quoted for a <u>lot</u> (contract) shall correspond at least to (<i>one hundred</i>) percent of the items specified for the lot (contract) in the Price Schedules. Prices quoted for <u>each item</u> of a lot shall correspond to <i>one hundred</i> percent of the estimated quantities over the FA period specified in the Price Schedules for the item.</p>
<b>ITB 14.3</b>	<p><b>Single-Supplier FA</b></p> <p>The price to be quoted in the Letter of Bid in accordance with <b>ITB 12.1</b> shall be the total bid price for the specified items or Lots, as applicable.</p>
<b>ITB 14.6</b>	The <b>Incoterms</b> edition that will apply to Framework Agreement Call-off Contracts is: <b>DDP</b>
<b>ITB 14.7</b>	<b>Named place(s) of destination</b> , as per Incoterms <b>DDP</b> are as per <b>BDS-1-General (ITB 1.1, 1.2)</b>
<b>ITB 14.7</b>	<b>Final Destination/s (DAUs/Offices of Multan Region)</b> will be specified in Call-off Contract awarded under the Framework Agreement.
<b>ITB 15.1</b>	The amount of <b>Bid Security in the form of CDR/Pay order/Bank Guarantee</b> shall be <b>Rs.25,000/</b> .
<b>ITB 15.2</b>	<b>Performance Guaranty</b> Bid Security of successful bidder will be retained, as Performance Security till expiration of contract
<b>ITB 16.4</b>	Period of time the Services are expected to be functioning ( <i>14-July-2026</i> ) following acceptance of the Goods/Services by the Procuring Agency under a Call-off Contract. <b>(N.A)</b>
<b>ITB 17.2 (a)</b>	<b>Manufacturer’s authorization</b> is <b>“not required”</b>

<b>ITB 18.1</b>	The <b>Bid validity period</b> shall be <i>[60]</i> days.
<b>ITB 18.3(a)</b>	Where the Bid validity period is extended, the Bid price shall be adjusted (to determine the FA Base price) by the following factor(s): N/A
<b>ITB 20.1</b>	In addition to the original of the Bid, the <b>number of copies</b> to be delivered to the Procuring Agency is <i>(0)</i> copies.
<b>ITB 20.3</b>	The written confirmation of <b>authorization to sign</b> on behalf of the Bidder shall consist of <i>(Authority letter to signatory to sign the Bid on behalf of the Bidder)</i> .
<b>4. Submission and Opening of Bids</b>	
<b>ITB 22.1</b>	<p>For <b>Bid submission purpose</b> only, the Procuring Agency’s address is:</p> <p>Attention: <b>Deputy Director Admin</b>  Address: RHO NADRA 221/A Shah Rukna Alam Colony <b>Multan</b>  City: <b>Multan</b>  Country: <b>Pakistan</b>  Telephone: 061-9220112</p> <p><b>The deadline for Bid submission is:</b>  Date: <b>30 June, 2026</b>  Time: <b>[1130 hrs]</b>  Bidders “shall not” have the option of submitting their Bids electronically.</p>
<b>ITB 25.1</b>	<p>The <b>Bid opening</b> shall take place at:</p> <p>Address: RHO NADRA 221/A Shah Rukna Alam Colony <b>Multan</b>  City: <b>Multan</b>  Country: <b>Pakistan</b>  Telephone: 061-9220112</p> <p>Date: <b>30p June, 2026</b>  Time: <b>[1200 hrs]</b></p>
<b>ITB 25.6</b>	The Letter of Bid shall be numbered and initiated by <b>(NADRA/PRQ/2026-27/01/SBD)</b> representatives of the Procuring Agency conducting Bid opening.

## **5. Evaluation and Comparison of Bids**

<b>ITB 32.1</b>	The currency that shall be used for Bid evaluation and comparison purposes to convert, at the selling exchange rate, all Bid prices expressed in various currencies into a single currency is <b>[Pakistani Rs]</b> .
<b>ITB 34.2</b>	Evaluation will be done for “Lot” “Bids will be evaluated as a <b>single lot</b> after multiplication with estimated qty. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid, and provided that the Bid is substantially responsive, the “ <b>average</b> ” price of the item quoted by substantially responsive Bidders will be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.”

## **6. Concluding a Framework Agreement**

<b>ITB 44</b>	<b>Signing the Framework Agreement</b> The Bidder shall sign, date and return the Framework Agreement within <b>[03]</b> days of receipt of the same.
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## Section III A - Evaluation and Qualification Criteria

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

### Evaluation of Bids (ITB 34)

#### Evaluation Criteria (ITB 34.2)

The Procuring Agency's evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with **ITB 14.8**, one or more of the following factors as specified in **ITB 34.1 & 34.2**.

#### **Criteria to conclude a Framework Agreement(s) (ITB 40)** *select the appropriate option and add such additional criteria, as is appropriate*

##### Criteria for a Single-Supplier Framework Agreement:

RHO NADRA Multan will conclude the Framework Agreement with the Bidder whose Bid has been determined to be **(Most Advantageous)**:

- (a) substantially responsive to the Bidding documents; and
- (b) the lowest evaluated cost *as per ITB 34.1*
- (c) *Evaluated Bid = (Rate offered for each category) x (Average Monthly transactions for that category)*

## Section IV-A - Bid Forms

### 1. Letter of Bid

#### Primary Procurement - Framework Agreement Services

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

*The Bidder must prepare this Letter of Bid 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.*

#### **Framework Agreement –/Services**

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

**Request for Bid No.:** NADRA/PRQ/25-26/01/SBD **Alternative No.:** *[insert identification No if this is a Bid for an alternative]*

To: **RHO NADRA Multan**

- (a) **No reservations:** We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders (**ITB 8**);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with **ITB 4**;
- (c) **Eligible Goods/Services and Related Services:** If we conclude a Framework Agreement, the Goods/Services that we may supply under a Call-off Contract awarded under the Framework Agreement, shall be sourced from an eligible country in accordance with **ITB 5** and Section V, Eligible Countries. The Goods/Services and Related Services shall be sourced from *[insert name of the country(ies)]*
- (d) **Bid/Proposal-Securing Declaration:**

“We have neither been suspended nor declared ineligible by the Procuring Agency(s) based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in Pakistan.
- (e) **Conformity:** We offer to supply, in conformity with the Bidding Documents and in accordance with Section VII- Schedule of Requirements, the following Goods/Services: *[insert a brief description of the Goods/Services and Related Services]*;
- (f) **Bid Price:** *[Select one of the following four options with respect to Bid Price]*

#### **For Single Supplier FA**

(g) **Unconditional Discounts:** The unconditional discounts offered are: [Specify in detail each unconditional discount offered.]

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

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

(i) **Performance Security/Guarantee:** Bid security will be retained as Performance Security till expiry of contract.

(j) **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.

(k) **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***];

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

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

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

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

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

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

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

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

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

\*\* 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.

**SECTION V: SCHEDULE OF REQUIREMENTS, TECHNICAL  
SPECIFICATIONS**

## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery

- (i) DDP is applicable.

In order to determine the correct date of delivery hereafter specified, the Procuring Agency has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

Sr	Description	Quantity (Estimated)	Tentative Date of Supply/Order	Tentative Delivery Date	Delivery Locations
1	Within City	<b>Courier Services for One (1) Year as per requirement</b>	As per release of funds and identification of need.	Same day or as per delivery type	NADRA Multan (as per detail (1.1) Multan Districts & Country Wide
2	City to City	-do-	-do-	-do-	-do-
3	Detain Services	-do-	-do-	-do-	-do-
4	Overland	-do-	-do-	-do-	-do-

1. This Agreement will be valid for NADRA Multan Region for a period of one (1) year. Service Accounts for respective office will be opened respectively.
2. NADRA requires Courier Services (collection & Delivery) for Regional Head Office and all its other offices including Registration Centers, Branches within NADRA Multan Region detailed in Tender Documents (“Services”).
3. Courier Service Provider shall arrange to collect envelopes / parcels of offices given in 1.1 Area of NADRA Offices. NADRA reserves the right to increase or decrease the number of Offices/locations and courier firms will be responsible to collect and deliver the consignments.
4. Courier Service Provider shall arrange to collect envelopes / parcels, which contain official document instrument and papers from the prescribed office between 3:00 - 4:00 PM on

full working days. These pickup timings shall be changeable with the mutual consent of the parties.

5. Courier Service Provider will be responsible to provide all type of courier services to NADRA RHO Multan for which rates are quoted in the bids submitted.

6. Courier Service Provider shall not open any packet for inspection of Content thereof for otherwise provided however for the purpose checking of Content, if required, shipment may be opened and resealed in the presences of offices officials and staff of Courier Service Provider Provide Always that incase the packet / envelopes are opened by Security staff and government agency/authority at the airport /on the road same may be resealed by Courier Service Provider.

7. Courier Company has to take special care of all the parcels/mails of NADRA in delivery time and security scenario because all of the correspondence, security papers, cards etc. are of very secure and private nature. In any case of delay or loss or leakage of information, Courier Company will be responsible for it. Moreover, this RHO has right to take legal action and impose financial penalty in this regard.

8. Courier Service provider warrants that the Services will be performed in a professional and prudent manner consistent with best industry standards reasonably applicable to such services. If the NADRA considers that a breach of this warranty has occurred and notifies Courier firm in verbal/writing stating the nature of the breach, then Courier Service Provider Firm will be required to urgently correct any affected services in order that they remain compliant with the level of offered services.

9. Courier Service provider firm has to take special care of all the parcels/mails of NADRA in delivery time and security scenario because all of the correspondence, cards etc. are of very secure and private nature. In any case of delay or loss or leakage of information, Courier firm will be responsible for it. Moreover, this RHO has right to take legal action and impose financial penalty in this regard.

10 Bills will be submitted on monthly basis for each office with receipts. Payments against all invoices will be made centrally through a single cheque. Any change in calculation of rates submitted will not be considered and delay in payments because of such reason or due to any mistake in billing by courier firm will not be objectionable. Payments will be made by NADRA RHO Multan after deductions of all applicable taxes and certificate for these deductions will be provided as desired.

11. If at any point of time the NADRA becomes entitled to claim damages from Courier Services Provider, said firm will be liable to pay the damages in addition to the amount that Courier Service provider has actually received from the NADRA as payment for the specific services or items that are the subject of the claim. Service provider is not responsible for any damages caused by the failure of the NADRA or its Affiliates or other suppliers to perform their responsibilities. The limitation of liability included in this section will survive this Agreement.

12. Each party will act in good faith in the performance of its respective duties and responsibilities and will not unreasonably delay or withhold the giving of consent or approval required for the other party under this Agreement. Each party will provide an acceptable standard of care in its dealings with the other party and its employees.

13. Neither party shall assign or otherwise transfer the obligations under this Agreement without the prior written consent of the other party. In the event that consent for assignment is

given, the terms of this Agreement will be binding upon each party's respective successor.

14. Both the RHO NADRA Multan and Courier Service Provider will keep confidential and not use on its own behalf (except as set forth in this Agreement) or disclose to any third parties any information regarding the other party's business, affairs or customers ("Confidential Information"). The Confidential Information shall be used solely in connection with this Agreement and the Services provided hereunder. Both the parties agree to take all necessary steps to ensure the protection of the Confidential Information and shall in no event disclose Confidential Information to third parties without prior consent of the other party.

15. Neither Party shall, without prior written consent of the other party, use their names or registered trademarks in any advertising or communications to the public in any format (verbal, visual and/or written), where such communication implies an arrangement between the Parties.

16. Except in respect of payment liabilities, neither party will be liable for any failure or delay in its performance under this Agreement due to reasons beyond its reasonable control, including acts of war, acts of God, earthquake, flood, riot, embargo, sabotage, governmental act, provided the delayed party gives the other party prompt notice of the reasons for such cause.

## 1.1 Area of NADRA Multan Region

District Name	List of cities/towns having NADRA Offices
<b>Multan</b>	Multan, Shujabad, Jalalpur Pirwala, Qadirpur Raan, Basti Malook, Band Bosan
<b>Muzaffargarh</b>	Muzaffargarh, Kot Addu, Alipur, Jatoi, Chowk Sarwar Shaheed, Khangarh, Shah Jamal, Rangpur, Daira Deen Panah
<b>Sahiwal</b>	Sahiwal, Chichawatni, Harrapa, Kameer, Ghaziabad
<b>Pakpattan</b>	Pakpattan, Arifwala
<b>Dera Ghazi Khan</b>	Dera Ghazi Khan, Taunsa, Kot Chutta, Wahova, Barthi
<b>Rajanpur</b>	Rajanpur, Jampur, Rojhan, Fazilpur, Dajal
<b>Bahawalpur</b>	Bahawalpur, Ahmedpur East, Hasilpur, Yazman, Khairpur Tamewali, Uch Sharif, Head Rajkan
<b>Lodhran</b>	Lodhran, Karor Pakka, Dunyapur
<b>Bahawalnagar</b>	Bahawalnagar, Chishtian, Minchanabad, Haroonabad, Fort Abbas
<b>Rahim Yar Khan</b>	Rahim Yar Khan, Sadiqabad, Khanpur, Liaqatpur, Zahirpir, Taranda Muhammad Panah
<b>Layyah</b>	Layyah, Karorlal Eason, Chobara, Chowk Azam, Fatihpur, Kot Sultan
<b>Vehari</b>	Vehari, Mailsi, Burewala, Gagu Mandi, Tibba Sultan Pur
<b>Khanewal</b>	Khanewal, Mianchannu, Kabirwala, Jahanian, Abdul Hakeem, Kot Islam, Makhdoom Pur, 90-Mor

**Note:** Number and location of offices may change/increased at any time within contract period.

Sr. no	Locations	Address	Service Area	OSA/NSA
1	Abdul Hakeem	Mian Channu Road Near Ghusia Chowk Abdul Hakeem		
2	Adda Band Bosan	Adda Band Bosan Opposite Shel Petrol Pump Multan		
3	Ahmadpur East	Main KLP Road Khushi Muhammad Town Ahmadpur East		
4	Alipur	Panjnad Bypass Road Alipur		
5	Arif Wala	Plot 21, M Block Khavit 1440, Khatoni 1456 Pakpattan Rd Arifwala		

6	Bahawalpur	CB 101 Awaisi Plaza, Aziz Bhatti Road Model Town-A, Bahawalpur		
7	Bahawalpur Exec	House No. 1/A, Muhammadia Colony Noor Mahal Road Bahawalpur		
8	Bahawalpur CFSC	Near Alkhidmat Center Bahawalpur		
9	Bahawalnagar	Khewat No. 409/380 Khatoni No. 748 Main Chishtian Road Bahawalnagar		
10	Basti Malook	Khewat No. 690-718 Multan Road Nar Al-Khair Petroleum Bati Malook		
11	Bhong			
12	Burewala	Main Chichawatni Road Azeemabad Burewala		
13	Chichawatni	Zargam Chowk Chichawatni Bypass Chichawatni		
14	Chishtian	Haroonabad Road near Ittifaq City Chishtian		
15	Chowk Azam	Municipal Committee Chowk Azam Previously Declared as "Butcher Market"		
16	Chowk Karamdad Qureshi			
17	Chowk Sarwar Shaheed	Khewat No. 52/49 Khatoni No. 118 Layyah Road Chowk Sarwar Shaheed		
18	Choubara	Tehsil complex Choubara		
19	Daira Deen Panah	Govt Rurral Health Centre Chowk Sarwar Shaheed Road Daira Din Panah		
20	Dahranwala			
21	Dera Ghazi Khan	Shop No. 20 & 21, Khayaban-e-Sarwar DG Khan		
22	Dera Ghazi Khan Exec	Al Falah Commercial Centre Near Pul Datt Jampur Road DG Khan		
23	Dera Ghazi Khan Female			
24	Dajal	Patti Machi Khata No. 229 Town Committee Dajal Tehsil Jampur Distt. Rajanpur		
26	Dunyapur	Kahrer Pacca Road Super Chowk Dunyapur Tehsil Dunyapur District Lodhran		
27	Fatehpur	UC Rural Office MM Road Fateh Pur		
28	Fazilpur	Khata No. 21, Indus Highway DG Khan Rajanpur Road Fazilpur		

29	Fortabbas	Plot No. 01 Javed Block Khavit No. 9/9 Khatoni No. 12 Ghulam Rasool Town Fortabbas		
30	Gaggomandi	Main Road Gaggo Mandi		
31	Ghaziabad	Burewala Road near Bismillah colony opposite HBL, Ghaziabad		
32	Harappa	Khewat no. 84/83 Khatoni no. 173-178 Jinnah Town Harappa		
33	Haroonabad	Imtiaz Colony Chak No. 73/4-R Canal Road Haroonabad		
34	Hasilpur	Khewat No. 98/22, Khatoni No. 247, Near Shell Classic 2 Filling Station Bahawalpur Road Hasilpur		
35	Head Rajkan	UC Head Rajkan		
36	Jahanian	Khewat No. 16 Khatoni No. 66 to 73 Chak No. 112/10-R Multan Road Jahanian		
37	Jalal Pur Pirwala	House No. 155/159, Chak No. 84 Jalalpur Pirwala		
38	Jamal Din Wali			
39	Jampur	Khata No. 270 Dera Road Near WAPDA Office Jampur		
40	Jatoi	Shah Jamal Road near Grid Chowk Jatoi		
41	Kabirwala	Khewat No. 1249/1232 Khathoni No. 1912/1913 near new General Bus Stand Jhang Road Kabir wala		
42	Kameer	Khewat No. 177 Khatoni No. 746-755 Safi Trade Centre Kamir Sharif Distt. Sahiwal		
43	Karor Pacca	Khewat No. 77 Khatoni No. 334 to 348 Near Railway Phatak Kehror Pacca		
44	Karor Lal Easan	Opps PTCL Exchange Fatehpur Road Karor Lal Essan		
45	Kot Addu	Plot No. 11 & 12 Canal View Housing Scheme Kot Addu		
46	Kot Chutta	Block H, Amin Town Kot Chutta		
48	Kot Sultan	Khewat No. 97 Khatoni No. 360-363 Moza Wanjhera Thal Kot Sultan		
49	Khairpur Tamewali	Bahawalpur Road Moza Goth Jhumar Tehl Khairpur Tamewali		
50	Khanbela	Khewat No. 174/175 Khatoni No. 616 Khanbela, Tehsil Liaquatpur, Distt. Rahimyar Khan		
51	Khanewal	Jumayya Abad Main Road Khanewal		

52	Khan Garh	Rehman Market near Telephone Exchange Khangarh		
53	Khanpur	Khata No. 260/257 Khatoni No. 600 to 618 Zahir Peer Road Near Thana Sadar Khanpur		
54	Layyah	Al -Karim Market Near Gillani Chowk, Chowk Azam Road Layyah		
55	Liaquatpur	House No. 2 Block 7C Liaquatpur		
56	Lodhran	Khewat No. 462/451 Khatoni No. 993 to 995 & 1004 Chah Baqa wala Khanewal Road Lodhran		
57	Mailsi	Karampur road near Fadda Choungi, Khavit 45/45 Kahoni, 202 to 220		
58	Mian Channu	Khewat No. 82/80 Khatoni No. 584 to 599 Northern Bypass Road Mian Channu		
59	Minchinabad	Khewat No. 22, Pak Motors Bahawalnagar Road Minchanabad		
60	Mubarakpur	Near Ghouri Cotton Factory Mubarakpur		
61	Muzaffargarh	Rehman Commercial Centre, Near Jhang Mor DG Khan Road Muzaffargarh		
62	Exec Muzaffargarh			
63	Pakpattan	Khawat No. 2579/2565 Khasra No. 208/14 Bassi Sharif Road Pakpattan		
64	Qadir Pur Ran	Khewat No. 275/274 Multan Lahore GT Road Opposite Sabzi Mandi Qadirpur Raan		
65	Rahimyar Khan	Khata No. 177/176, Zafar Abad colony near new Bus Stand Rahimyar Khan		
66	Exec Rahimyar Khan	Khata No. 12/12 Khatoni No. 16 to 24 Canal Bank Road Near Kips Academy 111/P EST RY Khan		
67	Rajanpur	Old Taj Mehal Hotel Near Khithran Pump Indus Highway Kot Mithan Rd Rajanpur		
68	Rojhan	Municipal Committee Rojhan		
69	Sadiqabad	Khewat No. 2/2 Khatoni No. 11 to 73 Main Bypass Road near Azad Nursery Sadiqabad		
70	Exec Sadiqabad	Model Commercial Zone near new bus stand KLP road sadiqabad		
71	Sahiwal	Lalazar colony chak no. 82/6-R Sahiwal		
72	Sahiwal Exec	House/Plot/Shop No. 128/B-91 Gulstan Road Sahiwal		
74	Sakhi Sarwar	Chuti Belan Road DG Khan		

75	Seet Pur	Near Darbar Jhan Shah Ghazia Noor Chowk, Tehsil Alipur, MZG		
76	Sher Shah	Opp Golf City Sher Shah Road Multan		
78	Shujabad	Gujjuratta Canal Road Shujabad		
79	Taranda Muhammad Panah	Near UC Tranda M Panah Road Projects Building Tranda M Panah		
80	Tibba Sultan Pur	Tibba Sultan Pur		
81	Tounsa Sharif	Khewat No. 1084-1273 Indus Highway near Education School Taunsa		
82	Uch Sharif	Khewt No. 13/13 Khatoni No 20 Uch Jalalpur Main Road Uch Sharif		
83	Vehari	House/Plot/Shop No.2 Northern Block Sharqi Colony Vehari		
84	Yazman	Haider Town near Canal Bridge Yazman		
86	NRC 90 Mor	Khata No. 157 Khatoni No. 267 to 269 Tehl Chichawatni Distt. Sahiwal		
87	Multan RHO	221 A Shah Rukne Alam Colony Multan		

# Schedule of Requirements

## For Provision of Courier Services

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

Sr	Weight	Within City	City to City	Detain Services	Overland
1.	Up to 0.5 KG	2658	16056		
2.	0.5 KG to 1 KG	117	1214		
3.	Up to 3 KG	32	6682		
4.	Additional KG			134	84

**Courier Services contract will be applicable for one (1) year**

### Evaluation Method

- Evaluation method will be “**most advantageous bid**” as whole (Single Lot)

## 2. Price Schedule Forms

*Single-Supplier FA based on estimated quantities over the FA period. respectively.*

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods/Services and Related Services specified by the Procuring Agency in the Schedule of Requirements.]*



Date: \_\_\_\_\_  
 RFB No: NADRA/2026-27/01

**(Provision of Courier Services)**

Alternative No: \_\_\_\_\_  
 Page No ← \_\_\_\_\_ of \_\_\_\_\_

Sr	Weight	Within City inclusive all taxes	City to City inclusive all taxes	Detain Services inclusive all taxes	Overland inclusive all taxes	OSA/NSA Charges inclusive all taxes
1.	Up to 0.5 KG			X	X	
2.	0.5 KG to 1 KG			X	X	
3.	Up to 3 KG			X	X	
4.	Additional KG	X	X			

*Evaluated Bid = (Rate offered for each category) x (Average Monthly transactions for that category)*

Total Bid Price	
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### 3. Bid Securing Declaration (N/A)

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

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

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

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

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

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) 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.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the Bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate)

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## Section V - Eligible Countries

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

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

1. Under ITB 4.8(a) and ITB 5.1: *[India, Israel]*.
2. Under ITB 4.8(b) and ITB 5.1: *[India, Israel]*.

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## **PART 3 – Framework Agreement**

# Framework Agreement

*[This form is to be completed by the Procuring Agency in accordance with the instructions provided in italicized text. The italicized text should be deleted from the final documents.]*

**Note:** *the terminology in relation to the parties to the Framework Agreement changes from the terminology used in relation to the parties involved in the Primary Procurement process. In the Primary Procurement process the Procuring Agency is responsible for establishing the FA(s). However, the parties to the FA will be the “Procuring Agency(s)” and, where Procuring Agency(s) and responsible for managing and administering the FA. In the FA, the successful Bidder(s) is called the “Supplier”. This covers the Supplier’s capacity as both a holder of a FA and as a Supplier under a Call off Contract.*

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

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

between

*[Select one of the three OPTIONS below]*

*[for Single User Framework Agreement]*

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

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

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

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

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

**Section A:** Framework Agreement General Provisions

**Section B:** Framework Agreement Specific Provisions

**Schedule 1:** Schedule of Requirements

**Schedule 2:** Price Schedules

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of [*Pakistan*] on the day, month and year indicated above.

*[Select one of the three options below]*

*[OPTION 1: for Single User Framework Agreement]*

“For and on behalf of the Procuring Agency:”

Signed: *[insert signature]*

Full name: *[name of person signing]*

Agency: *[insert the name of agency]*

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

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

For and on behalf of the Supplier:

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

Full name: *[name of person signing]*

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

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

## **Section A: Framework Agreement General Provisions (FAGP)**

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

## Section A

# Framework Agreement General Provisions (FAGP)

### 1. Definitions

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

Commerce (ICC).

- k) “Procuring Agency’s Country” is the country specified in the FA Specific Provisions, if procurement is being made outside Pakistan.
- l) “Related Services” means the services incidental to the supply of the Goods/Services, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, excluding inland transportation and other services required in the Procuring Agency’s Country to convey the Goods/Services to their final destination.
- m) “Secondary Procurement” is the method used to select a Supplier and award a Call-off Contract under this Framework Agreement.
- n) “Single-User Framework Agreement” means a Framework Agreement where there is only one Procuring Agency, as specified in the FA Specific Provisions.
- o) “Supplier” means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to supply to a Procuring Agency, from time to time, and as and when required, the Goods/Services, and, if applicable, Related Services, under a Call-off Contract.
- p) “Term” mean the duration of this Framework Agreement as described in the FA Specific Provisions starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted in the FA Specific Provisions.

## **2. Framework Agreement Documents**

- 2.1 This Framework Agreement (FA) shall be read as a whole. Where a documents is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement.
- 2.2 This Framework Agreement comprises the documents specified in the **FA Specific Provisions**.

## **3. Supplier’s obligations**

- 3.1 The Supplier shall offer to supply (standing offer) to the Procuring Agency, the Goods/Services, including any Related Services if applicable, described in the Framework Agreement Schedule 1: Schedule of Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement.
- 3.2 During the Term of the Framework Agreement, the Supplier shall continue to be eligible and qualified, and the

Goods/Services shall continue to be eligible, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 3a. to 3c. below. The Supplier shall notify the Procuring Agency immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Goods/Services cease to be eligible.

3.3 The Supplier undertakes to supply the Goods/Services under a Call-off Contract. The Goods/Services supplied shall be:

- a) of the quality, type and as otherwise specified in the Framework Agreement, Schedule 1: Schedule of Requirements,
- b) at the Contract Price specified in the Call-off Contract and
- c) in such quantities, at such times and to such locations as specified in the Call-off Contract.

3.4 If specified in the **FA Specific Provisions**, at any point during Term of the Framework Agreement should technological advances be introduced by the Supplier for the Goods/Services originally offered by the Supplier in its bid and still to be delivered, the Supplier shall offer to the Procuring Agency(s) of the Call-off Contract the latest versions of the available Goods/Services having equal or better performance or functionality at no additional cost to the Procuring Agency (s).

3.5 The Supplier agrees that the Call-off Contract General Conditions of Contract set out in the Framework Agreement, Schedule 4, and Call-off Contract Special Conditions of Contract set out in a Call-off Contract, shall apply to the supply of Goods/Services.

#### 4. Continued Qualification and Eligibility

4.1 The Supplier, shall continue to have the nationality of an eligible country as specified in the **FA Specific Provisions**. A Supplier or subcontractor, shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.

4.2 All Goods/Services to be supplied under a Call-off Contract shall continue to have their origin in eligible Countries as specified in the **FA Specific Provisions**. For the purpose of this provision, origin means the country where the Goods/Services

have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. Ineligible Countries, if any, are listed in the **FA Specific Provisions**.

- 4.3 To continue to be eligible the Supplier shall not have been sanctioned by pursuant to the Anti-Corruption Law, and in accordance with its prevailing sanctions policies and procedures as set forth by the Public Procurement Regulatory Framework as described in Section B, Framework Agreement General Provisions. Where the Supplier has been so sanctioned it will be ineligible for the duration of the period of time as determined by the Procuring Agency or Public Procurement Regulatory Authority.
- 4.4 The Procuring Agency may require, during the Term of the Framework Agreement, evidence of the Supplier's continued qualification and eligibility, and the Goods/Services continued eligibility. Failure to provide such evidence, as requested, may result in the Supplier being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.

## 5. Term

- 5.1 This Framework Agreement shall commence on the Commencement Date and, unless terminated earlier in accordance with the provisions of this Framework Agreement, or the general law, shall continue until the end of the Term specified in the **FA Specific Provisions**.
- 5.2 Where permitted in the **FA Specific Provisions**, the Term may be extended (subject to the condition that the total duration of the framework agreement shall not exceed three year), at the Procuring Agency's sole discretion, and where there has been satisfactory performance by the Supplier. To extend the Term, the Procuring Agency shall give the Supplier no less than three (3) months' notice, In Writing, prior to the date on which the Framework Agreement would otherwise have expired.

## 6. Representative

- 6.1 The representatives for each party, who shall be the primary point of contact for the other party in relation to matters arising from this Framework Agreement, are specified in the **FA Specific Provisions**. Should the representative be replaced, the party replacing the representative shall promptly inform the other party In Writing of the name and contact details of the new representative. Any representative appointed shall be authorized

to make decisions on the day to day operation of the Framework Agreement.

- 7. Role of Procuring Agency** 7.1 The role of PA is to manage and administer the Framework Agreement(s). The Procuring Agency is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to the Procuring Agency named in the Call-off Contract.
- 8. Contract Price** 8.1 The Contract Price for each Call-off Contract, shall be determined as specified in the **FA Specific Provisions**.
- 9. Performance Security (or Guarantee)** 9.1 The Procuring Agency may require a Performance Security (or guarantee) from the Supplier in relation to the performance of a specific Call-off Contract. In this event, the Supplier shall comply with the relevant provisions relating to Performance Security (or guarantee) contained in the Call-off Contract Special Conditions of Contract.
- 10. Language** 10.1 This Framework Agreement, and any Call-off Contract, as well as all correspondence and documents relating to this Framework Agreement, and any Call-off Contract, exchanged by the Procuring Agency and Supplier, shall be written in the language specified in the **FA Specific Provisions**. Supporting documents and printed literature that are part of this Framework Agreement, and any Call-off Contract, may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of this Framework Agreement, and any Call-off Contract, this translation shall govern.
- 10.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 11. Notices** 11.1 Any notice given by one party to the other pursuant to this Framework Agreement shall be in Writing to the address specified in the **FA Specific Provisions**. A notice shall be effective when delivered, or on the notice's effective date, whichever is later.
- 12. Fraud and Corruption** 12.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Primary or Secondary Procurement process or execution of a Call-off Contract. The information disclosed must include at least the

name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

**13. Records, inspections and audit**

13.1 The Supplier shall keep, and shall make all reasonable efforts to cause its subcontractor(s), if any, to keep, accurate and systematic accounts and records in respect of this Framework Agreement, the Goods/Services, and any Call-off Contract, in such form and details as will clearly identify relevant time changes and costs.

**14. Confidential Information**

14.1 The Procuring Agency and the Supplier shall keep confidential and shall not, without the consent In Writing from the other, divulge to any third party any documents, data, or other information furnished directly or indirectly by either party in connection with the Framework Agreement.

14.2 The obligation of a party under **FAGP 14. 1.** above, shall not apply to information that:

- a) now, or in future, enters the public domain through no fault of that party
- b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party
- c) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

**15. Governing Law**

15.1 This Framework Agreement, and any Call-off Contract, shall be governed by, and interpreted in accordance with the applicable State Laws, unless otherwise specified in the **FA Specific Provisions**, or the Special Conditions of Contract as set out in any Call-off Contract.

**16. Change to the Framework Agreement**

16.1 Any change to this Framework Agreement, including an extension of the Term (subject to the condition that the total duration of the framework agreement shall not exceed one year).

**17. Termination of the Framework Agreement**

17.1 The Procuring Agency, without prejudice to any other remedy for breach of the Framework Agreement, may terminate this Framework Agreement immediately, by notice in writing to the Supplier, if:

- a) in the judgement of the Procuring Agency, the Supplier has

- engaged in Fraud and Corruption, or
- b) during the Term of the Framework Agreement, the Supplier ceases to be qualified or eligible as per FAGP 4. or
  - c) the Supplier purports to assign, or otherwise transfer or dispose of this Framework Agreement, in whole, or in part, without the prior written consent of the Procuring Agency, or
  - d) the Supplier becomes bankrupt or otherwise insolvent.
- 17.2 The Procuring Agency may terminate this Framework Agreement, in whole or in part, by notice In Writing sent to the Supplier, at any time, for its convenience. The notice of termination shall specify that the termination is for the Procuring Agency's convenience, the extent to which the performance of the supplier under the Framework Agreement is terminated, and the date upon which such termination becomes effective.
- 18. Consequence of expiry or termination**
- 18.1 Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts entered into under this Framework Agreement shall continue in full force and effect unless otherwise terminated under the Call-off Contract General or Specific Conditions of Contract. However, no further Call off Contracts shall be awarded once the Framework Agreement is terminated.
- 19. Dispute resolution in relation to this Framework Agreement**
- 19.1 In the case of a dispute arising out of, or in connection with this Framework Agreement, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute.
- 19.2 Where parties have exhausted the process described in **FAGP 19.1**, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with such a referral, and split the costs of the adjudicator/mediator. In appointing the adjudicator/mediator parties should agree whether or not the adjudicator's/mediator's decision is to be final and binding.
- 20. Dispute resolution in relation to Call-off Contracts**
- 20.1 The Procuring Agency and the Supplier for a Call-off Contract shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

- 20.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Agency or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods/Services under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **FA Specific Provisions**.
- 20.3 Notwithstanding any reference to arbitration herein,
- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;  
and
  - b) the Procuring Agency shall pay the Supplier any monies due the Supplier.

## Section B: Framework Agreement Specific Provisions

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

Framework Agreement General Provision	Description
<b>FAGP 1.1 (g)</b> <b>Goods/Services</b>	This Framework Agreement relates to the purchase and supply, under a separate Call-off Contract, for the provision of <b>Courier Services</b> , The Services, are more fully described in Schedule 1: Schedule of Requirements including, where applicable: list of Services, list of Related Services, Specifications/requirements.
<b>FAGP 1.1 , (m) &amp; (s)</b> <b>Single/Multi-User</b> <b>Insert Multi user definition in FAGP</b>	“This is a Single-User Framework Agreement.”
<b>FAGP 1.1 (J)</b> <b>Procuring Agency’ Country</b>	The Procuring Agency’s Country is: <i>[insert the name of the country if procurement is being made outside Pakistan]</i>
<b>FAGP 2.2</b> <b>Framework Agreement Documents</b>	This Framework Agreement comprises the following documents: <ol style="list-style-type: none"> <li>a. Framework Agreement, including all Sections and Schedules,</li> <li>b. Notice of Conclusion of a Framework Agreement, and</li> <li>c. Letter of Bid (from Primary Procurement process)</li> </ol>
<b>FAGP 3.4</b> <b>Supplier’s Obligations</b>	As per Scope of Work/requirements NADRA requires Courier Services (collection & Delivery) for Regional Head Office and all its other offices including Registration Centers, Branches within NADRA Multan Region detailed in Tender Documents (“Services”).

	<p>Courier Service Provider shall not open any packet for inspection of Content thereof for otherwise provided however for the purpose checking of Content, if required, shipment may be opened and resealed in the presences of offices officials and staff of Courier Service Provider Provide Always that incase the packet / envelopes are opened by Security staff and government agency/authority at the airport /on the road same may be resealed by Courier Service Provider</p>
<p><b>FAGP 4. Eligibility</b></p>	<p>At the present time, firms, services from the following countries are excluded from this Framework Agreement as being ineligible. (India, Israel)</p>
<p><b>FAGP 5.1 Term</b></p>	<p>The Term of this Framework Agreement is [I] year, from the Commencement Date.</p>
<p><b>FAGP 5.2 Term extension(s)</b></p>	<p>As per Public Procurement Rules 2004 applicable rules shall apply at expiry of the contract.</p>
<p><b>FAGP 6.1 Representatives</b></p>	<p><b><u>Procuring Agency's Representatives</u></b></p> <p><i>for a Single-User Framework Agreement</i></p> <p>The name and contact details of the Procuring Agency's Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:</p> <p>Title/position: Deputy Director Admin</p> <p>Address: RHO NADRA 221/A Shah Rukna Alam Colony <b>Multan</b></p> <p>Phone: 061-9220151</p>

<p><b>FAGP 6.1 Representatives</b></p>	<p><b><u>Supplier’s Representatives</u></b></p> <p>The name and contact details of the Supplier’s Representative, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are:</p> <p>Name:</p> <p>Title/position:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>E-mail:</p>
<p><b>FAGP 8.1 Contract Price</b></p>	<p>The Contract Price that will apply to the purchase of Services under a Call-off Contract shall be:</p> <p><b>Least Cost Based Selection</b></p>
<p><b>FAGP 3.1 &amp; 8.1 Contract Price</b></p>	<p>if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Pakistan (or the Procuring Agency’s Country where the Project Site is located) (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Period and/or the Base Price, then such Delivery Period and/or Base Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Framework Agreement. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with <b>FAGP 8.1</b>.</p>
<p><b>FAGP 10.1 Language</b></p>	<p>The language of this Framework Agreement, and any Call-off Contract is <b>[English]</b>.</p>
<p><b>FAGP 20.2 Dispute Resolution in relation to Call-off Contract.</b></p>	<p>The rules of procedure for arbitration proceedings shall be as follows:</p> <ol style="list-style-type: none"> <li>a. “In the case of a dispute between the Procuring Agency and a Supplier who is a national of the Procuring Agency’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring Agency’s Country.”</li> <li>b. The place of arbitration will be <i>[Pakistan]</i></li> </ol>

## Special Condition 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	The Procuring Agency is: NADRA RHO Multan
2.	1.1(j)	The Supplier is: [ <i>Name and address</i> ]
3.	1.1(q)	The title of the subject procurement or The Project is: <b>Provision of Courier Services</b>
<b>Governing Language (GCC 4)</b>		
4.	4.1	The Governing Language shall be: English
<b>Applicable Law (GCC 5)</b>		
5.	5.1	The Applicable Law shall be: Laws of the Pakistan.
<b>Country of Origin (GCC 6)</b>		
6.	6.1	Country of origin is Pakistan.
<b>Performance Security (or guarantee) (GCC 10)</b>		
7.	10.1	Bid Security, will be considered and retained till expiry of contract as Performance Security.
8.	10.4	After delivery and acceptance of the Services, <u>100</u> percent of the Performance Security (or guarantee) shall be with held to cover the Supplier's warranty obligations in accordance with <b>GCC Clause 18.2.</b>
<b>Inspections and Tests (GCC 11)</b>		
9.	11.1	Courier Service provider firm has to take special care of all the parcels/mails of NADRA in delivery time and security scenario because all of the correspondence, cards etc. are of very secure and private nature. In any case of delay or loss or leakage of information, Courier firm will be responsible for it. Moreover, this RHO has right to take legal action and impose financial penalty in this regard.

10.	19.3	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Agency shall be [N/A].
11.	19.4	The Payment will be made to suppliers in Pakistani Rupees only, not in the currency specified by the supplier in their financial bid. The conversion rate shall be the selling rate notified by the State bank of Pakistan on the day of opening of financial bids.
<b>Prices (GCC 20)</b>		
12.	20.1	Fixed Price
<b>Liquidated Damages (GCC Clause 26)</b>		
13.	25.1	If at any point of time the NADRA becomes entitled to claim damages from Courier Services Provider, said firm will be liable to pay the damages in addition to the amount that Courier Service provider has actually received from the NADRA as payment for the specific services or items that are the subject of the claim. Service provider is not responsible for any damages caused by the failure of the NADRA or its Affiliates or other suppliers to perform their responsibilities. The limitation of liability included in this section will survive this Agreement. Addition to above on unsatisfactory performance or not comply to per scope of work mentioned in documents, DG Multan reserves right to may impose penalty from 1% to 10% maximum of monthly gross contract amount.

Procedure for Dispute Resolution (GCC Clause 32)		
14.	32.3	<p><b>Dispute Resolution</b></p> <p><b>(a) <u>For Contracts to be entered with foreign Contractor/ Service Provider:</u></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) <u>For Contracts to be entered with nationals of Pakistan:</u></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 [<i>Multan</i>] and proceedings will be conducted in – [<i>English</i>] language.</li> <li>4. The cost of the mediation and arbitration shall be</li> </ol>

		<p>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.</p> <p>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</p> <p>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.</p>
<b>Notices (GCC Clause 35)</b>		
15.	35.1	<p>— Procuring Agency's address for notice purposes:</p> <p style="text-align: center;">Deputy Director Admin Regional Head Office, 221-A SRA Colony, Multan</p> <p>— Supplier's address for notice purposes:</p>
16.		Contract shall be signed with the most advantageous bidder(s) after on stamp Paper.