

Re-tender for the FIRM(S)
FOR THE PROVISION OF
MISCELLANEOUS SERVICES
AT
AKHTAR HAMEED KHAN NATIONAL CENTRE
FOR RURAL DEVELOPMENT, ISLAMABAD

DATE OF ISSUE: _____

LAST DATE OF SUBMISSION ON EPADS _____

PPRA Ref No. _____ date _____

F. No.1(1)2026-2027/Tender/G&C
 Akhtar Hameed Khan National Centre for Rural Development
 Park Road, Chak Shahzad Islamabad
 Phone No.051-9255153

INVITATION TO E-BIDS THROUGH E-PADS

“PRE-QUALIFICATION OF THE FIRM(S) FOR PROVISION OF MISCELLANEOUS SERVICES AKHTAR HAMEED KHAN NATIONAL CENTRE FOR RURAL DEVELOPMENT, ISLAMABAD”

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27th February, 2023, titled “E-Pak-Procurement Regulation 2023,” Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) intends to ***hire the services of the eligible firms (s) through the E-Pak Acquisition and Disposal System (E-PADS) under PPRA Rules 16& 17 on quality of services already rendered followed by Single Stage One Envelope (SSOE) bidding procedure*** for provision of **miscellaneous services like washing & ironing of cloths, Food & catering at Trainings, National and international conferences/seminar/symposium and printing of newsletters & Journals (required time to time during the fiscal year 2026-27)** prescribed in the Pre-qualification documents at AHKNCRD Chak Shahzad, Islamabad from firms/vendors/contractors for Miscellaneous services those are registered with the PPRA and FBR, fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk> and on AHKNCRD's official website www.ncrd.gov.pk, free of cost. ***However, the advertisement can be downloaded from PPRA website as well as advertised in National press.***

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on _____) by _____, bids shall be opened on the same day at _____. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through E-PADS when submitting the e-bid electronically through file for pre-qualification procedure and one original hard copy of documents except financial bid with following original documents must also be submitted to the office of the Deputy Director (051-9255601), AHKNCRD, Park Road, Chak Shahzad, Islamabad before the e-bid closing time: ***Only pre-qualified firms shall be called for financial evaluation.***

i. **Bid Security Instrument:** Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Akhtar Hameed Khan National Centre for Rural Development **FTN No. 9010200-2** (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument)).

ii. **Affidavit:** A stamp paper of Rs.100/- stating that the firm has not been blacklisted at the time of submitting the e-bid.

5. AHKNCRD reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

No.1(1)2026-2027/Tender/G&C
Akhtar Hameed Khan National Centre for Rural Development
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**Subject: BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS FOR
PROVISION OF MISCELLANEOUS SERVICES AT AKHTAR
HAMEED KHAN NATIONAL CENTRE FOR RURAL
DEVELOPMENT**

1. INTRODUCTION:

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) desires to ***pre-qualify*** eligible experienced firm(s) for the provision of miscellaneous services ***like washing & ironing of cloths, Food at Trainings, National and international conferences/seminar/symposium required time to time for the smooth functioning of its training/capacity building program and due discharge of other mandatory services.***

The bidding process shall be conducted through open competitive e-bidding in accordance with Rule 16 & 17 (Pre-qualification of firms) on quality and cost followed by Rule 36(a) of the Public Procurement Rules 2004 – Single Stage, One Envelope Procedure – and in compliance with S.R.O. 296(I)/2023 dated 27th February, 2023 titled “E-Pak-Procurement Regulation 2023”. Interested bidders are encouraged to carefully review the bidding documents and submit their e-bids as per the guidelines and timelines mentioned therein.

2. SOURCE OF FUNDING:

Regular Budget of AHKNCRD for the Financial Year 2026-2027.

3. BID VALIDITY:

All submitted bids shall remain valid up to 30th June, 2027 or till new bidding process, whichever is later.

4. SCOPE OF WORK:

The contractor shall provide Miscellaneous Services at Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), Park Road, Chak Shahzad, Islamabad.

A. (washing & ironing of cloths)

S.	Name of items
1.	Bed sheet double with two pillow

2.	Bed sheets single with pillow
3.	Blanket double
4.	Blanket single
5.	Curtains per piece
6.	Napkin
7.	Pillow cover
8.	Table cover
9.	Table sheet
10.	Towel

B. Food Items.

S.	Name of items
1.	Breakfast (per head) - Bread - Paratha - Jam - Honey - Butter - Fried Omelet - Aaloo Bhujia - Coffee - Tea - Seasonal Fresh Fruit
2.	Tea for international course (per head) - Biscuits - Chicken patties - Samosa/ Pakora - Plain Cake - Chana chat, /Dahi Bhallay - Burfi/ Gulab Jamman, - Green tea - Tea - Coffee
3.	Lunch (per head) - Chicken Qorma/ Karahi/ Handi/ Manchurian/Qeema with aloo - Mix vegetable/Daal/Haleem - Boild Rice/Zeera Pea Rice/ Zeera Rice/ Egg Fried Rice/Chicken Pulao/Chicken Biryani/ Bannu Beef Pulao - Seekh Kebab/Chapli Kebab/ Chickn Tikka/Malai Boti - Fresh Salad - Zeera /Mint Raita

	vii. Cold Drink Tin (Coke/7 up or equivalent) viii. Naan ix. Roti
4.	Dinner (per head) i. Mutton Qorma/ Karahi/ Handi/Qeema with aloo ii. Mix vegetable/Daal/Haleem iii. Boild Rice/Zeera Pea Rice/ Zeera Rice/ Egg Fried Rice/Chicken Pulao/Chicken Biryani iv. Seekh Kebab/Chapli Kebab/ Chickn Tikka/Malai Boti v. Fresh Salad vi. Zeera /Mint Raita vii. Cold Drink Tin (Coke/7 up or equivalent)/Hot n Sour Soup/Mixed Tea/Green Tea viii. Naan ix. Roti x. Custard/ Kheer/ Firni/Ras Malai/Gajjrela/Sohan Halwa/ Kulfi Falooda
5.	Working Tea for Domestic Training (per head) i. Tea,Pakora, Cake, Chicken patties ,Biscuit per head

Note: while quoting the pricing for the food services, Government rates should be kept be mind. Over quotation above the rates shall not be accepted in any case.

1- working tea and Snacks: Rs. 50 per person

2- working lunch: Rs. 350 including tea

3- in case of International trainings/conference/symposium: Rs. 100,000 for 40 people at one time.

C. (Transport Service)

S. No.	Name of items
i.	Intercity Transport Service per km including toll tax. (Coaster 5C 2025 or latest Model with Heater/AC, Seating Capacity 28-30 with refrigerator) with all legal formalities fulfilled.
ii.	Interacity Transport Service per km including toll tax (Coaster 5C 2025 or latest Model with Heater/AC, Seating Capacity 28-30 with refrigerator) with all legal formalities fulfilled

C. (Printing of Journals and Newsletters)

S. No.	Name of items
i.	Printing of Monthly, Quarterly Newsletters of the AHK NCRD (rate must quoted of a premium quality coloured printing on A3, A4 or Legal 100 gm, 120 gm, 128 gm page) per page rate quotation must be given.

ii.	Printing of annual training report of the AHK NCRD (rate must quoted of a premium quality coloured printing on A3, A4 or Legal 100 gm, 120 gm, 128 gm page) per page rate quotation must be given
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5. ELIGIBILITY OF BIDDERS:

Bidders must meet the following eligibility criteria to participate in the procurement process for provision of miscellaneous services:

5.1 PPRA Registration:

The bidder shall be registered with the **PPRA e-Pak Acquisition and Disposal System (E-PADS)**.

5.2 Tax Registration:

The bidder must be registered with the **Federal Board of Revenue (FBR)** for **Income Tax / Sales Tax purposes, as may be applicable**.

5.3 Blacklisting Declaration:

The bidder must **not be blacklisted** by any Government, Semi-Government, Autonomous body, or organization at the time of bid submission via E-PADS. An **affidavit to this effect** must be submitted on a **stamp paper of Rs. 100/-**.

5.4 Business Information:

The bidder shall provide the following details and documentation to demonstrate their legitimacy and capability:

5.4.1 Name and full address of the firm/company/firm

5.4.3 Active landline phone number of the business office

5.4.4 Bank account details

5.4.5 Valid **NTN** (National Tax Number)

5.4.6 **GST** (General Sales Tax) certificates

5.4.7 Certificate confirming status as an **Active Taxpayer** on FBR ATL

5.4.8 verified Proof of **at least two (2) years of experience** of providing such services.

5.4.9 **Performance certificate** from at least one **Government/Semi-Government/Autonomous Body or reputable private organization** based at ICT confirming satisfactory delivery

6. NON-RESPONSIVENESS OF THE BID:

6.1 A bid shall be considered non-responsive and shall be liable to rejection if the bidder fails to comply with the following submission requirements:

6.1.1 Uploading of scanned copies of all required documents via E-PADS (e-Pak Acquisition and Disposal System).

6.1.2 Provision of attested hard copies of all required documents, including original Bid Security (CDR) and an affidavit on stamp paper confirming **the non-blacklisting of the particular firm** worth Rs. 100/- submitted to the Deputy Director (051-9255601), AHKNCRD, before the bid submission deadline.

6.1.3 If the rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options etc.

6.1.4 If the bid is found to be in contravention of any clause in the bidding documents.

6.1.5 If upon verification, it is found that any technical or financial document is factually false, tempered or otherwise mis-quoted, the bid shall be rejected according to PPRA Rule 18 and action will be taken against the firm as per PPRA rule.

7. EVALUATION CRITERIA:

The following criteria shall be applied for evaluating the **eligibility** and **responsiveness** of the firm/company/firm. Failure to fulfill **any** of the following mandatory requirements shall result in the bid being declared **non-responsive** and disqualified from further evaluation.

S. No.	Description	Remarks
i.	Submission of the original Bid Security/CDR amounting to Rs. 20000/-, in the form of Demand Draft / Pay Order / CDR / Banker's Cheque, in favor of AHKNCRD, in the office of Deputy Director (051-9255601) before bid closing time.	If Yes , Eligible; If No , Ineligible
ii.	Submission of the scanned copy of Bid Security/CDR (Rs. 20,000/-) via E-PADS.	If Yes , Eligible; If No , Ineligible
iii.	Submission of scanned affidavit on Rs.100/- stamp paper via E- PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission	If Yes , Eligible; If No , Ineligible
iv.	Submission of scanned affidavit on Rs.100/- stamp paper via E-PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission	If Yes , Eligible; If No , Ineligible
v.	Submission of the scanned copy of proof of at least two (2) years' experience in provision of such services as mentioned in the for any Govt./Semi- Govt./Autonomous Body/Reputed Organization via E-PADS	If Yes , Eligible; If No , Ineligible
vi	Submission of scanned copy of Performance certificate from at least one Government/Semi-	If Yes , Eligible; If No , Ineligible

	Government/Autonomous Body or reputable private organization based at ICT via E-PADS	
vii	Submission of the scanned copy of Income Tax Return for the 3 years via E-PADS	If Yes , Eligible; If No , Ineligible
viii	Submission of the scanned copy of registration proof of the firm/company via E-PADS	If Yes , Eligible; If No , Ineligible

8. LIAISON OFFICER:

The Deputy Director (051-9255601), AHKNCRD, shall serve as the Liaison Officer between the Akhtar Hameed Khan National Centre for Rural Development and the firm. The Liaison Officer shall be responsible for:

- i. Coordinating communication and operational matters between AHKNCRD and the firm
- ii. Ensuring the firm adheres to the terms of the agreement
- III. Addressing any complaints, feedback, or service-related issues during the contract period

9. FORM OF BID(S):

9.1 Submission of E-Bid:

- i. The submission and opening of e-bids shall be carried out via E-PADS (e-Pak Acquisition and Disposal System) in accordance with the E-Pak Procurement Regulations, 2023.
- ii. All bidders must upload their e-bids as per the prescribed method outlined at the official portal: <https://eprocure.gov.pk>.
- III. *All financial instruments/bids submitted shall include all applicable taxes*

9.2 Language of Documents

All documents and correspondence related to the bid shall be in English.

9.3 Covering Letter and Signatures

- i. A scanned copy of a covering letter, printed on the official letterhead of the firm, must be uploaded with the e-bid.
- ii. All pages of the bid must be signed and sealed by the person authorized to sign on behalf of the bidding firm/company.

10. COST OF BID:

The firm/vendor shall bear all costs associated with the preparation, submission, and processing of its e-bid. Under no circumstances shall the AHKNCRD be held responsible or liable for any expenses, losses, or costs incurred by the bidder in connection with the bidding process, regardless of the outcome.

11. CLARIFICATION OF BIDS:

No bid shall be modified, altered, or withdrawn after the opening of the e-bids. Any clarification(s), if required, shall be sought and provided in accordance with Rule 31 of the Public Procurement Rules, 2004 within the due date for clarification mentioned

12. DEADLINE FOR SUBMISSION OF BIDS:

- 12.1 **Submission of E-Bids:** All e-bids must be uploaded via the E-PADS portal strictly within the timeline specified in the advertisement / bidding documents.
- 12.2 **No Alternate Submission Methods:** Bids submitted by hand, through postal mail, fax, telegram, or email shall not be accepted under any circumstances.
- 12.3 **No Extension of Deadline:** No requests for an extension of the bid submission deadline shall be entertained once the specified deadline has passed. Bidders are advised to submit their bids well before the closing time to avoid any last-minute issues.

13. BID PRICE:

13.1 Currency and Taxes

The bid price must be quoted in Pakistani Rupees (PKR) and must be inclusive of all applicable taxes.

13.2 Information on Requirements

The bidder is deemed to have obtained all necessary information related to the scope of work, site conditions, and any other factors that may affect the bid price. No claim for additional costs arising from a lack of information shall be entertained.

13.3 Pricing

Price of service charges must be quoted in accordance with scope of work provided in the bidding document. Partial, conditional, or ambiguous pricing may lead to bid rejection. The bidder shall quote service charges on a per-person, per-month basis. The work of cleaning material consumable must also be included in the bid price. Bids must be submitted on form prescribed at Section 30 of the bidding documents.

13.4 Market Conditions and Inflation

The bidder must take into account current market conditions and inflation while preparing the bid. No request for price escalation or adjustment shall be accepted at any stage during the contract period, due to fluctuations in the cost of goods or services.

14. BID SECURITY:

14.1 Submission of Bid Security

- i. A bid security of Rs. 20000/- (Twenty Thousand Rupees) must be submitted in the form of a Call Deposit Receipt (CDR), Demand Draft, Pay Order, or

Banker's Cheque, drawn in favor of the Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD).

- ii. A scanned copy of the bid security must be uploaded via E-PADS.
- iii. The original bid security shall be submitted to AHKNCRD before the bid submission deadline.

14.2 Non-Accepted Forms: Personal cheques or cash shall not be accepted under any circumstances.

14.3 Mandatory Requirement: Any e-bid not accompanied by the required bid security shall be rejected and treated as non-responsive.

14.4 Return of Bid Security: The bid security of unsuccessful bidders shall be returned upon completion of the bid opening process.

14.5 Release of Bid Security:

The bid security of the **successful bidder** shall be **released** only after:

- i. completion of contract period

14.6 Forfeiture of Bid Security

The bid security shall be **forfeited** if the **successful bidder** fails to sign the contract agreement or provide the performance guarantee **within the time period** specified by AHKNCRD **OR even refused to render services as mentioned in the bid OR contractual violation OR MISCONDUCT OR conflict of interest at any stage of rendering of services.**

15. OPENING AND EVALUATION OF BIDS:

15.1 Opening of Bids: All e-bids shall be opened electronically through E-PADS by the Procurement Evaluation Committee of AHKNCRD, in line with the provisions of the E-Pak Procurement Regulation, 2023. The bids shall be opened on _____

15.2 Evaluation of Bids: The evaluation of e-bids shall be conducted in accordance with the criteria defined in the bidding documents. An Evaluation Report shall be prepared and published on E-PADS as per Rule 35 of the Public Procurement Rules, 2004, prior to approval by the Competent Authority.

16. AMENDMENT IN THE BIDDING DOCUMENTS:

16.1 Modification or Amendment: The Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) may, at any time prior to the deadline for submission of bids, amend or modify the bidding documents by issuing an addendum. Such modifications shall be made in accordance with Rule 23(3) of the Public Procurement Rules, 2004.

16.2 Extension of Submission Deadline: AHKNCRD reserves the right to extend the bid submission deadline at its discretion. Any extension shall be made in line with Rule 27 of the Public Procurement Rules, 2004, and shall be communicated through

an official notification on E-PADS and **PPRA as corrigendum and also communicated in National press.**

17. CLARIFICATION OF BIDDING DOCUMENTS:

Interested bidder(s) seeking any clarification regarding the bidding documents may submit their queries through the E-PADS portal, in accordance with the E-Pak Procurement Regulations, 2023. All clarification requests must be submitted within the timelines specified on E-PADS. No queries shall be entertained after the lapse of the specified deadline.

18. ANNOUNCEMENT OF FINAL EVALUATION REPORT:

In accordance with Rule 35 of the Public Procurement Rules, 2004, the procuring agency (AHKNCRD) shall announce the verified **and signed** results of the bid evaluation on E-PADS in the form of a Final Evaluation Report and **same shall be available on the PPRA website**. This report shall include justifications for the acceptance or rejection of bids and shall be published at least fifteen (15) days prior to the award of the contract.

In case of pre-qualification of Firm (s), the later may be intimated in writing.

19. RIGHT RESERVED:

As per Rule 33(1) of the Public Procurement Rules, 2004, the Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) reserves the right to reject all bids or proposals at any time prior to the award of the contract, without incurring any liability to the affected bidder(s). Upon request, the procuring agency shall communicate to any bidder the grounds for rejection of their bid; however, it shall not be obligated to justify those grounds.

20. WORK ORDER:

The financial bids submitted by the firms shall be reviewed by the procurement committee and market assessment committee. If the financial quotation is within or acceptable escalatory limits of the estimated cost, the bid shall be accepted for tender award after the approval from relevant forum.

Upon issuance of the Letter of Intent (LOI) and signing of the contract agreement, the successful bidder shall be required to commence the services immediately, as per the terms and conditions of the contract. The Bid Security instrument submitted by the successful bidder shall be released only after the submission of a Performance Guarantee equivalent to 5% of the annual bid value, issued by a Scheduled Bank or a company with at least an AA rating, as per the approved format.

21. PERFORMANCE SECURITY/GUARANTEE:

Following the signing of the contract agreement, the successful bidder shall, within 30 days, provide a Performance Security/Guarantee to the employer (AHKNCRD). The performance guarantee/security shall be equivalent to 5% of the estimated contract value. The performance security can be submitted in any of the following forms:

- Bank security issued by a Scheduled Bank.

OR

- Insurance guarantee issued by an AA-rated insurance company.

22. TERMS OF PAYMENT:

- No Advance Payments: No advance payments shall be made to the firm under any circumstances.
- Payment After Deductions: Payments shall be made after the deduction of all applicable taxes as per the prevailing tax laws.

III. The firm shall submit the financial cost bill after rendering the required services at and when desired by the department with all relevant taxes including services tax. After reviewing the performance of services, the payment shall be released.

23. ENTRY INTO FORCE OF PERFORMANCE OF SERVICE CONTRACT:

As per Rule 44(a) of the Public Procurement Rules, 2004, the Performance of Service Contract shall enter into force upon the signing of the contract agreement by both parties after the firm being pre-qualified.

24. BLACKLISTING OF SUPPLIERS AND FIRMS:

- 24.1 Grounds for Blacklisting: The Procuring Agency reserves the right to blacklist any bidder, supplier, or firm at any stage of the contract for reasons including, but not limited to:
- 24.2 Consistent failure to provide satisfactory performance, or
- 24.3 Engagement in corrupt or fraudulent practices, as per Rule 19 of the Public Procurement Rules, 2004 (amended).
- 24.4 Opportunity for Hearing: Before any blacklisting decision is made, the Procuring Agency shall provide the affected bidder, supplier, or firm an opportunity for a hearing, during which the reasons for blacklisting shall be recorded and communicated.

25. REDRESSAL OF GRIEVANCES:

As per Rule 48 of the Public Procurement Rules, 2004, any grievances or complaints raised by bidders during the procurement process shall be addressed in accordance with the procedures outlined in the rule. The Procuring Agency shall ensure that all complaints are reviewed and resolved in a fair and transparent manner.

26. SIGNING OF CONTRACT AGREEMENT:

- 26.1 Signing of Agreement: Promptly after the publication of the Final Evaluation Report on E-PADS and the acceptance of the Letter of Intent (LOI) by the pre-qualified firm, the Procuring Agency shall sign and date the contract agreement. The agreement shall make the
- 26.2 Failure to Sign Contract: If the successful bidder, after completion of all required formalities, fails to sign the contract or refuses to accept it, the Bid Security instrument shall be forfeited. Additionally, the bidder shall be blacklisted for a minimum of six months. In such cases, the Procuring Agency may award the contract to the next lowest evaluated bidder.

26.3 Stamp Paper Requirement: The Contract Agreement shall be executed on stamp paper with a minimum value of Rs. 100/-. The successful bidder shall be responsible for arranging the required stamp paper.

26.4 Signing of Agreement: The Contract Agreement shall be signed by the Deputy Director (051-9255601) on behalf of the Procuring Agency (AHKNCRD).

27. **AWARD OF CONTRACT:**

The Procuring Agency (AHKNCRD) shall award the contract to the firm/bidder whose bid shall be determined to be substantially responsive and most advantageous, provided that the bidder is:

27.1 The bidder is eligible in accordance with the provisions of the PPRA Rules.

27.2 The bidder is qualified to perform the contract and is capable of executing the contract satisfactorily.

27.3 *The financial bids submitted by the firms shall be reviewed by the procurement committee and market assessment committee. If the financial quotation is within or acceptable escalatory limits of the estimated cost, the bid shall be accepted for contract award after the approval from relevant forum.*

27.4 *After the pre-qualification process, the successful bidders shall be notified on EPADS, PPRA and communicate in writing. The work order for such services will be in splits as and when required during the fiscal year. The work order shall contain deadline for the discharge of work. There shall be no extension in that deadline.*

28. **COMPLIANCE WITH PUBLIC PROCUREMENT RULES:**

These bidding documents are subject to all provisions of the Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023, titled "E-Pak Procurement Regulations, 2023", as applicable.

29. **GENERAL TERMS & CONDITIONS:**

29.1 Bidding documents can be downloaded free of cost from the AHKNCRD's website (www.ncrd.gov.pk), the PPRA's website (www.ppra.org.pk), and E-PADS (<https://eprocare.gov.pk>).

29.2 Bids shall be invited using a single-stage, one-envelope method (combining eligibility criteria and financial bids) in accordance with Procurement Rule No. 36(a) PPR Rules 2004 (amended), via E-PADS by file uploading method.

29.3 "AHKNCRD" refers to the "Akhtar Hameed Khan National Centre for Rural Development," represented by the Deputy Director (051-9255601).

29.4 Providing incorrect information may lead to bid rejection at any stage and potential legal action against the firm/company/firm/bidder.

29.5 The contract shall initially be awarded for one (01) year and may be extended annually for a maximum period of three (03) years, subject to satisfactory performance and approval of the Competent Authority..

29.6 Employees of AHKNCRD and their family members shall not be permitted to participate in the bidding process.

29.7 Subletting of the work shall not be allowed except ***for the joint ventures however, JVs must indicate at the time of bid submission.***

29.9 The firm's representative must attend meetings with the Deputy Director (051-9255601) as scheduled.

29.10 The firm shall bear all applicable taxes during the contract.

29.11 No price adjustments shall be allowed for market fluctuations.

29.12 The firm must comply with all written and verbal instructions from the Deputy Director (051-9255601), falling within preview of the contract.

29.13 The financial bill for the services rendered shall be submitted with all formalities after the service(s) rendered at the particular instance as and when needed to be discharged.

29.14 The contract agreement shall be executed on stamp paper worth at least Rs. 100/-.

29.15 If the awarded bidder refuses to execute the contract, the bid security shall be forfeited, and the contract may be offered to the next lowest bidder.

29.16 AHKNCRD reserves the right to terminate the contract after issuing a 15-day show-cause notice in case firm fails to meet performance standards.

29.17 Either party may terminate the contract with one month's notice.

29.18 The successful bidder's bid security shall be returned after signing the contract and providing the performance security.

29.19 AHKNCRD reserves the right to increase/decrease scope of services during execution as per requirements.

29.20 firms must adhere to AHKNCRD policies and norms.

29.21 The firm must comply with all applicable laws.

29.22 Any taxes or surcharges levied by the government during the agreement shall be borne by the firm.

29.23 AHKNCRD shall make monthly payments through AGPR, subject to the submission of detailed bill by the firm to the office of Deputy Director (051-9255601).

29.24 AHKNCRD reserves the right to reject any or all bids, in accordance with Rule 33(1) PPR-2004.

29.25 The AKHNCRD shall require complete set of services from firm or in split form (itemized purchase) from different pre-qualified firm(s) having most advantageous bid (quality of work).

29.26 However, joint ventures (JV) is allowed

29.27 There should be no conflict of interest for the bidders participating in the bidding process.

30: Termination of contract:

The contract shall be enforced for a year i.e. from the signing of contract agreement till the contract for the next tender OR can be terminated due to force majeure condition by assigning the reason thereof. However, if firm desired to terminate the contract, it shall furnish one-month notice before termination, otherwise, penalty not limited to forfeit of performance guarantee and bid security.

30. BID SUBMISSION FORM (shall be uploaded on E-PADS):

The Firm/Company/Contractor shall submit the bid price on the provided format by writing the bid price in figures and words. The form shall be signed, stamped, and uploaded on E-PADS. Do not submit this form physically to the Deputy Director (051-9255601), AHKNCRD, along with other documents required to determine eligibility before the closing deadline for submission of bids through E-PADS. After marking of attendance of Procurement (Evaluation) Committee of AHKNCRD on E-PADS, bidders shall provide a signed copy of this form uploaded on the E-PADS to the Procurement (Evaluation) Committee of AHKNCRD, in case of non-compliance bidder/firm shall be disqualified from the bidding process.

1. Title Name of Service

Provision of Miscellaneous Services at Akhtar Hameed Khan National Centre for Rural Development, Park Road, Chak Shahzad, Islamabad.

2. Name of firm / company / contractor / bidder

Signature of firm / company / contractor/ bidder

Stamp of firm / company / contractor/ bidder

Name

CNIC No.

Cell No.