

# **BIDDING DOCUMENTS**

**TENDER NO. 10-26**

**FRAMEWORK CONTRACT FOR PROCUREMENT OF DISPOSABLE ITEMS  
REQUIRED FOR NSICT&R, LAHORE FOR FINANCIAL YEAR 2025-26**



**NAWAZ SHARIF INSTITUTE OF CANCER TREATMENT  
& RESEARCH (NSICT&R), LAHORE.**

**Corresponding Address:**

**King Edward Medical University,  
Nelagumbad Anarkali LAHORE**

**Telephone No(s)**

**042-99214725**

**Email:**

**[info@kemu.edu.pk](mailto:info@kemu.edu.pk)**

## **SECTION - I: INVITATION TO BIDS**

### **FRAMEWORK CONTRACT FOR PROCUREMENT OF DISPOSABLE ITEMS REQUIRED FOR NSICT&R, LAHORE FOR FINANCIAL YEAR 2025-2026.**


1. **Nawaz Sharif Institute of Cancer Treatment & Research, Lahore** invites sealed Bids (Technical & Financial) from Manufacturers/Sole Agents of Foreign Manufacturers for the supply of Drugs /Medicines for the Financial Year 2025-2026 on free delivery to Consignee's end basis. Detailed technical specifications along with quantities of Drugs /Medicines, Medical Devices & Surgical Disposables etc. are given in the Bidding Documents. The bidder must be registered with PPRA on EPADS (E-Pak Acquisition and Disposal System) to participate in the tender and the bids must be submitted on EPADS (<http://punjab.eprocure.gov.pk>) as well as hard copies of the sealed bids (both technical & financial).
2. **Authority letter shall be in the name of Vice Chancellor, King Edward Medical University / Dean, Nawaz Sharif Institute of Cancer Treatment & Research, Lahore, by the manufacturer.**
3. The bidder must bid for entire/total quantity. Bid for partial quantity will straightaway be rejected.
4. Bidders should download the Bidding Documents containing Tender's Item Specifications, Quantity, Terms & Conditions from the websites of PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)), EPADS (<http://punjab.eprocure.gov.pk>), as well as website of Procuring Agency's website ([www.kemu.edu.pk](http://www.kemu.edu.pk)) until the closing date for the submission of bids.
5. Bidding shall be conducted through Single Stage–Two Envelopes bidding procedure of Punjab Procurement Rules, 2014. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters. The outer envelope shall clearly be marked with Tender Enquiry No. for which the proposal is submitted. Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders. It is advised that each financial proposal must be submitted separately for each quoted item.
6. The last date and time for bid submission is as per Tender Notice. Eligible Bidders must submit their bids through E-PADS on specified time and date which shall be opened on the same date and specified time at **King Edward Medical University, Neela Gumbad, Lahore.**
7. In case the date of submission and opening is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of tenders accordingly. The time and venue shall remain the same.
8. The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/viewtender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA Punjab.

Tender No.	Tender Description	Date and time of closing	Date and time of opening	Bid Security
10-26	FRAMEWORK CONTRACT FOR PROCUREMENT OF DISPOSABLE ITEMS REQUIRED FOR NSICT&R, LAHORE FOR FINANCIAL YEAR 2025-2026.	08/01/2026 10:00 am	08/01/2026 10:30 am	2% of the estimated cost

**Note:**

- 1) The Procurement/ Bidding Process shall be governed by the Punjab Procurement Rules, 2014.
- 2) Item(s) shall be quoted in Technical & Financial Proposal with both Brand Name(s) and Generic Name.
- 3) The bidder shall attach unhidden photocopy of Affidavit and 2% Bid Security estimated cost of quoted item(s) as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR), with Technical Proposal (Hard Copy) and Original will be submitted on the day of Tender Opening.

**Note:** Any clarification regarding bidding documents/ specifications of items should be submitted on E-PADS only within the time limit specified in the tender notice, and will be addressed by the Grievance Committee. The minutes of decision regarding any Clarification will be uploaded on EPADS as well as official website of **King Edward Medical University, Lahore**, and will be the part of bidding document. Submission of bids via both EPADS as well as manual bid submission are mandatory.

  
**Vice Chancellor KEMU  
/ Dean NSICT&R, Lahore.**



## NEWSPAPER LINKS (NSICT&R)

Tender No.	Newspaper Link	Newspaper	IPL #
10-26	<a href="https://www.naibaat.pk/E-Paper/lahore/2025-12-20/page-3/detail-14">https://www.naibaat.pk/E-Paper/lahore/2025-12-20/page-3/detail-14</a>	Nai Baat 20-12-2025	7738

### **SECTION-I: INVITATION TO BIDS**

#### **FRAMEWORK CONTRACT FOR PROCUREMENT OF DISPOSABLE ITEMS REQUIRED FOR NSICT&R, LAHORE FOR FINANCIAL YEAR 2025-2026.**

1. **Nawaz Sharif Institute of Cancer Treatment & Research, Lahore** invites sealed Bids (Technical & Financial) from Manufacturers/Sole Agents of Foreign Manufacturers for the supply of Drugs /Medicines for the Financial Year 2025-2026 on free delivery to Consignee's end basis. Detailed technical specifications along with quantities of Drugs /Medicines, Medical Devices & Surgical Disposables etc. are given in the Bidding Documents. The bidder must be registered with PPRA on EPADS (E-Pak Acquisition and Disposal System) to participate in the tender and the bids must be submitted on EPADS (<http://punjab.eprocure.gov.pk>) as well as hard copies of the sealed bids (both technical & financial).
2. **Authority letter shall be in the name of Vice Chancellor, King Edward Medical University / Dean, Nawaz Sharif Institute of Cancer Treatment & Research, Lahore, by the manufacturer.**
3. The bidder must bid for entire/total quantity. Bid for partial quantity will straightaway be rejected.
4. Bidders should download the Bidding Documents containing Tender's Item Specifications, Quantity, Terms & Conditions from the websites of PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)), EPADS (<http://punjab.eprocure.gov.pk>), as well as website of Procuring Agency's website ([www.kemu.edu.pk](http://www.kemu.edu.pk)) until the closing date for the submission of bids.
5. Bidding shall be conducted through Single Stage–Two Envelopes bidding procedure of Punjab Procurement Rules, 2014. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters. The outer envelope shall clearly be marked with Tender Enquiry No. for which the proposal is submitted. Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders. It is advised that each financial proposal must be submitted separately for each quoted item.
6. The last date and time for bid submission is as per Tender Notice. Eligible Bidders must submit their bids through E-PADS on specified time and date which shall be opened on the same date and specified time at **King Edward Medical University, Neela Gumbad, Lahore.**
7. In case the date of submission and opening is declared as a public holiday by the government or non-working day due to any reason, **the next official working day shall be deemed to be the date of submission and opening of tenders accordingly.** The time and venue shall remain the same.
8. The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/viewtender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA Punjab.

Tender No.	Tender Description	Date and time of closing	Date and time of opening	Bid Security
10-26	FRAMEWORK CONTRACT FOR PROCUREMENT OF DISPOSABLE ITEMS REQUIRED FOR NSICT&R, LAHORE FOR FINANCIAL YEAR 2025-2026.	08/01/2026 10:00 am	08/01/2026 10:30 am	2% of the estimated cost

**Note:**

- 1) The Procurement/ Bidding Process shall be governed by the Punjab Procurement Rules, 2014.
- 2) Item(s) shall be quoted in Technical & Financial Proposal with both Brand Name(s) and Generic Name.
- 3) The bidder shall attach unhidden photocopy of Affidavit and 2% Bid Security estimated cost of quoted item(s) as mentioned in Tender Documents, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR), with Technical Proposal (Hard Copy) and Original will be submitted on the day of Tender Opening.

**Note:** Any clarification regarding bidding documents/ specifications of items should be submitted on E-PADS only within the time limit specified in the tender notice, and will be addressed by the Grievance Committee. The minutes of decision regarding any Clarification will be uploaded on EPADS as well as official website of **King Edward Medical University, Lahore**, and will be the part of bidding document. Submission of bids via both EPADS as well as manual bid submission are mandatory.

**Vice Chancellor KEMU**

/ Dean NSICT&R,  
Lahore

**IPL-7738**

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

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

### 2.1. Introduction

#### 2.1.1 Scope of Bid

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

#### 2.1.2 Source of Funds

- i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

#### 2.1.3 Eligible Bidders

- i) The Invitation to Bids is open to **Original Manufacturers and Sole Agents of Foreign Principals / Sole Importer of Foreign Principals** registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). Joint venture (JV) is not allowed.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by any the Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA). During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder.

- v) The invitation for Bids is open to **Original Manufacturers / Sole agents of Foreign Principals / Sole Importers of Foreign Principals** subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.
- vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
  - b) Have controlling shareholders in common; or
  - c) Receive or have received any direct or indirect subsidy from any of them; or
  - d) Have the same legal representative for purposes of this Bid; or
  - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- xii) **A Bidder may be ineligible if –**
  - (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
  - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
  - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
  - (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
  - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

	(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
	(g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.
	xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
	xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
<b>2.1.4. Eligible Goods and Services</b>	<p>i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the <i>Bid Data Sheet (BDS/Technical Specification)</i>, and all expenditures made under the contract will be limited to such goods and related services.</p> <p>ii) For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>iii) The origin of goods and services is distinct from the nationality of the Bidder. <i>In any case, the requirements of Rules 10 &amp; 26 of PPR-14, shall be followed</i></p>
<b>2.1.5. Cost of Bidding</b>	i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
<b>2.1.6. One person one bid</b>	<p>i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.</p> <p>ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.</p> <p>iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.</p>

## 2.2. The Bidding Documents

### 2.2.1. Content of Bidding Documents

- i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
  - (a) Invitation to Bids
  - (b) Instructions to Bidders (ITB)
  - (c) Technical Specifications
  - (d) Bid Data Sheet
  - (e) General Conditions of Contract (GCC)
  - (f) Special Conditions of Contract (SCC)
  - (g) Schedule of Requirements
  - (h) Bid Form
  - (i) Manufacturer's Authorization Form
  - (j) Bidder Profile Form
  - (k) General Information Form
  - (l) Affidavit
  - (m) Bid Security Form
  - (n) Technical Bid Form
  - (o) Contract Form
  - (p) Financial Bid Form / Price Schedule
  - (q) Performance Guarantee Form
  - (r) Check List
- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

### 2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than **seven (7) days prior to the deadline for the submission of Bids** prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the

query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) The Procuring Agency will **within three (3) working days** after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the Procuring Agency's response as prescribed in clause **ITB 2.2.2 (iii), above** will be uploaded on the website of procuring agency. The prospective bidders are advised to visit the website of procuring agency regularly for any clarification issued by the procuring agency vide **ITB 2.2.2 (iii), above**.
- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the procuring agency. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

### **2.2.3. Amendment of Bidding Documents**

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three



(3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.

- ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

## 2.3. Preparation of Bids

### 2.3.1. Language of Bid

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

### 2.3.2. Bid Form

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

### 2.3.3. Bid Prices

- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be as per prescribed format given in Financial bid form / Price schedule **(form 8.10)**.
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

### 2.3.4. Bid Currencies

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

### 2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
  - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [*Manufacturer's Authorization form No. 8.3*] or producer to supply the same in Pakistan;
  - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment.
- iii) The documentary evidence of conformity of the goods and services to the Bidding documents (if required) may be in the form of literature, drawings, data and shall consist of:
  - (a) a detailed description of the essential technical and performance characteristics of the goods;
  - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and
  - (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.
- v) Where a sample(s) is required by a procuring agency, the sample shall be:
  - (a) submitted as prescribed in the **BDS**;

- (b) carriage paid;
  - (c) received on, or before, the closing time and date for the submission of bids; and
  - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.
- vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
  - (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
  - (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
- viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
- ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
- x) Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
- xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Procuring Agency.
- xii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

#### **2.3.7. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque **valid for thirty (30) Days**, beyond the prescribed Bid validity period in BDS.

- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible, upon written request, after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

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

*provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".*
- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

**vii) The Bid security may be forfeited:**

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

**2.3.8. Period of Validity of Bids**

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting

its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

**2.3.9. Format and Signing of e-Bid**

- i) The Bidder shall prepare e-Bid indicated in the Bid Data Sheet.
- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of e-Bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) The e-Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the e-Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall not be accepted and such bid shall be rejected.
- v) The e-Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the e-Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the e-Bid, shall be signed and stamped by the authorized person.
- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

**2.4. Submission of e-Bids**

**2.4.1 Sealing and Marking of Bids**

- i) The submission of encrypted electronic file by the bidders shall be deemed submission in “envelope” or “package” as mentioned in the rules.
- ii) The bidder shall submit hard copy of Financial Instrument in addition to the soft copy uploaded on the e-PADS as Bid Security (where applicable) at the time of e-Bid opening.
- iii) As per Rule 24, Bidders shall submit their bids online through e-PADS. No bids submitted manually shall be accepted, except for and if so specified clearly in the BDS the samples or any other items such as product catalogues, drawings which are not available in soft copies or not scan able for submission online.
- iv) Where Bid Security and/or bulky documents referred to in the preceding paragraph have to be submitted manually they shall be forwarded to the Office of the Procuring Agency’s address before the designated time and date scheduled for Bid Submission (bid preparation and submission), as specified in the BDS.
- v) Bidders shall follow the Punjab Procurement Rules – 2014 (Amended) & Punjab Procurement Regulations 2024 for online submission of e-bid.

- vi) Any envelope or parcel containing the Bid Security / samples / catalogues/documents, where applicable, shall:
  - (a) bear the name and address of the Bidder;**
  - (b) be addressed to the Procuring Agency in accordance with ITB Sub-Clause 2.4.2;**
  - (c) bear the specific identification of this bidding process indicated in ITB 2.1.1 and any additional identification marks as specified in the BDS, and**
- vii) In case e-bid or e-proposal including entries and record submitted e-PADS is found corrupt, unreadable or contains virus, submitted in wrong lot (where applicable / clarification; e-bid will only be accepted for further evaluation if it is submitted in relevant lot), the e-bid or e-proposal shall be rejected.

**2.4.2 Deadline for Submission of Bids**

- i) Bid preparation and its submission must be executed online within time specified in the BDS. Bid Security in its original format and other items, if allowed by the Purchaser, must be submitted to the Purchaser at latest by the same time and date, and at the place **specified in the BDS**.
- ii) The Procuring Agency may, at its discretion as per Rule 29 of PPR-2014, extend the deadline for the e-bid submission by amending the Bidding Documents in accordance with ITB Clause 2.2.2 & 2.2.3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**2.4.3. Late Bids**

- i) Any Bid received by the Procuring Agency after the deadline for e-submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2, such e-bid will be rejected.
- ii) The Procuring Agency shall not consider for evaluation any Bid Security / samples / catalogues/documents, where applicable (where applicable) that arrives after the deadline for submission of Bids.

**2.4.4. Modification and Withdrawal of Bids**

- i) The Bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of e-Bid or e-Proposal.
- ii) Since the e-Procurement System allows modifications / substitutions of Bid Data and attachments by the Bidders up to the last date and time set for e-bid submission, Bidders are allowed to rework on their bids as many times as required. However, after the set deadline the start date and time of closing, the time-lock feature of the e-Procurement system will not allow Bidders to modify / substitute their bid data and attachments in any way.
- iii) No bid may be withdrawn, substituted or modified in the interval between the deadline set for Bid submission and the expiration of the period of bid validity or any extension thereof. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other



remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).

## 2.5. Opening and Evaluation of e-Bids

### 2.5.1. Opening of e-Bids by the Procuring Agency

- i) The Procuring Agency will open all Bids online, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.
- ii) The Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee
- iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened until the specified time of their opening.
- iv) The envelopes holding the Technical Proposals shall be opened online one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- v) Bidders are advised to send a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vi) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- vii) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- viii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.

- ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.  
*[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the procuring agency.]*

**2.5.2.  
Confidentiality**

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

**2.5.3. Clarification  
of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
- a) Evaluation & qualification criteria;
  - b) Required scope of work or specifications;
  - c) All securities requirements;
  - d) Tax requirements;
  - e) Terms and conditions of bidding documents.
  - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in

electronic forms that provide record of the content of communication.

#### **2.5.4. Preliminary Examination**

- i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
  - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
  - b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
  - c) Has been properly signed;
  - d) Is accompanied by the required securities; and
  - e) Is responsive to the requirements of the Bidding Documents.

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

#### **2.5.5. Examination of Terms and**

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have

**Conditions;  
Technical  
Evaluation**

been accepted by the Bidder without any material deviation or reservation.

- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

**2.5.6. Correction of  
Errors**

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

**2.5.7. Conversion  
to Single Currency**

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:  
For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

#### **2.5.8. Post-Qualification & Evaluation of Bids**

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

#### **2.5.9. Contacting the Procuring Agency**

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

#### **2.5.10. Grievance Redressal**

- (1) As per Rule 67 of PPRA-2014, the procuring agency shall constitute a Grievance Redressal Committee comprising of Odd number of persons, with proper powers and authorizations, to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
  - (2) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
  - (3) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
-

(4) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge written complaint concerning his grievances within **Five (5) Days** of announcement of technical evaluation report and **Ten (10) Days** after issuance of Final Evaluation Report.

(5) In case, the complaint/grievances is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that detail technical evaluation report has been uploaded on the website of the Authority. Provided further that the complainant may raise the objection on any part of the final evaluation report in case where single stage single bidding procedure is adopted.

(6) The Committee shall investigate and decide the complaint within **Fifteen (15) Days** of the receipt of complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

---

**2.6.1. Notification of Award**

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by through notification, that **its Bid has been accepted**. In order to save time, the successful bidder through authorized representative can also receive the notification of award from procuring agency.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).

**2.6.2. Performance Guarantee**

- i) After receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

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

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the



Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*. The Framework Contract is to be made on Stamp Paper worth of Rs. @ 25 paisa per every one hundred rupees of the **total value of the contract** [if the procuring agency is signing contract for whole advertised quantity] **or total value of the issued purchase order / notification of award** [if the procuring agency is signing for framework of the advertised quantity] [as the case may be], under section 22(A) (B) of schedule 1 of Stamp Duty Act 1899 read with Finance Act 1995 (Act-VI of 1995) Notification No. JAW/HD/8-21/77 (PG) dated 1st January 2014.

- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract on the receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

#### **2.6.4. Award Criteria**

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

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

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

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

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

#### **2.6.7. Re-Bidding**

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

#### **2.6.8. Corrupt or Fraudulent Practices**

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

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

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

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

- ii) **Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

**Requirements & Procedure for Blacklisting & Debarment:**

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

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

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

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

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

As per rule 21 of PPR-14:

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

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

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

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

(d) indulged in any corrupt practice.

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

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

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

(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

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

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

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

As per Schedule appended with PPR-14:

## **SCHEDULE**

see sub-rule (6) of rule 21

### **BLACKLISTING MECHANISM OR PROCESS**

1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.
2. The show cause notice shall contain:
  - (a) precise allegation, against the bidder or Contractor;
  - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and
  - (c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.
3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.
4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.
6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.
7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.
8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.

9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*
- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

**2.6.9. Quantity and volume of the goods to be considered in mind**  
*[Framework Contract Modality]*

- i) While quoting the rate in a framework contract, the Bidder must consider the following facts:
  - a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
  - b. The Bidder have to maintain the rates of the goods for the whole financial year.

- c. The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

**2.7. Price Reasonability**

The prices quoted shall not be more than the **Trade Prices as per Maximum Retail Price** fixed by the Federal Government under Drugs Act, 1976 / DRAP Act, 2012 and rules framed there under.

**2.8. Compliance of DRAP Act 2012 and Rules framed thereunder**

All supplies will comply with the provision of DRAP Act, 2012 / Drugs Act, 1976 and rules framed there under

**TORs FOR EVALUATION/PROCUREMENT OF ORTHOPEDIC IMPLANTS**

- i. All branded supplies (Local / imported) should be randomly evaluated by testing from PCSIR laboratories and cost of testing will be paid by related firm.
- ii. In case of supply of damaged or poor quality implants, the item will be returned back and penalty will be in accordance to the TORs of contract/ bidding document.
- iii. Demand will generate every three month (as per requirements of the end user).
- iv. All vendors will ensure to provide tools / instrumentation of the same brand and technical staff for the safe application of implants. The tools will be retained by the hospitals free of cost at the end of the contract.
- v. Technical material specification either stainless steel or titanium should be provided and rate contracted.



## Section-III. Technical Specifications

### 3.1. Technical Specifications

#### 3.1. Technical Specifications

S#	Name of Item	Specification	Estimated price (PKR)	Quantity	Total Price (PKR)

**Note:**

1. The estimated cost is for calculation of bid security only. Moreover, in case of variation in pack size of dosage form (liquid) rates will be calculated on per ml basis.
2. The bidder shall provide sample(s) {number & requirement to be decided by the procuring agency} in commercial packs of the quoted brand of each quoted item for medicines / drugs and sample(s) / brochure (s) {number & requirement to be decided by the procuring agency} in commercial packs of medical devices along with its bid or as required by the Technical Bid Evaluation Committee. Packaging/packing material of the Drug/Medicine/Medical Devices shall be of same quality/strength/gauge/grammage as supplied in local market.
3. The packaging of sample glass bottle (oral/injectable) and plastic bottle/HDPE/PVDC material shall be as per commercially available pharmaceutical finished product packaging.
4. Certificate regarding fulfillments of requirements under Bio Safety Act 2005 and the rules framed there under must be attached for Vaccines/Sera, Biotechnical products etc.
5. For thermolabile drugs for which storage temperature is 2-8 degree centigrade. The firm shall be bound to produce batch wise cold chain data from the source of origin & thermology data from factory to Consignee's end.

Any further information can be obtained from the office of Purchase/Designated Wing/Section of the Procuring Agency (King Edward Medical University, Nelagumbad Anarkali LAHORE).

## Section-IV: Bid Data Sheet

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

<b>A. Introduction</b>		
<b>BDS Clause #</b>	<b>ITB #</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
1.	2.1.1	<p><b>Name of Procuring Agency:</b> (King Edward Medical University, Nelagumbad Anarkali LAHORE)</p> <p><b>The subject of procurement is:</b> Framework Contract for the Procurement of Drugs/ Medicines, Medical Devices &amp; Surgical Dressings etc.</p> <p><b>Place of Delivery of goods:</b> The goods will be delivered at Consignee's End (Procuring Agency/its designated place).</p> <p><b>Commencement date for delivery of Goods:</b> Date of Signing of Contract / LC Opening Date / Purchase Order Issuance date as the case may be</p>
2.	2.1.2	<p><b>Financial year for the operations of the Procuring Agency:</b> Financial Year 2025-26</p> <p><b>Name of Project / Grant (Development or Non Development):</b> Non-Development</p> <p><b>Name of financing institution:</b> <i>Government of the Punjab</i></p> <p><b>Name and identification number of the Contract:</b> Framework Contract for the Procurement of Drugs/ Medicines, Medical Devices &amp; Surgical Dressings etc.</p> <p><b>Bid Reference No.</b> _____</p>
3.	2.1.3 (iv)	<b>Joint venture</b> is not allowed.
4.		<b>Ineligible country(s):</b> All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan and all expenditures made under the contract shall be limited to such goods and services.
5.	2.3.6(iii)	<p><b>Demonstration of authorization by manufacturer:</b> The bidder shall submit the authorization by manufacturer as per Form 8.3.</p>
<b>B. Bidding Documents</b>		
6.	2.2.2	<p><b>The address for clarification of Bidding Documents is</b>  (King Edward Medical University, Nelagumbad Anarkali LAHORE).</p>
7.	2.2.2	<p><b>Pre-Bid meeting</b> <b>As Specified in the Advertisement</b></p>
8.	2.3.9	<b>One (01) complete bid</b> (including separate Technical Bid & Financial Bid) is required to be submitted in original clearly legible scanned copies

		preferably colored copies through e-PADS in <b>Whole Bid or Lots</b> (as required by the Procuring Agency) as per e-PADS. In case of lot-wise submission of e-Bids the bidder shall submit <b>separate e-Bid for each lot as per e-PADS</b> . <b>Hard Copy of the Bid is not required.</b>
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
<b>9</b>	<b>2.3.1</b>	Language of the bid will be <b>English</b> . The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
<b>10</b>	<b>2.3.4</b>	The price quoted shall be in <b>Pak Rupee (PKR)</b>
<b>11.</b>	<b>2.3.4</b>	The quoted price of the item shall not be higher than the <b>Trade Price</b> as per MRP fixed by DRAP / benchmark prices notified by the DRAP.
<b>12.</b>	<b>2.1.4 (ii)</b>	<b>Country of origin:</b> All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan.
<b>D. Preparation and Submission of Bids</b>		
<b>13.</b>	<b>2.1.3</b>	Evaluation criteria is described in sub-section "Bid Evaluation Criteria" of the Bid Data Sheet.
<b>14.</b>	<b>2.3.6</b>	Spare parts not required
<b>15.</b>	<b>2.2.2</b>	<b>Bid shall be submitted to:</b> <b>(King Edward Medical University, Nelagumbad Anarkali LAHORE)</b>
<b>16.</b>	<b>2.4.2</b>	<b>Bid submission</b> <b>As Specified in the Advertisement</b>
<b>17.</b>	<b>2.5.1</b>	<b>Bid opening.</b> <b>As Specified in the Advertisement</b>
<b>18.</b>	<b>2.6.2</b>	<b>Amount of Performance Guarantee is 5% of the value of contract / purchase order.</b> Performance Guarantee will be in PKR.
<b>19.</b>	<b>2.3.7</b>	<b>Amount of Bid Security is 2%</b> of Estimated Cost of the quoted Item (s) as given in Bidding Document against each Item.
<b>20.</b>	<b>2.3.9</b>	<b>Bid validity period</b> after opening of the Bid is <b>180 days</b>
<b>21.</b>	<b>2.3.9</b>	Number of copies of the Bid to be provided is <b>Not required.</b>
<b>E. Opening and Evaluation of Bids</b>		
<b>22.</b>	<b>2.5.1</b>	<b>Bid opening</b> <b>As Specified in the Advertisement</b>
<b>23.</b>	<b>2.3.5</b>	The currency that shall be used for Bid evaluation and comparison purposes for conversion of all Bid prices expressed in various currencies is: Pak Rupee (PKR) The source of exchange rate shall be: <b>State Bank of Pakistan</b> The date of exchange rate shall be : <b>Date of Financial Bid Opening.</b>

## SECTION - F

### TECHNICAL EVALUATION CRITERIA

<b>C</b>	<p><b><u>FOR MEDICAL DEVICES</u></b></p> <p><b><u>(FOR LOCAL MANUFACTURER &amp; SOLE AGENT / SOLE IMPORTERS OF FOREIGN PRINCIPAL) (OTHER THAN AUTODISABLE SYRINGES)</u></b></p>
	<p style="text-align: center;"><b>COMPULSORY PARAMETERS</b></p> <p><b>Failure to comply with any compulsory parameter will result in “non-responsiveness of the bidder for quoted item”.</b></p> <ul style="list-style-type: none"> <li><b>i.</b> The bidder will submit 2 % Bid Security (<b>in Original</b>) of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft /Bank Guarantee/ Call Deposit Receipt (CDR) or Banker’s Cheque from any scheduled bank. The Bid Security (if applicable) will be submitted at the time of e-Bid/tender opening.</li> <li><b>ii.</b> Valid Drugs Manufacturing License (for local manufacturers) or Valid Drugs Sale License or Valid Establishment Registration Certificate (for sole agents) (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).</li> <li><b>iii.</b> Valid Drug Registration Certificate / Drug Enlistment Certificate whichever applicable as per Medical Devices Rules 2017 of the quoted product issued by DRAP Pakistan. (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).</li> <li><b>iv.</b> Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer) / Valid ISO 13485 (Production Quality Management System Certificate) for Sole Agents / Sole importers.</li> <li><b>v.</b> Minimum Annual financial turnover for <b>last three financial year / last three calendar year</b> must be <b>PKR 15 Million</b> Rupees Million Rupees or above for local manufacturer / Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return / sales Tax return for the last three financial years / during the last three calendar years.</li> <li><b>vi.</b> In case of manufacturer / subsidiary of foreign manufacturer / sole agent / importer of foreign manufacturer, the bidder must submit the valid sole Agency Agreement / relevant certificate issued by the foreign principals (translated in English).</li> <li><b>vii.</b> The bidder will provide registration documents issued by relevant registration authorities like S.E.C.P. /Registrar of firms / FBR.</li> <li><b>viii.</b> Valid quality certification of CE/UNFPA/JpMHLW/US FDA approval certification or prequalification by WHO (<b>except for Medical Devices enlisted in Class A by DRAP</b>). Certificates provided by the firm on its own letter head are not acceptable, CE marked by conformity assessment bodies (CABs) notified in NANDO database under the relevant European directive for medical devices of European Union will be accepted only. Extension / confirmation letter for already issued CE certificate by the notified NANDO bodies under the European MDR is also acceptable.</li> <li><b>ix.</b> Valid Free Sale Certificate, issued by relevant authority of the country of origin, indicating</li> </ul>

	<p>that the quoted brand is freely available in the country of origin. The Free Sale Certificate may be Apostille attested or for countries which are not member of Apostille Convention may require to submit this certificate duly legalized/ notarized by embassy of Pakistan (for Sole agents only). (Details of Apostille members is available at; <a href="https://www.hcch.net/en/instruments/conventions/status-table/?cid=41">https://www.hcch.net/en/instruments/conventions/status-table/?cid=41</a>)</p> <p><b>x.</b> The experience of quoted product must be <b>at least One year</b> till closing date of submission of tender to be evaluated from date of registration / enlistment of the product. In case of products under exemption from DRAP the product shall be evaluated from purchase orders / import documents provided that the bidder attached DRAP Exemption letter / reference for the quoted item with e-Bid.</p> <p><b>xi.</b> The firm will submit undertaking on Rs.100 stamp paper legalized / notarized that;</p> <ul style="list-style-type: none"> <li><b>a.</b> none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Tender Document submission.</li> <li><b>b.</b> “Non-Declaration of any Spurious / Adulterated Batch of quoted item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab”</li> <li><b>c.</b> the firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.</li> <li><b>d.</b> the firm undertakes that currently it is not Blacklisted / Debarred by the Procuring Agency / Punjab Procurement Regulatory Authority.</li> <li><b>e.</b> the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.</li> <li><b>f.</b> the firm accepts all the terms &amp; conditions of the Tender Document.</li> </ul> <p><b>xii. <u>Samples (Minimum 03 sample required)</u></b></p> <p><b>NOTE:</b> Financial bids of only “Technically Responsive Bidders” will be opened.</p>
--	---

D	<b><u>TECHNICAL EVALUATION CRITERIA FOR AUTO DISABLE / REUSE PREVENTION</u></b> <b><u>SYRINGES ONLY</u></b> <b><u>(FOR LOCAL MANUFACTURER &amp; SOLE AGENT OF FOREIGN PRINCIPAL)</u></b>
	<b><u>COMPULSORY PARAMETERS</u></b> <b>Failure to comply with any compulsory parameter will result in “non- responsiveness of bidder for quoted item”.</b>
	<ul style="list-style-type: none"> <li><b>i.</b> The bidder will submit 2 % Bid Security (<b>in Original</b>) of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft /Bank Guarantee/ Call Deposit Receipt (CDR) or Banker’s Cheque from any scheduled bank. The Bid Security (if applicable) will be submitted at the time of e-Bid/tender opening.</li> <li><b>ii.</b> Valid Drugs Manufacturing License (for local manufacturers) or Valid Drugs Sale License or Valid Establishment Registration Certificate (for sole agents) (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).</li> <li><b>iii.</b> Valid Drug Registration Certificate / Drug Enlistment Certificate whichever applicable as</li> </ul>

	<p>per Medical Devices Rules 2017 of the quoted product issued by DRAP Pakistan. (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).</p> <p>iv. Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer) / Valid ISO 13485 (Production Quality Management System Certificate) for Sole Agents / Sole importers.</p> <p>v. Minimum Annual financial turnover for <b>last three financial year / last three calendar year</b> must be <b>PKR 15 Million</b> Rupees or above for local manufacturer / Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return / sales Tax return for the last three financial years / during the last three calendar years.</p> <p>vi. In case of manufacturer / subsidiary of foreign manufacturer / sole agent / importer of foreign manufacturer, the bidder must submit the valid sole Agency Agreement / relevant certificate issued by the foreign principals (translated in English).</p> <p>vii. The bidder will provide registration documents issued by relevant registration authorities like S.E.C.P. /Registrar of firms / FBR.</p> <p>viii. Valid quality certification of CE/UNFPA/JpMHLW/US FDA approval certification or prequalification by WHO. Certificates provided by the firm on its own letter head are not acceptable, CE marked by conformity assessment bodies (CABs) notified in NANDO database under the relevant European directive for medical devices of European Union will be accepted only. Extension / confirmation letter for already issued CE certificate by the notified NANDO bodies under the European MDR is also acceptable.</p> <p>ix. Valid Free Sale Certificate, issued by relevant authority of the country of origin, indicating that the quoted brand is freely available in the country of origin. The Free Sale Certificate may be Apostille attested or for countries which are not member of Apostille Convention may require to submit this certificate duly legalized/ notarized by embassy of Pakistan (for Sole agents only). (Details of Apostille members is available at; <a href="https://www.hcch.net/en/instruments/conventions/status-table/?cid=41">https://www.hcch.net/en/instruments/conventions/status-table/?cid=41</a>)</p> <p>x. The experience of quoted product must be <b>at least One year</b> till closing date of submission of tender to be evaluated from date of registration of the product.</p> <p>xi. The firm will submit undertaking on Rs.100 stamp paper legalized / notarized that</p> <ol style="list-style-type: none"> <li>none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.</li> <li>Undertaking regarding “Non-Declaration of any Spurious / Adulterated Batch of quoted item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab”</li> <li>The firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.</li> <li>Currently the firm is not Blacklisted/Debarred by the Procuring Agency / Punjab Procurement Regulatory Authority.</li> <li>the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.</li> <li>the firm accepts all the terms &amp; conditions of the Tender Document.</li> </ol> <p>xii. <b><u>Samples (Minimum 03 sample required)</u></b></p>
E	<p style="text-align: center;"><b><u>FOR SURGICAL DRESSING ONLY</u></b></p> <p style="text-align: center;"><b>(FOR LOCAL MANUFACTURER &amp; SOLE AGENT OF FOREIGN PRINCIPAL)</b></p>



## **COMPULSORY PARAMETERS**

**Failure to comply with any compulsory parameter will result in “non- responsiveness of the bidder for quoted item”.**

- i. The bidder will submit 2 % Bid Security (**in Original**) of estimated cost of each item as mentioned in Tender Documents, in the form of Bank Draft /Bank Guarantee/ Call Deposit Receipt (CDR) or Banker’s Cheque from any scheduled bank. The Bid Security (if applicable) will be submitted at the time of e-Bid/tender opening.
- ii. Valid Drugs Manufacturing License (for local manufacturers) or Valid Drugs Sale License or Valid Establishment Registration Certificate (for sole agents) (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).
- iii. Valid Device Registration Certificate/Device Enlistment Certificate, whichever applicable as per Medical Devices Rules 2017 of the quoted product issued by DRAP. (In case renewal is applied its documentary evidence of timely submission of renewal application in relevant regulatory body shall be provided).
- iv. Valid GMP certificate OR Valid Satisfactory GMP Inspection Report issued by DRAP (for local manufacturer) / Valid ISO 13485 (Production Quality Management System Certificate) for Sole Agents / Sole importers.
- v. Minimum Annual financial turnover for **last three financial year / last three calendar year** must be **PKR 15 Million** Rupees or above for local manufacturer / Sole Agent of Foreign manufacturer. Firm will provide FBR income tax return / sales Tax return for the last three financial years / during the last three calendar years.
- vi. In case of manufacturer / subsidiary of foreign manufacturer / sole agent / importer of foreign manufacturer, the bidder must submit the valid sole Agency Agreement / relevant authorization certificate issued by the foreign principals (translated in English).
- vii. The bidder will provide registration documents issued by relevant registration authorities like S.E.C.P. /Registrar of firms / FBR.
- viii. Valid Free Sale Certificate, issued by relevant authority of the country of origin, indicating that the quoted brand is freely available in the country of origin. The Free Sale Certificate may be Apostille attested or for countries which are not member of Apostille Convention may require to submit this certificate duly legalized/ notarized by embassy of Pakistan (for Sole agents only). (Details of Apostille members is available at;  
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
- ix. The experience of quoted product must be **at least One year** till closing date of submission of tender to be evaluated from date of registration / enlistment of the product in case of products under exemption from DRAP the product shall be evaluated from purchase orders, provided that the bidder attached DRAP Exemption letter / reference for the quoted item with e-Bid.
- x. The firm will submit undertaking on Rs.100 stamp paper legalized / notarized that;
  - a) none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab” since last 3 years till the closing date of Bid Document submission.
  - b) “Non-Declaration of any Spurious / Adulterated Batch of the quoted item manufactured/supplied by firm by DTLs of the Punjab/any Competent Lab”
  - c) the firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Medical Devices.
  - d) currently the firm is not Blacklisted/Debarred by the Procuring Agency / Punjab Procurement Regulatory Authority.

	<p>e) the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.</p> <p>f) the firm accepts all the terms and conditions of the Tender Document.</p> <p>xi. <b><u>Samples (Minimum 03 sample required)</u></b></p> <p><b><u>NOTE:</u></b> Financial bids of only “Technically Responsive Bidders” will be opened.</p>
--	--

### G. Award of Contract

<b>2.6.5</b>	Percentage for quantity increase or decrease is: <i>[As per provision of Punjab Procurement Rules 2014]</i> .
<b>2.6.2</b>	The Performance Guarantee shall be <b>5%</b> of the Contract Price
<b>2.6.2</b>	The <b>Performance Security (or guarantee)</b> shall be in the of the form prescribed in GCC Clause-7.3.

## Section-V: General Conditions of Contract

### 1. Definitions

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

- (a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all those supplies which the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of above goods, such as printing of special instructions on the label and packing, design and logo of the Government of Punjab, transportation & insurance of goods up to the desired destinations and any other incidental services of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the Goods & Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.
- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

### 2. Application

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

### 3. Country of Origin

*[where applicable]*

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

3.2. For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from where the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

3.3. The origin of Goods and Services is distinct from the nationality of the Supplier. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

#### **4. Standards**

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

4.2 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.

4.3 If the Supplier provide an item(s) which is declared substandard / spurious / adulterated etc. and fail to provide the fresh supply within 21 days, the payment of risk purchase (which will be purchased by the Purchaser/Procuring Agencies) the price difference shall be paid by the Supplier.

4.4 In case of supply of substandard/spurious/adulterated etc. product the cost associated with disposal/destruction or associated handling shall be borne by the Supplier i.e., removal from purchaser's premises, burning, dumping, or incineration.

#### **5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.**

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

5.2. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

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

5.4. The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

#### **6. Patent Rights**

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

#### **7. Performance Guarantee**

7.1. After receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC / Bid Data Sheet & clause 2.6.2 of ITB.

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

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or
- (b) a Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque cashier's or certified Cheque or CDR.

7.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Inspections and Tests**

8.1. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

8.2. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s) (if so allowed by the Procuring Agency), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.

8.3. Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency.

8.4. The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin.

8.5. Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **9. Packing**

9.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination,

as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

**10. Delivery and Documents**

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

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

10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of *Incoterms*

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

**11. Insurance**

11.1. The Goods supplied under the Contract shall be delivered on DDP basis under which risk is transferred to the buyer after having been delivered, hence insurance for the supply of goods is seller's responsibility.

**12. Transportation**

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

**13. Incidental Services**

13.1. The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) satisfactory performance for specified time/ quantity on-site and/or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

16.2. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted

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

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

16.4. The currency of payment is **Pakistan Rupees (PKR)**.

**17. Prices**

17.1. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC.

**18. Change Orders**

18.1. The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

**19. Contract Amendments**

19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties. No variation in finalized brands/makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

**20. Assignment**

20.1. The Supplier shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.

**21. Sub-contracts**

21.1. The Supplier shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the



original Bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2. Subcontracts must comply with the provisions of GCC Clause 20.

**22. Delays in the Supplier's Performance**

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

22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.

**23. Liquidated Damages**

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each day or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

**24. Termination for Default**

24.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract.

For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

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

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

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the

Supplier shall continue performance of the Contract to the extent not terminated.

**25. Force Majeure**

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

25.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure".

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

**26. Termination for Insolvency**

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

**27. Termination for Convenience**

27.1. The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2. The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or

- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

<b>28. Resolution of Disputes</b>	<p>28.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>28.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.</p>
<b>29. Governing Language</b>	<p>29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p>
<b>30. Applicable Law</b>	<p>30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.</p>
<b>32. Taxes and Duties</b>	<p>32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods &amp; Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.</p>
<b>33. Price Reasonability.</b>	<p>The prices quoted shall not be more than the <b>Trade Prices as per Maximum Retail Price</b> fixed by the Federal Government under Drugs Act, 1976 / DRAP Act, 2012 and rules framed there under.</p>
<b>34. DRAP Act 2012 and Rules framed there under Compliance</b>	<p>All supplies (where applicable) shall comply with the provision of DRAP Act 2012 and Rules framed there under.</p>

## SECTION-VI. SCHEDULE OF REQUIREMENTS

### ANNEX- A

#### 6.1 Schedule of Requirements

The supplies shall be delivered in accordance with the Contract / Purchase Orders as per following schedule of requirements on Delivered Duty Paid (DDP) basis: -

**Respective Consignee's End:**

- The goods will be delivered at Consignee's End (Procuring Agency/its designated place).

Mode of Penalty	Delivery of 100% Quantity as per Signed Contract / Purchase Order(s)	Total delivery period
Without penalty	30 days or earlier	30 days or earlier
Late delivery charges/penalty of late delivered supplies	@ 0.067 % per day after <b>the date of delivery</b> of the late delivered supplies	
Maximum Rate of Late Delivery Charges/ penalty	Maximum limit of late delivery charges is prescribed in BDS	
Risk Purchase	After expiry of prescribed delivery period, the Procuring Agency may proceed for alternate arrangements including risk purchases (at the risk & cost of defaulter) to ensure the un-interrupted healthcare services in the interest of patients. Once the maximum limit, specified in SCC Clause 14 is reached, the procuring agency may proceed for termination of contract and legal proceedings under PPR-2014 and may proceed for contract with 2 <sup>nd</sup> lowest evaluated bidder.	

- The delivery period will start from the date of signing of the contract / issuance of purchase order as the case may be.
- The delivery schedule will be issued by the concerned procuring agency/hospital at the time of contract / purchase order.
- The procuring agency may increase or decrease the quantities at the time of contract. In case of increase in quantity, the maximum limited will be 15% of the original quantity on the analogy of rule-59 (c)(iv) of PPR-14.
- The supplying firm will follow manufacturer guidelines to ensure the efficacy of the goods during transportation and storage.

## SECTION-VII SPECIAL CONDITIONS OF CONTRACT

### ANNEX - B

#### SPECIAL CONDITIONS OF CONTRACT

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

#### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agencies are:

- “King Edward Medical University, Nelagumbad Anarkali LAHORE”

GCC 1.1 (h)—The Procuring Agency’s country is: Pakistan

GCC 1.1 (i)—The Supplier is: M/s \_\_\_\_\_

GCC 1.1 (j)—The Project Site is: *[if applicable]*

#### 2. Country of Origin (GCC Clause 3)

All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of Government of Pakistan.

#### 3. Performance Guarantee (GCC Clause 7)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee is **5% to be submitted Within seven (07) days** of the Contract Price / Purchase Order as the case may be .

GCC 7.4—the Performance Guarantee shall be retained for to cover the Supplier’s warranty obligations or defect liability period in accordance with Clause GCC 15.2

#### 4. Inspections and Tests (GCC Clause 8)

**GCC 8.6—**

- i. The Supplier firm shall be bound to provide primary reference standard (s)/traceable secondary standard (s) to the concerned Drugs Testing Laboratories of Punjab as and when demanded. In case of secondary reference standard, the certificate of analysis and proof of traceability shall also be provided by the contractor. The delay in provision of the required standards as specified, shall not be attributable to the procuring agency.
- ii. After delivery of drugs and medicines at the Purchaser’s / Procuring Agency’s premises, the Purchaser shall send **random samples** from **each batch** of the supplied store to the Drugs Testing Laboratory, Punjab, for testing. The Inspection Committee constituted by the Purchaser shall inspect the quantity, specifications of goods after receipt of standard quality report of each batch of supplied store issued by DTL concerned under Drugs Act 1976/DRAP Act 2012 & rules framed

thereunder. **The cost of samples and lab tests** shall be borne by the Supplier. **Separate samples for testing are not allowed.**

- iii. In case of **Adverse / Failure report** of any batch, the Supplier will be bound to re-supply the **entire fresh stock** of that batch **free of cost** within the reasonable time period to be intimated by the purchaser but not later than **21 days (three weeks)** from the date of intimation, which will be subject to completion of all testing and verification formalities.
- iv. The supplier has the right of appeal as per Drugs Act 1976 / DRAP ACT 2012 and rules framed there under
  - a. If the appeal for retest is accepted and supply is again declared **substandard**, the substandard stocks will be disposed at the cost of supplier.
  - b. If the appeal for retest is accepted and the stock is declared of **standard quality** then procuring agency may decide return of this stock to the supplier.
- v. The Inspection Committee will carry out detailed physical examination of stocks and can reject, even if it is declared of standard quality by DTL, if found not according to the approved sample and other technical specifications like packaging, labeling, printing and quantity etc. Moreover, the Supplier will also be responsible to replace the unconsumed expired stores without any further charges.

## **5. Packing (GCC Clause 9)**

- i. The manufacturer shall follow the Drugs (Labelling and Packing) Rules 1986, framed under the Drugs Act, 1976.
- ii. However, the name of Drug / Medicine (Generic & Brand), equally prominent, should be printed/ written in indelible ink both in English and Urdu on the outer cartons and on each Pack, Bottle, Strip/ Blister, Tubes etc. Besides the name and principal place of business of the Manufacturer, the drug manufacturing license no., manufacturing date, expiry date, registration No., batch No., retail price, and Urdu version namely: name of drug, dosage and instructions, should also be written on the outer carton and on the most inner container in bold letters. All tablets shall be supplied in strip / blister pack (one side aluminum and other side PVC/PVD). Expiry date must be printed on each strip / blister. The syrup should be supplied in glass / pet bottle with sealed caps.
- iii. The condition of green packing is relaxed for drugs imported in finished form, but the supplier will be instructed to print/stamp/affix a sticker as per requirement of individual item (*after considering the condition of storage of each item*).
- iv. The quality of packing material, its labelling, packing structure and printing will be same as that of their commercial supply but according to government supply color scheme.
  - c) Additional instructions for packing**
  - i. The suppliers are required to furnish the Warranty certificate with regard to the potency and stability (Including coloration of medicines) of the Drug/Medicine & Medical device for human consumption etc. in accordance with the Drugs Act 1976, DRAP Act 2012, Punjab Drugs

(Amendments) Act 2017 & rules framed thereunder on notarized stamp paper of Rs.100/-

- ii. 2-D Data Matrix Bar code is compulsory (for Local Manufacturers) to be placed at unit carton of supplies to be received as per regulatory requirement.
- iii. The bidder shall supply the Drugs/Medicines/Items in special green packing with Logo of the Government of Punjab (exempted for imported items). The following wording/insignia shall be printed in bold letters both in Urdu & English in indelible red color ink on each carton, pack, bottle, strip / blister, tubes, vial /ampoule etc. In combo Packs the sterilized water for injection / solvent shall bear the wording/insignia on the vial/ampoules etc.

**“NSICT&R, Lahore”**

**“PUNJAB GOVERNMENT PROPERTY”**

**“NOT FOR SALE”**

- iv. After signing of the Contract, the Supplier shall submit the samples of finished medicines in accordance with the above instructions for approval of the department. All subsequent supplies must be in accordance with the approved samples.
- v. The Artwork of final packaging/label will be approved by the committee notified by procuring agency.

## **6. Delivery and Documents**

### **(GCC Clause 10)**

- i. The Supplier shall arrange such transportation of the medicines & medical devices etc. required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement. The goods shall be delivered through reputable courier service having following features to ensure quality, quantity, safety & efficacy of supplied medicines & surgical disposable items:
  - i. Traceable online dispatch and delivery record
  - ii. Dispatch facilities as per labeled requirements of medicines like maintenance of temperature, humidity etc. of the supplies
- ii. All costs associated with the transportation including loading/unloading of drugs / medicines, medical devices & surgical dressings etc. and road taxes shall be borne by the Supplier.
- iii. All **cold chain (perishable)** items must be delivered in a safe and proper manner, prescribed for such types of items.



- iv. The firm will be bound to provide stocks in reefer container(s) for delivery of goods to the procuring agencies. Physical assurance will be pre-requisite at the time of delivery of goods.

***In case of Letter of Credit (LC): Draft LC along with following Documents***

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring Agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring Agency:

**In case of Letter of Credit (LC):** Draft LC along with following documents:

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

**In case of DDP:**

- i. Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount.
- ii. Certificate of Analysis / Lot Release Certificate
- iii. Delivery Challan

**7. Insurance  
(GCC Clause 11)**

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

**8. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided are:

- i. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- ii. All costs associated with the transportation including loading/unloading of drugs, medicines & medical devices etc. and road taxes shall be borne by the Supplier.
- iii. All **cold chain (perishable)** items must be delivered in a safe and proper manner, prescribed for such types of items.

**9. Spare Parts**

**(GCC Clause 14)**

GCC 14.1— Spare parts not applicable

**10. Warranty**

**(GCC Clause 15)** The Supplier further warrants that the supplied goods are in-compliance with the provisions of DRAP Act 2012/Drug Act 1976 and Rules framed thereunder.

**11. Warranty provision**

GCC 15.2—In partial modification of the provisions, the warranty period shall be till shelf life / consumption of the **Goods**. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part.

The suppliers are required to furnish the Warranty certificate with regard to the potency and stability (Including coloration of medicines) of the Drug/Medicine & Medical device for human consumption etc. in accordance with the Drugs Act 1976, DRAP Act 2012, Punjab Drugs (Amendments) Act 2017 & rules framed thereunder on notarized stamp paper of Rs.100/-

**12. Payment (GCC Clause 16)**

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**Payment for Goods supplied:**

- i. 100% Payment to the Suppliers will be made*
  - a. against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPR-2014.*
  - b. on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues (if any) including Professional Tax.*
- ii. Part Supply and Part Payment is allowed, but the Payment will only be made after inspection and Satisfactory Drug Testing Report*

**13. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be fixed for whole financial year / during currency of the contract and shall not be adjusted.

**14. Liquidated Damages (GCC Clause 23)**

**GCC 23.1—Applicable rate: 0.067% per day of the cost of late delivered supply**

In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, **a penalty @ 0.067 % per day of the cost of late delivered supply shall be imposed upon the Supplier.**

**Maximum deduction: 10% of Contract value**

Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

#### **15. Resolution of Disputes (GCC Clause 28)**

GCC 28.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

- i. As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.
- ii. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator will be appointed with mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on the Parties.

#### **16. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be **English**. The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

#### **17. Applicable Law (GCC Clause 30)**

GCC 30.1—The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan) shall have exclusive jurisdiction, unless otherwise specified in SCC.

#### **18. Notices (GCC Clause 31)**

GCC 31.1—Procuring Agency's address for notice purposes:

**King Edward Medical University, Nelagumbad Anarkali LAHORE**  
**Phone No.042-99214725**  
**Email Address: [info@kemu.edu.pk](mailto:info@kemu.edu.pk)**

—Supplier's address for notice purposes:

#### **19. Shelf life**

##### **FOR DRUGS / MEDICINES / BIOTECHNICAL PRODUCTS/ MEDICAL DEVICES SURGICAL DRESSINGS ETC.**

- i. The shelf life must be up to **85%** for the **locally manufactured** drugs / medicines / medical devices / surgical dressings etc. and **75%** for the **imported** drugs / medicines / medical devices / surgical dressings etc.

- ii. The lower limit of the shelf life must be up to **80%** and **70%** with **imposition of 1% penalty** charges of actual shortfall in shelf life below prescribed limit for locally manufactured and imported drugs / medicines / medical devices / surgical dressings etc. respectively.
- iii. In case of *vaccines & other biotechnical products*, the stores with the **shelf life up to 70%** will be accepted without penalty charges and **up to 60%** with imposition of **1% penalty** charges of actual shortfall in shelf life below prescribed limit”

**Note:** *The procuring agency at its own discretion may relax the lower limit of shelf life with the reasons to be recorded in writing up to **70%** (for locally manufactured drugs / medicines / medical devices / surgical dressings etc. respectively) & **60%** for imported medical devices / surgical dressings etc. and **50%** for vaccines & other biotechnical products, respectively with imposition of **2% penalty charges** of actual shortfall in shelf life below prescribed lower limit mentioned at (ii & iii above), subject to undertaking from Supplier that unconsumed expired stores will be replaced without any further charges.*

## SECTION-VIII: FORMS

### 8.1 Bid Form

*[To be signed & stamped by the Bidder and reproduced on the letter head].*  
*To be attached with the **Financial Bid**, in case of Single Stage Two Envelope Procedure]*

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

To: **[Dean, Nawaz Sharif Institute of Cancer Treatment & Research, Lahore]**

Gentlemen and/or Ladies:

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

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

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

We agree to abide by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.9 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses of the bidding documents.

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

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____ (if none, state "none")	_____	_____

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## **8.2 Bidder's JV Members Information Form**

**NOT ALLOWED / NOT APPLICABLE**

### **8.3. Manufacturer's Authorization Form**

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

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

To: **[Dean Nawaz Sharif Institute of Cancer Treatment & Research, Lahore]**

WHEREAS *[name of the Manufacturer]*, who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit a Bid, and subsequently negotiate and sign the Contract with you against for the above goods manufactured by us.

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

---

*[Signature for and on behalf of Manufacturer]*

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

#### 8.4. Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head.*

*[To be attached with **Technical Bid**]*

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



### 8.5. General Information Form

*[To be signed & stamped by the Bidder and reproduced on the letter head].*

*[To be attached with **Technical Bid**]*

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

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

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

## 8.6. Affidavit

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner.]*

*[To be attached with **Technical Bid**]*

**Name:** \_\_\_\_\_ (Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary. In case of any false / fabricated information the procuring agency reserves the right to blacklist undersigned.

The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents and is not a conditional bid.

The undersigned have read and agreed to all the terms and conditions of the bidding documents.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.

That the prices offered are not more than **Trade Price as per Maximum Retail Price** fixed by the Federal Government under Drugs Act, 1976 / DRAP Act, 2012.

I/We, further undertake that the prices given are reasonable and not given more than in any Government/Autonomous/District Government institutions during the current financial year. If any difference detected, the firm is bound to refund the difference in price.

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

- (i) none of its supplied batch in Private Sector and Public Sector has been declared Spurious / Adulterated by DTLs of the Punjab/any Competent Lab" since last 3 years till the closing date of Bid Document submission.
- (ii) "Non-Declaration of any Spurious / Adulterated Batch of the quoted item manufactured by firm by DTLs of the Punjab / any Competent Lab"
- (iii) the firm has not been prosecuted by Provincial Quality Control Board (PQCB) on the offense of Spurious / Adulterated Drugs / Medicines.
- (iv) Currently the firm is not Blacklisted/Debarred by the Procuring Agency / Punjab Procurement Regulatory Authority.
- (v) the firm will be bound to provide stocks in reefer container(s) (maintaining controlled temperature as per item specs) for delivery of goods to the procuring agencies. Physical assurance will be pre-requisite at the time of delivery of goods.
- (vi) the firm will be bound to supply the stock in compliance to SRO 470(I)/2017 subject to requirement of the department.
- (vii) the firm accepts all the terms & conditions of the Tender Document.
- (viii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (ix) Affidavit for correctness of information.

*[Name of the Contractor/ Bidder/ Supplier]* undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

### 8.7. Performance Guarantee Form

*[To be signed & stamped by the Bidder and reproduced on the letter head.]*

*[To be attached with **Technical Bid**]*

To,

*[Dean Nawaz Sharif Institute of Cancer Treatment & Research, Lahore]*

**WHEREAS** (Name of the Contractor/ Supplier) \_\_\_\_\_  
hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE  
"PROVISION OF \_\_\_\_\_" procurement of the following:

1. *[Please insert details]*.

(Here in after called "the Contract").

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

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

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

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

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

### 8.8. Technical Bid Form

*[To be signed & stamped by the Bidder and reproduced on the letter head.]*

*[To be attached with **Technical Bid**]*

#### 1. FOR MEDICINES

Sr. No.	*Item name with Advertised Specifications	Brand name	Offered Specifications	Registration Number	Pack size	Quantity	Manufacturer with Country of Origin

\* Diluents / solvents details may also be added as per above format in addition to the product

#### 2. FOR MEDICAL DEVICES & SURGICAL DRESSINGS ETC

Sr. No.	Item name with Advertised Specifications	Brand Name	Make & model	Offered Specifications	*Registration / *Enlistment Number	Quantity	Name & Complete Address of Manufacturer (as per DRAP Registration / Enlistment)	Name & Complete Address of Manufacturing Site (as per DRAP Registration / Enlistment)

\* in case exemption is granted by DRAP for Registration / enlistment in a category, attach the letter / reference with e-Bid and mention its reference number with date in this table

Name of Authorized Person Signing the Bid

---

Designation

---

Stamp & Signature of Bidder

---

## 8.9. Contract Form

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

**THIS CONTRACT** is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_, between the {**Insert name of Procuring agency** }, (hereinafter referred to as the “**Purchaser**”) of the First Part; and M/s (***firm name***) a firm registered under the laws of Pakistan and having its registered office at (***address of the firm***) (hereinafter called the “**Supplier**”) of the Second Part (hereinafter referred to individually as “**Party**” and collectively as the “**Parties**”).

**WHEREAS** the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (***firm name***) being the Manufacturer/ authorized sole agent /Supplier of (***item name***) in Pakistan and ancillary services offered to supply the required item (s); and

Whereas, the Purchaser has accepted the bid by the Supplier as per following detail;

Item No.	Item Name	Approved Specifications	Unit Price (As per contract)	Quantity	Total Cost (PKR)

### NOW THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;

- The Contract:** The following documents shall be deemed to form and be read and construed as integral part of this Contract , viz:-
  - This Contract Form
  - The Schedule of Requirements **Annex- A**
  - Special Conditions of Contract & the Technical Specifications **Annex- B**
  - Original Price Schedule along with unsolicited discount offered by the firm (if any) submitted by the Bidder. **Annex- C**
  - The Purchaser’s Notification of Award **Annex- D**
  - Purchase Order **Annex-E**
  - Payment Schedule **Annex-F**
  - The General Conditions of Contract **Annex-G**
  - Performance Guarantee/Security **Annex-H**
  - Manufacturer’s certificate of warranty under Drugs Act 1976/DRAP Act 2012 & rules framed thereunder **Annex-I**
  - The bidding document of Procuring Agency **Annex-J**
- Interpretation:** In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
- The Term of the Contract:** This contract shall remain valid for one year from the date of signing, unless amended by mutual consent.

4. The Supplier declares as under:

- i. **[Name of the Supplier]** hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Punjab) through any corrupt business practice.
- ii. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of Punjab, except that which has been expressly declared pursuant hereto.
- iii. **[The Supplier]** certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
- iv. **[The Supplier]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency under any law, Contract or other instrument, be void able at the option of Procuring Agency.
- v. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, **[The Supplier]** agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by **[The Supplier]** as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Procuring Agency.
- vi. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through negotiation / mediation. If, after thirty (30) days from the commencement of such informal negotiations / mediation, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

5. **Items to be Supplied & Agreed Unit Cost:**

- (i) The Supplier shall provide to the Purchaser the items on the agreed cost more specifically described in the Price Schedule Submitted by the Bidder (Annex C).

- (ii) Each Items supplied shall strictly conform to the Schedule of Requirements (Annex A) and to the Technical Specification (Annex B) prescribed by the Purchaser against each item
- (iii) The Unit Cost agreed in the Price Schedule (Annex C), is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.

**6. Payments:** The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services, as specified in the Schedule of Requirements and Technical Specification in accordance with the Price Schedule submitted by the Supplier, the amount against the delivered items or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.

**7. Mode of Payment:** All payments to the Supplier shall be made through Crossed Cheques issued in the name of [supplier's name]

**8. Payment Schedule:** All payments to the Supplier shall be made in accordance with the agreed Payment Schedule at **Annex: F**, upon satisfactory completion of delivery and fulfillment of documentary and codal formalities highlighted in the Payment Schedule at **Annex F**.

**9. Performance Guarantee/Security:**

(i) The Supplier has submitted the performance guarantee for signing of this contract, to the Purchaser as per prescribed format in the bidding documents equivalent to **[Insert Details]**, bearing number \_\_\_\_\_ dated \_\_\_\_\_ of the total Contract amount having validity till \_\_\_\_\_ [insert details] from its date of issuance from any scheduled bank on the prescribed format and in prescribed manner. This Performance Guarantee/Security shall be released to the Supplier upon successful completion of the Contract.

(ii) Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee/Security in accordance with sub-clause (i) above.

(iii) Failure to submit a Performance Guarantee/Security shall result into forfeiture of Bid Security and Cancellation of Contract.

**10. Penalties/ Liquidated Damages**

- (i) Wherein the Supplier fails to make deliveries as per signed contract & purchase order and within the stipulated time frame specified in the Schedule of Requirement, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- (ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guaranty/Security to the extent of non-delivered portion of supplies shall be forfeited.
- (iii) If the Supplier fails to supply the whole consignment and not able to deliver to consignee's end, the entire amount of Performance Guaranty/Security shall be forfeited to the Government account and the firm shall be blacklisted minimum for two years for future participation.
- (iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase order.
- (v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, **a penalty @ 0.067% per day of the cost of late delivered supply shall be**

**imposed upon the Supplier.** Maximum deduction is ten percent (10%) of Contract value. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

**11. Notices:** All notices and correspondences incidental to this contract shall be in English language and shall be addressed to:

**For the Purchaser:**

***Vice Chancellor/ Dean King Edward Medical University/ Nawaz Sharif Institute of Cancer Treatment & Research, Lahore}***

**For the Supplier:**

---

---

---

---

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed: For The Manufacturer/  
Authorized Supplier/ Authorized Agent.**

**Sealed & Signed on behalf of Procuring  
Agency**

**Name Of Contractor  
Designation in the Firm**

**Dean  
Nawaz Sharif Institute of Cancer Treatment  
& Research, Lahore**

**Witnesses-1 on behalf of the Contractor**

**Witnesses-1 on behalf of the Procuring  
Agency**

**Name of Witness  
Designation in the Firm**

**Witnesses-2 on behalf of the Contractor**

**Witnesses-2 on behalf of the Procuring  
Agency**

**Name of Witness  
Designation in the Firm**

C.C.

1. -----
2. -----



3. -----

**ANNEX - C**

**PRICE SCHEDULE SUBMITTED BY THE BIDDER**

*(The approved price schedule submitted by the Bidder will be attached)*

**PURCHASER'S NOTIFICATION OF AWARD***(to be issued by the Procuring Agency will be attached)*
**SPECIALIZED HEALTHCARE &  
MEDICAL EDUCATION DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

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

Dated Lahore the \_\_\_\_\_

**NOTIFICATION OF AWARD**

File No. \_\_\_\_\_ Consequent upon the processing and conclusion through competitive bidding process for the procurement of drugs / medicines / medical devices / surgical disposables etc by {**insert name of the procuring agency**} under Punjab Procurement Rules 2014 and subsequent approval by the Procurement Committee of the procuring agency, the rates of below mentioned items offered by the lowest evaluated / successful Bidders are hereby accepted for FY \_\_\_\_\_ as per following details;

TENDER ENQUIRY NO.	NAME OF SUCCESSFUL BIDDER	NAME OF ITEM	DESCRIPTION OF PRODUCT / SPECIFICATION (approved) (Brand Name / Registration / Enlistment No., Pack size )	ADVERTISED QUANTITY	APPROVED UNIT RATE (IN PKR)
1.			Brand Name _____ Registration / Enlistment No _____ Dosage Form _____ Pack size _____ Mfg by _____ Details (if any) _____		

\* Diluents / solvents details may also be added as per above format with the product

2. Subsequent Purchase Order(s) / Framework Contract will be issued separately. The purchase order (s) / framework contract shall be signed strictly as per tender terms & conditions of advertised bidding documents after receipt of Performance Guarantee / Security having validity of one year from its date of issuance from any scheduled bank in the form as prescribed in the bidding documents and Stamp Duty @ 0.25% of the total value of the contract / purchase order as the case may be, under section 22(A)(b) of Schedule 1 of Stamp Duty Act 1899 read with Finance Act 1995 (Act-VI of 1995).

Note: Please certify that the contents of this Notification have been read by the authorized person of the company specially the specifications, unit price.

**NO & DATE EVEN:**

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

## ANNEX - E

**PURCHASE ORDER**

(Specimen Sample of PO to be printed on Stamp Paper Amounting to Stamp Duty mentioned in Annex -D)


**SPECIALIZED HEALTHCARE &  
MEDICAL EDUCATION DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

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

Dated Lahore the \_\_\_\_\_, 20

1	Notification of Award No.	
2	Date	
3	Supplier/Firm Name	
4	Supplier/Firm's Address	
5	Firm Contact No	
6	Delivery Period	_____ days
7	Conditions of the Contract:	As already communicated in the Bidding Document / Signed Contract
8	Particulars of Stores:	As per detail given below
9	Amount of Performance Guarantee (In PKR) (not exceeding 10 % of Total Value of Contract value)	
10	Amount of Stamp Duty in PKR	

T.E No.	Name of item & approved Specifications	Brand Name / Registration / Enlistment No.	Pack Size	Approved Unit Price (PKR)	Advertised Quantity	Purchase Order (PO) Quantity	Total Cost of Purchase Order (PKR)
<b>TOTAL COST IN WORDS:</b> Rupees _____ Only.							

2. You are requested to provide stamp paper (s) valuing **Rs. \_\_\_\_\_/-** as stamp duty @ 0.25% of the total value of the contract/ purchase order, under section 22(A)(b) of Schedule 1 of Stamp Duty Act 1899 read with Finance Act 1995 (Act-VI of 1995) for agreement.

3. Please note that failure to furnish the required Performance Guarantee/Security within prescribed days (**to be determined by the procuring agency**) after issuance of **Purchase order / signing of the Contract** (as the case may be) shall constitute a breach of the contract and the procuring agency shall be entitled to make other arrangement at your risk and expenses in accordance with the terms and conditions without any notice. Other terms and conditions agreed through bidding documents and subsequent written clarifications will remain the same.

**Note:** Please certify that the contents of this Purchase Order have been read by the authorized person of the company specially the specifications, unit price and contractual amount.

**Additional instructions (if any):**

**PAYMENT SCHEDULE**

- i. 100% Payment to the Suppliers will be made by the concerned Purchaser/Disbursing & Drawing Officer (DDO).
  - a) against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPR-2014.
  - b) on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues(if any) including Professional Tax and DTL Testing Charges
- ii. Part Supply as per given delivery schedule and Part Payment is allowed as per contract/purchase order, the Payment will only be made after the receipt of complete supply as per schedule mentioned in schedule of requirement within due time.

*(However, if there is any alternate payment schedule, agreed by the Procuring Agency and Supplier, it will be annexed here.)*

### 8.10. Financial Bid Form/Price Schedule

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

Name of the Firm : \_\_\_\_\_

Bid Reference No: \_\_\_\_\_

Tender Enquiry No: \_\_\_\_\_

Tender enquiry No.	Name of the Item	UNIT PRICE							Total Price / Unit	No. of Units	Total Price (Inclusive of All duties and taxes)
		Ex-factory, Ex Ware house, Ex-Show Room, Off the Shelf	Sales and Income Tax	Other Levies and Duties (if any)	Packaging	Transportation Costs incidental to delivery	Other Incidental Costs as defined in the Schedule of Requirement	Additional Discount / Free of Cost (FOC) medicines offered (if any)			
		A	B	C	D	E	F	G			
									H	J	K
									H=A+B+C+D+E+F+G		K = H*J
Total Price in Figures (Inclusive of all taxes /duties / FOC etc.)											
Total Price in words (Inclusive of all taxes / duties /FOC etc.)											

#### NOTE:

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

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

Name of Authorized Person Signing the Bid \_\_\_\_\_

Designation \_\_\_\_\_

Stamp & Signature of Bidder \_\_\_\_\_

### 8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

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

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

---

*[Signature of the bank]*

## Section IX- Check List

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

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

Sr. #	Detail	Page #	Responsive	Non-responsive
1.	Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.			
2.	Valid Drug Sale License			
3.	valid Sole Agency Agreement / relevant certificate issued by the foreign principals			
4.	Samples / Brochure of the quoted items (if required by the Procuring agency)			
5.	DRAP Registration / Enlistment certificate / Exemption letters / reference like court's order etc. / renewal document as the case may be			
6.	US-FDA, CE, JpMHLW certificate where required			
7.	Valid Free Sale Certificate / relevant Quality certificate issued by the manufacturer or regulatory authority of the concerned country of origin.			
8.	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old			
9.	Copy of active Registration with Sales Tax Authorities (STRN)			
10.	Technical Bid Form (as per <b>form 8.9</b> of Bidding documents) on letter head of the firm duly signed and stamped.			
11.	Financial Bid Form (as per <b>form 8.1</b> of Bidding documents) on letter head of the firm, duly signed and stamped.			
12.	Bid Security Form (as per <b>form 8.11</b> of Bidding documents) on letter head of the firm, duly signed and stamped.			
13.	Performance Guarantee Form (as per <b>form 8.7</b> of Bidding documents) on letter head of the firm, duly signed and stamped.			
14.	General Information Form (as per <b>form 8.5</b> of Bidding documents) on letter head of the firm duly signed and stamped.			
15.	<p>Affidavit(as per <b>form 8.6</b>) on non-judicial Stamp Paper of Rs. 100/-</p> <ul style="list-style-type: none"> <li>(i) The firm is not blacklisted from any Department.</li> <li>(ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws.</li> <li>(iii) Affidavit for correctness of information.</li> <li>(iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.</li> </ul> <p>Affidavit for correction of information Form (as per <b>form</b> of Bidding documents) on letter head of the firm, duly signed and stamped.</p>			

**Stamp & Signature of Bidder** \_\_\_\_\_



**Tender No.**  
**Type**

**10-26**

**Procurement of Disposable items required for  
Sharif Institute of Cancer Treatment & Research  
(NSICT&R), Lahore.**

**Demand and Specifications**

Sr. No.	Name of items	Required Quantity	Unit Price (PKR)	Total Price (PKR)	2% CDR / Bid Security
1.	Drip Set	16,000	65	1,040,000	20,800
2.	IV Branula 16, 18, 19, 20, 22, 24	16,000	250	4,000,000	80,000
3.	Burette	8,000	300	2,400,000	48,000
4.	Syringes 10cc, 20cc, 50cc	40,000	25	1,000,000	20,000
5.	Naso Gestric Tube (NG Tube) 14, 16, 18 Fr	8,000	600	4,800,000	96,000
6.	Foleys Catheter 12, 14, 16, 18 Fr	12,000	450	5,400,000	108,000
<b>TOTAL</b>				<b>18,640,000</b>	<b>372,800</b>

**Note:**

- Bid should be submitted through online PPRA Portal (e-PADS). In cause of failure, the bid shall be rejected.
- The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/viewtender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA Punjab.
- The quantities in item No. 4 (10cc = 10,000 Nos, 20cc = 6,000 Nos, 50cc=4,000 Nos.)



**Dean,  
Nawaz Sharif Institute of Cancer  
Treatment & Research (NSICT&R),  
Lahore.**