King Edward Medical University, Lahore.

TENDER NOTICE

Subject: **HIRING OF EVENT MANAGEMENT SERVICES FOR VENUE SETUP, AUDIO-VISUAL FOR ARRANGEMENT OF WELCOME CEREMONY OF NEW MBBS 1ST YEAR STUDENTS FOR SESSION (2026-27) AT KING EDWARD MEDICAL UNIVERSITY, LAHORE.**

1. The office of Vice Chancellor, King Edward Medical University (KEMU), Lahore invites E-Bids from Bidders i.e. firms/companies/sole proprietor/ general order suppliers registered on Punjab e-Procurement System for events management services. Bidding shall be conducted through open competitive bidding procedure (**Single Stage -Two Envelope)** for the hiring of Event Management Services in Patiala Block, King Edward Medical University, according to details mentioned below:-

	Description	Estimated Cost (PKR)	Bid Security 2% of Estimated Price
Package	Hiring of Event Management Services for Venue Setup, Audio-Visual for Arrangement of Welcome Ceremony of New MBBS 1st Year Students for Session (2026-27) at KEMU, Lahore.	**Rs.1,140,000/-**	**Rs.22,800/-**
Total:		**Rs.1,140,000/-**	**Rs.22,800/-**

2. Bidding Document would be immediately available on PUNJAB E-PROCUREMENT SYSTEMS, PPRA websites after the publication of this notice.
3. Procuring Agency / Competent Authority reserves the right to reject all the proposals at any time prior to the acceptance of a bid or proposal.
4. Bid Security equivalent to 2% of the estimated procurement value shall be submitted electronically through the Punjab e-Procurement System (www.ep.punjab.gov.pk) in the manner prescribed by the e-Procurement System. No physical financial instrument, including a Call Deposit Receipt (CDR), Pay Order (PO), or Bank Guarantee, shall be accepted. Only Bid Security submitted electronically through the Punjab e-Procurement System shall be considered valid.
5. Bidders are requested to submit their bids electronically through the Punjab e-Procurement System Portal. The deadline for the submission of e-bids is 18-11-2026 **at** 10:00 **AM.** The bids will be opened on the same day, i. e. 18-11-2026 **, at** 10:30 **AM,** in Patiala Block, King Edward Medical University, Lahore.
6. In case the bid submission date falls on a public holiday, the bids shall be opened on the next working day at the same time and venue, in accordance with the applicable procurement rules.
7. Taxes and Stamp Duty will be deducted as per applicable Government Rules. NTN and Sales Tax registration certificate must be provided
8. Punjab Procurement Rules 2014 (Amended) shall be applicable during the procurement process.
9. 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.

End User

Senior Purchase Officer

Vice Chancellor
King Edward Medical University,
Lahore.

KING EDWARD MEDICAL UNIVERSITY, LAHORE

BIDDING DOCUMENTS

HIRING OF EVENT MANAGEMENT SERVICES FOR VENUE SETUP, AUDIO-VISUAL FOR ARRANGEMENT OF WELCOME CEREMONY OF NEW MBBS 1ST YEAR STUDENTS FOR SESSION (2026-27) AT KING EDWARD MEDICAL UNIVERSITY, LAHORE.

UNDER PPRA RULES 2014, SINGLE STAGE TWO ENVELOPS

FINANCIAL YEAR 2026-2027

OFFICE OF THE VICE CHANCELLOR
KING EDWARD MEDICAL UNIVERSITY,
LAHORE

King Edward Medical University, Lahore.

TENDER NOTICE

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IMPORTANT NOTE

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without any discrepancy. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage. The valid documentary evidences as detailed hereinafter should be submitted by bidders for preliminary and detailed examination.

Applicability of Punjab Procurement Rules, 2014 (Amended)

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.

1 INVITATION TO BID

1.1 Punjab Procurement Rules to be followed

1.1.1 Punjab Procurement Rules 2014 (Amended) will be followed strictly. These rules can be downloaded from PPRA's website.

1.1.2 In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice).

1.2 Mode of Advertisement(s)

1.2.1 The estimated bid is more than five hundred thousand rupees. So following Rule 12(1) of Punjab Procurement Rules 2014 (Amended) the respective Invitation to Bid Notice is advertised on websites of PPRA, and Punjab E-Procurement Systems.

1.3 Type of Open Competitive Bidding

1.3.1 As per Rule 38(2)(a) of Punjab Procurement Rules 2014 (Amended) Single Stage – Two Envelope Bidding Procedure shall be followed;

1.4 The procedure for single stage two envelopes shall be:

1.4.1.1 The e-bids be a single package consisting of two separate envelopes, **containing separately the financial and the technical proposals**;

1.4.1.2 The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";

1.4.1.3 In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

1.4.1.4 The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;

1.4.1.5 During the technical evaluation no amendments in the technical proposal shall be permitted;

1.4.1.6 After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

1.4.1.7 The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later. Provided that 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;

1.4.1.8 It is compulsory for bidders to bid for all goods /services. Bids for partial items will be rejected.

1.4.1.9 Aggregate lowest evaluated bidder will be awarded the contract;

1.4.1.10 In case of equal lowest financial bids submitted by different bidders at the time of financial opening, under rule 35(5) of PPR-14 such bidders will submit revised financial bids at spot on either their signed official letterhead or on a signed and stamped plain paper. This process will be repeated till a single bidder is declared lowest.

2 INSTRUCTIONS TO BIDDERS (ITB)

2.1 Bidding Details

2.1.1 Bidders are requested to submit their bids electronically through the Punjab e-Procurement System Portal. The deadline for the submission of e-bids is **18th November, 2026, at 10:00 AM**. The bids will be opened on the **same day**, i.e., **18th November, 2026, at 10:30 AM**, in Patiala Block, King Edward Medical University, Lahore.

2.1.2 Technical bids shall be publicly opened in Patiala Block, King Edward Medical University, Lahore at **18th November 2026, at 10:30 AM** on the last day of bid submission.

2.1.3 Bidders shall submit bid complying with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this bidding document clauses regarding "Determination of Responsiveness of Bid" and "Rejection and Disqualification of the Bid" for making their bids substantially responsive to the requirements of the Bidding Document.

2.1.4 It must be clearly understood that the Specifications, Terms and Conditions are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the contractor on the demand and approval of the Procuring Agency will be permitted throughout the period of completion of the contract.

2.1.5 The contractor should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency under this contract.

2.1.6 The contacts for all correspondence in relation to this bid are as follows:

Contact

Designation: Senior Purchase Officer, King Edward Medical University, Lahore.

2.1.7 Bidders should note that during the period from the receipt of the bids and until further notice, all queries should be communicated via Contact and in writing also. In case of an urgent situation, bidders may directly their enquiries through the Contact.

2.1.8 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.1.9 Failure to supply required goods / services within the specified time period will invoke penalty

2.1.10 / Other measures as specified in this document.

2.2 Source of Funds

2.2.1 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.

2.3 Eligible Bidders

2.3.1 Bidders shall not be under a declaration of blacklisting by the Procuring Agency and PPRA.

2.3.2 Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

2.3.3 The invitation for Bids is open to all prospective Contractor, Manufacturers or Authorized Agents/Dealers/Distributors registered on Punjab E-Procurement System subjectto any provisions or Licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business.

2.3.4 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:

2.3.4.1 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.

2.3.4.2 Have controlling shareholders in common; or

2.3.4.3 Receive or have received any direct or indirect subsidy from any of them; or

2.3.4.4 Have the same legal representative for purposes of this Bid; or

2.3.4.5 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

2.3.5 A Bidder may be ineligible if: –

2.3.5.1 The Bidder is declared bankrupt or, in the case of company or firm, insolvent;

2.3.5.2 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;

2.3.5.3 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;

2.3.5.4 The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

2.3.5.5 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.

2.3.5.6 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.

2.3.5.7 The firm and contractor is blacklisted/ debarred by Procuring Agency / PPRA.

2.3.6 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.

2.3.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

2.4 Eligible Goods and Services

2.4.1 All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in Technical Specification, and all expenditures made under the contract will be limited to such goods and related services.

2.4.2 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.

2.4.3 The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.

2.5 Cost Related to Bid Preparation and Submission

Bidders shall bear all costs/ expenses associated with the preparation and submission of bids and the Procuring Agency shall in no case be responsible/ liable for those costs/ expenses.

2.6 One person one bid

2.6.1 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.

2.6.2 No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

2.6.3 A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.7 Examination of the Bidding Document

2.7.1 Bidders are expected to examine the Bidding Document, including all instructions and terms and conditions. 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.

2.7.2 In case of discrepancies between the Invitation to Bid and the Bidding Documents, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.

2.7.3 The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained website of PPRA or from PUNJAB E-PROCUREMENT SYSTEMS

2.7.4 The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or 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.

2.8 Clarification of the Bidding Document

2.8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing through Punjab E-Procurement Systems The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven

2.8.2 (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet through Punjab E-Procurement Systems.

2.8.3 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing through Punjab E-Procurement Systems 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.

2.9 Amendment of the Bidding Document

2.9.1 The Procuring Agency may, at any time prior to the deadline for submission of bids, at its own initiative or in response to a clarification requested by a bidder, amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on bidders.

2.9.2 The Procuring Agency shall notify the amendment(s) to the prospective bidders.

2.9.3 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.

2.9.4 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.

2.10 Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

2.10.1 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.

2.10.2 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.

2.10.3 Where a sample(s) is required by a procuring agency, the sample shall be:

2.10.3.1 Submitted as part of the bid, in the quantities, dimensions and other details requested in the Bidding Document;

2.10.3.2 Carriage paid bythe vendor;

2.10.3.3 Received on, or before, the closing time and date for the submission of bids; and evaluated to determine compliance with all characteristics listed in the Bidding Document.

2.10.4 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)-

2.10.4.1 Do (es) not conform to all characteristics prescribed in thebidding documents; and

2.10.4.2 Is/are not submitted within the specified time clearly mentioned in the bidding document.

2.10.5 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.

2.10.6 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.

2.10.7 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).

3 TERMS AND CONDITIONS OF THE TENDER

3.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

3.1.1 "Commencement Date of the Contract" means the date on which both parties affix their signatures to contract.

3.1.2 “The Procuring Agency” means the King Edward Medical University, Lahore.

3.1.3 The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.1.4 “Contractor” means the Bidder or firm supplying the Goods and Services under this Contract.

3.1.5 "Day" means calendar day.

3.1.6 "Goods” mean the “Goods required in this bidding document” which bidders are required to supply to the Procuring Agency under the contract.

3.1.7 “Services” mean “Labor, transportation till delivery point, incidental services, complementary services, insurance, installation, commissioning, etc. (if any)” associated with provision of goods / Works which the Contractor is required to provide the Procuring Agency under the Contract

3.1.8 “Written” means written in form of email or hard copy.

3.2 Notice

In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Procuring Agency, the same shall be:

3.2.1 In writing;

3.2.2 Issued within reasonable time;

3.2.3 Served by sending the same by email/ courier/ post/ dispatch rider to their principal office in Pakistan or such other address as they shall notify for the purpose; and

3.2.4 The words "notify", "certify", "order", “consent”, “approve”, "instruct", shall be construed accordingly.

3.3 ELIGIBILITY CRITERIA

Eligible bidder is a bidder who:

3.3.1 Is registered with Tax Authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (whichever is applicable);

3.3.2 Provides copies of audited / financial statements/ work orders/ contracts/ MOUs, etc. for the last three years, depicting sound financial strength (minimum Rs.5.00 million turnover in a financial year);

3.3.3 Provides copies of work orders/ contracts/ MOUs/ satisfactory completion certificates, etc. showing supply of related items in Public Sector Departments

3.3.4 Is not applying in the capacity of joint venture for this tender

3.3.5 ***The firm is not currently blacklisted by the Procuring Agency or PPRA. 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.***

3.3.6 Note:

i) Non-compliance of any term or condition mentioned in the relevant ITB Notice or Bidding Document shall also lead to disqualification and no claim whatsoever will be entertained. **Bidders must submit bid security @ 2% of price of procurement estimated by Procuring Agency** as per bid security clause of this document else their bids will be rejected.

ii) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.1.1 will be rejected and returned unopened to the Bidder.

EVALUATION CRITERIA

(KNOCKED DOWN CRITERIA)

Sr. #	Evaluation Parameters	Documentary Evidence Required	Status
1	Valid Registration with FBR and Active Taxpayer List (Income Tax).	NTN & ATL status	Mandatory
2	Active Registration with Punjab Revenue Authority (PRA).	PRA Registration Certificate	Mandatory
3	Valid CNIC of Proprietor/Partners/Directors.	Copy of CNIC	Mandatory
4	Affidavit on Judicial Stamp Paper stating that the firm has never been blacklisted by Procuring Agency in last three years.	Original Affidavit	Mandatory
5	Submission of Bid Security electronically through the Punjab e- Procurement System.	Submission through PSID	Mandatory
6	Properly signed Bid Form, Price Schedule and all required documents.	Original Documents	Mandatory
7	Acceptance of all terms & conditions of the bidding documents without any reservation.	Signed Acceptance Certificate	Mandatory
8	Satisfactory performance certificate in case of previous experience with KEMU.	Original Documents	Mandatory

TECHNICAL EVALUATION CRITERIA

Sr. #	Parameters	Detail		Marks
1	Documents	NTN certificate	Is registered with Tax Authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (whichever is applicable);	5
		Valid Income Tax Registration Certificate		5
		Valid GST / PST Registrations (Status = Active)		5

		Affidavit (Submission of undertaking on legal valid and attested stamp paper of Rs.300/- that the firm is not blacklisted and not involved in litigation Procuring Agency / PPRA. In case of involved in any litigation process, proof of dispute resolution is required.	**5**
2	**Experience and past Performance**	Provides copies of relevant work orders / contracts etc. showing supply of related items in Public Sector Departments Having Minimum Five Years (05) Experience in **public sector**, **10 marks for each year** **06 marks for each year**	**30**
3	**Financial Position / Status**	Provides copies of audited / financial statements/ work orders/ contracts/ MOUs, etc. for the last three years, depicting sound financial strength (minimum **Rs.5.00 million** turnover in a financial year);	**30**
4	**Income Tax Returns**	Copies of Income Tax Returns of Last Three Years must be attached. **07 marks for each year**	**20**
		Qualifying Marks 65 %	**100**
	NOTE	Is not applying in the capacity of joint venture for this tender	
		The firm is not currently blacklisted by the Procuring Agency or PPRA. 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.	
		Noncompliance of any term or condition mentioned in the relevant ITB Notice or Bidding Document shall also lead to disqualification and no claim whatsoever will be entertained. **Bidders must submit bid security @ 2% of price of procurement estimated by Procuring Agency** as per bid security clause of this document else their bids will be rejected.	
		It is pertinent to mention here that all the copies of desired documents must be attached which are required above and all the relevant documents demanded should be attached in a sequence & annex. If none of these documents not attached by Authorized Dealers / Distributers / wholesalers / stockiest / contractor General Order Suppliers than marks will not be awarded and no excuse will be acceptable after opening of Tender Documents.	

3.4 Late Bid

3.4.1 Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.1.1 will be rejected and returned unopened to the Bidder.

3.4.2 The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

3.4.3 Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

3.5 Preparation/ Submission of Bid

Bid and all the accompanied documents shall be submitted by a bidder shall be through Punjab E-Procurement System Portal using firm's login ID and shall either be in Urdu or English or both. The bid shall be filled in/ accompanied by the required Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. (whichever is applicable) which shall be completely filled in, stamped and signed by bidder or his authorized representative. This is made obligatory to affix authorized signatures with official stamp on all documents, annexure, copies, certificates, letters, forms and all relevant documents as part of the bids submitted by bidders.

Technical and Financial Proposals will be considered incomplete if any of the following documents are missing from them. Procuring Agency reserves the right and shall reject any bid submitted without any of the documents mentioned below:

3.5.1 Technical Proposal shall comprise the following:

3.5.1.1 Undertaking on stamp paper of Rs.300/- (All terms and conditions and qualifications listed anywhere in this bidding document have been satisfactorily vetted and bidder is not blacklisted by the Procuring Agency or PPRA. The document/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be blacklisted as per Rules/Laws. (**Annexure-A**).

3.5.1.2 Covering letter duly signed and stamped by authorized representative on official letter head of bidder (**Annexure-B**).

3.5.1.3 Compliance with technical specifications of required goods/services on official letterhead of bidder (**Annexure-C**) as evidence that the bidder will provide goods / Services as per requirements of Procuring Agency.

3.5.1.4 Checklist of the required documents (**Annexure-D).**

3.5.1.5 Proof of registration with tax authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (whichever is applicable).

3.5.1.6 Copies of audited/ financial statements/ work orders/ contracts for the last three years depicting sound financial strength (minimum Rs.05 million turnovers in a financial year.

3.5.1.7 Provides copies of five work orders/ contracts/ MOUs/ satisfactory completion certificates, etc. showing supply of related items in Public Sector Departments.

3.5.1.8 Undertaking on official letterhead that the bidder is not applying in capacity of joint venture for this tender.

3.5.1.9 Duly signed and stamped copy of the bidding document to ensure that the participating bidder certifies that each page has been read, understood and all terms and conditions on each page have been accepted unconditionally.

3.5.2 Financial Proposals shall comprise the following:

3.5.2.1 Price Schedule (**Annexure-E**).

3.6 Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed, make inquiries on income and sales taxes to the concerned authorities of Income and Sales Taxes.

3.7 Bid Price

The quoted price shall be:

3.7.1 Best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation;

3.7.2 In Pak Rupees;

3.7.3 Inclusive of all taxes, duties, levies, insurance, freight, labor, transportation till delivery point, incidental services, complementary services, etc. (whichever is applicable);

3.7.4 The Procuring Agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids;

3.7.5 If not specifically mentioned in the Bid, it shall be presumed that the quoted price is as per the requirements mentioned in this document.

3.7.6 Technical proposal should not contain any mention of prices. Price Schedule shall only be

submitted with the sealed financial Proposal.

3.7.7 The Procuring Agency will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates of direct taxes or structure of applicable direct taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

3.7.8 The Contractor shall not charge prices for the goods /services delivered and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

3.7.9 If a bidder quotes price of goods /services without inclusion of taxes, it would be considered that the bid is inclusive of all applicable taxes.

3.7.10 It will be the responsibility of bidders that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Procuring Agency. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by a bidder.

3.7.11 Bidders are responsible for the correctness and sufficiency of the Bid and price quoted in the Bid shall be deemed to cover all obligations under this Bidding Process.

3.7.12 Bid shall be checked for any arithmetic errors which shall be rectified, as follows:

3.7.12.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Bid Price entered in the price schedule, the actual sum of itemized total prices will be considered as the Total Bid Price.

3.7.12.2 If there is a discrepancy in the actual sum of the unitary total prices (if applicable) and the total bid price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

3.7.12.3 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected.

3.7.12.4 While calculating bid price, quantities shall remain same as already mentioned in bid documents.

3.7.12.5 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

3.7.12.6 The Bid price as determined after arithmetic corrections shall be termed as the

Corrected Total Bid Price which shall be binding upon the bidder.

3.7.12.7 No credit shall be given for offering delivery period earlier than the specified period.

3.7.13 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.

3.8 Conversion to Single Currency

3.8.1 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:

3.8.1.1 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.

3.9 Bid Security

Bidders shall furnish the Bid Security as under:

1.1 Bid Security equivalent to 2.0% of the estimated procurement value shall be submitted electronically through the Punjab e-Procurement System (www.ep.punjab.gov.pk) in the manner prescribed by the e-Procurement System. No physical financial instrument, including a Call Deposit Receipt (CDR), Pay Order (PO), or Bank Guarantee, shall be accepted. Only Bid Security submitted electronically through the Punjab e-Procurement System shall be considered valid.

3.9.1 Bidders are required to submit bid security of @ 2.0% of price of procurement estimated by Procuring Agency as per bid security Rule of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice) which states that a procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the price of procurement as estimated by the procuring agency.

3.9.2 Denominated in Pak Rupees;

3.9.3 Having a minimum validity period of one hundred and twenty (180) days from the last date for submission of the Bid or until furnishing of the Performance Guarantee, whichever is later;

3.9.4 The bid security shall be returned to the technically disqualified bidders with their unopened/ sealed financial bid while the unsuccessful bidders shall be returned the bid security only. The Bid Security shall be returned to the successful bidder on furnishing the Performance Guarantee.

3.9.5 Bid security will not be adjustable against any payment or performance guarantee.

3.9.6 The Office of Vice Chancellor, King Edward Medical University is not responsible to pay any interest/ benefit on the amount submitted as bid security against this bid that could accumulate in the same period by investing/ depositing in any bank or any other such institution/ organization;

3.9.7 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 Clause 3.9.11.

3.9.8 Bid security submitted by a bidder may be forfeited if:

3.9.8.1 Bidder has been found involved in the concealment of facts.

3.9.8.2 Any false / misleading information is provided in the submitted bid.

3.9.8.3 Bidder backs out from fulfilling the obligations of bid after opening of the bid.

3.9.8.4 If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form.

3.9.8.5 In the case of a successful Bidder, if the Bidder fails to sign the contract in accordance with Bidding Document.

3.9.8.6 In the case of a successful Bidder, if the Bidder fails to furnish Performance Guarantee in accordance with bidding document.

3.9.8.7 In the case of a successful Bidder 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.

3.10 Bid Validity

3.10.1 The Bid shall have a minimum validity period of one hundred and twenty (180) days from the last date for submission of the Bid. The Procuring Agency may solicit the consent of the bidders to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If a bidder agrees to extension of validity period of the bid, the validity period of the Bid Security shall also be suitably extended. A bidder may refuse extension of validity period of the Bid,

without forfeiting the Bid security as per **Clause 28(4) (c) (Amended till date of advertisement of the relevant ITB notice).**

3.10.2 Bids shall remain valid for the period of 180 days 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.

3.11 Modification/ Withdrawal of the Bid

3.11.1 A bidder may, by written notice served on the Procuring Agency, modify, including substitution or withdraw the bid after submission of the bid, prior to the deadline for submission of the bid.

3.11.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (3.11.1). A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of Bids.

3.11.3 Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

3.11.4 The bid, withdrawn after the deadline for submission of the bid and prior to the expiration of the period of the bid validity, shall result in forfeiture of the Bid Security.

3.12 Opening of Bids by the Procuring Agency

3.12.1 The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the Bidding Document. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.

3.12.2 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 on PUNJAB E-PROCUREMENT SYSTEM. The Financial Proposals will remain unopened and will be held until the specified time of their opening.

3.12.3 The Technical Proposals shall be opened one at a time, and the following read out and recorded:

3.12.4 (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.

3.12.5 Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

3.12.6 No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder.

3.12.7 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.

3.12.8 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.

3.12.9 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.

3.13 Confidentiality

3.13.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially

concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

3.13.2 Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

3.13.3 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.

3.14 Clarification of the Bid

3.14.1 The Procuring Agency shall have the right, at its exclusive discretion, to require, further information or clarification of the Bid, from any or all the bidders. The procuring agency may, if necessary after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid as per Rule 33 (2) of Punjab Procurement Rules (Amended till date of advertisement of the relevant ITB notice). No change in the price or substance of the Bid shall be sought, offered or permitted except as required to include the corrections of arithmetical errors discovered in the Bid. Acceptance of any such correction is sole discretion of the Procuring Agency.

3.14.2 Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

3.14.3 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.

3.14.4 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

3.15 Determination of Responsiveness of the Bid

Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Laws of Pakistan, Taxes and Duties & 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.

The Procuring Agency shall determine the substantial responsiveness of the Bid to the Bidding document, prior to the Bid evaluation, on the basis of the contents of the Bid itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

3.15.1 Meets the eligibility criteria given herein this Bidding document;

3.15.2 Offers fixed price for all goods /services/ works as per Price Schedule;

3.15.3 Conforms to all terms and conditions of the documents issued by Procuring Agency in reference to this bidding procedure. These include but are not limited to the Bidding Document, Invitation to Bid Notice, Corrigendum, Addendum, etc. (whichever is applicable), without material deviation or reservation;

3.15.4 A material deviation or reservation is one which affects the scope, quality of goods

3.15.5 /services or limits the Procuring Agency's rights or a bidder's obligations under the Contract.

3.15.6 The Bid determined as not substantially responsive shall not subsequently be made responsive by a bidder by correction or withdrawal of the material deviation or reservation.

3.16 Rejection and Disqualification of the Bid

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance (issuance of Acceptance Letter). The Procuring Agency shall upon a written request

communicate to any bidder, the grounds for rejecting all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of rejection of bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

Likewise, Procuring Agency shall upon a written request communicate to any bidder, the grounds for its technical disqualification, but shall not be required to justify those grounds. A bid shall be rejected/ disqualified if it is:

3.16.1 Substantially non-responsive in a manner prescribed in this document especially to the clause **'Determination of Responsiveness of the Bid'**; or

3.16.2 Submitted in other than prescribed forms, annexes, documents by other than specified mode and language; or

3.16.3 Incomplete, partial, conditional, alternative/optional, late; or

3.16.4 Bidder has conflict of interest with the Procuring Agency; or

3.16.5 Bidder tries to influence the Bid evaluation/ Contract award; or

3.16.6 Bidder engages in corrupt or fraudulent practices in competing for the Contract award;

3.16.7 Bidder fails to meet the requirements of Bid Eligibility/ Qualification Criteria;

3.16.8 Bidder fails to meet the Technical and / or financial evaluation of Proposal;

3.16.9 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity, inconsistency, informality or irregularity in the submitted bid.

3.16.10 Bidder submits any financial condition as part of its bid which is not in conformity with bidding document.

3.16.11 Bidder does not submit the Bid Security electronically through the **Punjab e-Procurement System (www.ep.punjab.gov.pk)** in the manner prescribed by the e-Procurement System.

3.16.12 Bidder discloses price in the Technical Proposal.

3.16.13 It is compulsory for bidders to bid for all items. Bids for partial items will be rejected.

3.17 TECHNICAL AND FINANCIAL EVALUATION OF PROPOSAL

The bidders who have duly complied with the Bid Eligibility/ Qualification Criteria will be eligible for further processing.

3.17.1 During the technical evaluation no amendments in the technical proposal shall be permitted;

3.17.2 The bids with technical proposals conforming to terms and conditions of this bid document, invitation to bid notice, corrigendum, addendum (whichever applicable) will be considered for financial evaluation and thus, only their financial proposal will be opened.

3.17.3 After evaluation of the technical proposals, financial proposals of the technically responsive/ qualified bids will be opened, publicly at a time, date and venue which will be announced and communicated to the bidders in advance, within the bid validity period;

3.17.4 The financial bids found technically nonresponsive shall remain un-opened on PUNJAB E-

PROCUREMENT SYSTEMS;

3.17.5 All bidders may check results (bid evaluation) at website of PPRA.

3.18 Award Criteria

3.18.1 The eligible bidder fulfilling the qualification and technical evaluation criteria will be evaluated in the light of all pre-conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all formalities mentioned in the relevant Invitation to Bid and this Bidding Document.

3.18.2 Failure of the successful Bidder to comply with the requirement of Clause 3.19.1 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.

3.19 Acceptance Letter and Purchase Order

3.19.1 As per provisions of Rule (55) of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice), the Procuring Agency shall issue the Acceptance Letter to the Successful Bidder, at least after 10 days of announcement of bid evaluation reports (Rule-37 of Punjab Procurement Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Bid, which shall constitute a Contract, until execution of the formal Contract. Formal Contract will be signed within 15 days of issuance of Acceptance Letter subject to submission of performance guarantee and signing of contract. After signing of the formal contract, Purchase order will be issued to contractor.

3.20 Redressal of Grievances by the Procuring Agency

The Procuring Agency has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. 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.

3.20.1 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.

3.20.2 In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

3.20.3 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

3.20.4 In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report.

3.20.5 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

3.20.6 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

3.21 Language of Bid

The bid and all documents relating to the bid, exchanged between a bidder and Procuring Agency, shall either be in Urdu or English or both. The bidder shall bear all costs of translation to English or Urdu and all risks of the accuracy of such translation.

3.22 Restarting Bidding Process from any Prior Stage

As per provision in Rule 35 (5), the procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement contained in rule 4 and shall immediately communicate the decision to the bidders.

3.23 Corrupt or Fraudulent Practices

3.23.1 The Procuring Agency Bidders, Contractors, 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.

3.23.2 Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding. Blacklisting will be dealt under S-17A of PPRA, Act, 2009 and as per rule 21 and schedule appended with PPR-14 of PPR-14.

TERMS & CONDITIONS OF THE CONTRACT

Contract Title:

[Name of Contractor]

Dated:

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **Vice Chancellor, King Edward Medical University (KEMU), Lahore** (the "Procuring Agency"), on one part,

And

[Full legal name of Contractor & Address], on the other part severally liable to the Procuring Agency for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor."

RECITALS

WHEREAS,

(a) The Procuring Agency intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the

terms and conditions of the Contract in lieu of the goods as described in the contract.

(b) The Procuring Agency has requested the Contractor to provide certain goods as described in the relevant Invitation to Bid notice and Bidding Document; and

(c) The Contractor, having represented to the Procuring Agency that it has the required professional skills, personnel and technical resources, has agreed to provide such goods /services on the terms and conditions set forth in this Contract.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The Contractor hereby covenants with the Procuring Agency to supply the goods and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
3. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of provision of goods and remedying of damage therein.
4. The contract price for satisfactorily supplying all the goods, that the contractor is liable to provide under the contract as per the scope mentioned in bidding documents, shall be Rs._____.
5. The following shall be deemed to form and be read and construed as part of this Contract:
    - **a.** The Bidding Document
    - **b.** Terms and Conditions of the Contract
    - **c.** Bidder's Proposal
    - **d.** Specifications
    - **e.** Price Schedule
    - **f.** Affidavit(s)
    - **g.** Performance Guarantee
6. This Contract shall prevail over all other documents. In the event of any discrepancy/ inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with
the Laws of Islamic Republic of Pakistan as of the day, month and year first indicated above.

For King Edward Medical University**):**

Name :(As per CNIC) ----------
Father Name:----------
CNIC Number:----------

For **[full legal name of the Contractor]:**

Name :(As per CNIC) ----------
Father Name:----------
CNIC Number:----------

Designation: .....
Address: ----------
Signature: ----------
Thumb Impression: ----------

WITNESSES:

(First Party)

Name: (As per CNIC) ----------
Father Name: ----------
CNIC Number: ----------
Designation: ----------
Address: ----------
Signature: ----------
Thumb Impression: ----------

Designation: .....
Address: ----------
Signature: ----------
Thumb Impression: ----------

WITNESSES:

(Second Party)

Name: (As per CNIC) ----------
Father Name: ----------
CNIC Number: ----------
Designation: ----------
Address: ----------
Signature: ----------
Thumb Impression: ----------

4 SPECIAL CONDITIONS OF THE CONTRACT

4.1 Bid Scope

4.1.1 The Procuring Agency, King Edward Medical University intends to procure/hire event management services on rent basis for Financial Year 2026-2027:

4.1.1.1 Procuring agency has the right to increase the quantities up to 15 % under the clause of repeat order during the period of contract. Contractor shall liable to provide the goods on the issue of repeat order.

4.1.2 Bidder will provide an undertaking on the letter head that he has examined all the samples placed in this office and he shall be liable to provide the goods as per available samples with procuring agency or with better specifications.

4.1.3 Material of goods delivered shall be as per required specifications and details according to samples or better than those.

4.1.4 Contractor will be responsible to provide defect free and brand-new goods. Goods bearing any defect, inferior in quality or not meeting specifications given in this bidding document and of samples will not be accepted. No payment shall be made against such goods. Contractor will be bound to replace such goods onsite without any additional payment.

4.1.5 In case of inferior quality goods, performance guarantee may also be forfeited.

4.2 Contract Duration

A framework contract will be signed for a period of the date of signing of contract agreement till 30th June 2027. During this period of contract prices will remain the same for all items. Purchase orders will be issued as per need basis within this period. Provided, any work awarded before the expiry of contract duration shall be completed even after the contract duration is expired. Contractual liabilities and obligations will remain binding on the contractor even after the expiry of duration of contract.

4.3 Performance Guarantee.

The successful bidder shall furnish Performance Guarantee as under:

4.3.1 Within ten (10) days of the receipt of the Acceptance Letter from the Procuring Agency;

4.3.2 In the form of Bank Guarantee / CDR / PO/ DD / BC issued by a scheduled bank operating in Pakistan;

4.3.3 Personal or business cheque shall not be entertained in any case.

4.3.4 For a sum equivalent to 5% (Five Percent) of the value of the contract.

4.3.5 In Pak Rupees;

4.3.6 Will be retained for a period of one (01) year from the date of signing of contract or till issuance of Satisfactory Completion Certificate by concerned department, whichever is earlier;

4.3.7 Performance guarantee will not be adjustable against any payment;

4.3.8 The Office of Vice Chancellor, King Edward Medical University, Lahore is not responsible to pay any interest/benefit on the amount submitted as Performance Guarantee against this bid that could accumulate in the same period by investing/ depositing in any bank or any other such institution/ organization;

4.3.9 The proceeds of the Performance Guarantee may be payable to the Procuring Agency, on occurrence of any/ all of the following conditions:

4.3.9.1 If the contractor commits a default under the Contract;

4.3.9.2 If the contractor fails to fulfill any of the obligations under the Contract;

4.3.9.3 If the contractor violates any of the considerable terms and conditions of the Contract.

4.3.9.4 Contractor shall cause the validity period of the Performance Guarantee to be extended for such period(s) as the contract performance may be extended.

4.4 Delivery

4.4.1 The contractor will have to deliver ordered Goods that do not require printing within 10 days of issuance of work order. Further in case of emergency the contractor may be asked to deliver such goods within 2 days of issuance of work order.

4.4.2 Contractor shall be bound to get the designs of goods requiring printing approved within 4 days of issuance of work order. Such goods shall be delivered within 15 days of approval of samples from this office.

4.4.3 Deliveries shall be made to King Edward Medical University, Lahore therefore in case of change of building the contractor will be bound to deliver the good at the new office address.

4.4.4 The contractor shall provide the required Goods all the safety which is sufficient to prevent the damage or deterioration during storage and transit to their final destination as indicated in the contract.

4.4.5 The Goods shall remain at the risk and under the physical custody of the contractor until the delivery and taking over of the Goods is completed.

4.4.6 The contractor shall ensure that the Goods shall be delivered complete and as per schedule of delivery. If it shall appear to the Procuring Agency that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, it may require the contractor at the expense of the contractor to dispatch the right items of the Goods.

4.4.7 To ensure storage arrangements for the intended supplies, the contractor shall inform the Procuring Agency at least three (03) days in advance. However, in case no space is available at the Procuring Agency's premises at the time of supply, the Procuring Agency shall, at least 02 days prior to such situation, shall inform the contractor, in writing, of the possible time frame of availability of space by which the supplies can be made. In case the contractor abides by the given time frame it shall not be penalized for delay.

4.5 Extensions in Time for Performance of Obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at least two days before delivery time, the Contractor shall, by written notice served on the Procuring Agency, promptly indicate the facts of the delay, the likely duration and its cause(s). As soon as practicable after receipt of such notice, the Procuring Agency shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor, extend the Contractor's time for performance of its obligations under the Contract.

4.6 Liquidated Damages

In case extension in time under clause 4.5 is not granted by the Competent Authority / Procuring Agency, 0.3 % of the value of delayed goods against each Purchase order will be imposed as penalty per day. However, total Liquidated Damages will not exceed beyond 10% of total contract price. This office might also blacklist and debar the contractor from participating in public procurements in case of unnecessary delay in the execution of contract.

4.7 Satisfactory Completion Certificate for Goods

The Procuring Agency (Concerned Department) will issue Satisfactory Completion Certificate to the Contractor upon successful completion of delivery of goods against each purchase order, which the Contractor is liable to provide in consideration of this Contract.

4.8 Payment

4.8.1 The Procuring Agency shall pay the amount verified within thirty (30) days from the date of delivery subject to issuance Satisfactory Completion Certificate by the concerned department.

4.8.2 Payment shall be made in advance, if allowed by the Government of the Punjab and against partial deliveries against the Purchase order. However, if the procuring agency delays or stops the deliveries of the Purchase order, partial payment against the satisfactory partial deliveries shall be made promptly.

4.8.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

4.8.4 Payment shall not be made in advance or against partial deliveries until Satisfactory Completion Certificate is issued by the Procuring Agency. The Procuring Agency shall make payment for the complete and defect free Goods supplied, to the Contractor, as per Government policy, in Pak Rupees, through cheque/ PO/DD/CDR. No payment will be made on unsatisfactory/defective delivery.

4.8.5 All type of government duties and taxes shall be dealt as per applicable laws of Pakistan at the time of payment. Foundation shall not be responsible for increase in deduction of direct taxes due to change in laws of Pakistan.

4.9 Contract Amendment

4.9.1 The Procuring Agency may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/ requirement in the light of prevailing rules and regulations
/ Punjab Procurement Rules 2014.

4.9.2 The Contractor shall not execute any Change until and unless the Procuring Agency has allowed the said Change, by written order served on the Contractor.

4.9.3 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

4.9.4 No variation or modification in the Contract shall be made, except by written amendment signed by both the Procuring Agency and the Contractor, subject to approval of Competent Authority of this office.

4.10 Provision of Compliant, Brand New and Defect Free Goods

4.10.1 The Contractor shall ensure that the goods supplied by the Contractor, under the Contract are brand new, unexpired, non-refurbished, un-altered in any way, compliant to specifications mentioned in this bidding document or better than those, incorporate all recent improvements in design, otherwise the delivery shall not be accepted.

4.10.2 The Contractor shall further warrant that the Goods/Services supplied by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods/Services.

4.10.3 The Procuring Agency shall, by written notice served on the Contractor, promptly indicate any claim(s) related to expired, used or defected goods.

4.10.4 The Contractor shall, within the prescribed time period, after receipt of such notice, repair or replace the defective / damaged Goods or parts thereof on site, without any cost to the Procuring Agency.

5 GENERAL CONDITIONS OF CONTRACT

5.1 Contract

The successful bidder shall, after submitting the Performance Guarantee, sign the Contract within three days of receiving of Acceptance Letter from the Procuring Agency.

5.2 Contract Cost

The Contractor shall bear all costs/ expenses associated with the preparation of the Contract and the Procuring Agency shall in no case be responsible/ liable for those costs/ expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

5.3 Contract Documents and Information

The Contractor shall not, without the Procuring Agency's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications or information furnished by or on behalf of the Procuring Agency in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.4 Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Procuring Agency, shall either be in Urdu or English or both. The Contractor shall bear all costs of translation to English or Urdu and all risks of the accuracy of such translation.

5.5 Standards

The goods provided under this Contract shall conform to the authoritative latest industry standards.

5.6 Patent Right

The Contractor shall indemnify and hold the Procuring Agency harmless against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof.

5.7 Inspection and Verification

The Procuring Agency may reject the goods if they fail to conform to the specifications, in any inspection(s) and the Contract may be allowed to make all alteration necessary to meet the specifications in coordination with Procuring Agency’s concerned department, free of cost to the Procuring Agency.

The Procuring Agency or its representative shall have the right to inspect and/or to test the goods and to confirm their conformity to the contract specifications at no extra cost to the Procuring Agency. All costs associated with testing shall be borne by the contractor.

The Procuring Agency’s right to inspect, test and, where necessary, reject the goods either at contractor’s premises or upon arrival at Procuring Agency’s destination 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 delivery from the point of Supply or manufacturing.

5.8 Packing

The contractor shall provide such packing of the goods which is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the contract. The contractor shall arrange and pay for the packing of goods for delivery to the destination as specified in the contract, and the related cost shall be included in the quoted bid.

5.9 Labeling

The goods supplied under the contract, shall be clearly labeled which shall correspond to the delivery documentation, with proper labeling scheme for identification of goods.

5.10 Assignment / Subcontract

5.10.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Procuring Agency's prior written consent.

5.10.2 The Contractor shall guarantee that any and all assignees of the Contractor shall, for performance of any part/ whole of the goods under the contract, comply fully with the terms and conditions of the Contract applicable to such part/ whole of the goods under the contract.

5.11 Blacklisting

The Procuring Agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of procuring agency, if the bidder or contractor has:

(a) Acted in a manner detrimental to the public interest or work practices;
(b) Consistently failed to perform his/ her obligation under the contract;
(c) Not performed the contract up to the mark; or
(d) Indulged in any corrupt practice.

5.12 Termination for Default

5.12.1 If the Contractor fails or delays the performance of any of the obligations, under the Contract, violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract the Procuring Agency may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure/ delay, within fifteen working days of intimation (or such longer period as the Client may allow in writing).

5.12.2 If the Procuring Agency terminates the Contract for default, in whole or in part, the Procuring Agency may procure, upon such terms and conditions and in such manner as it deems appropriate, goods, similar to those undelivered, and the Contractor shall be liable to the Procuring Agency for any excess costs for such similar goods. However, the Contractor shall continue performance of the Contract to the extent not terminated.

5.13 Termination for Convenience

5.13.1 The Procuring Agency may, at any time, by written notice served on the Contractor, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.

5.13.2 The goods which are complete or to be completed by the Contractor, within seven working days after the receipt of such notice, shall be accepted by the Procuring Agency.

5.13.3 For the remaining goods, the Procuring Agency may elect:

5.13.3.1 To have any portion thereof completed and delivered; and/or

5.13.3.2 To cancel the remainder and pay to the Contractor an agreed amount for partially supplied goods, together with a reasonable allowance for overhead and profit.

5.14 Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Procuring Agency may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

5.15 Force Majeure

For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of the contractor and which makes contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.

5.15.1 The Contractor shall not be liable for liquidated damages, blacklisting for future bids, if and to the extent its failure/ delay in performance/ discharge of obligations under the Contract is the result of an event of Force Majeure.

5.15.2 If a Force Majeure situation arises, the Contractor shall, by written notice served on the Procuring Agency, indicate such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Contractor shall continue to perform 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.

5.15.3 Force Majeure shall not include:

5.15.3.1 Any event which is caused by the negligence or intentional action of Contractor or its agents or employees, nor

5.15.3.2 Any event which the Contractor could reasonably have been expected to:

5.15.3.2.1 Take into account at the time of the conclusion of this Contract and;

5.15.3.2.2 Avoid or overcome in the carrying out of its obligations here under.

5.15.3.2.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

5.16 Dispute Resolution

5.16.1 The Procuring Agency and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

5.16.2 Any dispute or difference arising under or out of this Contract or interpretation of any terms hereof shall be settled through mutual discussions conducted in good faith within a period of thirty (30) business days. Any dispute which cannot be settled amicably within thirty (30) business days shall be referred to arbitration under Arbitration Act, 1940 (as amended from

time to time). The arbitration to be held at this office in English language, by a sole arbitrator to be appointed with the mutual consent of the Parties or by the competent court in case the Parties have disagreement in this regard. The Parties shall bear their cost for arbitration unless otherwise required under the arbitration award. The arbitration award shall be final and binding on the Parties and the enforcement of the award can be made through the court of relevant jurisdiction.

5.17 Statutes and Regulations

5.17.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

5.17.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Procuring Agency indemnified against all penalties and liability of any kind for breach of any of the same.

5.18 Authorized Representative

5.18.1 The Procuring Agency or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any/ all of the duties/ authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.

5.18.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him/her, by the Procuring Agency or the Contractor.

5.18.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.

5.18.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Islamic Republic of Pakistan** as of the day, month and year first indicated above.

For King Edward Medical University:
Name :(As per CNIC) ----------
Father Name: .....
CNIC Number: .....
Designation : .....
Address: .....
Signature: .....
Thumb Impression: ----------

For [full legal name of the Contractor]:
Name :(As per CNIC) ----------
Father Name: .....
CNIC Number: .....
Designation : .....
Address: .....
Signature: .....
Thumb Impression: ----------

WITNESSES:
(First Party)
Name: (As per CNIC) ----------
Father Name: .....
CNIC Number:----------
Designation : .....
Address: .....
Signature: .....
Thumb Impression: ----------

WITNESSES:
(Second Party)
Name: (As per CNIC) ----------
Father Name: .....
CNIC Number:----------
Designation : .....
Address: .....
Signature: .....
Thumb Impression: ----------

6 BID DATA SHEET

King Edward Medical University		
Reference (Clause of this document)	**Description**	**Details**
Clause 1.3	**Bidding procedure**	Single stage – Two Envelope Procedure
Clause 2.1.1	**Last date and time for the Submission of bidding document.**	**10:00 AM** on **18-11-2026** in Patiala Block, King Edward Medical University
Clause 2.1.2	**Date, time and venue of opening of technical**	**10:30 AM** on **18-11-2026** in Patiala Block, King Edward Medical University
Clause 3.9.4	**Bid Security**	2% of price of procurement estimated
Clause 3.9.4	**Estimated Price**	**Rs. 1,140,000/-**
	Bid Security 02% of Estimated Price	**Rs. 22,800/-**
Clause 4.3.5	**Currency of Bid Evaluation**	**Pak Rupee**
Clause 3.12	**Bid validity period**	180 Days
Clause 3.22	**Language of bid**	Urdu or English or both
Clause 3.17	**Technical and Financial Evaluation of Proposal**	As per relevant clause
Clause 4.3	**Performance Guarantee**	5.0%
Clause 4.4	**Delivery**	As per relevant clause
Clause 4.6	**Liquidated damages for failure / delay in supply of goods by the Contractor**	As per relevant clause
Clause 2.1.7	**Contact Person for Communication**	As mentioned in the document

7 ANNEXURE

ANNEXURE-A (Attach with Technical Proposal)
To be submitted on Legal Stamp Paper of Rs. 300/- with Technical Proposal

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are liable to any punitive action for furnishing false information / documents.

We undertake that we are not blacklisted from Vice Chancellor, King Edward Medical University (KEMU), Lahore and PPRA. The documents / photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be blacklisted as per Rules / Laws.

Dated this _____day of _____2026

Signature (Official Stamp) Thumb Impression

_____ _____ _____

In the capacity of:

Duly authorized to sign bids for and on behalf of: (Bidder Name)

(Attestation by Notary Public/ Oath Commissioner)

ANNEXURE-B (On Official Letter Head with Technical Proposal)

FORMAT FOR COVERING LETTER

To

The Vice Chancellor,
King Edward Medical University

Subject: TENDER FOR PROCUREMENT OF ITEMS MENTONED IN TEDNER NOTICE / DOCUMENTS FOR FY ------

Dear Sir,

a) Having examined the Bidding document, emails sent for information and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said goods/ services/ works on terms of reference to be signed upon the award of Contract for the sum indicated as per Price Schedule.

b) We undertake that the financial proposal submitted by us includes price of all the items as per the technical specifications and requirements of this Bidding document. No item is mentioned as an option for which additional price will be demanded afterwards in addition to the financial bid.

c) We undertake, if our proposal is accepted, to provide the goods/ services mentioned in the Contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.

d) We agree to abide by this proposal for the period of 180 days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

e) We agree to execute a Contract in the form to be communicated by the office of Vice Chancellor, King Edward Medical University incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

f) We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in biding.

Name and Designation of Signatory

_____

Authorized Signatures with Official

Stamp

ANNEXURE-C (To be submitted on Official Letter Head)

TECHNICAL SPECIFICATIONS

HI-TEA SETUP FOR 1000 PERSONS			
Sr. #	**Description**	**Qty**	**UOM**
1	i) Tea / Coffee ii) Cookies (Salty and Sweet) iii) Chicken Samosas (Mini) iv) Chicken Sandwich v) Mineral Water (Half Liter)	1000	**Persons**
SEATING ARRANGEMENT FOR 1000 PERSONS			
2	**Specification**	**Qty**	**UOM**
	i) Canopy & Enclosure ii) Full Carpet iii) Stage Decor with Flowering of Maqbool Block iv) Buffet Setup 20 Nos. a) VIP Crockery & Service	1000	**Persons**
ADDITIONAL SUPPORT			
3	**Specification**	**QTY**	**UOM**
	SMD Screens on Rent Basis (Size 18x12) with truss stand + installation	02	**Nos.**
	Sound System with Accessories	01	**Nos.**

Note:

i. **It is compulsory for bidders to bid for all items of the lot. Bids for partial items of the lot will be rejected.**

ii. Bidder will provide an undertaking on the letter head that he has examined all the samples placed in this office and he shall be liable to provide the goods / services as per available samples of this office or with better specifications.

iii. Bidder will be responsible to review/examine the sample of goods placed in this office.

iv. Bids for partial goods will be rejected. Bidder shall mention the brand names of quoted products in their technical proposal. It is compulsory for bidders to bid for all goods. Bids for partial goods will be rejected.

ANNEXURE-D

(Checklist for the Attached Documents in Technical Proposal)

Sr. #	Description of Documents	Attached (Yes/No)
1	Undertaking on stamp paper of Rs. 300/- (all terms and conditions and qualifications listed anywhere in this bidding document have been satisfactorily vetted and bidder is not currently blacklisted by the Procuring Agency and PPRA. 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) (Annexure-A).	
2	Covering letter duly signed and stamped by authorized representative on official letter head of bidder (**Annexure-B**).	
3	Compliance with technical specifications of required goods on official letterhead of bidder (**Annexure-C**) as evidence that the bidder will provide goods as per requirements of procuring agency.	
4	Checklist of the required documents (**Annexure-D**).	
5	Proof of registration with tax authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (whichever is applicable).	
6	Copies of audited / financial statements/ work orders/ contracts for the last three years depicting sound financial strength (minimum Rs.05 million turnover in a financial year.	
7	Provides copies of work orders/ contracts/ MOUs/ satisfactory completion Certificates, etc. showing supply of related items in Public Sector Departments.	
8	Undertaking on official letterhead that the bidder is not applying in capacity of joint Venture for this tender.	
9	Bidder will provide an undertaking on the letter head that he has examined all the samples Placed in this office and he shall be liable to provide the services/goods as per available Samples of this office or with better specifications.	
10	Duly signed and stamped copy of bidding document to ensure that the participating bidder Certifies that each page has been read, understood and all terms and conditions on Each page have been accepted unconditionally.	
11	Price reasonability Certificate (**Annexure -H**).	

Checklist for the Attached Documents in Financial Proposal)

Sr. #	Description of Documents	Attached (Yes/No)
1	Price Schedule (**Annexure – E**).	

ANNEXURE-E (Attach with Financial Proposal)

FINANCIAL BID DOCUMENTS

Note: All the Rates offered by the Contractor/Dealer/Firm Along with all Taxes

HI-TEA SETUP FOR 1000 PERSONS					
Sr. #	**Description**	**Quantity**	**UOM**	**Rate inclusive of all Taxes**	**Amount inclusive of all Taxes**
1	i. Tea / Coffee ii. Cookies (Salty and Sweet) iii. Chicken Samosas (Mini) iv. Chicken Sandwich v. Mineral Water (Half Liter)	1000	**Persons**		
SEATING ARRANGEMENT FOR 1000 PERSONS					
2	**Description**	**Quantity**	**UOM**	**Rate inclusive of all Taxes**	**Amount inclusive of all Taxes**
	i) Canopy & Enclosure ii) Full Carpet iii) Stage Decor with Flowering of Maqbool Block iv) Buffet Setup 20 Nos. v) VIP Crockery & Service	1000	**Persons**		
ADDITIONAL SUPPORT					
3	**Description**	**Quantity**	**UOM**	**Rate inclusive of all Taxes**	**Amount inclusive of all Taxes**
	SMD Screens on Rent Basis (Size 18x12) with truss stand + installation	02	**Nos.**		
	Sound System with accessories.	01	**Nos.**		

Notes:

i. **The price shall include all applicable taxes like Income Tax, GST, PST, etc.**
ii. The price will include all related expenses (e.g. incidental services, labor, transportation charges to delivery point, etc.).
iii. **It is compulsory for bidders to bid for all goods / services. Bids for partial items will be rejected.**
iv. **Aggregate lowest evaluated bidder will be awarded the contract.**
v. Bidder will quote only one brand in bid and optional bid will be rejected.
vi. Handwritten proposals will be rejected.
vii. Price schedule must be enclosed with financial proposal.

Attention

"Price schedule must be enclosed with financial proposal only. Please DO NOT disclose prices in technical proposal otherwise your bid will be rejected/disqualified".

ANNEXURE-F (To be Submitted by Successful Bidder on Legal Stamp Paper of Rs.300/-)

INTEGRITY PACT

(For Procurements of 10 Million and Above)

Contract No._____ Dated _____

Contract Value: _____

Contract Title: _____

. ..... [name of Successful Bidder] 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 (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Successful Bidder] 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

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

[name of Successful Bidder] 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 rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Name of Procuring Agency: …… Name of Successful Bidder: ……

Signature: …… Signature: …… [Seal] [Seal]

ANNEXURE-G

FORMAT OF BANK GUARANTEE

Guarantee No. _____Executed on _____Expiry date

Name of Guarantor (Bank) with address: _____Name of Principal (Contractor) with address:

_____Penal Sum of Security (express in words and figures) _____

_____

Letter of Acceptance No. _____Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the

_____

(hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____(Name of Contract) for t h e _____(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of this bidding document, Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably, unconditionally and independently guarantee to paytothe Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

_____

Guarantor (Bank)

Witness:

1. Title _____ _____

   Name _____

   Corporate Secretary (Seal) Signature _____

2. Title _____ _____

   Name _____

   Corporate Guarantor (Seal) Signature _____

ANNEXURE-H

CERTIFICATES
ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED

1. **Price Reasonability Certificate**

I M/S ---------- do solemnly declare that "the prices quoted to King Edward Medical University, Lahore are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess".

2. **Certificate of Availability of Stock Quoted**

On letter pad of the firm duly signed & stamped)
I M/S ---------- do solemnly declare that "the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period"

3. **Certificate of Physical Features of Quoted Items**

On letter pad of the firm duly signed & stamped
I M/S----------do solemnly declare that "the physical features of quoted products/ items mentioned in the proposals will be of the same quality as quoted and firm is bound to supply without change".

4. **Certificate of Inclusion of all Taxes and others**

On letter pad of the firm duly signed & stamped
I M/S---------- do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.

5. **Certificate of Free Replacement of Items**

On letter pad of the firm duly signed & stamped
I M/S ---------- do solemnly declare that "the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender"