



E-TENDER NOTICE 03/2025-26

E-Procurement bids are invited from the PST & Income Tax registered firm/sole distributor/supplier/contractor for the Govt. Sadiq College Women University Bahawalpur as per detail given below for the Financial Year (2025-26) which should be submitted through e-PADS on or before **27/10/2025 (Monday)** till **11:00 A.M.** and the opening of the bid(s) will be at the same day at **11:30 A.M.** in the presence of the representative of the competitive firms in the office of Registrar and submission of duly completed .Pdf file shall entirely be responsibility of the bidder. Rates should be quoted on FOR/DDP basis and the firm shall be liable to install the software at the university.

Sr. #	Category/Item Name	Estimated Cost (Rs.)	5% Security on Estimated Cost (Rs.)
A	Hiring of Security Guards	6,124,800/-	306,240/-

1. Tender document containing details of required items complete specifications and terms & conditions will be available free of cost on E-PAD website <https://punjab.eprocure.gov.pk> as well as PPRA website <http://ppra.punjab.gov.pk> and website of the university i.e. www.gscwu.edu.pk. All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the Table above, in the name of “**Registrar, GSCWU Bahawalpur**”, and in the form of CDR. Late E-bids shall be rejected and Cutting/overwriting is not allowed. There is no fee for downloading tender document or submission of e-applications under the e-procurement system.
2. Original Bid Security Instrument must be submitted, alongwith the proof of uploaded procurement information on e-Pads with sealed envelope, clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline in “office of the Purchase, The Govt. Sadiq College Women University Bwp” on or before the specified date and time during office hours 08:30 A.M. to 04:30 P.M. except Saturday and Sunday.
3. Single-stage/two envelopes bidding procedure will be adopted as per PPRA Rules 38-2(a). Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline and not wait for the last date and time to upload the bid. Bid submission on E-PADS portal shall entirely be the responsibility of the bidder. The bidder shall submit Original 5% Bid security in favor of Treasurer, the Government Sadiq College Women University Bwp. in the shape of Bank Guarantee /CDR/Pay Order / Bank Draft / Call Deposit physically at Office of Purchase on same day before the opening of bids. Bids submitted through EPADS shall only be entertained/accepted, also attach soft copy of the same 5% Bid Security on EPADS with Technical Proposal which will be returned after depositing security by the lowest evaluated bidder.
4. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
5. The GSCWU reserves the right to cancel/reject all tenders/bids at any time prior to the acceptance of the bid or proposal in accordance with rule 35 of Punjab Procurement Rules, 2014. However, the procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids proposals, but shall not be required to justify those grounds.
6. Bidding Documents are immediately available after date of publication. The Procuring Agency will not be responsible for any cost or expense incurred by Bidders in connection with the preparation of Bids. In case of closed/forced holidays, the tender opening time/date will be considered as the next working day, at the same time and venue.
7. All terms and conditions given in bidding documents will be applicable.

Treasurer



The Government
Sadiq College Women
University Bahawalpur Pakistan

TENDER DOCUMENT

INVITATION OF BIDS FOR FINANCIAL YEAR 2025-026



Note: Please read carefully this Tender document and sign & stamp each page.

The Govt. Sadiq College Women University Bahawalpur

The Contact for all correspondence in relation to this bid is as follow:

Contact

Yahya Waqas.

Secretary Purchase Committee

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Email: purchase@gscwu.edu.pk

Tell: +92 333 6387587

The Govt. Sadiq College Women University, Bahawalpur

PTCL No: 062-2284809.



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INTRODUCTION:

THE GOVERNMENT SADIQ COLLEGE WOMEN UNIVERSITY BAHAWALPUR (GSCWU)

Historical Prospectus

The Government Sadiq College Women University (GSCWU) Bahawalpur has a distinguished history that reflects the vision of Nawab Sir Sadiq Khan Abbasi V for women's education in Southern Punjab. The institution was founded in 1944 as an intermediate college exclusively for women, providing much-needed educational opportunities at a time when higher education for women was limited in the region. In 1957, it was upgraded to a degree college, broadening its academic scope, and in 2010 it attained the status of a postgraduate college with the initiation of Master's programs. Recognizing its continued contribution to women's education, the Punjab Government approved its elevation to a full-fledged university in December 2012, and it was formally established under Punjab Act VIII of 2013.

Since its inception as a university, several Vice Chancellors have led GSCWU during its journey of growth. Prof. Dr. Muhammad Mukhtar, who had earlier served as the Vice Chancellor of the Islamia University of Bahawalpur, was entrusted with the responsibility of overseeing its early transition to a university. Subsequently, Prof. Dr. Talat Afza was appointed as the first full-time Vice Chancellor on August 28, 2015. During her tenure, she worked on strengthening the academic and administrative structure of the young university, fostering collaborations such as an MOU with the Pakistan Agricultural Research Council, and actively promoting student achievements, particularly in sports and co-curricular activities. In 2019, Prof. Dr. Saiqa Imtiaz Asif was appointed as Vice Chancellor by the Governor of Punjab, further consolidating the institution's academic standing and governance framework. Most recently, in October 2024, Prof. Dr. Shazia Anjum assumed charge as Vice Chancellor for a four-year tenure. Her leadership has already been marked by visible progress, including the inauguration of the new Arfa Karim Academic Block in August 2025, an event graced by the Governor of Punjab.

Through the vision of its founders and the dedication of its successive Vice Chancellors, GSCWU has emerged as a premier institution committed to empowering women through quality education, research, and leadership opportunities.



Section-II: Instructions to Bidders (ITB)

[The GSCWU (Bwp) should formulate Instruction to Bidders in accordance with PPR-14 keeping in view its requirements, nature of procurement. i.e. simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. However, for a standard procurement/ contract, contents of a generalized Instruction to Bidders are given below.]

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

2.1. Introduction

- 2.1.1 Scope of Bid**
- i) The GSCWU (Bwp) (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.
- 2.1.2 Source of Funds**
- i) The GSCWU (Bwp) named in the Bid Data Sheet has received budget as mentioned in BDS. The GSCWU (Bwp) intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
- 2.1.3 Eligible Bidders**
- i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/ JVs, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, & Punjab Sales Tax etc.), except as provided hereinafter.
 - ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the GSCWU (Bwp) to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.
 - iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
 - iv) Bidders shall not be under a declaration of blacklisting by the GSCWU (Bwp).
 - v) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on



behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

- vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the GSCWU (Bwp).
- vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the GSCWU (Bwp) and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.
- x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the GSCWU (Bwp) to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
 - b) have controlling shareholders in common; or
 - c) receive or have received any direct or indirect subsidy from any of them; or
 - d) have the same legal representative for purposes of this Bid; or
 - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the GSCWU (Bwp) regarding this Bidding process; or
 - f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.



- xi) A Bidder may be ineligible if –
- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (g) The firm, Service Provider and contractor is blacklisted/debarred by any international organization.
- xii) Bidders shall provide to the GSCWU (Bwp) evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the GSCWU (Bwp), as the GSCWU (Bwp) shall reasonably request.
- xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
- 2.1.4. Cost of Bidding**
- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the GSCWU (Bwp) named in the Bid Data Sheet, hereinafter referred to as “the GSCWU (Bwp),” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process-



2.1.5. One person one bid

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.

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.

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

2.1.6. Work Plan/Deputation Plan

The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the GSCWU (Bwp) and GSCWU (Bwp) may also, from time to time amend the same as per its requirement.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (a) Invitation to Bids
 - (b) Instructions to Bidders (ITB)
 - (c) Technical Specifications
 - (d) Bid Data Sheet
 - (e) General Conditions of Contract (GCC)
 - (f) Special Conditions of Contract (SCC)
 - (g) Schedule of Requirements
 - (h) Bid Form
 - (i) Bidder Profile Form
 - (j) General Information Form
 - (k) Affidavit
 - (l) Bid Security Form
 - (m) Technical Bid Form
 - (n) Contract Form
 - (o) Financial Bid Form / Price Schedule



(p) Performance Guarantee Form

(q) Check List

- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
- iv) The GSCWU (Bwp) is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the GSCWU (Bwp) or from its website or website of PPRA. Re-confirming from the GSCWU (Bwp) that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the GSCWU (Bwp) in writing or by email at the GSCWU (Bwp)'s address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The GSCWU (Bwp) will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the GSCWU (Bwp)'s response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the GSCWU (Bwp) in writing or in electronic form that provides record of the content of communication at the GSCWU (Bwp)'s address indicated in the **BDS**.
- iii) The GSCWU (Bwp) will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the GSCWU (Bwp)'s response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should the GSCWU (Bwp) deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so



following the procedure under **ITB 2.2.3.**

- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the GSCWU (Bwp) exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the GSCWU (Bwp), 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) of PPR-14.
- ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.
- iii) Before the deadline for submission of Bids, the GSCWU (Bwp) for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the GSCWU (Bwp), at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for



all prospective bidders.

2.3. Preparation of Bids

- 2.3.1. Language of Bid**
- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the GSCWU (Bwp) shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.
- 2.3.2. Bid Form**
- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. to be provided.
- 2.3.3. Bid Prices**
- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the person, the services of which it proposes to provide under the contract.
 - ii) Prices indicated on the Price Schedule shall be on turnkey basis (on the basis of total price) *on form 8.10*
 - iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the GSCWU (Bwp) and will not in any way limit the GSCWU (Bwp)'s right to contract on any of the terms offered.
 - iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
 - ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.
- 2.3.5. Documents Establishing Bidder's Eligibility and Qualification**
- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
 - ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the GSCWU (Bwp)'s satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.



- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the GSCWU (Bwp)'s satisfaction:
 - (a) that the Bidder has the financial, technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Bid Security

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the GSCWU (Bwp) against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for (180) Days, beyond the validity of Bid. *keeping in view the time to be taken till award of contract or signing of contract agreement and chances of extension in Bid validity if any. The number of days will be expressed in word and figures*].
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the GSCWU (Bwp) as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than days after the expiration of the period of Bid validity prescribed by the GSCWU (Bwp) pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

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

provided that the GSCWU (Bwp) 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 GSCWU (Bwp)”.

- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
 - a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or



- b. in the case of a successful Bidder, if the Bidder:
 - i. fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
 - ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. Period of Validity of Bids

- i) Bids shall remain valid for the period specified in the Bid Data Sheet (i.e. 180 days since the opening of technical bid) after the date of Bid opening prescribed by the GSCWU (Bwp). A Bid valid for a shorter period may be rejected by the GSCWU (Bwp) as non-responsive.
- ii) In exceptional circumstances, the GSCWU (Bwp) may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

- i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed by the person or persons signing the Bid.
- iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.
- v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.



- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.3.9. All applicable taxes

- i) The Bidders must adhere all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” for Epad. The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
 - a. be addressed to the GSCWU (Bwp) at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE..... (time and date),” *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the GSCWU (Bwp) will assume no responsibility for the Bid’s misplacement or premature opening.
- v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
- vi) The inner and outer envelopes shall:
 - a) be addressed to the GSCWU (Bwp) at the address given in the **BDS**; and
 - b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: “DO NOT OPEN BEFORE,” to be completed



with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.

- vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
 - a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
 - b) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
 - c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in **BDS**.
- viii) The inner and outer envelopes shall:
 - a) be addressed to the GSCWU (Bwp) at the address provided in the **BDS**;
 - b) bear the name and identification number of the contract as defined in the **BDS**; and provide a warning not to open before the time and date for bid opening, as specified in the **BDS**, pursuant to **ITB 2.4.2**;
 - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to **ITB.2.4.3**.
- ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the GSCWU (Bwp) will assume no responsibility for the misplacement or premature opening of Bid.

2.4.2 Deadline for Submission of Bids

- i) Bids must be received by the GSCWU (Bwp) at the address specified under **BDS** no later than the time and date specified in the Bid Data Sheet.
- ii) The GSCWU (Bwp) may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with **ITB** Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the GSCWU (Bwp) and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- iii) Bids shall be received by the GSCWU (Bwp) at the address specified under **BDS** no later than the date and time specified in the **BDS**.

2.4.3. Late Bids

- i) Any Bid received by the GSCWU (Bwp) after the deadline for submission of Bids prescribed by the GSCWU (Bwp) pursuant to **ITB** Clause 2.4.2 will be rejected and returned unopened to



the Bidder.

- ii) The GSCWU (Bwp) shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the GSCWU (Bwp) after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

- i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the GSCWU (Bwp) prior to the deadline prescribed for submission of Bids.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the GSCWU (Bwp) prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the GSCWU (Bwp)

- i) The GSCWU (Bwp) 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 **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.
- ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal



and is read out at bid opening.

- iii) Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the GSCWU (Bwp) may consider appropriate, will be announced by the Procurement Evaluation Committee.
- vi) In case of Single Stage Two Envelope Procedure, the GSCWU (Bwp) will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the GSCWU (Bwp) until the specified time of their opening.
- vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the GSCWU (Bwp) may consider appropriate.
- viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.



- ix) 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 GSCWU (Bwp) against any claim or failure to read out the correct information contained in the Bidder's Bid.
- x) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xi) The GSCWU (Bwp) 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.
- xii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
- xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
[if GSCWU (Bwp) opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the GSCWU (Bwp).]

2.5.2. Confidentiality

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

2.5.3. Clarification of Bids

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the GSCWU (Bwp) may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the GSCWU (Bwp) shall not be



considered.

- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the GSCWU (Bwp) in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - a) evaluation & qualification criteria;
 - b) required scope of services
 - c) all securities requirements;
 - d) tax requirements;
 - e) Terms and conditions of bidding documents.
 - f) change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the GSCWU (Bwp) on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- i) The GSCWU (Bwp) will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the GSCWU (Bwp) will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7),



Applicable Law (GCC Clause 30), ~~and~~ **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The GSCWU (Bwp)'s determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

- iv) If a Bid is not substantially responsive, it will be rejected by the GSCWU (Bwp) and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the GSCWU (Bwp) will determine whether each Bid:
 - a) meets the eligibility criteria defined in **ITB 2.1.3**;
 - b) has been prepared as per the format and contents defined by the GSCWU (Bwp) in the Bidding Documents;
 - c) has been properly signed;
 - d) is accompanied by the required securities; and
 - e) Is substantially responsive to the requirements of the Bidding Documents.

The GSCWU (Bwp)'s determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

- i) The GSCWU (Bwp) shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) The GSCWU (Bwp) shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the GSCWU (Bwp) determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
 - a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the GSCWU (Bwp) there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
 - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - d) Where there is discrepancy between grand total of price



schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

- ii) The amount stated in the Bid will, be adjusted by the GSCWU (Bwp) in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7**.

2.5.7. Conversion to Single Currency

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the GSCWU (Bwp) will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency (Rs.) 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.

2.5.8. Post-qualification & Evaluation of Bids

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

2.5.9. Contacting the GSCWU (Bwp)

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



2.5.10. Grievance Redressal

- i) As per Rule-67 of PPR-14, GSCWU (Bwp) shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the GSCWU (Bwp).
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.
- iii) 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 GRC well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the GSCWU (Bwp) after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. 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 GSCWU (Bwp) shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification

- i) Prior to the expiration of the period of Bid validity, the GSCWU (Bwp) will notify the successful Bidder in writing by



of Award

registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.

- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the GSCWU (Bwp) will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

- i) Within fifteen (15) *[to be decided by the GSCWU (Bwp)]* days of the receipt of notification of award from the GSCWU (Bwp), the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the GSCWU (Bwp).
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the GSCWU (Bwp) may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of work Order

- i) At the same time as the GSCWU (Bwp) notifies the successful Bidder that its Bid has been accepted, the GSCWU (Bwp) will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*.
- ii) Under rule-63 of PPR-14, where the GSCWU (Bwp) requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the GSCWU (Bwp).
- iii) Where no such formal signing is required by the GSCWU (Bwp), the GSCWU (Bwp) shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

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



2.6.5. GSCWU (Bwp)'s Right to Vary Quantities at Time of Award

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

2.6.6. GSCWU (Bwp)'s Right to Accept or Reject All Bids

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

2.6.7. Re-Bidding

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

2.6.8. Corrupt or Fraudulent Practices

- i) The GSCWU (Bwp) requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

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

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

- i. *coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*



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

ii) Blacklisting & Debarment:

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

Substantial Requirements & Procedure for Blacklisting & Debarment:

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

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

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

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

(4) A GSCWU (Bwp) or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation



shall be final.]

As per rule 21 of PPR-14:

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

- (a) acted in a manner detrimental to the public interest or good practices;
- (b) consistently failed to perform his obligation under the Contract;
- (c) not performed the Contract up to the mark; or
- (d) indulged in any corrupt practice.

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

- (a) shall forward the decision to the Authority for publication on the website of the Authority; and
- (b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

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

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

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. The GSCWU (Bwp) may, on information received from any resource, issue show cause notice to a bidder or Contractor.
2. The show cause notice shall contain:
 - (a) precise allegation, against the bidder or Contractor;
 - (b) the maximum period for which the GSCWU (Bwp) proposes to debar the bidder or Contractor from



participating in any public procurement of the GSCWU (Bwp); and

- (c) the statement, if needed, about the intention of the GSCWU (Bwp) to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.
3. The GSCWU (Bwp) shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.
4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the GSCWU (Bwp) may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the GSCWU (Bwp) shall decide the matter on the basis of available record and personal hearing, if availed.
5. In case the bidder or Contractor submits written reply of the show cause notice, the GSCWU (Bwp) may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.
6. The GSCWU (Bwp) shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the GSCWU (Bwp) for personal hearing.
7. The GSCWU (Bwp) shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.
8. The GSCWU (Bwp) shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
9. The GSCWU (Bwp) shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.
10. The GSCWU (Bwp) shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.
11. If the GSCWU (Bwp) wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the GSCWU (Bwp) shall specify reasons for such dispensation.
12. The Authority shall immediately publish the information and decision of blacklisting on its website.
13. In case of request of a GSCWU (Bwp) under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and



documents in support of their contentions.

14. *In case of representation of any aggrieved person or GSCWU (Bwp) under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
 15. *In every order of blacklisting under rule 21, the GSCWU (Bwp) shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
 16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
 17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*
- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.



Section-III. Technical Specifications

3.1. TECHNICAL SPECIFICATIONS

Detail of personals required/ Technical Specifications

Sr.	Description	No.	Armed with	Age
1	Security Guard: Ex service man, Not retired on medical/disciplinary grounds.	10 (08 Male) (02 Female)	along with arms (12 bore rifle) with extra 10 rounds each	38-50

It is to be ensured that the bidder(s) shall strictly comply with the provisions of “*The Punjab Empowerment of Persons with Disabilities Act, 2022.*”



3.2 SCOPE OF SERVICES

The Security Company shall deploy guards at GSCWU (The Government Sadiq College Women University Bahawalpur) having Age Limit 38-50 years who are physically & medically fit, have adequate training of guarding services and such trainings are refreshed at regular interval. The university may depute the guards at both campuses

- i.e. (a) Girls College Road, Anwaar Colony, Bahawalpur
(b) Near Baguchi Bridge, Air Port Road, Bahawalpur

2. Details of weapons in use and their licenses are to be provided by the firm.
3. The Security Company will be responsible to get each guard medically examined by a registered medical practitioner. The company shall also ensure that character certificates, police verification and etc. of each guard have been verified.
4. When circumstances warrant, GSCWU may refuse to accept services from any employees of Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement at any time within the duration of agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances.
5. Violations like offensive behavior that involves scuffling etc. may lead to a penalty of up to 10% against that individual from the bill of the company. All fines and penalties will be deducted by GSCWU from the monthly payments of the Company.
(deduction of taxes by the Procuring Agency from each monthly bill= PRA and Income Tax)
6. The security guard must be energetic, smart, literate and healthy/ex- serviceman with complete uniform (as approved by university), fully conversant with the security performance and should be deployed at GSCWU. Bulky, overweight guards will not be accepted.
7. The deployment of security guards at both campuses may be arranged in either 8-hour or 12-hour shifts, comprising male and female personnel as required. The procuring agency shall assign the designated guards directly to their respective duty stations in accordance with the specific needs.
Note: The Security Companies shall provide security cover on shift basis on all weekdays.
8. Daily attendance will be marked in the register at the point as well as daily at daily register. Daily attendance sheet shall be verified by Supervisor and GSCWU Chief Security Officer (CSO).
9. Shifts can be managed as per directions from GSCWU.
10. The deployed security guards shall possess the following;
 - a. CNIC
 - b. Company ID Card
 - c. Authority Letter for Carrying weapon
 - d. Weapon license (where applicable)
 - g. Walkie Talkie [Wireless Communication]+Handheld metal detector (if required)
 - h. any other thing directed by the CSO/Security Supervisor
11. The security company will ensure that each guard on duty has received and understood written instruction for basic duties and is fully equipped to discharge his duties.
12. The Armed Guards will be called "Standing Security Guards" and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will



be the responsibility of the Security Agency under all circumstances subject to the completion of all legal proceedings as required by law.

13. The contractor shall provide 02 passport size photographs and copy of NIC, duly attested by the in-charge of the concerned security firm, of all deputed security guards for university record.
14. Police report satisfactory of each Security Guard must be provided to GSCWU before deployment
15. Health fitness certificate from Government Hospital

NOTE:

The Contractor/Service Provider shall provide a total of Ten (10) security guards, including fifteen (08) male and two (02) female personnel, of whom males' security guards must be ex-servicemen. The personnel must not have retired on medical or disciplinary grounds. Each security guard shall be armed with a 12-bore rifle along with 10 extra rounds, and their age must fall within the range given above.

In addition, the Contractor shall supply search lights/torch in proper working condition to facilitate surveillance during night hours, and walkie-talkie sets (wireless communication devices) to ensure effective communication among the deployed security staff and the said staff will perform their duties under the supervision of Security Supervisor and Chief Security Officer (CSO).

**Qty of walkie-talkie, search lights and etc. may increase/decrease*



Section-IV: Bid Data Sheet

Notes on the Bid Data Sheet

Section IV is intended to assist the GSCWU (Bwp) in providing the specific information in relation to corresponding clauses in the Instructions to Bidders included in Section II, and has to be prepared separately for each specific procurement.

The GSCWU (Bwp) specified in the Bid Data Sheet information and requirements specific to the circumstances of the GSCWU (Bwp), the processing of the procurement, the applicable rules regarding Bid price and currency, and the Bid evaluation criteria that will apply to the Bids. In preparing Section IV, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.
- (c) The GSCWU (Bwp) formulated Bid Data Sheet in accordance with PPR-14 keeping in view nature of required services *i.e. simple services/repair & maintenance services/janitorial services/security services/any other services etc.*
- (d) contract contents of a generalized Bid Data Sheet are as follows:



4.1. Bid Data Sheet (BDS)

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

S.N.	BID DATA SHEET
1.	Name of Procuring Agency: <i>[The Govt Sadiq College Women University Bwp]</i> Period for delivery of services: <i>[within 10 days after the execution of contract/work order]</i>
2.	Financial year for the operations of the Procuring Agency: FY: 2025-026 Funds: Own sources, GSCWU Bwp
Bidding Documents	
4.	The address for clarification of Bidding Documents is <i>[The Registrar, The Govt. Sadiq College Women University, Bahawalpur Phone No: 062-2284809, Email: registrar@gscwu.edu.pk; OR a.tr2@gscwu.edu.pk]</i>
5.1	The contractor shall sign and stamp each and every page of the bidding document and will attach it in Technical Bid. Furthermore, after the completion of technical evaluation, the GSCWU Bahawalpur shall inform the date, time and location for opening of the financial proposals.
5.2	Maximum number of members in the consortium or association or joint-venture shall be: <u>Not Allowed</u>
Bid Price, Currency, Language and Country of Origin	
6.	The price quoted shall be in Pakistan Rupee (PKR) The price shall be quoted on FOR basis inclusive all taxes. The price shall be fixed.
7.	Services: mentioned with specifications
Warranty, Preparation and Submission of Bids	
8.	The firm shall be responsible for providing security services/manpower in the capacity of 'Security Guards'. The contract may be extended based on the firm's satisfactory performance, for a maximum period of three years, with performance evaluated annually prior to each extension. Initially, security services will be retained for one year from the lowest evaluated bidder, and payments shall be released only after verification and confirmation of satisfactory performance by the end-user (supervisor or CSO) OR concerned committee.
9.	Bid shall be submitted to: <i>[Convener Purchase Committee]</i> "Office of the Purchase, The Govt Sadiq College Women University, Bahawalpur"
10.	The deadline for Bid submission is Day: 27 October, 2025 Date: Monday Time: <i>[11:00 AM]</i>
11.	Bid Opening: @ 11:30 AM, in the Office of the Purchase.
12.	Amount of Performance Guarantee is: 5% (Five percent) of the contract price. <i>(Contract amount is usually the Bid price of lowest evaluated Bidder against which a contract is awarded)</i>
13.	Estimated Price is: Rs: /- Amount of Bid security is: Rs: /- (fixed amount)
Opening and Evaluation of Bids	
14.	The Bid opening shall take place at: Purchase Office, The Govt. Sadiq College Women University Bwp Time : <i>[11:30 AM]</i>
Bid Evaluation Criteria	



S.N.	BID DATA SHEET
15.	The Technical bid(s) will be evaluated at the first stage by the Purchase Committee on the basis of the Mandatory requirements and terms and conditions of the bidding document The evaluated bids shall be forwarded to the concerned Technical Evaluation Committee which will evaluate the Technical Bids on the basis of the specified specifications and knockout criterion/Technical Evaluation Criteria (Eligibility & Qualification) mentioned in the bidding document. The Technical evaluation report will be uploaded at PPRA, E-pad and university website as well. The contractors/service provider will also be intimated regarding its technical qualification and disqualification. The financial bids shall be opened of the technically qualified bidders only and Bid Evaluation Report shall be uploaded at PPRA, E-pad and university website as well.



4.2 Technical Evaluation Criteria (Eligibility & Qualification) by Purchase Committee

Mandatory Qualification Criteria/Knock down criteria. [to be evaluated by Purchase Committee]

[Minimum requirements for a Bidder to participate in the Bidding process which, may include but not limited to the following: -

- i. Minimum 05 relevant Supply order
- ii. Original CDR to be provided before bid submission time
- iii. Registration with relevant tax authority i.e. FBR/PRA etc. as active tax payer.
- iv. Valid/active license to operate in the province of Punjab. NOC issued by the Govt. of Punjab Home Department should be attached (updated). Under renewal or in process licenses will not be accepted.
- v. Company will provide documented details of their 12 bore rifle license to its security guard.
- vi. Registration with EOBI & PESSI.
- vii. Retirement order/release order of (8) Number of Retired personnel (i.e. male only) from army/police/any other public sector law enforcing agencies. Furthermore, it is to be ensured by the contractor / bidder that the bidder shall strictly comply with the provisions of "The Punjab Empowerment of Persons with Disabilities Act, 2022."
- viii. Printing of Annexure- A, B and C as per directions.

Sr. No.	Description (evaluation to be made by the concerned Technical Committee)	Allocated Marks	Obtained Marks
1	Company Profile, Experience		
i.	Company Profile Years of operations (From Registration date of NTN / FBR) (1.5) mark for one (1) year experience	15	
ii.	Relevant Experience Similar assignments / supplies over last 05 years. ☐ (3) marks for one (1) similar experience Work Order / Purchase orders / supply orders / completion certificates (by the govt. departments/banks) must be attached (Showing equal or more number of security personal deployed as required in this tender), otherwise, no marks shall be awarded.	15	
iv.	Value of Projects Capital Cost of similar projects / Supplies completed over last 05 years If the total value is equal to or more than the value of current project ☐ (3) mark for one (1) similar project Work Order / Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.	15	
v.	All Pakistan Security Agencies Association (APSAA) Membership Certificate for the current year.	10	
2	Financial Position		
i.	Annual Turnover (last 01 years) or (Audit Report) If the annual turnover indicated in audit report/tax return of last one years is equal or above Tender Estimated Cost, then maximum allocated marks may be awarded. If less than 5 marks will be awarded.	10	
ii.	Tax Return Tax Return for Financial Year 2024-25	5	



Sr. No.	Description (evaluation to be made by the concerned Technical Committee)	Allocated Marks	Obtained Marks
iii.	Credit Limit If bank credit limit up-to 30th June,2025 is equal to or more than estimate of current purchase, full marks may be awarded. Otherwise, 2.5 marks will be awarded	5	
3.	Human Resource		
i.	Total HR strength of firm / company (Payroll of July and August, 2025 mandatory) with complete proof/record. If employees on payroll more than 10 then 05 marks If employees on payroll more than 20 then 10 marks If employees on payroll more than 30 then 20 marks	20	
4.	Offices / infrastructure		
	e.g.: office at Bahawalpur city= 2 mark and Regional Office Multan= 2; with active PTCL and Mobile Numbers (available 24/7/365) [1 mark (max marks)] Required details are as under: - Complete address, ownership / rent agreement, years of office established on the same place. In case of missing information, no mark may be awarded.	5	
	Total Marks: 100		
Only the Bids securing minimum 75% marks would be declared technically accepted and the bidders who do not obtain 75 marks as per above mentioned evaluation criteria will be considered as technically non- responsive bidders and will not be taken into consideration for Financial Evaluation.			



Annex-A

4.3 CERTIFICATE

(TO BE PRINTED ON ORIGINAL LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

(To be attached in Technical Bid)

1. We do hereby affirm that we have read carefully the terms and conditions of tender documents for the services. We shall abide by all the terms and conditions/Instructions, rules and regulations of Government & GSCWU, Bahawalpur which are and to be applicable.
2. Our firm is not black listed on any ground by any Government (Federal/Provincial/District), on account of submission of false statement and failure to abide by the terms and conditions. In case of false statement, GSCWU may take legal action against contractor.
3. Certified that the prices quoted 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.
4. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation etc. (or as the case may be) and no extra charges will be claimed.
5. Certified that the personals, weapon/Security Equipment is available of the quoted items in the bid and firm is bound to supply in the prescribed period and affirms 180 days' rates validity from the date of tender opening.
6. Certified 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 during agreement period

1	Name of Firm	
2	Address	
3	Income Tax No.	
4	P.S Tax No.	
5	Name of bidder	
6	CNIC No.	
7	Signature of bidder	
8	Company/Firm Stamp	
9	Registration Year	
10	Year of paid professional tax	
11	Contact #	
12	E-mail	



4.4 (STAMP PAPER FOR RS.100 DULY SIGNED & STAMPED) (ANNEX-B)

CERTIFICATE

(To be attached in Technical Bid)

Price Reasonability Certificate

I M/S ----- do solemnly declare that "the prices quoted to The Govt. Sadiq College Women University, Bahawalpur 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".

Certificate of Availability of Stock Quoted

(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"

Certificate of Physical Features of Quoted Items

I M/S ----- do solemnly declare that "the physical features of quoted products/ items mentioned in the Technical Bid are same as in Financial Bid and Firm is bound to supply without change" and shall provide on-site back-up support during warranty period.

Certificate of Inclusion of all Taxes and Others

I M/S -----do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing etc (or as the case may be) and no extra charges will be claimed.

Certificate of Free Replacement of Items

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 during warranty period".

Certificate of Non-concealment of Information

I M/S -----do solemnly declare that "the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tempered with. I have gone through all the conditions of tender and is liable to any punitive action for furnishing false information/document".



Section-V: General Conditions of Contract

[The GSCWU (Bwp) formulated General Condition of Contract in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. However, for a standard procurement/contract contents of a generalized General Conditions of Contract may be as follows:]

1. Definitions

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

- (a) “The Contract” means the agreement entered into between the GSCWU (Bwp) and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the GSCWU (Bwp) under the Contract.
- (d) “The Services” means those services *{detail to be provided by the GSCWU (Bwp) as per its requirements}* and other such obligations of the Service Provider covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The GSCWU (Bwp)” means the organization purchasing the Services, as named in SCC.
- (h) “The GSCWU (Bwp)’s country” is the country named in SCC.
- (i) “The Service Provider” means the Bidder or firm supplying the Services under this Contract.
- (j) “The Project Site,” where applicable, means the place or places named in SCC.
- (k) “Day” means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are



not superseded by provisions of other parts of the Contract.

3. Country of Origin

[if applicable and will be mentioned in Technical Specifications section]

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

3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

4. Standards

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

5. Use of Contract Documents and Information; Inspection and Audit by the GSCWU (Bwp).

5.1. The Service Provider shall not, without the GSCWU (Bwp)'s prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the GSCWU (Bwp) in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Service Provider shall not, without the GSCWU (Bwp)'s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

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

5.4. The Service Provider shall permit the GSCWU (Bwp) to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.

6. Performance Guarantee

6.1. Within fifteen (15) days *[to be decided by the GSCWU (Bwp)]* of receipt of the notification of Contract award, the successful Bidder shall furnish to the GSCWU (Bwp) the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the GSCWU (Bwp) as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the GSCWU (Bwp) and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by



a reputable bank located in the GSCWU (Bwp)'s country, in the form provided in the Bidding documents or another form acceptable to the GSCWU (Bwp); or

(b) a cashier's or certified cheque or CDR.

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

7. Incidental material

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC.

[If required and decided by the GSCWU (Bwp)]

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the GSCWU (Bwp) in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

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

8.4. The currency of payment is *[to be decided by the GSCWU (Bwp)]*

9. Prices

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the GSCWU (Bwp)}.

10. Change Orders

10.1. The GSCWU (Bwp) may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.

10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the GSCWU (Bwp)'s change order. But,



in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

- 11. Contract Amendments** 11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 12. Assignment** 12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the GSCWU (Bwp).
- 13. Sub-contracts** 13.1. The Service Provider shall notify the GSCWU (Bwp) in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.
- 13.2. Subcontracts must comply with the provisions of GCC Clause 12.
- 14. Delays in the Service Provider's Performance** 14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/Deputation Plan as prescribed by the GSCWU (Bwp) in Section VII.
- 14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the GSCWU (Bwp) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the GSCWU (Bwp) shall evaluate the situation and may at its discretion extend the Service Provider's-time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.
- 15. Liquidated Damages** 15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the GSCWU (Bwp) shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the GSCWU (Bwp) may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
- 16. Termination for Default** 16.1. The GSCWU (Bwp), without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:



- (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the GSCWU (Bwp) pursuant to GCC Clause 14;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the GSCWU (Bwp) has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

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

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the GSCWU (Bwp) to establish prices at artificial, noncompetitive levels for any wrongful gain;
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or



concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

16.2. In the event the GSCWU (Bwp) terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the GSCWU (Bwp) may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the GSCWU (Bwp) for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

17. Force Majeure

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2. For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the GSCWU (Bwp) in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the GSCWU (Bwp) and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.

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

18. Termination for Insolvency

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



**19. Termination
for Convenience**

19.1. The GSCWU (Bwp), by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the GSCWU (Bwp)'s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the GSCWU (Bwp) on the Contract terms and prices. For the remaining Services, the GSCWU (Bwp) may choose:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Service Provider-an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

**20. Resolution
of Disputes**

20.1. After signing the contract or issuance of purchase order, The GSCWU (Bwp) and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the GSCWU (Bwp) and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

**21. Governing
Language**

21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**22. Applicable
Law**

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

23. Notices

23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.



24. Taxes and Duties

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the GSCWU (Bwp).

The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting 5% security or security deposited in shape of CDR for Rs.-----/- from the total value of bill for ___ (months)(warranty) which will be released after the verification of end user/committee.

The Bill/Invoice should be submitted with Tax invoice along with copy of valid NIC, delivery challan, current financial year professional tax certificate and copy of supply order. Computerized Sales Tax invoice is not accepted.

Any matter other than provided in the agreement will be dealt with as per PPRA rules

2014. Refurbished/Remanufactured/low quality material or used item/material shall not be accepted by the GSCWU Bahawalpur. The payment shall be subject to the satisfactorily inspection report by the concerned committee.

In case of any dispute, the decision of worthy Vice Chancellor shall be final.

The contractor shall not subcontract or assign its obligations under the contract, in whole or in part. The successful bidder(s) will provide warranty as mention in specification including parts for all items.

The contractor is advised to observe the safety precautions, any mishap/damage to GSCWU Bwp property due to negligence of contractor or his representative or any of his workers would only be borne by contractor.

Whereas the agreement is necessary, the firm will execute it subject to the terms & conditions of the University at stamp paper @ 0.25% of the total value of supply order. If your firm disagrees with any point, please inform within 5 days after the receipt of this work order otherwise it will be supposed that supply order is accepted by the firm with said terms and conditions.



Section-VI. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the Bid Data Sheet in Section IV, the clauses in this Section are intended to assist the GSCWU (Bwp) in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section II complement the General Conditions of Contract included in Section V, specifying contractual requirements linked to the special circumstances of the GSCWU (Bwp), the GSCWU (Bwp)'s country, the sector. In preparing Section VI, the following aspects be checked:

- (a) Information that complements provisions of Part one Section V must be incorporated.
- (b) Amendments and/or supplements to provisions of Section II, as necessitated by the circumstances of the specific purchase, also be incorporated.
- (c) The GSCWU (Bwp) formulated Special Conditions of Contract in accordance with PPR-14 keeping in view its requirements, nature of procurement. However, for a standard procurement/contract contents of a generalized Special Conditions of Contract are as follows:



Special Conditions of Contract

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

[Instructions for completing the Special Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant SCC. The number of SCC may increase/ vary depending on specific requirements of a specific service in accordance with Section VII i.e. Schedule of Requirements/Work Plan/ Deputation Plan.]

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The GSCWU (Bwp) is:

GCC 1.1 (h)—The GSCWU (Bwp)'s country is:

GCC 1.1 (i)—The Service Provider is:

2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be *five (5) percent of the Contract Price*

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided are:

[Selected material covered under GCC Clause 7 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Service Provider shall be included in the Contract Price.]

4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

Payment for Services provided: *[decided by the GSCWU (Bwp) as per rule-62 of PPR-14]*

Payment may be made in Pak. Rupees in the following manner
Running Bill modality.

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.



6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price after that GSCWU (Bwp) may proceed for the termination of contract along-with other remedies available under PPR-14.]

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the GSCWU (Bwp) and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be: English

9. Applicable Law (GCC Clause 22)

GCC 22.1—The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

10. Notices (GCC Clause 23)

GCC 23.1—GSCWU (Bwp)'s address for notice purposes:

—Service Provider's address for notice purposes:



Section-VII. Schedule of Requirements/Work Plan/ Deputation Plan

The GSCWU (Bwp) formulated Schedule of Requirements/work plan in accordance with PPR-14 keeping in view its requirements, nature of services to be procured. However, for a standard procurement/contract contents of a generalized Schedule of Requirements may be as follows.

Notes for Preparing the Schedule of Requirements/Work Plan/Deputation Plan.

The Schedule of Requirements shall be included in the Bidding documents by the GSCWU (Bwp), and shall cover, at a minimum, a description of the services to be provided.

The objective of the Schedule of Requirements/Work Plan/Deputation Plan is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section VIII. In addition, the Schedule of Requirements/Work Plan/Deputation Plan, together with the Price Schedule, should serve as a basis in the event of increase and decrease of quantity at the time of award of contract pursuant to ITB Clause 2.6.5

The date or period for delivery should be carefully specified, taking the date prescribed herein from which the GSCWU (Bwp)'s (i.e., notice of award, contract signature, opening).



Section-VIII: Sample Forms

[The GSCWU (Bwp) formulated Sample Forms in accordance with PPR-14 keeping in view its requirements, nature of procurement. However, for a standard procurement/contract, contents of generalized Sample Forms may be as follows.]

Notes on the Sample Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3 & 2.3.4 and in accordance with the requirements included in the Bidding documents.

When requested in the Bid Data Sheet, the service provider should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the GSCWU (Bwp), pursuant to ITB Clause 2.3.7

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 17, acceptable deviations e.g., payment schedule pursuant to GCC 16, The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.

The **Performance Guarantee** and **Bank Guarantee for Advance Payment** (if required by bidder) forms should not be completed by the service provider at the time of their Bid preparation. Only the successful Bidder will be required to provide Performance Guarantee and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the GSCWU (Bwp) and pursuant to GCC Clause 7.3 and SCC 10, respectively.



8.1 Bid Form

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

Date: _____

To: *[Treasurer, GSCWU (Bwp)]*

Having examined the Bidding document No. ____/ 2025-26, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of _____ *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the GSCWU (Bwp).

We agree to a Bid by this Bid for a period of *[180]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is:

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)
- c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.
- d) Any other document required by the GSCWU (Bwp) not inconsistent with PPR-14.

[In case of single stage two envelope bidding procedure],



The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments *i.e. Bank call-deposit (CDR) / Demand Draft (DD)* valid for () Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by the GSCWU (Bwp) not inconsistent with PPR-14.

Financial bid includes the following:-

- a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.10**) along with Original financial instrument [*i.e. Bank call-deposit (CDR) / Demand Draft (DD)*] valid for () Days, beyond the validity of Bid.
- d) *Any other document required by the GSCWU (Bwp) not inconsistent with PPR-14.*

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

Name and address of service provider	Amount and Currency
--------------------------------------	---------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

(if none, state “none”)



The Government
Sadiq College Women
University Bahawalpur Pakistan

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

[The GSCWU (Bwp) formulated Bid Form in accordance with PPR-14 keeping in view its requirements, nature of procurement. However, for a standard procurement/contract, contents of a generalized Bid Form may be as provided above.]



8.2 Bidder's JV Members Information Form

[not applicable]

{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}

{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.

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

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

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

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



8.3. Bidder Profile Form

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

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



8.4. General Information Form

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

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			Punjab Sales Tax Registration No	
PRA Tax No.				
No. of Employees			Company's Date of Formation	

*Please attach copies of NTN, PST & Professional Tax Certificate

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

[The GSCWU (Bwp) formulate General Information Form in accordance with PPR-14 keeping in view its requirements, nature of procurement. However, for a standard procurement/contract, contents of a generalized General Information Form may be as provided above.]



8.5. Affidavit

(Annex-C)

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

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

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

- (i) The firm is not currently blacklisted by the GSCWU (Bwp).
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) *****omitted****

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____



8.6. Performance Guarantee Form

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

To,

[Treasurer, GSCWU (Bwp)]

WHEREAS (Name of the Contractor/ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE " _____" procurement of the following:

1. *[Please insert details* _____ *].*

(Here in after called "the Contract").

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

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

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

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____



8.7. Technical Bid Form

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

*the contractor will provide information at this "Technical Bid Form" on its original letterpad.

Detail of personals required/ Technical Specifications

Sr.	Description	No.	Armed with	Age
1	Security Guard: Ex service man, Not retired on medical/disciplinary grounds	10 (08 Male) (02 Female)	along with arms (12 bore rifle) with extra 10 rounds each	38-50

Stamp & Signature of Bidder _____



8.8. Contract Form

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

THIS AGREEMENT made on the ____ day of _____ 20____ between *[Treasurer, GSCWU (Bwp)]* of *[Pakistan]* (hereinafter called “the GSCWU (Bwp)”) on the one part and *[name of Service Provider]* of *[city of Service Provider]* (hereinafter called “the Service Provider”) on the other part:

WHEREAS the GSCWU (Bwp) invited Bids for certain services, viz., *[brief description of services]* and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

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 following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the GSCWU (Bwp)’s Notification of Award.
- (g) Contract agreement
- (h) Complete Bid document

3. In consideration of the payments to be made by the GSCWU (Bwp) to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the GSCWU (Bwp) to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/Work Plan/ Deputation Plan.

4. The GSCWU (Bwp) hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the GSCWU (Bwp))

Signed, sealed, delivered by _____ the _____ (for the Service Provider)



8.9. Financial Bid Form/Price Schedule

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

**MINIMUM WAGE RATE SHOULD BE
STRICTLY ADHERED**

Sr. No.	Item name (Specifications)	Minimum Wage Rate per Worker / PUC	Quantity	Total price
1	Security Guard (along with arms (12 bore rifle) with extra 10 rounds each			
2	Total without PST			
3	PST @16%			
4	Grand Total with PST in figure			
5	Grand Total with PST in words:			

Income tax as per Government rate, amended from time to time will be deducted from the total as mentioned at Sr No. 05 above

Total Bid value (against which a Bid shall be evaluated) in figure. PKR _____/-
Total Bid value (against which a Bid shall be evaluated) in words. _____

Note:

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

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

A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected. It is stated that the lowest evaluated bidder shall pay the guards in accordance with the prescribed minimum wage rate. In the event that the company pays less than the notified wage rate, the agreement may be terminated. Furthermore, the company will be required to provide a ‘monthly payroll slip’ to GSCWU for record purposes. It is further clarified that the ‘Schedule of Wage Rates’ issued by the Finance Department, Government of the Punjab, will be revised by the Procuring Agency subject to the approval by the Syndicate (the apex body of the University), and the University shall not bear any previous liabilities, upon contract extension.

Stamp & Signature of Bidder _____



8.10. Bid Security Form

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

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

KNOW ALL PEOPLE by these presents that WE *[name of bank_____]* of *[name of country_____]*, having our registered office at *[address of bank_____]* (hereinafter called “the Bank”), are bound unto *[name of GSCWU (Bwp)]* (hereinafter called “the GSCWU (Bwp)”) in the sum of for which payment well and truly to be made to the said GSCWU (Bwp), the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

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

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

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

[signature of the contractor or bank]



Section IX- Check List

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

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

Sr. #	Detail	Responsive	Non-responsive
1	Original Financial Instrument of tender along with Standard Bidding Documents.		
2	____% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
3	Active Registration with Income Tax Authorities (National Tax Number NTN)		
4	Copy of active Registration with Punjab Sales Tax		
5	Copy of active Registration (Professional Tax Certificate)		
6	Bidder's JV Member information as per form 8.2 (if applicable)		
7	Technical Bid Form (as per form 8.7 of Bidding documents) on letter head of the firm duly signed and stamped.		
8	Bid Form (as per form 8.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9	Bid Security Form (as per form 8.10 of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	Performance Guarantee Form (as per form 8.6 of Bidding documents) on letter head of the firm, duly signed and stamped.		
11	General Information Form (as per form 8.4 of Bidding documents) on letter head of the firm duly signed and stamped.		
12	Affidavit (as per form 8.5) on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the GSCWU (Bwp). (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) ****omitted**** Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
13	i. Company profile. Staff list along with location and address <i>[where applicable]</i> . ii. Bidders profile Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____