Tender Document

PROVISION OF DAY CARE SERVICES
FOR LAHORE DEVELOPMENT AUTHORITY

DIRECTOR COORDINATION & IMPLEMENTATION
Ground Floor, 467-D-II M.A. Johar Town, Lahore.
Phone: (+ 92) (42) (99262346)
Important Note
Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates (if applicable) are liable to be rejected at the initial stage itself.

Applicability of Punjab Procurement Rules, 2014
This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.
1. Invitation to Bid

1.1 PPRA Rules to be followed
Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website. http://ppra.punjab.gov.pk

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)
As per Rule 12(1), this Tender is being placed online at PPRA's website.

The bidding document carrying all details can be downloaded from LDA's website www.lda.gop.pk and from PPRA’s website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to collect a Challan Form from the office of Director C&I, LDA at above given address; to submit an amount of Rs. 1000/- in LDA’s account.

1.3 Type of Open Competitive Bidding
As per Rule 38 of PPRA Rules, 2014, Single Stage – Two Envelope shall be followed. This is as follows:

i. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

ii. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;

iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;

v. The Purchaser shall evaluate the technical proposal in a manner prescribed in Section 4, 6, 13 and Annexure-A of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.

vi. The financial proposals of technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

vii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
2. **Bidding Details (Instructions to Bidders)**

All bids must be accompanied by Bid Security (Earnest Money), as per provisions of this tender document clause “Bid Security” in favor of “DG Lahore Development Authority”. The complete bids as per requirements under this tender document must be delivered into the office of Director C&I, LDA, not later than **11:00 am** on **10.10.2019** late bids shall not be considered. Bids shall be publicly opened in the office of Additional Director General (HQ), LDA at **11:30 am**. In case the last date of bid submission falls in/within the official holidays/weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

**Primary Contact**
Director C&I, LDA.
Ground Floor 467-D-II,
M.A. Johar Town, Lahore.
Phone # 042-99262346

**Secondary Contact**
Deputy Director Procurement,
Ground Floor 467-D-II,
M.A. Johar Town, Lahore.
Phone # 042-99262346

3. **Tender Scope**

3.1 Lahore Development Authority (LDA), (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for provision of Day Care services in Lahore Development Authority. The day care service will cater to approximately 35-40 numbers of children. The Day Care Services will be provided 6 days a week (Monday to Saturday). The timings will be from 8 am to 5 pm on all days. Changes may be made in the contract at any time during the contract period with mutual consent of both parties through an addendum. The number of children/staff deployed can be increased or decreased at any time based on mutual consent of both parties and the rates will be increased or decreased proportionately. The contract is initially for a period of two years, which may be extended for one or more terms on the same terms and conditions based on mutual consent of both parties.

3.2 Detail requirements and other specifications of the services required are attached at Annexure-A and Section 4, 6 and 13 of this document.

4. **Tender Eligibility/Qualification Criteria**

4.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
4.1.1 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those firms / companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);

4.1.2 has valid National Tax Number (NTN) and must be included in Active Tax Payer List;

4.1.3 Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan

4.1.4 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment

4.1.5 Has equipped its staff with the proper training essential for performing the responsibilities in the day care center.

4.1.6 Has adequate resources to provide back up at any time in case of any emergency

4.1.7 Must have proper medical record of the day care staff and must ensure regular checkups.

5. Joint Venture / Consortium
Joint venture / consortium are not eligible for this tender.

6. Submission of Tender
6.1 The Tenderer will submit their respective bids in a manner explained in this tender document.

6.2 The Tender shall be in two parts i.e. the technical proposal and the financial proposal. Each proposal shall be in two sets i.e. the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.

6.3 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English.

6.4 Valid Registration Certificate for Income Tax & General Sales Tax and status of the Firm / Company on Active Tax Payer List

6.5 Bid Security (Earnest Money), as per provisions of the clause Bid Security of this document.

6.6 The Technical Proposal shall comprise of the following, without quoting the price:

6.6.1 Technical Proposal Form (Annexure-B)

6.6.2 Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted and agreed) (Annexure-F & Annexure-G)

6.6.3 Covering letter duly signed and stamped by authorized representative. (Annexure-E)

6.6.4 Strength of overall staff
6.6.9 Valid Registration Certificate for Income Tax & Sales Tax (copy required if any)
6.6.10 Copy of National Tax Number (NTN) and must be included in Active Tax Payer List
6.6.11 Undertaking on Stamp paper that company has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

6.7 The Financial Proposal shall comprise the following:
6.7.1 Financial Proposal Form (Annexure-C)
6.7.2 Price Schedule (Annexure-D)
6.7.3 Bid Security (As per provisions of the clause “Bid Security” of this document)

7. Tender Price
7.1 The quoted price shall be:
7.1.1 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
7.1.2 in Pak Rupees;
7.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.;

8. Bid Security (Earnest Money)
8.1 The Tenderer shall furnish the Bid Security (Earnest Money) as under:
8.1.1 for a sum equivalent to 2% of the Estimated Tender Price which comes out to be PKR 120,000;
8.1.2 denominated in Pak Rupees;
8.1.3 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser;
8.1.4 has a minimum validity period of ninety (90) days from the last date for submission of the Tender.

8.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following condition:
8.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
8.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
8.2.3 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to provide the services.

8.3 The unsuccessful Tenderer will be returned the Bid Security only, after completion of technical & financial evaluation process. The Bid Security shall be returned to the successful Tenderer upon completion of the contract tenure.

9. Tender Validity
The Tender shall have a minimum validity period of ninety (90) from the last date for submission of the Tender. The Purchaser may solicit the Tenderer’s consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended.

10. **Correction of errors / Amendment of Tender**

10.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

10.1.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

10.1.2 If there is a discrepancy between the unit rate and the total price entered in the Price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

10.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

10.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

10.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

11. **Rejection / Acceptance of the Bid**

11.1 The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

11.2 The Tender shall be rejected if it is:

11.2.1 Substantially non-responsive in a manner prescribed in this tender document; or

11.2.2 Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

11.2.3 Incomplete, partial, conditional, alternative, late; or

11.2.5 The tenderer refuses to accept the corrected total tender price; or

11.2.6 The tenderer has conflict of interest with the purchaser; or

11.2.7 The tenderer tries to influence the tender evaluation / contract award; or

11.2.8 The tenderer engages in corrupt or fraudulent practices in competing for the contract award;
11.2.9 The tenderer fails to meet all the requirements of tender eligibility/qualification criteria;
11.2.10 The tenderer fails to meet the evaluation criteria requirements
11.2.11 The tenderer has been blacklisted by any public or private sector organization;
11.2.12 There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
11.2.13 The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
11.2.14 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

12. Guidelines
12.1 LDA reserves the right to request submission of additional information from Bidder in order to clarify/further understand aspects of technical proposal, if required at any time.
12.2 LDA reserves the right to verify any information provided by the bidders.

13. Other conditions and instructions to Day Care Service Providers
13.1 The Day Care Providers must follow the following rules/instructions/conditions stipulated below:
   13.1.1 The Day Care Providers must make sure that trash is removed from the day care center at least twice a day
   13.1.2 Trash that has been contaminated by human secretions or excrement shall be contained in closed, plastic-lined receptacles.
   13.1.3 Cleaning materials and other toxic materials shall be kept in an area or container that is locked or made inaccessible to children.
   13.1.4 Cleaning materials and other toxic materials shall be stored in an original labeled container or in a container that specifies the content. Toxics shall be stored away from food, food preparation areas and child care spaces. Cleaning material will be provided by the day care service provider and expenses will be borne by the day care service provider.
   13.1.5 Cleaning materials and other toxic materials shall be used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children.
   13.1.6 Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in her assigned group. The staff person shall be physically present with the children in her group on the day care center premises.
13.1.5 A day care center person shall wash her hands before meals and snacks, and after toileting and after diapering.

13.1.6 A day care center person with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall be excluded from attendance until the day care center operator receives notification from a physician that the person is no longer considered a threat to the health of others. The notification shall be retained in the day care center person’s file.

13.1.7 A day care center person providing direct care who comes into contact with the children or who works with food preparation shall have a health assessment conducted within one month of entering service in the daycare center. LDA will not pay for the medical care of day care staff. A health assessment shall be valid for 24 months following the date of signature, if the person does not contract a communicable disease or develop a medical problem. A health assessment shall be conducted and a report shall be written and signed by a physician.

13.1.8 Day care staff must behave in a manner that does not harm any child who is attending the day care program, and in particular must not do or permit any of the following:
   a. use corporal punishment, including striking a child directly or with any physical object, and shaking, shoving, spanking and other forms of aggressive physical conduct
   b. require or force a child to repeat physical movements;
   c. use harsh, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical
   d. confine or isolate a child
   e. deprive a child of basic needs, including food, shelter, clothing and bedding

13.1.9 A staff person shall ensure that a child’s hands are washed before meals and snacks, after toileting and after being diapered.

13.1.10 A day care center Manager must keep a daily logbook to record information about any absence of a child due to illness and any unusual or special events in the day care center.

13.1.11 The diapering area may not be used for food preparation or food service.

13.1.12 A staff person shall check a child’s diaper at least every 2 hours and whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper. A staff person shall change a child’s diaper when the diaper is soiled.
13.1.13 Day care service provider must establish emergency rules and procedures, including an evacuation plan and escape routes to be used in the case of fire and other emergencies.

13.1.14 Day care service provider shall arrange training of Manager and staff by a professional in the field of first-aid.

13.1.15 A first-aid kit must be in a child care space. A first-aid kit must contain an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, scissors and disposable, nonporous gloves.

13.1.16 If a special diet is prescribed for a child and if the diet is administered to the child, written instructions and the parent’s written consent shall be retained in the child’s file.

13.1.17 If a child becomes ill at the day care center, the Manager shall notify the child’s parent as soon as possible.

13.1.18 A child shall be released only to the child’s parent or to an individual designated in writing by the enrolling parent. A child shall be released to either parent unless a court order on file at the day care center states otherwise.

13.1.19 Toys and objects with a diameter of less than 1 inch, objects with removable parts that have a diameter of less than 1 inch, plastic bags and styrofoam objects shall not be accessible to children who are still placing objects in their mouths.

13.1.20 Cigarettes, pipes or cigars shall not be smoked in a day care center.

13.1.21 A staff person with a discharging or infected wound, sore or lesion on the hands, arms or an exposed portion of the body shall be excluded from child care and food preparation activities until a written notification from a physician is received that the person may return to child care or food preparation.

13.1.22 The day care center must report if a staff member is changed in writing indicating the reason for the change to the authorized officer of LDA.

13.1.23 A day care center shall provide safe and adequate supply of drinking water.

13.1.24 The day care center providers must provide a detail of the activities planned for the children on quarterly basis.

13.1.25 Child records are confidential and shall be stored in a locked cabinet. A day care center person may not disclose information concerning a child or family, except in the course of inspections and investigations by officers of LDA.

13.1.26 Individual daily record of attendance for each child enrolled in the day care center must be maintained. Moreover, the staff members will note down the time at which the child is dropped/picked from the day care center along with the signature of the parents/individual designated in writing by the enrolling parent.
13.1.27 Daily attendance report of the day care staff must also be maintained and should be accessible at any time to the authorized officer of LDA.

13.1.28 An inspection may be conducted during normal business hours except when there is reasonable cause to believe that inspections at other times are necessary to detect violations of applicable laws and regulations. The day care service providers shall not object to any such inspection.

13.1.29 Day care center Staff must be at least 18 years old.

13.1.30 Breast milk or formula provided by a parent for an infant must be labeled to specify the name of infant, the date received, and the contents.

13.1.31 Day care services provider shall immediately notify a child's parent on telephone and send a written report to the authorized officer of LDA within three hours if one or more of the following occurs:
   a. inpatient hospitalization or emergency room treatment of an injured / ill child receiving care at the day care center;
   b. the death of a child receiving care at the day care center;
   c. a child receiving care in the day care center is lost or missing from the day care center;
   d. a child receiving care in the day care center is left unattended in the day care center when the day care center is closed.

13.1.32 When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

<table>
<thead>
<tr>
<th>Similar Age Levels</th>
<th>Staff</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Young Toddlers</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Old Toddlers</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Pre-School</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

13.1.33 Children on the day care center premises shall be supervised by a staff person at all times.

13.1.34 The staff of the day care center will not be rotated frequently. A staff member must continue service for 3 months. The day care services provider will provide reason in writing to the authorized officer of LDA of any change in the staff at least 2 weeks in advance.

13.1.35 In the day care, full care/safety will be provided to the children. In case of any mishap, day care service providers will be held responsible.
13.1.36 It will be the responsibility of the day care services provider to keep the day care center clean at all times. LDA will not pay for any expenses incurred to keep the day care center clean.

13.1.37 The consumable items such as stationary, papers etc. must be provided by the Day Care Center Providers.

13.1.38 The day care providers must provide a fast internet facility along-with surveillance camera and other necessary equipment to facilitate the parents so that they can view their children in the day care center at any time via their mobiles or computers.

13.1.39 The service provider should keep the applicability of the prevalent Labour Laws in matters pertaining to the employment of the staff regarding minimum wages, terms and conditions of the employment, working conditions, termination, etc.

13.1.40 Upon the award of contract, the day care service provide must record of staff to be deputed at LDA including

a. The name, address and telephone number

b. Verification of child care experience, education and training prior to service at the day care center (acceptable verification of experience, education or training shall be a transcript or a diploma or a letter signed by a representative of the experiential, educational or training entity.)

c. An affidavit that the staff members have never been involved in any criminal activity and the company has done proper background check of the staff members.

13.1.40 In case of violation of any clause/ condition mentioned, authorized officer from LDA can propose penalty up to 10% of the invoice value with approval of Director Administration, LDA.

14. Payment:

Payment will be made on monthly basis and the Contractor shall provide all necessary supporting documents along with invoice. The invoices will be verified by the concerned person of Lahore Development Authority before payment.

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

15. Contract Amendment

The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.

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

The change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

16. **Assignment/Subcontract**
The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.
The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

16. **Blacklisting**
If the Contractor fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders, as per provision of Punjab Procurement Rules, 2014.

16. **Termination for Default**
If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.
If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Services, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Services. However, the Contractor shall continue performance of the Contract to the extent not terminated.

18. **Dispute Resolution**
The provisions of this contract and the right and obligations shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan. If at any time, any differences or dispute arise between the Parties, which can't be resolved by informal negotiation in a reasonable short period of time then either
party may give the other party notice in writing of the existence of such
difference or dispute specifying the nature and extent of the disputed points and
the parties shall then proceed expeditiously and in good faith to resolve such
matters by formal consultation and negotiation. If the parties are unable to
resolve the issue with 15 days immediately commencing from the date of original
notice of dispute/disputes, then they shall finally be settles through arbitration
by a sole arbitrator appointed by LDA who shall not be less than a director who
shall act under the provision of the Arbitration Act 1940. The place of arbitration
shall be Lahore, Pakistan and the language of the proceeding shall be English.
Annexure-A

TECHNICAL EVALUATION PERFORMA

1. The firm/bidder must be in operations for the last one year at the minimum.
2. The bidder firm shall provide evidence of individual qualification / certification of the below mentioned staff to be deputed in LDA. The number/ratio of staff member can be changed during the course of the contract, with the agreement of both the parties:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Category of Staff</th>
<th>No. Required</th>
<th>Minimum Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supervisor</td>
<td>01</td>
<td>BA</td>
</tr>
<tr>
<td>2.</td>
<td>Teacher</td>
<td>01</td>
<td>BA</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant Teacher</td>
<td>02</td>
<td>FA</td>
</tr>
<tr>
<td>4.</td>
<td>Care Taker</td>
<td>05</td>
<td>Middle</td>
</tr>
<tr>
<td>5.</td>
<td>Janitor</td>
<td>01</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3. Evidence of minimum monthly revenue of PKR 0.5 Million.
4. Must provide all the necessary documentary proof of the points mentioned at Section 4 and 6 of the tender document.
Annexure-B

Technical Proposal Submission Form

[Date]

To,
(Insert Name and address of Client / Purchaser)

Dear Sir,
We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document dated (insert date). We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We undertake, if our Proposal is accepted, to provide the services. We also confirm that the Government of Pakistan / Punjab has not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature)
(Insert Name and Designation of Signatory)
(Insert Name of Firm)
(Insert Address)
Annexure-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Date]

To,
(Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_ This amount is inclusive of all taxes.

We declare that the Government of Pakistan / Punjab has not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature)

(Insert Name and Designation of Signatory)
(Insert Name of Firm)
(Insert Address)
Annexure-D

Price Schedule

- Detailed Financial Proposal (as prescribed below) based on the staff mentioned in para 4 of the technical evaluation criteria.

<table>
<thead>
<tr>
<th>SR.</th>
<th>CATEGORY OF EXPENSES (PER MONTH)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salary of the Required Staff mentioned in Annex-A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>*Miscellaneous Expenses</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>All Applicable Taxes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total (inclusive of all taxes)</td>
<td></td>
</tr>
</tbody>
</table>

Amount in Words (Per Month): __________________________________________

* *Miscellaneous expenses should incorporate all other expenses mentioned at Section 13 of the tender documents, which will be borne by day care service provider.
Annexure-E

Format for Covering Letter

To

(Name and address of Purchaser)

Sub: ________________________________________________.

Dear Sir,

- Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- We undertake, if our proposal is accepted, to provide the services comprise in the contract within time frame specified.
- We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_., incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in biding.

_________________________

Authorized Signatures with Official Seal
Annexure-F

On Stamp paper of relevant value

UNDEARTAKING

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

Dated this ____ day of ________________ 20__

Signature

(Company Seal)

________________________
In the capacity of

Duly authorized to sign bids for and on behalf of:
Annexure-G
(To be submitted on legal stamp paper)

AFFIDAVIT

(Integrity Pact)

We _(Name of the bidder / supplier)_ being the first duly sworn on oath submit, that Mr. / Ms. ______ (if participating through agent / representative) is the agent / representative duly authorized by _(Name of the bidder company)_ hereinafter called the Contractor to submit the attached bid to the _(Name of the Purchaser)_ . Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the _(Name of the Purchaser)_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

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

____________________
Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20____

______________________________ Notary Public