BIDDING DOCUMENTS
FRAME WORK CONTRACT FOR PURCHASE OF FRAME WORK CONTRACT FOR PURCHASE OF STATIONERY ITEMS, IT EQUIPMENT AND GENERAL STORE ITEMS.

(FINANCIAL YEAR 2019-20)

DISTRICT HEALTH AUTHORITY CHAKWAL.
GOVERNMENT OF THE PUNJAB PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
CONTENTS

Bid Data Sheet

SECTION 1
Invitation to Bid
  Letter of Invitation

SECTION II
Instructions to Bidders
  1. Scope of Bid
  2. Source of Funds.
  3. Eligible Bidders
  4. Corruption and Fraud & Mechanism of Blacklisting
  5. Eligible Goods and Services
  6. Cost of Bidding.
  7. Bidding for Selective Items...
     The Bidding Procedure.
  8. The Governing Rules
     The Bidding Documents
  10. Contents of the Bidding Documents
  11. Clarification(s) on Bidding Documents
  12. Amendment(s) to the Bidding Documents.
     Preparation of Bids
  13. Language of Bids
  14. Documents comprising the Bids.
  16. Bid Currencies.
  17. Samples.
  18. Documentation on Eligibility of Bidders.
  19. Documentation on Eligibility of Goods
  20. Bid Security
  21. Bid Validity
  22. Format and Signing of Bids.
     Submission of Bids
  23. Sealing and Marking of Bids
  24. Deadline for Submission of Bids
  25. Late Bids
  26. Withdrawal of Bids
     Opening and Evaluation of Bids
  27. Opening of Bids by the Procuring Agency
  28. Clarification of Bids
  29. Preliminary Examination
  30. Evaluation of Bids
  31. Qualification of Bidder
  32. Rejection of Bids
  33. Re-Bidding
34. Announcement of Evaluation Report
35. Contacting the Procuring Agency
   Award of Contract
36. Acceptance of Bid and Award Criteria
37. Procuring Agency's Right to vary quantities at the time of Award
38. Notification of Award.
39. Limitation on Negotiations
40. Signing of Contract
41. Performance Guarantee
42. Price Reasonability Certificate

SECTION III
SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

SECTION IV
EVALUATION CRITERIA

SECTION V
BID FORM
   BID COVER SHEET
   BID FORM 1
   BID FORM 2
   BID FORM 3(A)
   BID FORM 3(B)
   BID FORM 4
   BID FORM 5(A).
   BID FORM 5(B)
   BID FORM 6.
<table>
<thead>
<tr>
<th>ITB Reference</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Clause 13</td>
<td>Language of bid</td>
<td>English or Urdu</td>
</tr>
<tr>
<td>ITB Clause 16</td>
<td>Bid currency</td>
<td>Pak Rupees. On free delivery to Consignee’s end basis including all Ex-work, Transportation, Storage charges till the destination.</td>
</tr>
<tr>
<td>ITB Clause 20</td>
<td>Bid Security</td>
<td>2% of the estimated cost mentioned against each item.</td>
</tr>
<tr>
<td>ITB Clause 21</td>
<td>Bid validity period</td>
<td>60 Days</td>
</tr>
<tr>
<td>ITB Clause 27</td>
<td>CHIEF EXECUTIVE OFFICER, DHA, DISTRICT COMPLEX TALAGANG ROAD CHAKWAL.</td>
<td></td>
</tr>
<tr>
<td>ITB Clause 41</td>
<td>The Performance Guarantee</td>
<td>It will be 5% of the Contract Value in the shape of Bank Guarantee from any scheduled bank.</td>
</tr>
</tbody>
</table>
SECTION 1
Invitation to Bid
District Health Authority
CHAKWAL

TENDER NOTICE

TENDER INQUIRY NO. 19131 /CEO (DHA) CKL

1. District Health Authority Chakwal, invites sealed bids/tenders (Technical & Financial) from Manufacturers/Distributors and supplier registered with income tax/GST Department conclude the Framework Contract for the supply of Stationery, Desktop Computer, Laptop & other General Store items for the FY 2019-20.

2. Bidders can download the Bidding Documents containing Tender’s items specifications, quantity, terms & conditions from the websites (www.ppра.punjab.gov.pk) also until the closing date for the submission of bids. The bidding documents can be collected from the office of CEO District Health Authority, District Complex, Chakwal, on paying fee of PKR 1000 per tender (in Cash/Non-refundable).

3. Bidding shall be conducted through Single Stage - Two Envelopes bidding procedure of Punjab Procurement Rules, 2014. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters. The outer envelope shall clearly be marked with Tender Enquiry No. for which the proposal is being submitted.

4. Sealed bids are required to be submitted by the Bidders on 16-11-2019 till 11:00 AM Hours positively in the office of CEO DHA, District Complex Chakwal. The bids received till stipulated date & time shall be opened on the same day at 11:30 AM Hours in the Committee room of CEO DHA office Chakwal, in presence of the bidders or their authorized representatives who choose to attend. Late bids shall not be entertained.

5. All bids should be submitted in Tape Binding. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the Bidding Documents and signatures of authorized person. Moreover, signing and stamping of each page of bidding documents/form is mandatory.

6. In case the date of opening or last date of submission is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of tenders accordingly. The time and venue shall remain the same.

7. The firm is required to submit 2% of Estimated Cost as Bid Security along with the bid. Estimated Cost is mentioned in the bidding document against each item. 

Note: The Procurement/Bidding Process shall be governed by the Punjab Procurement Rules, 2014. The firm is requested to read the Bidding Document Carefully.

Chief Executive Officer District Health Authority
CHAKWAL.
Government of the Punjab
Primary & Secondary Healthcare Department

IPL-9939
SECTION II

Instructions to Bidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully
1. **Scope of Bid**

1.1 District Health Authority Chakwal, invites sealed bids from the suppliers having valid NTN and Active Tax Payer List name, to conclude the Framework Contract for Procuring Agencies as per quantities and specifications more specifically described in **Section III of the Bidding Documents** Schedule of Requirements & Technical Specifications.

2. **Source of Funds**

2.1 District Health Authority Chakwal

3. **Eligible Bidders.**

3.1 This Invitation to Bids is open to all suppliers / retailers / whole-sellers / companies / firms within the limits of Pakistan during the year 2019-20 for concluding the Contract for supply of Stationary, general store and IT Items more specifically described in the Section III, Schedule of Requirements & Technical Specifications.

3.2 The Distributor/Wholesaler/Retailer/Sole-proprietor, Firm or Company must possess valid authorization/registration (if Required as special condition) with valid NTN and ATL (Active Tax-payer List) can participate in this tender.

3.3 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

4. **Corrupt or Fraudulent Practices and Mechanism to Debar/Blacklist the Defaulted Bidder.**

4.1 The Government of Punjab defines Corrupt and Fraudulent Practices as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:

(i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the
procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
(iv) fraudulent practice by 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 rights;

4.2 Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.

4.3 The following are the events which would lead to initiate under the PPRA Rules 2014 Blacklisting / Debarment process;
   i. Submission of false fabricated / forged documents for procurement in tender.
   ii. Not attaining required quality of work.
   iii. Inordinate tardiness in accomplishment of assigned/agreed responsibilities / contractual obligations resulting loss to procuring agency / Government.
   iv. Non-execution of work as per terms & condition of contract.
   v. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
   vi. Involvement in any sort of tender fixing.
   vii. Persistent and intentional violation of important conditions of contract
   viii. Non-adherence to quality specification despite being importunately pointed out.
   ix. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the procuring agency.
5. **Eligible Goods and Services.**

5.1 All goods and related services to be supplied under the contract shall conform to the policies of the Government of Punjab in vogue. All expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, after sale service etc.

6. **Cost of Bidding.**

6.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **Bidding for Selective Items.**

7.1 A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at a liberty to bid for all the items mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications. However, Bidders cannot bid for partial quantities of an item mentioned in Section III i.e., Schedule of Requirements & Technical Specifications. **THE BID MUST BE FOR THE TOTAL QUANTITY OF AN ITEM REQUIRED IN THE SECTION III i.e., SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS.**

**THE BIDDING PROCEDURE**

8. **The Governing Rules.**


9. **Applicable Bidding Procedure.**

9.1 “Single stage – Two Envelops bidding procedure” shall be employed.

**Single Stage: Two Envelope Bidding Procedure**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;

(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained...
unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the
manner prescribed in advance, without reference to the price and shall
reject any proposal which does not conform to the specified
requirements;
(v) during the technical evaluation no amendments in the technical
proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals, the
procuring agency shall open the financial proposals of the technically
accepted bids, publicly at a time, date and venue announced and
communicated to the bidders in advance, within the bid validity
period;
(vii) the financial bids found technically nonresponsive shall be
returned un-opened to the respective bidders; and
(viii) the lowest evaluated bidder shall be awarded the contract;

THE BIDDING DOCUMENTS
10.  Contents of the Bidding Documents

10.1  The goods required, applicable bidding procedures, and
Contract terms are prescribed in the Bidding Documents. In addition
to the Invitation for Bids, the Bidding Documents include:
(a)  Instructions to Bidders (ITB) (Section-II)
(b)  Schedule of Requirements & Technical Specifications (Section-III)
(c)  Evaluation Criteria (Section-IV)
(d)  Bid Forms (Section-V)
   i)  Letter of Intention
   ii)  Affidavit
   iii)  Technical Forms
   iv)  Financial Forms
(f) Draft Standard Contract (Section-VI)
   i.  Contract Form
   ii.  General Conditions of the Contract
   iii.  Special Conditions of Contract,

10.2  The “Invitation for Bids” is not a formal part of the Bidding
Documents and is included as a reference only. In case of
discrepancies between the Invitation for Bid and the Bidding
Documents listed in 10.1 above, the Bidding Documents shall take
precedence.

10.3  The Bidder is expected to examine all instructions, forms,
terms and specifications in the Bidding Documents. Failure to furnish
all information required by the Bidding Documents or to submit a bid
not substantially responsive to the Bidding Documents in every
respect shall be at the Bidder’s risk and may result in the rejection of
its bid.
11. Clarification(s) on Bidding Documents.

11.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than Ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

12. Amendment(s) to the Bidding Documents.

12.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

12.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s).

12.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

13. Language of Bids.

13.1 All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English or Urdu or both languages. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

14. Documents comprising the Bids.

14.1 The Bid shall comprise of the BID FORMs, UNDERTAKING, TECHNICAL DETAIL OF THE PRODUCT, of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

14.2 The Bidder shall complete the BID FORM and an appropriate PRICE SCHEDULE furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.
15. **Bid Price.**

15.1 The Bidder shall indicate on the appropriate form, prescribed in this Bidding Documents, the unit prices and total bid price of the goods, it proposes to supply on free delivery to the consignee end under the Contract.

15.2 Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom.

15.3 The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.

15.4 The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable and all Ex-work & inland transportation & storage charges till the destination (on free delivery to Consignee's end basis). If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

15.6 Prices offered should be for the entire quantity of an item demanded in the Section III i.e., Schedule of Requirement & Technical Specifications; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive bid.

15.7 While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. **Bid Currencies.**

16.1 Prices shall be quoted in Pak Rupees.

17. **Samples.**

17.1 The Bidder may be asked to provide samples (qty:2 packs) of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. **Documentation on Eligibility of Bidders.**

18.1 Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

18.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its bid, is an eligible as defined under ITB Clause 3 above.

19. **Documentation on Eligibility of Goods.**

19.1 The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and
conformity to the bidding documents of all goods, which the Bidder proposes to supply under the Contract.

20. **Bid Security.**

20.1 Refer to Bid Data Sheet.

21. **Bid Validity.**

21.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

21.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

21.3 Bidders who;

(a) agree to the Procuring Agency’s request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

22. **Format and Signing of Bids.**

22.1 The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

22.2 The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.

22.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**SUBMISSION OF BIDS**

23. **Sealing and Marking of Bids.**

23.1 The envelopes shall be marked as “FINANCIAL PROPOSAL” (individually sealed envelope for each item in a single main sealed envelope) and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope marked with **Bid Reference Number & Tender No.**

23.2 The inner and outer envelopes shall:
(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
(b) Bid Reference, Tender No, Items/No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: "DO NOT OPEN BEFORE," the time and the date specified for opening of Bids.

23.3 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 as “non-responsive” or “late”.

23.4 If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

24. Deadline for Submission of Bids

24.1 All bids should be submitted in tape binding. Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. Bids received later than the time and date specified in the Advertisement/Bid Data Sheet will stand summarily rejected.

24.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Bids

25.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 24 shall be rejected and returned unopened to the Bidder.

26. Withdrawal of Bids

26.1 The Bidder may withdraw its bid after the bid’s submission and prior to the deadline prescribed for submission of bids.

26.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in initiation of legal action against the firm.

OPENING AND EVALUATION OF BIDS

27. Opening of Bids by the Procuring Agency.

27.1 All bids received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their authorized representatives, who chose to attend the bid opening, on the date, time and venue prescribed in the Bid Data Sheet.

27.2 The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.
27.3 All Bidders in attendance shall sign an attendance sheet.
27.4 The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014.
27.5 The Procuring Agency shall have the minutes of the Bid opening (Technical and when applicable Financial) recorded.
27.6 No bid shall be rejected at Technical Proposal/Bid opening, except for late bids, which shall be returned unopened to the Bidder, the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for return of such bid(s).

28. Clarification of Bids.
28.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

29. Preliminary Examination.
29.1 The Procuring Agency shall 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.
29.2 In the Financial Bids, the arithmetical errors shall 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.
   b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
   c) If there is a discrepancy between words and figures, the amount in words shall prevail.
29.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
29.4 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, 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 Applicable Laws, Taxes & Duties and internationally
recognized best practices shall be deemed to be a material deviation for Technical Proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

29.5 If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

30. **Evaluation of Bids.**

30.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.

30.2 All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents.

30.3 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. **Qualification of Bidder**

31.1 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.

31.2 The procuring Agency may conduct surprise inspection either itself or through third party of bidders, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification.

31.3 Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

31.4 The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

31.5 The determination can take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant / production capacity / warehousing system / practices by a team of experts for assessment, if it deems necessary.
31.6 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31.7 The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

32. Rejection of Bids

32.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid in accordance with Punjab Procurement Rules-2014 (PPR-2014). The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

32.2 The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

32.3 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

33. Re-Bidding

33.1 If the Procuring Agency rejects all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014.

33.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

34. Announcement of Evaluation Report

34.1 The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

35. Contacting the Procuring Agency

35.1 Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

35.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at
any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria

36.1 The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

37. Procuring Agency’s Right

37.1 The Procuring Agency reserves the right at the time of award of Contract to vary the quantity specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.

38. Notification of Award

38.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

38.2 The procuring agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The firm will submit the required Performance Security within 7 (Seven) days after receiving of AAT. After receipt of Performance Security, the Procuring agency will sign the Contract.

38.3 The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

39. Limitation on Negotiations.

39.1 Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder.

40. Signing of Contract.

40.1 The Frame Work Contract is to be made on Judicial Paper worth of Rs. @ 25 paisa per every one hundred rupees of the total value of the contract, under section 22(A)(B) of schedule 1 of Stamp Duty Act 1899 read with Finance Act 1995 (Act-VI of 1995) Notification No.JAW/HD/8-21/77 (PG) dated 1st January, 2014.

41. Performance Guarantee.

41.1 Before signing of Frame Work Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the mannered prescribed by the Procuring Agency.

41.2 The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

41.3 Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the Contract to the next lowest evaluated bidder or call for new bid.
42. **Price Reasonability.**

42.1 The prices quoted shall not be more than the Trade Prices as per MRP (Maximum Retail Price) fixed by the Government, if any. If the quoted/approved prices found unreasonable at any stage of procurement, the procuring agency reserves the right to deduct the difference/overcharging beside initiation of legal proceedings.

---

**SECTION III**

**SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**
Schedule of Requirements

The supplies shall be delivered in accordance with the Contract/Purchase Orders issued by Procuring agency as per following schedule of requirements:

Respective Consignee’s End:

i. General Store CEO, DHA, Chakwal

Free delivery to Consignee’s end (DDP) basis as per Annex-F.

<table>
<thead>
<tr>
<th>Supply schedule</th>
<th>Delivery of Quantity without Penalty ((X))</th>
<th>Special Grace Period ((Y))</th>
</tr>
</thead>
<tbody>
<tr>
<td>As mention on PO after Receiving of Purchase Order.</td>
<td>20 Days after PO Delivery Date as Grace Days</td>
<td>10 Days</td>
</tr>
<tr>
<td>With penalty @0.134% per day.</td>
<td>After Completion of due delivery period specified against each installment penalty 4% per month (0.134% per day) shall be imposed (In order to avail the grace period, the firm shall request procuring agency in writing. If the delivery period of the supplier exceeds beyond 20+10=30 days the penalty shall be imposed from 31 days onwards)</td>
<td></td>
</tr>
</tbody>
</table>
# List of Items with Technical Specifications & Quantities for the FY 2019-20

<table>
<thead>
<tr>
<th>S#</th>
<th>Name of Items</th>
<th>Total</th>
<th>Pack</th>
<th>Estimated Cost Per Unit</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GROUP NO. I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Computer paper A4 Size 80Gm</td>
<td>2000</td>
<td>Ream</td>
<td>695.00</td>
<td>1,390,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Computer paper Legal Size 80Gm</td>
<td>2000</td>
<td>Ream</td>
<td>785.00</td>
<td>1,570,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Ball Points Piano Crystal Blue</td>
<td>1000</td>
<td>Packet of 10</td>
<td>80.00</td>
<td>80,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Ball Points Piano Crystal Red</td>
<td>400</td>
<td>Packet of 10</td>
<td>80.00</td>
<td>32,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Stapler Pin Dollar</td>
<td>2000</td>
<td>Packet</td>
<td>40.00</td>
<td>80,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Toner for Printer (85A,26A,1102, Pro M 102w)</td>
<td>50</td>
<td>No</td>
<td>4,500.00</td>
<td>225,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Toner for Photostat Machine NPG-50</td>
<td>20</td>
<td>No</td>
<td>6,500.00</td>
<td>130,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Envelops Large Size</td>
<td>200</td>
<td>Packet of 50</td>
<td>500.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Envelops Medium</td>
<td>1000</td>
<td>Packet of 50</td>
<td>350.00</td>
<td>350,000.00</td>
</tr>
<tr>
<td>10</td>
<td>Gum Stick</td>
<td>200</td>
<td>No</td>
<td>40.00</td>
<td>8,000.00</td>
</tr>
<tr>
<td>11</td>
<td>Permanent Marker</td>
<td>200</td>
<td>No</td>
<td>38.00</td>
<td>7,600.00</td>
</tr>
<tr>
<td>12</td>
<td>Marker for white board</td>
<td>100</td>
<td>No</td>
<td>38.00</td>
<td>3,800.00</td>
</tr>
<tr>
<td>13</td>
<td>Uni Ball (all colors)</td>
<td>400</td>
<td>Packet</td>
<td>65.00</td>
<td>26,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>GROUP NO. II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Printer Laser Jet 402DM or equal brand</td>
<td>4</td>
<td>No</td>
<td>80,000.00</td>
<td>320,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Laptop Dell Inspiron 35833 Core i7 8th Generation or equivalent brand 8 GB ram, 1TB, Operating System DOS</td>
<td>3</td>
<td>No</td>
<td>80,000.00</td>
<td>240,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Desktop Computer Core i5 Dell 22 3000 Allin one 8th Generation intel or equivalent brand Ram 8GB Hard Drive 1TB With Complete Accessories</td>
<td>5</td>
<td>No</td>
<td>70,000.00</td>
<td>350,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Scanner Kodak i3300 sheetfed scanner duel LED upto 300 sheets of 80gm paper or equivalent brand</td>
<td>2</td>
<td>No</td>
<td>75,000.00</td>
<td>150,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>GROUP NO. III</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
<td>Price</td>
<td>Total</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>----------</td>
<td>------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>1</td>
<td>LED Bulb 15 to 20 Watt Philips of equal Brand</td>
<td>100</td>
<td>No</td>
<td>105.00</td>
<td>10,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Bath Soap Safeguard or Equal Brand</td>
<td>400</td>
<td>No</td>
<td>40.00</td>
<td>16,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Tissue paper Best Quality</td>
<td>400</td>
<td>No</td>
<td>60.00</td>
<td>24,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Sweep or equal brand</td>
<td>400</td>
<td>No</td>
<td>80.00</td>
<td>32,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Phenyl (Finis)</td>
<td>400</td>
<td>No</td>
<td>140.00</td>
<td>56,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>5,200,900.00</td>
</tr>
</tbody>
</table>

Any further information can be obtained from the office of CEO DHA Chakwal / Procurement Officer.
SECTION IV

EVALUATION CRITERIA
BID EVALUATION CRITERIA FOR THE PROCUREMENT OF
STATIONERY

1. COMPULSORY PARAMETERS/KNOCKDOWN CRITERIA:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PARAMETERS</th>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>National Identity Card</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>2.</td>
<td>NTN</td>
<td>Attach Attested Copies</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Board of Revenue (FBR) website</td>
<td>Attach proof</td>
</tr>
<tr>
<td>4.</td>
<td>The firm undertakes that currently it is not blacklisted/debarred by any procuring agency.</td>
<td>Attach Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Documents Receipt</td>
<td>Original receipt of purchase of documents</td>
</tr>
<tr>
<td>6.</td>
<td>Bidder will provide undertaking that it has sufficient capacity to meet the schedule of requirements for all intended items</td>
<td>Undertaking on Rs. 100 Judicial Stamp Papers.</td>
</tr>
</tbody>
</table>
### 2. SCORECARD CRITERIA:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>ASSESSMENT PARAMETERS</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten (10) years or more = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than 05 and less than 10 years = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than 05 years = 10</td>
<td>20</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Organizational Structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sole Proprietorship = 05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Firm / AOP = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Limited Company (Private / SMC) = 15</td>
<td>15</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Financial soundness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Tax Paid / Income Tax Return = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Balance sheet / Financial Statements = 15</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Liquidity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance 25 Million &amp; above= 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 20 Million = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 10 Million = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 5 Million = 05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bank statements with closing balance upto 1 Million = 01</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>If bank statements are more than one bank, then the collective balance of all the bank statements will be consider for score calculation.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Past Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO More than 10 organizations = 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO 6-10 organizations = 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Government organizations PO less than 5 organizations = 05</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The qualifying marks will be **60%**.
SECTION V

BID FORM
**BID COVER SHEET**

Bid Ref. Tender ---------------------- Date--------------------------
Name of the Supplier/Firm Contractor: -----------------------------------
--------------------------------------------------------
Address:-------------------------------------------------------------------
--------------------------------------------------------
E-mail: _________________
Phone: _________________
Facsimile: _________________
Bid for:
Selected Items from the Schedule of Requirements.

<table>
<thead>
<tr>
<th>Tender Enquiry/ Item No.</th>
<th>Name of the tendered Item</th>
<th>Brand (if any)</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed:

Dated:

Official Stamp:
BID FORM 1

Letter of Intention

Bid Ref No.
Date of the Opening of Bids

Name of the Firm: {Add name e.g., Supply of Drugs & Non-Drugs etc.}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

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

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

We will pay the testing fee for samples collected from any supply of any district to be tested and will accept the results to testing by DTLs, Punjab.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
BID FORM 2

AFFIDAVIT

(Judicial Stamp paper Rs.100/-)

I/We, the undersigned solemnly state that:

1) I/We have read the contents of the Bidding Documents and have fully understood and agreed with all the terms and conditions of the bidding document.

2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.

3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.

4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.

5) The undersigned are solvent and competent to undertake the subject Contract under the Laws of Pakistan.

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

7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed:

In the capacity of [insert: title or position]
Duly authorized to sign this bid/affidavit for and on behalf of [insert: name of Bidder]
## Price Schedule

**User Note:** This form is to be filled in by the Bidder for quoted items/products and shall submit with Financial Proposal in individually sealed envelope for each item in a single main sealed envelope for all items. If intended to quote for more than one item/product, a separate form should be used for each item/product intended to quote for.

Name of the Firm: 
Bid Reference. No:  
Date of opening of Bid. 

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the tender Item</th>
<th>Quoted Brand</th>
<th>Description</th>
<th>Discounts (offered)</th>
<th>Final Discount Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL**

A) FINAL TOTAL PRICE: -------------------------------

B) DISCOUNT\(^1\): -------------------------------------

C) FINAL QUOTED PRICE: -------------------------------  
\[(C=A-B)\]

Signature: ---------------------------------------------

Designation: ---------------------------------------------

Date: ---------------------------------------------

Official Stamp: ---------------------------------------------

---

\(^1\) If a Bidder does not wish to offer an item wise discount but intends to offer an overall discount to its quoted price that should be mentioned here.
BID FORM 5

Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of __5__% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] asforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the________ day of_______, 201__

Signature and Seal of the Guarantors/ Bank

Address
Date