



**ENGINEERING CONSULTANCY SERVICES PUNJAB (Pvt.)
Limited**

BIDDING DOCUMENT

for

**PROCUREMENT OF FURNITURE FOR ESTABLISHING
ENGINEERING CONSULTANCY SERVICES PUNJAB (PVT.)
LIMITED (ECSP) NEW HEAD OFFICE**

April, 2026



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Section-I: Invitation to Bids

Engineering Consultancy Services Punjab (Pvt.) Ltd. (ECSP), is a multidisciplinary consultancy firm offering complete project planning, design, and execution services. We work across major development sectors including water, infrastructure, urban development, transportation, energy, and environment.

1. ECSP (“Employer”) through its own resources intends to undertake the Contract for “Procurement of Furniture for Establishing ECSP’s new Head Office”, **on Lot wise basis as mentioned in below table**. Bidding is open to all eligible Bidders (firms/companies/sole proprietor/ general order Service Providers etc).(Supply include Supply of Office Furniture in ECSP’s new Head Office as per provided Specifications and Required Quantities complete in all respects)

LOT	Description	QTY	Estimated Cost (PKR)	Bid Security Fixed (PKR)
01	Office Furniture for New ECSP Office 7 th Floor	As stated in the Bidding Document	24,713,165	495,000
02	Office Furniture for New ECSP Office 14 th Floor	As stated in the Bidding Document	22,971,969	460,000

Note: The bidders should submit bids against each Lot separately, as contracts will be awarded separately for each Lot. The Bids shall be received as per single stage two envelope procedures.

2. The Employer invites encrypted e-bids from Eligible Bidders by uploading PDF file in accordance with Regulation 6[4(a)] of Punjab Procurement Regulations 2024, under Single Stage-Two Envelope bidding procedure.
3. The Bidding documents are made available to interested Bidders free of cost after the date of publication. The Bidding documents carrying all details can be downloaded from the PPRA website, EPADS Portal and Employer’s website:
<https://ppra.punjab.gov.pk>, <https://punjab.eprocure.gov.pk/> , <https://www.ecsp.com.pk/>
4. Pre-Bid Meeting shall take place in Head Office of ECSP at 83-A E/I, Main Boulevard Gulberg, Block E 1 Gulberg III, Lahore, on April 21, 2026 at 11:30 AM.
5. Bids for each Lot shall be accompanied by a Bid Security as per above table, in the in the format of Pay Order, Bank deposit-at-call (CDR), Demand Draft or an irrevocable Bank Guarantee issued by a Scheduled Bank of Pakistan in favor of Employer “**Engineering Consultancy Services Punjab (Pvt.) Limited**, valid for 28 days beyond bid validity period. The original form of Bid security must be delivered to ECSP Head Office, 83 A/E-I, Main Boulevard Gulberg, Block E 1 Gulberg III, Lahore before the date and time for Bid opening. Bids for each Lot must be uploaded on e-PADS at 3:00 PM, on April 27, 2026.
6. Technical Bids for each Lot will be opened at 3:30 PM on the same day (April 27, 2026), in the presence of bidder’s representatives who choose to attend at the address “ECSP Head Office, 83-A,E/I, Main Boulevard Gulberg, Block E 1 Gulberg III, Lahore”. Bid Validity must be 90 Days after the Bid Submission date.



7. The Supplies are to be completed within 30 (thirty) calendar days from the date of the Employer's order to commence the Works for each Lot 1 and Lot 2.
8. The Employer reserve the right to reject all bids prior to acceptance of bids without assigning any reason whatsoever.
9. For electronic bids submission, bidders are requested to register at www.punjab.eprocure.gov.pk. For any queries regarding registration on EPADS, please visit <https://ppra.punjab.gov.pk/e-procurement> .
10. 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. ECSP shall not be held responsible for any issues thereof.
11. All conditional bids are liable to be rejected.

(*Response time for submission of Bids shall be calculated exclusively from the date of publication of this advertisement on the Authority's website).

Principal Engineer (Procurement)
Engineering Consultancy Services Punjab Pvt. Limited
83-A, E/1, Main Boulevard, Gulberg-III, Lahore
Telephone No.: +92-42-99333976, +92 -42-35717681-4
Office Hours: 9AM-5PM (Monday to Thursday)



Section-II: Instructions to Bidders (ITB)

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

2.1. Introduction

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

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

2.1.3 Eligible Bidders i) The Invitation to Bids is open to all suppliers i.e., firms/companies/sole proprietor/ general order suppliers registered with EPADS pursuant to Regulation 7(1) of Punjab Procurement Regulations 2024, relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.

Joint venture, consortium or association is not allowed in this procurement.

- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).



- v) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.

- vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
 - b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

- xii) A Bidder may be ineligible if –
 - (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation

entailing the total or partial loss of the right to administer and dispose of the property;

- (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.
- xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
 - xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
 - xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
- 2.1.4. Eligible Goods and Services**
- i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such goods and related services.
 - ii) For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

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

2.1.5. Cost of Bidding

- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.6. One person one bid

- i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (a) Invitation to Bids
 - (b) Instructions to Bidders (ITB)
 - (c) Technical Specifications
 - (d) Bid Data Sheet
 - (e) General Conditions of Contract (GCC)
 - (f) Special Conditions of Contract (SCC)
 - (g) Schedule of Requirements
 - (h) Bid Form
 - (i) Manufacturer’s Authorization Form
 - (j) Bidder Profile Form
 - (k) General Information Form



- (l) Affidavit
 - (m) Bid Security Form
 - (n) Technical Bid Form
 - (o) Contract Form
 - (p) Financial Bid Form / Price Schedule
 - (q) Performance Guarantee Form
 - (r) Integrity Pact
 - (s) Check List
- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
 - iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
 - iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.
- 2.2.2. Clarification of Bidding Documents**
- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
 - ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of

communication at the Procuring Agency's address indicated in the **BDS**.

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

2.2.3. Amendment of Bidding Documents

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



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

- ii) 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 Procuring Agency 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 Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

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

2.3.2. Bid Form

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

2.3.3. Bid Prices

- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be item wise.
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of

facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

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

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
 - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [*Manufacturer's Authorization Form No. 8.3*] or producer to supply the same in Pakistan;
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
 - (e) The Bidder shall sign and stamp the Integrity Pact provided in **Section VIII Sample Forms 8.12** in the Bidding Documents for all procurement contracts exceeding Rupees **ten Million**. Failure to provide such Integrity Pact



shall make the bidder non-responsive. **Integrity Pact shall be submitted with Financial Bid only.**

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

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

{However, the procuring agency may also opt to ask for samples after submission of technical bids (where require)}

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

- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.7. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for twenty eight (28) Days, beyond the validity of Bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be returned as promptly as possible, after expiry of grievance period or disposal of complaint if any, complying with the relevant provisions of PPR-14.

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

provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".

- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
 - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
 - b. In the case of a successful Bidder, if the Bidder:
 - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; or
 - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated

and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.9. Format and Signing of Bid

- i) The Bidder shall prepare the E-Bid indicated in the Bid Data Sheet.
- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) The original of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.

The original of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the 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 signed and stamped by the authorized person.

- 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.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) As per Rule 24, the Bidder shall upload the bid on EPADS for each LOT, separately.
- ii) The e-Bid shall comprise two files submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both files shall be uploaded on EPADS on or before submission date and time. Each Bidder shall submit his bid as under:
 - a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL separately on EPADS.
- iii) As per Rule 24, Bidders shall submit their bids online through e-PADS. No bids submitted manually shall be accepted, except for and if so specified clearly in the BDS the samples or any other items such as product catalogues, drawings which are not available in soft copies or not scan able for submission online.
- iv) Bidders shall follow the Punjab Procurement Rules – 2014 (Amended) & Punjab Procurement Regulations 2024 for online submission of e-bid.
- v) The Technical and Financial proposal shall:
 - a) be addressed to the Procuring Agency 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;
- vi) If all files are not properly prepared as required by ITB 2.4.1 or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid

2.4.2 Deadline for Submission of Bids

- i) E-Bids must be received by the Procuring Agency through EPADS and hard copy of bid security at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.



- ii) The Procuring Agency 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 Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii) E-Bids shall be received by the Procuring Agency through EPADS and hard copy of bid security 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 Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
- iv) In case e-bid or proposal including entries and record submitted on the e-PADS found corrupt, un-readable or contains virus, the e-bid or proposal shall be rejected.

2.4.4. Modification and Withdrawal of Bids

- i) The Bidder may modify or withdraw its bid online through EPADS before the closing date of Bid's submission.
- ii) The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of the e-bid or proposal.
- iii) The Bidder may modify or withdraw its e-bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.
- iv) 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.
- v) No Bid may be modified after the deadline for submission of Bids.

- vi) 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).
- vii) 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 Procuring Agency prior to the deadline for submission of Bids.
- viii) 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 Procuring Agency

- i) The Procuring Agency will open all Bids online through EPADS, 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) 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 Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals through EPADS 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 remain unopened on the e-Procurement System (EPADS) until the specified time of their opening.
- iv) 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 Procuring Agency may consider appropriate.
- v) 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.

- vi) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- vii) 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).
- viii) The Procuring Agency shall prepare minutes of the Bid opening and upload the same on EPADS website. 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.
- ix) 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.
- x) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

2.5.2. Confidentiality

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

2.5.3. Clarification of Bids

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of



the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

- a) Evaluation & qualification criteria;
- b) Required scope of work or specifications;
- c) All securities requirements;
- d) Tax requirements;
- e) Terms and conditions of bidding documents.
- f) Change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

- ii) Arithmetical errors will be rectified on the following basis:-
- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail.

- iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - c) Has been properly signed;
 - d) Is accompanied by the required securities; and
 - e) Is responsive to the requirements of the Bidding Documents.

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

2.5.5. Examination of Terms and Conditions; Technical Evaluation

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



2.5.6. Correction of Errors

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

2.5.7. Conversion to Single Currency

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

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-Qualification & Evaluation of Bids

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant



to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.

- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the Procuring Agency

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

2.5.10. Grievance Redressal

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints and the same is also associated with the tender on EPADS. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- 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 Procuring Agency 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 Procuring Agency well



before the proposal submission deadline.

- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the 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 procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. 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 of Award

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by 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 Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7(v).
- iv) The successful bidder will provide stamp papers as per stamp paper Act as per requirement of Procuring Agency as per Law.

2.6.2. Performance Guarantee

- i) Within seven (07) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions



of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

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

2.6.3. Signing of Contract/ Issuance of Purchase Order

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within ten (10) days of receipt of the Performance Guarantee, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

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

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

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

2.6.6. Procuring Agency's Right to

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid



Accept or Reject All Bids

or proposal, without thereby incurring any liability towards the Bidders.

- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any.
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

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



2.6.8. Corrupt or Fraudulent Practices

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

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

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

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

ii) Blacklisting & Debarment:

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

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

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

- (2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*
- (3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*
- (4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

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

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

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

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

(3) *The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement*



process of all or some of the procuring agencies for such period as the Managing Director may determine.

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

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

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

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

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



6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*

17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

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

i) While quoting the rate in a framework contract, the Bidder must consider the following facts:

- a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
- b. The Bidder have to maintain the rates of the goods for the whole financial year.
- c. The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.



Section-III. Technical Specifications



3.1. Technical Specifications

Technical Specifications of Goods are as follows:

Note: The dimensions specified for the tables are tentative and shall be verified at site prior to fabrication and delivery by the supplier under supervision of Procuring Agency at his own cost. The final dimensions shall be aligned with the actual measurements of the Executive Rooms and Meeting Rooms requirements and prior approval from the Procuring Agency shall be obtained.

LOT Number 01

Description of the Seventh (7th) Floor Items.

Sr. No.	Item	Description	Quantity
1	Executive Table for GMs	<p>Executive Desk Veneer top and base Size rack veneer top and painted storage including wireless charging PDU system, and cable management system included.</p> <p>Top: 2100 (L) X 900 (D) X 750 (H)-MM Side Rack: 1950 (L) X 600 (D) X 650 (H)-MM</p>	9
2	Executive Chair for GMs	<p>Executive Chair High back chair 1.Upholstery:EPU 2.Synchronized mechanism with adjustable arm-rest 3.The back is designed with ABS material 4.Industrial plastics and soft molded sponge 5.Heavy-duty black PU base with PU castors Readily Available in stock in black color (same finish)</p>	9
3	Executive Visitor Chairs for GM Rooms	<p>Executive Visitor Chairs Powder-coated or chrome frame High-density foam seat Curved lumbar support High-quality mesh backrest Polypropylene armrests Fixed-angle tilt lock mechanism Stain-resistant upholstery Readily Available in stock in black color</p>	18
4	Executive Lounge Chairs for GM Rooms	<p>Lounge Chair Premium quality cushioning with imported fabric / leatherette upholstery and MS Base (Reference image attached- more designs can be shared)</p>	18

5	Chairs for Senior Managers/ Managers	<p>GM Chair The High Back Manager Chair offers premium comfort with a headrest, mesh backrest, and wide lumbar support. Featuring molded seat foam, a lockable tilt, and SGS Class 3 gas lift, it ensures durability with a sturdy nylon base and smooth PU wheels.</p>	65
6	Chairs for Rest of the Staff	<p>Staff Hall Chairs</p>	100
7	Work Stations for Senior Managers	<p>L Shape Table Top laminate with black powder coated MS base including cable management system, imported PDU Top and side rack top and front and carcass in textured laminates with three drawers and two shutter cabinets included cable management system and powder coated MS base.</p> <p>Top: 1500 (L) X 750 (D) X 750 (H)-MM Side rack: 1800 (L) X 500 (D) X 650 (H)-MM</p>	60
8	Work Stations for Rest of the Staff	<p>Workstation Top laminate with fabric partition panel (without soft board Standard 24inches Height) powder coated MS base including cable management system Top Laminate with fabric partition panel (without soft board) powder coated MS base including cable management system drawer unit front and top can be in texture / imported laminate and carcass in solid / plain laminates Standard drawer one drawer and one cabinet</p> <p>Top: 1200 (L) X 600 (D) X 750 (H)-MM Drawer Pedestal: 400 (L) X 475 (D) X 610 (H)</p>	96
9	Meeting Room Table for 7th Floor	<p>Conference Table Veneer top with painted / veneer center console and powder coated MS base</p> <p>3750 (L) X 1200 (D) X 750 (H)-MM</p>	2
10	Meeting Room Chairs	<p>Meeting Room Chair The High Back Manager Chair offers premium comfort with a headrest, mesh backrest, and wide lumbar support. Featuring molded seat foam, a lockable tilt, and SGS Class 3 gas lift, it ensures durability with a sturdy nylon base and smooth PU wheels.</p>	18

11	Kitchen Chairs 7th & 14th Floor	Durable one-piece PU chair with PU mesh for aesthetic look. <i>(more options can be shared)</i>	16
12	Center Table	Laminated Top With Powder Coated MS Base 457.2 (L) X 457.2 (D) X 375 (H)-MM	10

Note:

- i. 01-year standard warranty of all items on site.
- ii. The Bidder vendor shall ensure that all furniture items are supplied only after obtaining prior written approval from the client, and delivery shall be made strictly in accordance with the approved specifications and Procuring Agency requirements. Without prior approval from the Procuring Agency, items delivery shall not be acceptable.

Stamp & Signature of Bidder



LOT Number 02

Description of the Fourteenth (14th) Floor Items.

For CEO's Office and Rest Room			
Sr. No.	Item	Description	Quantity
1	Executive Desk	Executive Table Wood Veneer, Finish in high Glass Deco Paint Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	1
2	Executive Chair	Executive Chair Structure is of wood veneer, Finishing in High Gloss Polish Upholstery in Leather + Imported Revolving Mechanism Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	1
3	Visitor Chair	Visitor Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	2
4	Visitor Center Table	Wood Veneer, high gloss Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	1
5	Side Table	Wooden Base, Wood veneer top Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	4
6	Lounge Chair	Lounge Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	2
7	Center Table	Wood Veneer, high gloss Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	1
8	Sofa	Sofa (3+1+1 Seater) (Sofa+ Single Seaters-Option-1) Structure: Imported Ply Wood Leather: Cow/Buffalo Seats: Pocket Spring Seats Legs: Metal Legs/Wood Leather, Structure, Foaming comes with lifetime warranty Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	2



9	L-Shape Sofa (Rest Room)	5 Seater L-Shape Sofa Structure: Imported Ply Wood Leather: Cow/Buffalo Seats: Pocket Spring Seats Legs: Metal Legs/Wood Leather, Structure, Foaming comes with lifetime warranty Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	1
10	Center & Side Table	Wooden Base, Wood veneer top Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority	4
11	Lounge Chair (Rest Room)	Lounge Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	2
12	Media Wall (office & Rest Room)	TV Unit Wood Veneer with matt finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority	2
For CEO's MEETING ROOM			
Sr. No.	Furniture	Description	Quantity
1	Table	Conference Table Wood veneer with Matt Finish (14.5' X 4') Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority	1
2	Media Wall	TV Unit Wood Veneer with matt finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority	1
3	Chairs	Chairs Revolving chairs with metal frame Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority	12
For Rest of the CHIEF OFFICES & EXECUTIVE LOUNGE			
Sr. No.	Item	Description	Quantity

1	Executive Desk	<p>Executive Desk Desk with Side Rack Size: 94 W 77 D 30 H (inches) Desk Top Size: 87 W 35 D (inches) Side Rack Size: 71 W 21 D 28 H (inches) Desk Top Material: Brown Arrow Veneer Inlay: Black Veneer Vanity Panel: Beech Veneer with Black Stain Edging: Mahogany Wood Profile Side Rack Carcass: Beech Veneer with Black Stain Side Rack Shutters: Brown Arrow Veneer Drawers: 3 Handle-less Drawers with Soft Closing Full Extension Channels Base: Golden PVD Stainless Steel Pipe Glides: Plastic Glides Cable Management: Cable Cover on Top & Sockets Beneath</p>	9
2	Sofa	<p>Sofa (3 Seater) 3-Seater Size: 92 W 34 D 26 H (Inches) Leatherette: Black Legs: Metal Product Description: The sofa boasts a high-quality black leatherette finish for a professional, sophisticated, and easy-to-maintain appearance. Its durable plywood frame, combined with soft flex and resilient latex foam, provides balanced comfort and long-lasting support. Low-profile metal legs with adjustable glides ensure stability on uneven floors, while broad, rectangular armrests maintain a strong, linear silhouette. Available in 1-, 2-, and 3-seater configurations, the design is versatile enough to suit spaces of any size.</p>	3
3	Center Table	<p>Simple and Minimal Design Round top with straight panel base gives it sturdy look. Same lamination on top and bottom gives a seamless look. Rubber glides are added. Size (inches): 35 Dia. x 18 H Top & Base: Stone Grey Lamination</p>	3
4	Side Table	<p>Size: 18Dia x 24.5H Top: Digital printed Glass with Ivory painted border Base: MS Swedged Pipe with Ivory powder coat</p>	6
5	Executive Chair	<p>Size: 24 W 30 D 48 H (Inches) Upholstery: Leatherette Dark Grey, Taupe Frame: High-Density Plywood Foam: High-Density PU Molded Foam Base: Aluminum Base Castor: PU Castor</p>	9

6	Visitor's Chair	Executive Visitor Chairs Size: 24 W 22 D 37 H (Inches) Upholstery: Leatherette (Dark Grey), Taupe Frame: High Density Plywood Foam: High Density PU Molded Foam Base: Chromed Steel Base	18
7	Two Seater Chair Lounge	Chair Size (inches): 34 W 35 D 34 H Material: Towel Velvet MS pipe Finish: Tea pink & Black	18
CONFERENCE HALL			
Sr. No.	Item	Description	Quantity
1	Table	Meeting Table Size: 142 W 42 D 30 H (Inches) Material: Ash Wood / Oak Veneer Finish: Black Stain Glides: Carpet	1
2	Chair	Chair Size: 23 W 24 D 41 H (Inches) Upholstery: Leatherette Dark Grey, Taupe Frame: High Density Plywood Foam: High Density PU Molded Foam Base: Aluminum Base Castor: PU Castor	24
RECEPTION			
Sr. No.	Item	Description	Quantity
1	Desk	Reception Desk Table Made in MDF Laminated sheet complete base, top and structure W 12' x D 2' x H 42"	2
2	Chair	Fixed headrest Fixed Armrest Mesh breathable fabric Single lock tilt mechanism Hydraulic Nylon base & PU Castors 1 Year warranty Size H 44" W 24" D 20	2

3	Sofa	3-Seater Size: 92 W 34 D 26 H (Inches) Leatherette: Black Legs: Metal	3
DISCUSSION ROOM (02 Nos.)			
Sr. No.	Item	Description	Quantity
1	Chair	Chair Size: 23 W 24 D 41 H (Inches) Upholstery: Leatherette Dark Grey, Taupe Frame: High Density Plywood Foam: High Density PU Molded Foam Base: Aluminum Base Castor: PU Castor	16
2	Table	Round Meeting Table Total Size: 50 W 50 D 30 H (Inches) Top: Classic Ash MFC Base: Metal Finish: Grey Powder Coat Cable Management: Wire cup and In base cable path Glides: Adjustable Rubber Glides	2

Note:

- i. 01-year standard warranty of all items on site.
- ii. The Bidder vendor shall ensure that all furniture items are supplied only after obtaining prior written approval from the client, and delivery shall be made strictly in accordance with the approved specifications and Procuring Agency requirements. Without prior approval from the Procuring Agency, items delivery shall not be acceptable.

Stamp & Signature of Bidder



Section-IV: Bid Data Sheet

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

A. Introduction								
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders						
1.	2.1.1	<p>Name of Procuring Agency: Engineering Consultancy Services Punjab (Pvt.) Limited</p> <p>The subject of procurement is: Procurement of Furniture for Establishing Engineering Consultancy Services Punjab (Pvt.) Limited New Head Office</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">LOT</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01</td> <td>Office Furniture for New ECSP Office 7th Floor</td> </tr> <tr> <td style="text-align: center;">02</td> <td>Office Furniture for New ECSP Office 14th Floor</td> </tr> </tbody> </table> <p>Location : Imperium Tower Gulberg Lahore 7th & 14th Floors</p> <p>Period for delivery of goods: 30 Days for each Lot</p> <p>Commencement date for delivery of Goods: within Seven (07) days of Signing of the Contract</p>	LOT	Description	01	Office Furniture for New ECSP Office 7 th Floor	02	Office Furniture for New ECSP Office 14 th Floor
LOT	Description							
01	Office Furniture for New ECSP Office 7 th Floor							
02	Office Furniture for New ECSP Office 14 th Floor							
2.	2.1.2	<p>Financial year for the operations of the Procuring Agency: 2025-2026</p> <p>Name of financing institution: Through its own Resources.</p>						
3.	2.1.3 (i)	Maximum number of members in the joint venture, consortium or association shall be: Not Allowed						
4.	2.1.4 (i)	Ineligible country(s) is or are: India and Israel, make model product or manufacturing is unacceptable.						
5.	2.3.5(iii)	Demonstration of authorization by manufacturer: <i>required</i> Form 8.3 should be followed.						
B. Bidding Documents								
6.	2.2.2 (ii) & 2.2.2 (vi)	<p>Clarifications shall be uploaded on EPADS: https://punjab.eprocure.gov.pk</p> <p>in case Bidder wants to send the Hard Copy then address for clarification of Bidding Documents is:</p> <p>Principal Engineer (Procurement) Engineering Consultancy Services Punjab Pvt. Limited</p>						



		<p>83-A, E/1, Main Boulevard, Gulberg–III, Lahore Telephone No.: +92-42-99333976, +92 -42-35717681-4 Office Hours: 9AM-5PM (Monday to Thursday)</p> <p>Clarification must be uploaded/received no later than seven (07) days prior to the deadline for the submission of Bids. Pre-Bid meeting will be held at the above-mentioned address as per below venue: 2nd Floor of ECSP office Meeting room Day: Tuesday Date:21-April-2026 Time:11:30 AM</p>
7.	2.3.9 (i)	<p>Only one original bidding document to be completed and shall be submitted through EPADS. https://punjab.eprocure.gov.pk/</p>
C. Bid Price, Currency, Language and Country of Origin		
8.	2.3.1	Language of the bid – English
9.	2.3.4	The price quoted shall be fixed in PAK RUPEES inclusive of all applicable taxes and out of pocket expenses. The bidder shall complete the Form 8.10 (Financial Bid Form/Price Schedule) in accordance with the instructions contained in this document. The prices quoted in Form.8.10 will be inclusive of total scope of work and technical specifications as mentioned in Schedule-III.
10.	2.3.4	The price shall be in Pak Rupees, unconditional, firm and fixed.
D. Preparation and Submission of Bids		
11.	2.3.6 (v), (vi), (vii), (viii) and (ix)	Not Applicable
12.	2.4.1	<p>i) As per Rule 24, the Bidder shall upload the bid on EPADS for each LOT, separately.</p> <p>ii) The e-Bid shall comprise two files (for each Lot) submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both files shall be uploaded on EPADS on or before submission date and time. Each Bidder shall submit his bid as under: (a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL separately on EPADS (Lot wise).</p>

13.	2.4.2 (i)	<p>Bid shall be submitted at EPADS before the bid submission deadline.</p> <p>The deadline for Bid submission for each Lot is</p> <p>a) Day: Monday b) Date: 27-April-2026 c) Time: at 03:00 PM</p>												
14.	2.5.1 (iii)	<p>The technical Bids for each Lot will be opened: Day: Monday Date: 27-April-2026 Time: 03:30 PM</p> <p>Place: EPADS at https://punjab.eprocure.gov.pk Note: ECSP will open e-bids on e-PADS portal at ECSP Office 83-A, E/1, Main Boulevard, Gulberg–III, Lahore, 2nd Floor Meeting Room, on stipulated date & time.</p>												
15.	2.6.2	<p>Amount of Performance Guarantee for individual LOT is: 10% of the Accepted Contract price of each individual LOT.</p> <p><i>The successful Bidder shall submit ten percent (10%) of the Contract Price as Performance Guarantee in the shape of an unconditional, irrevocable Bank Guarantee, in favor of Engineering Consultancy Services Punjab (Pvt.) Limited, on the prescribed format attached with the Bidding Documents. The Performance Guarantee shall remain valid for a period of one (01) year beyond the contract period, covering the warranty obligations of the Supplier. The Performance Guarantee shall be discharged and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the one (01) year warranty period.</i></p>												
16.	2.3.7	<table border="1" data-bbox="659 1379 1414 1659"> <thead> <tr> <th data-bbox="659 1379 762 1487">LOT</th> <th data-bbox="762 1379 1027 1487">Description</th> <th data-bbox="1027 1379 1249 1487">Estimated Cost (PKR)</th> <th data-bbox="1249 1379 1414 1487">Bid Security Fixed (PKR)</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 1487 762 1572">01</td> <td data-bbox="762 1487 1027 1572">Office Furniture for New ECSP Office 7th Floor</td> <td data-bbox="1027 1487 1249 1572">24,713,165</td> <td data-bbox="1249 1487 1414 1572">495,000</td> </tr> <tr> <td data-bbox="659 1572 762 1659">02</td> <td data-bbox="762 1572 1027 1659">Office Furniture for New ECSP Office 14th Floor</td> <td data-bbox="1027 1572 1249 1659">22,971,969</td> <td data-bbox="1249 1572 1414 1659">460,000</td> </tr> </tbody> </table> <p><i>Bid Security, in original, must be submitted as mentioned in Invitation to Bid and a scanned copy as part of the Technical Bid must be uploaded on EPADS. The Bid found deficient of the amount in respect of bid security or bid security is absent, the same shall not be considered for evaluation.</i></p>	LOT	Description	Estimated Cost (PKR)	Bid Security Fixed (PKR)	01	Office Furniture for New ECSP Office 7 th Floor	24,713,165	495,000	02	Office Furniture for New ECSP Office 14 th Floor	22,971,969	460,000
LOT	Description	Estimated Cost (PKR)	Bid Security Fixed (PKR)											
01	Office Furniture for New ECSP Office 7 th Floor	24,713,165	495,000											
02	Office Furniture for New ECSP Office 14 th Floor	22,971,969	460,000											
17.	2.3.8 (i)	<p>Bid validity period after opening of the Bid is: 90 Days.</p>												

18.	2.3.8	Number of hard copies of the Bid to be provided are: <u>Not Required.</u>
E. Opening and Evaluation of Bids		
19.	2.5.1 (iii)	<p>The Technical Bids' Opening of the Procurement Activity through EPADS, shall take place at:</p> <p>EPADS at https://punjab.eprocure.gov.pk 2nd Floor Meeting Room ECSP Office 83-A, E/1, Main Boulevard, Gulberg-III, Lahore Day: Monday Date: 27-April-2026 Time: 03:30 PM</p> <p>The Financial Bids shall remain unopened and only the bids of technically qualified Bidder(s) shall be opened publicly at given schedule (date and time for Financial Bid Opening will be announced later on EPADS).</p>
20.	2.3.4	The currency that shall be used for Bid evaluation and comparison purposes is Pak Rupees.
F. Bid Evaluation Criteria		
21.	2.5.8	<p><i>Bid Opening at the advance notice as per PPR Rules 2014.</i></p> <p><i>National Competitive Bidding process shall be conducted online through EPADS system under rule 38(2)(a) of PPR-14 (i.e. Single Stage Two Envelope Bidding Procedure) with Least Cost method. Contract will be awarded to lowest evaluated responsive bidder.</i></p> <p><i>The Detailed Eligibility and Qualification Criteria given in the Annex-A (Table 1 & Table 2).</i></p> <p><i>Note: Bidders shall fill the prices in the Financial Bid Form/ Price Schedule (Form 8.10) and shall submit this Form in the their Financial Bid only. The Financial Bid Form/ Price Schedule (Form 8.10) shall not be attached in Technical Bid. Each page of the bidding document must be signed and stamped by the authorized person of the bidder.</i></p> <p><i>. Bid shall be unconditional and final Price shall be inclusive of all applicable taxes and out of pocket expenses.</i></p>
G. Award of Contract		
22.	2.6.2	<p>The Performance Guarantee shall be:</p> <p><i>The Supplier shall furnish a Performance Security equivalent to ten percent (10%) of the Contract Price. In the event of delay in delivery of any undelivered Goods, Liquidated Damages shall be</i></p>

	<p><i>levied at the rate of (0.2%) of the value of the undelivered Goods per day of delay, subject to a maximum deduction of ten percent (10%) of the total Contract Price. The Performance Guarantee shall remain valid for a period of one (01) year beyond the contract period, covering the warranty obligations of the Supplier. The Performance Guarantee shall be discharged and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the one (01) year warranty period.</i></p>
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NOTE:

- As outlined in the Standard Bidding Documents under clause 2.5 “Opening and Evaluation of E-Bids”, the bidder must ensure that its bids are complete in all aspects, including mandatory documentation (Legal, Technical, Past Experience, and Financial), as incomplete submissions/bids will not be considered.
- During the evaluation process, clarifications based on already submitted documentation will be sought to complete the evaluation. New documentation that changes the substance of the bid will not be accepted.
- We strongly encourage you to review your bids carefully and ensure their completeness before submission. Failure to do so may result in technical disqualification.



Annex- A

Table 1 – Eligibility Criteria and Requirements for Lot 1 and Lot 2

[Only Bidders that are substantially responsive to the eligibility criteria and requirements in Table 1 shall be assessed against Table 2, Qualification Criteria and Requirements.]

1. Eligibility

Criteria			Single Entity Requirements	Documentation
No.	Subject	Requirement		Submission Requirements
1.1	Company/ Firm Registration	Incorporation of the firm in accordance with the Pakistani Laws and for the foreign firm the respective law of the country of incorporation as the case may be as stated under ITB 2.1.3.	Must meet requirement	Incorporation Certificate, Foreign Firm must attach registration certificate from their authorized registration body in their home country, partnership deed & Form C/D, as applicable or any other valid supporting document in case of sole proprietorship.
1.2	Registration with Tax Authorities	Registration and active status with Tax Authorities (FBR & PRA) in country of Origin as stated under ITB 2.1.3.	Must meet requirement	Certificate and current status from Tax Authorities in country of origin (NTN & GST/PST, ATL status).

Criteria			Single Entity Requirements	Documentation
No.	Subject	Requirement		Submission Requirements
1.3	Pending Litigation	No pending Litigation against the Bidder.	Must meet requirement	Bid Form/Affidavit on Stamp Paper/firm letterhead against no pending litigation.
1.4	Conflict of Interest	No conflict of Interest as per Bidding Document	Must meet requirement	Bid Form/Affidavit on Stamp Paper/firm letterhead against no conflict of interest.
1.5	Non-Black Listing/Correctness of information/Compliance to Specifications, Delivery Schedule, quality and use of new material	Affidavit of Non-Black listing, correctness of information, fulfilment of terms & conditions, compliance as per section III (Technical Specification) and compliance to the delivery schedule and the item / material is not of low quality, and the Materials/items/Furniture are not refurbished; they must be unused and new.	Must meet requirement	<p>Bid Form/Affidavit on prescribe Form attached in 8.6 of section VIII (on non-judicial E-Stamp Paper worth Rs.300/-). for Undertaking against:</p> <ul style="list-style-type: none"> i.non-blacklisting with Procuring Agency, by any Government/Semi Government Organization. ii.any sanction/ debarment anywhere which may hinder its performance of obligations under the Contract iii.correctness of information iv.fulfilment of terms & conditions, compliance as per section III



Criteria			Single Entity Requirements	Documentation
No.	Subject	Requirement		Submission Requirements
				(Technical Specification) v.compliance to the delivery schedule and the item / material is not low quality vi.The Materials/ items/ Furniture are not refurbished, unused and are new
1.6	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor's default since 1st January 2020.	Must meet requirement	Bid Form/Affidavit on Stamp Paper/firm letterhead for No History of Non-Performing Contracts



Table 2 – Mandatory Qualification Criteria and Requirements for Lot 1 and Lot 2

[Only Bids that are substantially responsive to the eligibility criteria and requirements in Table 1 shall be assessed against Table 2, Qualification Criteria and Requirements].

The Bidders must meet the following mandatory technical and financial requirements to be declared qualified.

Sr. No.	Description
1.	<p>Technical Capacity (Relevant Experience)</p> <p>The Bidder/Supplier shall demonstrate: At least 02 successfully completed contracts of similar nature (office furniture/corporate furnishing involving work stations, executive furniture, conference tables, bulk institutional supply) within the last 05 years.</p> <p align="center">(i) Two (02) contracts having a minimum value of PKR 10 million</p> <p>Documentary Evidence: Copies of Purchase orders / supply orders / work orders / completion certificates / delivery evidence must be attached, otherwise, no marks shall be awarded.</p>
2	<p>Financial Soundness</p>
i.	<p>Average Annual Turnover (last 03 years)</p> <p>Average annual turnover of PKR 20 million for the last three (03) financial years (2022-2023, 2023-2024, 2024-2025) computed as per Audited Financial statements/Income Tax Return of the Bidder.</p> <p>Documentary Evidence: Audited Financial Statements / Income Tax Returns for the last three financial years must be attached(2022-2023, 2023-2024, 2024-2025).</p>



Sr. No.	Description
ii.	<p>Cashflow /Source of Finance (Working Capital) The Audited Financial statements of the Bidder, to meet the average cash flow shall be PKR 10 million for the last three years for smooth execution and completion of the Contract.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none"> • Working capital (from 03 years audited statements/Income Tax Returns or Bank statement)

Supply and Delivery Capability

"The Bidder to demonstrate the ability to supply, deliver, and install (where applicable) the required furniture within thirty (30) calendar days from the date of issuance of Commencement Order for each Lot, along with a minimum one (01) year warranty for all furniture items and a firm commitment for repair or replacement of defective items within Seventy Two (72) hours of receipt of written complaint from the Procuring Agency, as per Special Conditions of Contract — Warranty.

The Bidder to provide the following documentary evidence:

- i. Proof of existing manufacturing facility OR valid Authorized Dealership/Partnership Agreement with the manufacturer, confirming capacity to fulfill the entire order within thirty (30) days;



Section-V: General Conditions of Contract

1. Definitions

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

- (a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the Goods & Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.
- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.



(k) "Day" means calendar day.

2. Application

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

3. Country of Origin

[where applicable]

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

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

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

4. Standards

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

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

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

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

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall



be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.

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

6. Patent Rights

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

7. Performance Guarantee

7.1. Within seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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

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

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

7.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (28) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

8.1. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the



Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

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

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

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

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

9. Packing

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

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional



requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

10. Delivery and Documents

[in case of Framework Modality the Procuring Agency may amend these condition as per its requirements]

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

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

[Further conditions may be incorporated by the Procuring Agency keeping in view the nature of contract, DDP, CIF, C&F, FOR, FOP for example; for a DDP contract the clause may be as follows:].

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

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

11. Insurance

[If required and decided by the Procuring Agency]

11.1. The Goods supplied under the Contract shall be delivered *[form of content to be decided by the Procuring Agency]* duty form paid under which risk is transferred to the buyer after having been delivered, hence *[details coverage to be decided by the Procuring Agency]* is sellers responsibility.

12. Transportation

12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency’s country, including *(details to be decided by Procuring Agency as per requirement)* insurance and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.

13. Incidental Services

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



[If required and decided by the Procuring Agency]

- (a) satisfactory performance for specified time/ quantity on-site and/or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring Agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:

- (i) the prevailing rates charged for other parties by the Supplier for similar services; and
- (ii) original price of goods.

14. Spare Parts

[If required and decided by the Procuring Agency]

14.1. As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and



- (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for 1 Year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or as required in Section – III "Technical Specifications" after the date of issuance of completion certificate by the Procuring Agency, unless specified otherwise in SCC.

15.3. The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency.

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

16. Payment

16.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.



16.2. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

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

16.4. The currency of payment is PAK RUPEES.

17. Prices

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

18. Change Orders

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

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

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



19. Contract Amendments

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

20. Assignment

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

21. Sub-contracts

21.1. The Supplier shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

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

22. Delays in the Supplier's Performance

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

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

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

23. Liquidated Damages

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified



in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each 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 Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.

24. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

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

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

- vi. 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;*
- vii. 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;*
 - viii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
 - ix. 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;*
 - x. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

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

25.2. For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault



or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.

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

26. Termination for Insolvency

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

27. Termination for Convenience

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

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

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



- 28. Resolution of Disputes** 28.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
- 29. Governing Language** 29.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law** 30.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
- 31. Notices** 31.1. 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.
- 31.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties** 32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
- 32.2 The Supplier shall maintain ACTIVE taxpayer status with Punjab Revenue Authority (PRA) throughout the contract period.

**33. Contract
Period**

The Contract duration shall be for the period of **one (01) year**, starting from the date of issuance of notification of award, delivery, installation & commissioning of all Goods, till end of warranty period.



Section-VI. 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.



Special Conditions of Contract

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: *Engineering Consultancy Services Punjab (ECSP)*

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

GCC 1.1 (i)—The Supplier is: AWARDEE (To be inserted at the signing of Contract Agreement)

GCC 1.1 (j)—The Project Site is: Imperium Tower, 1H Tevta Rd, Block H, Gulberg 2, Lahore, 54000, (7th and 14th Floor)

2. Country of Origin (GCC Clause 3)

All countries and territories as notified by the Government of the Pakistan

3. Performance Guarantee (GCC Clause 7)

- i. GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 10 percent of the Contract Price stated in the Letter of Acceptance.
- ii. GCC 7.4—the Performance Guarantee shall be retained for to cover the Supplier's warranty obligations or defect liability period in accordance with Clause GCC 15.2 (1 year from the date of the issuance of completion certificate by the Procuring Agency). The Supplier shall cause the validity period of the performance security to be extended for such period(s) as the Contract performance may be extended.
- iii. Failures of the successful bidder to comply /oblige with the clauses of Bidding Documents / Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security/guarantee.
- iv. If the contractor violates any of the terms and conditions of the RFP/Agreement, performance security/guarantee may be forfeited.
- v. In case of expiry of performance security/guarantee, Performance Security/guarantee shall be renewed for extension period for maintaining its validity for the entire period of the Contract before 10 days of its expiry.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:



- i. Samples are to be approved by the Purchaser before final delivery and acceptance .For verification of conformity with the specifications, quantities and performance parameters stipulated in the Contract, the Supplier shall arrange pre-shipment inspection of all imported Goods, where applicable, at the Manufacturer's premises by a firm of international repute.The inspection certificate so issued shall be provided to the Procuring Agency prior to delivery of the Goods at the designated location, failing which the Goods may not be accepted.
- ii. Where the Manufacturer or Supplier is located in Pakistan, the Supplier shall facilitate inspection of the Goods by the authorized personnel or technical committee of the Procuring Agency and/or its nominated consultant at the Manufacturer's premises prior to delivery of the Goods at the designated location, if so required.
- iii. For confirmation of physical condition and fitness of the Goods, the Supplier shall certify that the Goods supplied are new, genuine, free from defects or damages, and in accordance with the specifications stipulated in the Contract.
- iv. The cost of any pre-shipment or factory inspection under this Clause shall be borne by the Supplier.
- v. After delivery of the Goods at the designated locations, final inspection and acceptance shall be carried out by the Procuring Agency's inspection committee. The inspection and acceptance certificate issued by the Procuring Agency shall be attached with the invoice and shall form part of the supporting documents for payment.

5. Packing (GCC Clause 9)

- i. GCC 9.1 The Supplier shall ensure that all furniture items are adequately packed to prevent damage, scratches, or deterioration during handling, transportation, and storage up to the final destination. Packing shall include appropriate protective materials such as foam, bubble wrap, and waterproof covering, with special care for fragile and polished surfaces. The packing shall be suitable to withstand rough handling and multiple loading/unloading, considering site constraints and limited handling facilities. Each package shall be properly labeled with item details and handling instructions.
- ii. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

6. Delivery and Documents (GCC Clause 10)

Delivery period shall be thirty (30) days after the date of signing of the Contract. Items of Goods shall be delivered on DDP at buyer's premises basis (i.e. all the taxes, duties, transportation cost or any other out of pocket expenses must be included in quoted price)

- i. upon shipment/delivery, the Supplier shall notify the Procuring Agency the full details of the material supplied, including Contract / LOA number, description of Goods, quantity and usual transport document. The Supplier shall submit the following documents to the Procuring Agency after receipt / acceptance of goods / equipment at buyer's premises:



- ii. One Original & One copy of the Supplier's invoice showing Goods' description, quantity, unit price, taxes detail and total amount;
 - a. Copies of the packing list identifying contents;
 - b. Insurance certificate (if applicable);
 - c. Manufacturers or Supplier's warranty certificate;
 - d. Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report; and
 - e. Certificate of Origin;
 - f. Inspection certificate issued by the Procuring Agency nominated inspection Committee/representative and the Supplier's factory inspection report;
 - g. The above documents would be required even if the equipment/items have already been imported and is available with the supplier ex-stock (In case of import item)
- iii. The Supplier shall provide any inspection reports, test certificates, quality assurance documents, manufacturer certifications, or any other additional documentation reasonably required by the Procuring Agency to verify the quality, quantity, authenticity, and conformity of the Goods with the specifications and requirements stipulated in the Contract. Failure to provide such documentation may result in rejection of the Goods or withholding of acceptance until compliance is achieved.

7. Insurance (GCC Clause 11)

The Goods supplied under the Contract shall be delivered on DDP (Delivered Duty Paid) at buyer's premises basis to the designated locations of the Procuring Agency. All costs and risks including transportation, insurance, duties, and taxes and expenses relating to transportation, handling, and delivery of the Goods until final delivery at the designated locations shall remain the responsibility of the Supplier/Seller. The Supplier shall therefore arrange and maintain adequate insurance coverage for the Goods until delivery and acceptance by the Procuring Agency.

8. Spare parts (GCC 14.1)

The Supplier shall maintain adequate stock of essential furniture components, fittings to ensure ex-stock supply of consumable spares for the items of Goods and their prompt replacement or repair. All required parts shall be supplied as quickly as possible, and in any case, within one (72) hour of complaint /order from the purchaser.

9. Warranty (GCC Clause 15)

The Supplier shall provide a warranty period of 01 Year from the date of issuance of completion certificate by the Procuring Agency.. During this period, the Supplier shall be responsible for rectifying any defects or non-conformities/replacement of Items of Goods at no additional cost to the Purchaser.

GCC 15.3., The Procuring Agency shall promptly notify the Supplier in writing of any claims arising during the warranty period. The Supplier shall, at its discretion, either:



- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

or

- (b) pay liquidated damages to the Procuring Agency in case of failure to meet the contractual guarantees. The rate of these liquidated damages shall be (0.2%) of the value of undelivered Items of Goods per day of delay.

GCC 15.4. The period for correction of defects in the warranty period: Upon receipt of such notice, the Supplier shall, within the 72 hours with all reasonable speed, free on-site repair or replace the defective Goods or parts thereof, without any cost to the Procuring Agency.

10. Payment (GCC Clause 16)

No advance payment shall be made under this Contract. The Supplier shall be entitled to payment only in accordance with the provisions of this Clause upon satisfactory performance of its obligations relating to the supply, delivery and installation of the Goods.

The Purchaser shall make payment equivalent to one hundred percent (100%) of the Contract Price after complete delivery, installing and commissioning of all Goods at the designated site, installation where applicable, and final inspection and acceptance by the Purchaser confirming that the Goods conform to the specifications, quantities and requirements stipulated in the Contract.

Payment shall be released only after submission by the Supplier of the required documentation including, but not limited to, the original commercial invoice, delivery challans duly acknowledged by the Purchaser, packing lists, installation completion certificate where applicable, and inspection and acceptance certificate issued by the Purchaser and all documents specified under SCC Clause 8 (Delivery and Documents).

The Supplier shall provide valid warranty certificates for the Goods supplied under the Contract. The Purchaser shall verify the warranty and after-sales support arrangements, including confirmation from the Principal or Original Equipment Manufacturer (OEM), where applicable, prior to processing payment.

Notwithstanding the provisions of SCC Clause 10 (Sub-Clause 16 (ii)), partial payment against partial delivery and installation of the Goods may be made at the sole discretion of the Purchaser, provided that the delivered items have been inspected and accepted by the Purchaser and that the corresponding warranty and support documentation has been duly verified.



Payment may be made in Pak. Rupees in Cross Cheque. All payments made under this Contract shall be subject to applicable taxes, statutory deductions and any other adjustments in accordance with the provisions of the Contract.

11. Prices (GCC Clause 17)

The Contract Price shall be firm and fixed and shall not be subject to any adjustment, revision, or escalation on any account whatsoever, for the entire duration of the Contract.

12. Liquidated Damages (GCC Clause 23)

In the event of delay in delivery of any undelivered Goods, Liquidated Damages shall be levied at the rate of (0.2%) of the value of the undelivered Goods per day of delay, subject to a maximum deduction of ten percent (10%) of the total Contract Price.

13. Resolution of Disputes (GCC Clause 28)

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

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940 (amended time to time). Venue of Arbitration shall be Lahore.

14. Governing Language (GCC Clause 29)

The Governing Language shall be: English

15. Applicable Law (GCC Clause 30)

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

16. Notices (GCC Clause 31)

GCC 31.1

Procuring Agency's address for notice purposes: PROCURING AGENCY ADDRESS

Supplier's address for notice purposes: AWARDEE'S ADDRESS Duties and Taxes (GCC Clause 32)

The suppliers shall have to pay all the duties, taxes and transportation charges at his own and provide copy to the Procuring Agency. For Goods manufactured out the procuring agency's country, the supplier shall be entirely responsible for all the taxes, stamp duties, license fees etc. incurred until the delivery of the contracted Goods.



Section-VII. Schedule of Requirements



7.1 Schedule of Requirements

The delivery schedule, expressed in days/weeks, stipulates the delivery date by which the goods must be delivered. Bidder must submit detailed delivery schedule of items of Goods for each floor, keeping in view that total days for delivery of items of Goods for both floor is 30 days from the contract signing date.

LOT No.	Description	Floor	Delivery schedule in days
1	Office Furniture	7 th	30 Days from the signing of the contract.
2	Office Furniture	14 th	30 Days from the signing of the contract.

Delivery Location LOT No.01

Imperium Tower (7th Floor)

1H Tevta Rd, Block H Gulberg 2, Lahore, 54000

Delivery Location LOT No.02

Imperium Tower (14th Floor)

1H Tevta Rd, Block H Gulberg 2, Lahore, 54000



Section-VIII: Sample Forms



8.1 Bid Form (Bidder to mention LOT No.)

[To be signed & stamped by the Goods Provider and reproduced on the letterhead.]

This form shall be submitted with the Financial Bid Only.

Date: _____

To:

Engineering Consultancy Services Punjab (Pvt.) Limited
83 A/E-I, Main Boulevard,
Gulberg III, Lahore, Pakistan.

Gentlemen,

Having examined the Bidding Documents, including Addenda Nos. (if any) _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver and install (where applicable) the required Goods at the designated premises, inclusive of all applicable taxes, duties, levies, transportation costs, insurance, handling charges, and all other risks and incidental expenses whatsoever, for the total Bid amount of _____ [amount in words and figures], or such other sums as may be determined in accordance with the attached Price Schedule forming part of this Bid.

If our Bid is accepted, we shall obtain a Performance Security in the amount of 10% of the Contract Price, in the prescribed form, for due performance of the Contract.

We agree that this Bid shall remain valid for a period of 90 days from the date fixed for Bid opening and 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, this Bid, together with your written acceptance and Notification of Award, shall constitute a binding Contract between us.

Composition of Bid (Single Stage Two Envelope Procedure)

A. Technical Bid

The Technical Bid submitted separately includes:

- Manufacturer's Authorization Form (Form 8.3) — signed & stamped on Manufacturer's letterhead
- Bidder Profile Form (Form 8.4) — signed & stamped
- General Information Form (Form 8.5) — signed & stamped
- Affidavit (Form 8.6) — on Non-Judicial E-Stamp Paper Rs. 300/-
- Technical Bid Form (Form 8.8) — signed & stamped on firm's letterhead



- Original Bid Security — in the form of Pay Order / CDR / Demand Draft / Irrevocable Bank Guarantee from a Scheduled Bank of Pakistan, valid for twenty-eight (28) days beyond the Bid validity period, accompanied by the duly completed Bid Security Form (Form 8.11). The original financial instrument must be physically delivered to ECSP Head Office, 83-A, E/1, Main Boulevard, Gulberg-III, Lahore, and a scanned copy shall be uploaded on EPADS as part of the Technical Bid.
- All supporting documents mentioned in Eligibility and Qualification Criteria (table 1 & Table 2)
- All documentary evidences such as literature. Product catalogue, drawings data, full particulars/detailed descriptions of essential technical and performance characteristics of items of goods and item by item commentary demonstrating responsiveness of the goods to PROCURING Agency specifications.
- Checklist (Section-IX)

B. Financial Bid

The Financial Bid submitted separately includes:

- Bid Form (Form 8.1) — on firm's letterhead;
- Price Schedule (Form 8.10) — with rates inclusive of all applicable taxes, duties, insurance, and any other out-of-pocket expenses, for all items of Goods to be delivered at the designated premises; and
- Integrity Pact (Form 8.12) — signed & stamped

Commissions / Gratuities 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 & Address of Agent Amount & Currency

_____	_____
_____	_____
_____	_____

(If none, state "None")

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

Dated: _____ day of _____ 20____

Signature:

Name & Designation: _____

Duly authorized to sign Bid for and on behalf of:





8.2 Bidder's JV Members Information Form

{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 Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder 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>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>6. Bidder's JV Member's authorized Name: <i>[insert name of JV's Member</i></p> <p>Address: <i>[insert address of JV's</i></p> <p>Telephone/Fax numbers: <i>Member authorized</i></p> <p>Email Address: <i>[insert</i></p> </div> <div style="width: 45%; text-align: right;"> <p>representative information <i>authorized representative]</i></p> <p><i>Member authorized representative]</i></p> <p><i>[insert telephone/fax numbers of JV's</i> <i>representative]</i></p> <p><i>email address of JV's Member authorized</i></p> </div> </div>
<p>7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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 Purchaser, in accordance with ITB 4.6.</p>
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

NOT APPLICABLE



8.3. Manufacturer's Authorization Form

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

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

To:
Engineering Consultancy Services Punjab (Pvt.) Limited
83-A E/I, Main Boulevard,
Gulberg III, Lahore, Pakistan.

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

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

[Signature for and on behalf of Manufacturer]

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



8.4. Bidder Profile Form

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

Sr.#	Particulars
1.	Name of the company:
2.	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:

a) Audited Financial Statement Attachment/Income Tax Returns (Last 03 years)

Yes	No
-----	----

b) Details of Experience (Last 05 Years)

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount



8.5. General Information Form

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

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

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

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



8.6. Affidavit

[To be printed on PKR300 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 the Employer at any time, if deemed necessary.

The undersigned hereby authorizes and requests any bank, person, company or corporation to furnish any additional information requested by **Engineering Consultancy Services Punjab (Pvt.) Limited** deemed necessary to verify this statement regarding the competence and general reputation of the undersigned firm.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information upon request of the Procuring Agency.

The undersigned further affirms on behalf of the firm that:

1. There is no pending litigation against the firm that may adversely affect its ability to perform obligations under the Contract.
2. The firm has no conflict of interest as defined in the Bidding Documents and has not been associated, directly or indirectly, with any firm engaged in preparation of specifications or design for this procurement.
3. The firm is not currently blacklisted by the Procuring
4. The firm certifies the correctness of information
5. The firm complies tht its Bid is valid for 90 days after opening of the E-Bid.
6. All documents and photocopies provided with the Bid are authentic. In case any fake or bogus document is found at any stage, the firm shall be blacklisted as per applicable Law and Rules.
7. All information provided in the Bid is correct, and the firm affirms full compliance with the terms and conditions of the Bidding Documents, including Section III — Technical Specifications and Section – VII “Schedule of Requirements” of the Bidding Documents.
8. The firm shall fully comply with the delivery schedule as stipulated in the Bidding Documents, and all items/materials/furniture supplied shall be new, unused, and not refurbished in any manner whatsoever.
9. The firm has no history of non-performance of contracts due to contractor's default since 1st January 2020.



10. The firm certifies that if awarded the contract, the procuring agency may deduct all the relevant taxes and duties, from its invoice, as applicable.
11. The firm undertakes that it shall provide the Performance Guarantee and sign the formal contract within Seven (07) days of the issuance of notification of award (LOA)/Letter of Intent (LOI).
12. The firm undertakes to treat all information provided by the Procuring Agency as strictly confidential.

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____



8.7. Performance Guarantee Form

(On Non-Judicial Stamp Paper of appropriate value, issued by a Scheduled Bank of Pakistan)

To,
Engineering Consultancy Services Punjab (Pvt.) Limited
83-A, E/1, Main Boulevard, Gulberg-III, Lahore

WHEREAS _____ (Name and Address of the Manufacturer/Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No. _____ dated _____ for the "Procurement of Furniture for Establishing Engineering Consultancy Services Punjab (Pvt.) Limited New Head Office at Imperium Tower, Gulberg, Lahore — 7th & 14th Floors" (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Supplier shall furnish you with a Performance Guarantee by a Scheduled Bank of Pakistan for the sum specified therein as security for compliance with the Supplier's performance and warranty obligations in accordance with the Contract;

AND WHEREAS we, _____ (Name of Bank), a Scheduled Bank incorporated under the laws of Pakistan and having its registered/branch office at _____ have agreed to give the Supplier this Guarantee;

THEREFORE WE hereby affirm that we are the Guarantor and responsible to you on behalf of the Supplier, up to a total of _____ (Amount of Guarantee in words and figures), being ten percent (10%) of the total Contract Price, and we unconditionally and irrevocably 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 as specified by you within the limits of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall remain valid and in full force for a period of one (01) year beyond the Contract period, covering the Supplier's warranty obligations. This Guarantee shall be discharged and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the Supplier's one (01) year warranty obligations until _____ day of _____, 20____, or _____ [insert number of days]. under the Contract, unless a written claim has been lodged with us on or before that date.

Any demand made hereunder shall be received by us in writing and shall be honored by us within seven (07) banking days of receipt, without any reference to the Supplier and notwithstanding any objection by the Supplier.

This Guarantee shall be governed by the laws of the Islamic Republic of Pakistan.

For and on behalf of:
(Scheduled Bank of Pakistan)
Bank Name: _____
Branch Name & Address: _____
Authorized Signatory Name: _____



Designation: _____

Signature: _____

Bank Stamp / Seal: _____

Date: _____



8.8. Technical Bid Form

1. Optional Bid/Quote is not allowed. The bidders must comply with the requirements mentioned in SECTION – III and submit their bid accordingly against each item.
2. To be reproduced on the letter head, signed & stamped by the Bidder.
3. To be attached with Technical Bid.

LOT No. 01

Description of the Seventh (7th) Floor Items.

Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
1	Executive Table for GMs	<p>Executive Desk Veneer top and base Size rack veneer top and painted storage including wireless charging PDU system, and cable management system included.</p> <p>Top: 2100 (L) X 900 (D) X 750 (H)-MM Side Rack: 1950 (L) X 600 (D) X 650 (H)-MM</p>		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
2	Executive Chair for GMs	Executive Chair High back chair 1.Upholstery:EPU 2.Synchronized mechanism with adjustable arm-rest 3.The back is designed with ABS material 4.Industrial plastics and soft molded sponge 5.Heavy-duty black PU base with PU castors Readily Available in stock in black color (same finish)		
3	Executive Visitor Chairs for GM Rooms	Executive Visitor Chairs Powder-coated or chrome frame High-density foam seat Curved lumbar support High-quality mesh backrest Polypropylene armrests Fixed-angle tilt lock mechanism Stain-resistant upholstery Readily Available in stock in black color		
4	Executive Lounge Chairs for GM Rooms	Lounge Chair Premium quality cushioning with imported fabric / leatherette upholstery and MS Base (Reference image attached- more designs can be shared)		
5	Chairs for Senior Managers/ Managers	GM Chair The High Back Manager Chair offers premium comfort with a headrest, mesh backrest, and wide lumbar support. Featuring molded seat foam, a lockable tilt, and SGS Class 3 gas lift, it ensures durability with a sturdy nylon base and smooth PU wheels.		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
6	Chairs for Rest of the Staff	Staff Hall Chairs		
7	Work Stations for Senior Managers	L Shape Table Top laminate with black powder coated MS base including cable management system, imported PDU Top and side rack top and front and carcass in textured laminates with three drawers and two shutter cabinets included cable management system and powder coated MS base. Top: 1500 (L) X 750 (D) X 750 (H)-MM Side rack: 1800 (L) X 500 (D) X 650 (H)-MM		
8	Work Stations for Rest of the Staff	Workstation Top laminate with fabric partition panel (without soft board Standard 24inches Height) powder coated MS base including cable management system Top Laminate with fabric partition panel (without soft board) powder coated MS base including cable management system drawer unit front and top can be in texture / imported laminate and carcass in solid / plain laminates Standard drawer one drawer and one cabinet Top: 1200 (L) X 600 (D) X 750 (H)-MM Drawer Pedestal: 400 (L) X 475 (D) X 610 (H)		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
9	Meeting Room Table for 7th Floor	Conference Table Veneer top with painted / veneer center console and powder coated MS base 3750 (L) X 1200 (D) X 750 (H)-MM		
10	Meeting Room Chairs	Meeting Room Chair The High Back Manager Chair offers premium comfort with a headrest, mesh backrest, and wide lumber support. Featuring molded seat foam, a lockable tilt, and SGS Class 3 gas lift, it ensures durability with a sturdy nylon base and smooth PU wheels.		
11	Kitchen Chairs 7th & 14th Floor	Durable one-piece PU chair with PU mesh for aesthetic look. <i>(more options can be shared)</i>		
12	Center Table	Laminated Top With Powder Coated MS Base 457.2 (L) X 457.2 (D) X 375 (H)-MM		



LOT No. 02

Description of the Fourteenth (14th) Floor Items.

Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
For CEO's Office and Rest Room				
1	Executive Desk	Executive Table Wood Veneer, Finish in high Glass Deco Paint Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
2	Executive Chair	Executive Chair Structure is of wood veneer, Finishing in High Gloss Polish Upholstery in Leather + Imported Revolving Mechanism. Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
3	Visitor Chair	Visitor Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
4	Visitor Centre Table	Wood Veneer, high gloss Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
5	Side Table	Wooden Base, Wood veneer top Manufactured by Leather Galleria, Dimensions or		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
		equivalent as approved by the Competent Authority / Employer.		
6	Lounge Chair	Lounge Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
7	Centre Table	Wood Veneer, high gloss Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
8	Sofa	Sofa (3+1+1 Seater) (Sofa+ Single Seaters-Option-1) Structure: Imported Ply Wood Leather: Cow/Buffalo Seats: Pocket Spring Seats Legs: Metal Legs Leather, Structure, Foaming comes with lifetime warranty. Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
9	L-Shape Sofa (Rest Room)	5 Seater L-Shape Sofa Structure: Imported Ply Wood Leather: Cow/Buffalo Seats: Pocket Spring Seats Legs: Metal Legs Leather, Structure, Foaming comes with lifetime warranty. Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
10	Centre & Side Table	Wooden Base, Wood veneer top Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
11	Lounge Chair (Rest Room)	Lounge Chair Structure in MDF, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
12	Media Wall (office & Rest Room)	TV Unit Wood Veneer with matt finish Manufactured by Leather Galleria, Dimensions or equivalent as approved by the Competent Authority / Employer.		
For CEO's MEETING ROOM				
1	Table	Conference Table Wood veneer with Matt Finish (14.5' X 4') Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
2	Media Wall	TV Unit Wood Veneer with matt finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
3	Chairs	Chairs Revolving chairs with metal frame Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
For Rest of the CHIEF OFFICES & EXECUTIVE LOUNGE				
1	Executive Desk	Executive Desk Veneer top and base Size rack veneer top and painted storage including digital locking system, PDU and cable management system included. Top: 2100 (L) X 900 (D) X 750 (H)-MM Side Rack: 1950 (L) X 600 (D) X 650 (H)-MM Manufactured by Leather Galleria, Dimensions, Work Space or equivalent or as approved by the Competent Authority		
2	Sofa	Sofa (3+1+1 Seater) Structure: Imported Ply Wood Leather: Cow/Buffalo Foam: Pocket Spring Seats Leather, Structure, Foaming comes with lifetime warranty Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
3	TV Unit	TV Unit Wood veneer with Matt Finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
4	Centre Table	Marbleized Center table Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
5	Side Table	Wooden Base, Wood veneer top Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
6	Executive Chair	Executive Chair High back chair 1.Upholstery:EPU 2.Synchronized mechanism with 3 functions 3.The back is designed with ABS material and water transfer printing 4.Industrial plastics and soft molded sponge 5.Aluminium base with PU castors Readily Available in stock in beige color (same finish) Manufactured by Leather Galleria, Dimensions, Work Space or equivalent or as approved by the Competent Authority		
7	Visitor's Chair	Executive Visitor Chairs Medium back chair 1.Upholstery:EPU 2.Synchronized mechanism with 3 functions 3.The back is designed with ABS material and water transfer printing 4.Industrial plastics and soft molded sponge 5.Aluminium base with PU castors Readily Available in stock in beige color (same finish) Manufactured by Leather Galleria, Dimensions, Work Space or equivalent or as approved by the Competent Authority		
8	Two Seater Chair Lounge	Chair Wood Veneer with High Gloss, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
CONFERENCE HALL				
1	Table	Meeting Table Wood Veneer with High Gloss Finish (14.5' X 4') Structure: Wood Veneer with High Gloss Finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
2	Chair	Chair Wood Veneer with High Gloss, Upholstery in Leather Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
RECEPTION				
1	Desk	Reception Desk Wood Veneer with Matt Finish (10' X 2') Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
2	Chair	Executive Chair Solid Wood, Upholstery in Leather, Imported Revolving Mechanism Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
3	Sofa	5-Seater L-Shape Sofa (9' X 5') Structure: Imported Ply Wood Leather: Cow/Buffalo Foam: Pocket Spring Seats Leather, Structure, Foaming comes with lifetime warranty Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		



Sr. No.	Item	Procuring Agency Specification	Bidder's offered Specification (Equivalent or better than PA Specs.) Please mention the actual specification of the quoted item	Manufacturer Particulars/Details
DISCUSSION ROOM (02 Nos.)				
1	Chair	Chair Imported Ply Wood with Leather Upholstery and Metal Base with Chrome Finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		
2	Table	Round Meeting Table Wood Veneer with Matt Finish (4.3') Structure: Wood Veneer with Matt Finish Manufactured by Leather Galleria, Dimensions or equivalent or as approved by the Competent Authority		

Stamp & Signature of Bidder _____



8.9. Contract Form

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

THIS AGREEMENT made on the _____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and 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 Procuring Agency’s Notification of Award.
 - (g) Contract agreement
 - (h) Complete Bidding document
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, 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 Procuring Agency)



Signed, sealed, delivered by _____ the _____ (for the Supplier)



8.10. Financial Bid Form/Price Schedule

1. If any deviations are needed, it must be mentioned/quoted, separately in the Financial Proposal.
2. To be reproduced on the letter head, signed & stamped by the Bidder.
3. To be attached with Financial Bid.

LOT No. 01

Total Bid value (against which a Bid shall be evaluated) in figure: _____

Total Bid value (against which a Bid shall be evaluated) in words: _____

For Seven (07) Floor Items

Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) inclusive of all applicable taxes and duties etc. (B)	Total Price (Rs.) inclusive of all taxes, and duties etc. C= (A x B)
1	Executive Table for GMs		Nos.	9		
2	Executive Chair for GMs		Nos.	9		
3	Executive Visitor Chairs for GM Rooms		Nos.	18		
4	Executive Lounge Chairs for GM Rooms		Nos.	18		



5	Chairs for Senior Managers/ Managers		Nos.	65		
6	Chairs for Rest of the Staff		Nos.	100		
7	Work Stations for Senior Managers		Nos.	60		
8	Work Stations for Rest of the Staff		Nos.	96		
9	Meeting Room Table for 7th Floor		Nos.	2		
10	Meeting Room Chairs		Nos.	18		
11	Kitchen Chaires 7th & 14th Floor		Nos.	16		
12	Center Table		Nos.	10		

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.

Bid is to be evaluated on the Lot wise Basis.

A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.



The Procuring Agency reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

Stamp & Signature of Bidder _____



LOT No. 02

Total Bid value (against which a Bid shall be evaluated) in figure: _____

Total Bid value (against which a Bid shall be evaluated) in words: _____

For Fourteenth (14th) Floor Items						
For CEO's Office and Rest Room						
Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(Ax B)
1	Executive Desk		Nos.	1		
2	Executive Chair		Nos.	1		
3	Visitor Chair		Nos.	2		
4	Visitor Center Table		Nos.	1		
5	Side Table		Nos.	4		
6	Lounge Chair		Nos.	2		
7	Center Table		Nos.	1		
8	Sofa		Nos.	2		
9	L-Shape Sofa (Rest Room)		Nos.	1		



10	Center & Side Table		Nos.	4		
11	Lounge Chair (Rest Room)		Nos.	2		
12	Media Wall (office & Rest Room)		Nos.	2		
For CEO's MEETING ROOM						
Sr. No.	Furniture	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(AxB)
1	Table		Nos.	1		
2	Media Wall		Nos.	1		
3	Chairs		Nos.	12		
For Rest of the CHIEF OFFICES & EXECUTIVE LOUNGE						
Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(AxB)
1	Executive Desk		Nos.	9		
2	Sofa		Nos.	3		
4	Center Table		Nos.	3		
5	Side Table		Nos.	6		
6	Executive Chair		Nos.	9		



7	Visitor's Chair		Nos.	18		
8	Two Seater Chair Lounge		Nos.	18		
CONFERENCE HALL						
Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(AxB)
1	Table		Nos.	1		
2	Chair		Nos.	24		
RECEPTION						
Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(AxB)
1	Desk		Nos.	2		
2	Chair		Nos.	2		
3	Sofa		Nos.	3		
DISCUSSION ROOM (02 Nos.)						
Sr. No.	Item	Offered parameters Specification (Equivalent or better than PA Specs.)	Unit	Quantity (A)	Unit Rate (Rs.) with all applicable Taxes (B)	Total Price (Rs.) with Taxes C=(AxB)



1	Chair		Nos.	16		
2	Table		Nos.	2		

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.

Bid is to be evaluated on the Lot wise Basis.

A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.

The Procuring Agency reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

Stamp & Signature of Bidder _____



8.11. Bid Security Form

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

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

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

THE CONDITIONS of this obligation are:

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

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

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

[Signature of the bank]



8.12. Integrity Pact

Integrity Pact (To be submitted with Financial Bid only)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of the Punjab (GoPb) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoPb through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoPb, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 GoPb and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

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

Name of Employer:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]



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.No	Document / Requirement	Technical Proposal	Financial
PART A — TECHNICAL PROPOSAL			
1	Bidding Documents downloaded from PPRA / EPADS / ECSP website — each page signed & stamped by authorized representative.		
2	Bid Security: As per LOT (1 or 2) - (Pay Order / CDR / DD / Irrevocable Bank Guarantee from Scheduled Bank) — original at ECSP HQ + scanned copy on EPADS as part of Technical Bid.		
3	Incorporation Certificate / Partnership Deed / Form C or D / Sole Proprietorship document (as applicable).		
4	Valid NTN Certificate + Active Taxpayer List (ATL) status — FBR.		
5	Valid GST / PST (STRN) Certificate + current active status — PRA.		
6	Manufacturer's Authorization Form (Form 8.3) — signed & stamped on Manufacturer's letterhead.		
7	Technical Bid Form (Form 8.8) — signed & stamped on firm's letterhead.		
8	Bid Form (Form 8.1) — signed & stamped on firm's letterhead.		
9	Bid Security Form (Form 8.11) — signed & stamped on firm's letterhead.		
10	General Information Form (Form 8.5) — signed & stamped on firm's letterhead.		
11	Bidder Profile Form (Form 8.4) — signed & stamped on firm's letterhead.		
12	Affidavit / Undertaking (Form 8.6) — on Non-Judicial E-Stamp Paper Rs. 300/- Signed & Stamped		
13	Signed & Stamped Undertaking on Manufacturer's Letterhead: (a) 1-year warranty; (b) repair/replacement within 72 hours of written complaint.		



14	Floor-wise Delivery Work Plan confirming 30-day delivery — 7th & 14th Floors, Imperium Tower, Gulberg, Lahore.		
15	Proof of Manufacturing Facility OR Authorized Dealership/Partnership Agreement confirming capacity to fulfill entire order within 30 days.		
16	Integrity Pact (Form 8.12) — signed & stamped. No financial information, bid prices or cost details to be included.		
PART B — FINANCIAL PROPOSAL (Separate Submission on EPADS)			
17	Financial Bid Form / Price Schedule (Form 8.10) — prices inclusive of all taxes, duties & out-of-pocket expenses. Submitted SEPARATELY on EPADS — must NOT be included in Technical Bid.		

Stamp & Signature of Bidder _____

