

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT OF VIRAL TRANSPORT MEDIUM (VTM) &
CONSUMABLE LAB. ITEMS FOR SAMPLING & TESTING OF NOVEL
CORONAVIRUS (COVID-19)

FINANCIAL YEAR 2021-22

ON

EMERGENCY BASIS



Procuring Agency:

Director General Health Services, Punjab

Corresponding Address:

24- Cooper Road, Directorate General Health Services, Punjab,
Lahore

Phone No: 04299201140

Fax No: 04299201142

E-mail: pcdghslahore@gmail.com



PURCHASE CELL
DIRECTORATE GENERAL HEALTH SERVICES
PUNJAB
24-COOPER ROAD, LAHORE



Primary & Secondary
Healthcare Department

Phone No. +924299201145 E-mail- pcdghs.pshealth@punjab.gov.pk Purchase Cell E-mail- pcdghslahore@gmail.com

NO. 5870-73 /PC

Dated. 13-08 /2021

To,

All eligible bidders (as per clause 3 of RFQ Documents)

SUBJECT: INVITATION FOR REQUEST FOR QUOTATION FOR EMERGENCY PROCUREMENT OF VTM & LAB CONSUMABLES FOR FY 2021-22

Reference to subject as cited above

2. The Directorate General Health Services, Punjab requires to procure VTM & lab consumables for prevention and control of NOVEL CORONAVIRUS (COVID-19) outbreak on emergency basis. The detail has been given as follows:

Inq. No.	Name of Item and Its Specifications	Quantity Units	Estimated Unit Cost (PKR)	Estimated Total Cost (PKR)
1.	Viral Transport Media (VTM) Tube with Swab: Sterile, 10 ml to 15 ml tube length with minimum 3 ml ± 0.5 ml solution in it. Tube should be leak proof and properly locked. CDC/WHO/CE IVD/FDA approved or modified formula. (The bidder will provide brochure containing details of ingredients). Tubes should have barcode stickers in a series provided by the department. The barcode stickers should be non-washable or laminated (sample of barcode stickers can be obtained from PCR lab, 6-Birdwood road Lahore) or the barcode can be embossed on the tube in visible / colored pattern. Barcode number should be provided with barcode pattern which should be readable with barcode scanner. Swab: Swab suitable for Corona Sampling. Sterile. Non-wooden stick	1,000,000	39.90	39,900,000
2.	Printer Ribbon Barcode printer ribbon 110 mm x 74 mm, color: black, compatible with Zebra Barcode printer model GC420T	200	2000/- per unit	400,000
3.	Stickers 50 x 25 mm matt (printed content on sticker should not be removable), roll of 1000 stickers. Compatible with Zebra Barcode printer model GC420T.	200,000	2 per sticker	400,000

3. RFQ shall be conducted through single stage two envelop bidding procedure as per Rule 38 (2) (a) of Punjab Procurement Rule 2014 (Amended).


2. Interested bidders may download the RFQ Documents bearing detailed specifications from the website of Directorate General Health Services Punjab (www.dghs.punjab.gov.pk/tenders). The RFQ documents signed and stamped by the bidder must be enclosed with technical bid.

4. Sealed Proposal/Quotation are required to be submitted by the interested bidders on 17.08.2021 at 02:00 PM positively in the **Conference Room of Directorate General Health Services, Punjab, 24-Cooper Road, Lahore**. The Proposal/Quotation received till the stipulated

date & time shall be opened on the same day at **02:30 PM** in the presence of the bidders or their authorized representatives (who choose to attend) by the procurement committee. The bidders will submit bid security as specified in bidding documents (copy with technical bid & original with financial bid) otherwise the bid will be rejected.

5. In an event where the last date for submission of Proposal/Quotation be declared a public holiday the due date for submission and opening of Proposal/Quotation shall be the following working day at the same timing and venue.

Note: The procurement shall be governed by the Punjab Procurement Rules 2014 (amended).


DIRECTOR GENERAL HEALTH SERVICES
PUNJAB

C.C:

1. Director Health Services (CD&EPC), DGHS.
2. Director Accounts/B&A Officer, DGHS.
3. Master File.

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ITB Clause 24	Last date and time of submission of RFQ Documents	17.08.2021 till 02:00 PM
ITB Clause 27	Date, time and venue of opening of technical Applications	17.08.2021 at 02:30 PM Conference room of Directorate General Health Services, Punjab 24-Cooper Road, Lahore.
ITB Clause 16	Bid currency	PKR on free delivery to Consignee's end basis including all Ex-work, Transportation, Storage charges till the destination.
ITB Clause 13	Language of bid	English or Urdu
ITB Clause 20	Bid Security	2 % of the estimated cost of each item
ITB Clause 21	Bid validity period	90 Days
ITB Clause 09	RFQ procedure	Single Stage – Two Envelop RFQ procedure
ITB Clause 27	<p><u>Procuring Agency:</u> Director General Health Services, Punjab <u>Corresponding Address:</u> 24- Cooper Road, Directorate General Health Services, Punjab, Lahore <u>Phone No:</u> 04299201140 <u>Fax No:</u> 04299201142 <u>E-mail:</u> pcdghslahore@gmail.com</p>	

SECTION 1
Invitation

LETTER OF INVITATION

PROCUREMENT OF VIRAL TRANSPORT MEDIUM (VTM) & Consumable Lab. Items for sampling & testing of COVID-19 OF FOR THE FY 2021-22

Dated; _____

Dear Sir/ Madam.

1. **Director General Health Services, Punjab, 24-Cooper Road, Lahore** invites sealed Proposal/Quotation from the eligible bidders for supply of **VTM & Consumable Lab. Items** for sampling and testing of Novel Coronavirus (COVID-19) **on emergency basis** in quantities and specifications more specifically described in **Section III of the RFQ Documents**.
2. RFQ shall be conducted through single stage two envelop bidding procedure as per Rule 38 (2) (a) of Punjab Procurement Rule 2014 (Amended).
3. Interested bidders may download the RFQ Documents bearing detailed specifications from the website of Director General Health Services Punjab (www.dghs.punjab.gov.pk/tenders). The RFQ documents signed and stamped by the bidder must be enclosed with technical bid.
4. Sealed Proposal/Quotation are required to be submitted by the interested bidders on **17.08.2021 at 02:00 PM** positively in the **Conference Room of Directorate General Health Services, Punjab, 24-Cooper Road, Lahore**. The Proposal/Quotation received till the stipulated date & time shall be opened on the same day at **02:30 PM** in the presence of the bidders or their authorized representatives (who choose to attend) by the procurement committee. The bidders will submit bid security as specified in bidding documents (copy with technical bid & original with financial bid) otherwise the bid will be rejected.
5. In an event where the last date for submission of Proposal/Quotation be declared a public holiday the due date for submission and opening of Proposal/Quotation shall be the following working day at the same timing and venue.

Note: The procurement shall be governed by the Punjab Procurement Rules 2014 (amended).

Director General Health Services, Punjab
24- Cooper Road, Directorate General Health Services,
Punjab, Lahore

Phone No: 04299201140

Fax No: 04299201142

E-mail: dghspb@yahoo.com

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

SECTION II

Instructions to Bidders

1. Scope of Bid

1.1 Director General Health Services, Punjab invites Proposal/Quotation for supply of **Viral Transport Medium (VTM) & Consumable Lab. Items** for sampling & testing of COVID-19 as specified in the Section III, Schedule of Requirements & Technical Specifications on emergency basis.

2. Source of Funds

2.1 The Government of Punjab allocated funds in the specific head of account for the purpose of the purchase of **VTM & Consumable Lab. Items** for sampling & testing of COVID-19.

3. Eligible Bidders.

3.1 This Invitation for Proposal/Quotation is for all **original local manufacturers** and in case of imported goods their **authorized sole agents in Pakistan** for supply of Goods more specifically described in the Section III, Bill of quantities & Technical Specifications. In case of Item No.2(Printer Ribbon) and 3 (Stickers) manufacturers/importers/distributors are eligible bidders.

3.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in RFQ.

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

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

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

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

(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately

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

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

4.3 The following are the events which would lead to initiate under Rule 21 of PPRA Rules 2014 Blacklisting / Debarment process;

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

PROCEDURE: As described in Schedule “Mechanism of Blacklisting” in Punjab Procurement Rules, 2014.

5. Eligible Goods and Services.

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

6. Cost of RFQ.

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

7. RFQ for Selective Items.

7.1 A Bidder, if he so chooses, can bid for selective items from the list of goods provided in the Section III i.e., Schedule of Requirements & Technical Specifications. A Bidder is also at a liberty to bid for all the goods mentioned in the Section III i.e., Schedule of Requirements & Technical Specifications.

THE RFQ PROCEDURE

8. The Governing Rules.

8.1 The RFQ procedure shall be governed by the Punjab Procurement Rules 2014 (amended), of the Government of the Punjab.

9. Applicable RFQ Procedure.

9.1 The RFQ procedure is governed by Rule 38 "Procedures for Selection of Contractors" sub-rule (2)(a) "Single stage – Two Envelops procedure". Bidders are advised also to refer to the Bid Data Sheet above to confirm the RFQ procedure applicable in the present RFQ process.

9.2 The RFQ procedure prescribed in the Bid Data Sheet above is explained in the table below.

Single Stage: Two Envelope RFQ Procedure

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

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

(ii) the envelopes shall be marked as "Financial Proposal/Quotation" and "Technical Proposal/Quotation";

(iii) in the first instance, the "Technical Proposal/Quotation" shall be opened and the envelope marked as "Financial Proposal/Quotation" shall be retained unopened in the custody of the procuring agency;

(iv) the procuring agency shall evaluate the technical Proposal/Quotation in the manner prescribed in advance, without reference to the price and shall reject any Proposal/Quotation which does not conform to the specified requirements;

(v) during the technical evaluation no amendments in the technical Proposal/Quotation shall be permitted;

(vi) after the evaluation and approval of the technical Proposal/Quotation, the procuring agency shall open the financial Proposal/Quotation of the technically accepted Proposal/Quotation, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

(vii) the financial Proposal/Quotation found technically nonresponsive shall be returned un-opened to the respective bidders; and

(viii) the lowest evaluated bidder shall be awarded the contract only in case where bidder fulfills the requirement of total advertised quantity of any single item however contract may be signed with total quoted quantities of a bidder (either full or partial);

THE RFQ DOCUMENTS

10. Contents of the RFQ Documents

10.1 The goods required, applicable RFQ procedures, and Contract terms are prescribed in the RFQ Documents. In addition to the Invitation for Proposal/Quotation, the RFQ Documents include:

(a) Instructions to Bidders (ITB) (Section-II)

(b) Schedule of Requirements & Technical Specifications (Section-III)

(c) Evaluation Criteria (Section-IV)

(d) Bid Forms (Section-V)

- i) Letter of Intention
- ii) Affidavit
- iii) Technical Forms
- iv) Financial Forms
- (f) Draft Standard Contract (Section-VI)
 - i. Contract Form
 - ii. General Conditions of the Contract
 - iii. Special Conditions of Contract,

10.2 The "Invitation for Proposal/Quotation" is not a formal part of the RFQ Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the RFQ Documents listed in 10.1 above, the RFQ Documents shall take precedence.

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

11. Clarification(s) on RFQ Documents.

11.1 A prospective Bidder requiring any clarification(s) on the RFQ Documents may notify the **Procuring Agency** in writing at the Procuring Agency's address indicated in the Bid Data Sheet. The Procuring Agency shall respond in writing to any request for clarification(s) of the RFQ documents, which it receives two days before opening of bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be uploaded on the website of DGHS Punjab.

12. Amendment(s) to the RFQ Documents.

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

12.2 Any amendment in the RFQ Documents shall be notified on the website of DGHS Punjab and shall be binding on bidders.

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

PREPARATION OF PROPOSAL/QUOTATION

13. Language of Proposal/Quotation.

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

14. Documents comprising the Proposal/Quotation.

14.1 The Bid shall comprise of the Bid Forms of this RFQ Documents and all those ancillary documentations that are prescribed for the eligibility of the bidders and

goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

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

15. Bid Price.

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

15.2 Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Tender Enquiry Number of the quoted item may be marked with red/yellow marker.

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

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

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

15.6 Bidder may quote prices for partial or whole quantities, as demanded in the Section III i.e., Schedule of Requirement & Technical Specifications, in financial proposal that is available at bidder's end which can be supplied within stipulated date and time as per schedule of requirement because of emergency purchase .

15.7 No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. Bid Currencies.

16.1 Prices shall be quoted in Pak Rupees.

17. Samples.

17.1 The Bidder shall provide samples of quoted goods along with the bid at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

18. Documentation on Eligibility of Bidders.

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

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

19. Documentation on Eligibility of Goods.

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

20. Bid Security.

20.1 The bidder shall furnish bid security @ 2 % of the estimated cost of each item mentioned in section III bill of quantities & technical specifications.

21. Bid Validity.

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

21.2 A procuring agency shall ordinarily be under an obligation to process and evaluate the Proposal/Quotation within the stipulated bid validity period but, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all the bidders shall be requested to extend their respective bid validity period but such extension shall not be for more than the original period of bid validity.

21.3 A Bidder who,-

- a) agrees to the extension of the bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
- b) agrees to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of the bid; and
- c) does not agree to an extension of the bid validity period shall be allowed to withdraw the bid without forfeiture of the bid bond or security.

22. Format and Signing of Proposal/Quotation.

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

22.2 The Bid shall be accompanied by the RFQ documents.

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

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

SUBMISSION OF PROPOSAL/QUOTATION

23. Sealing and Marking of Proposal/Quotation.

23.1 The envelopes shall be marked as "FINANCIAL PROPOSAL/QUOTATION" and "TECHNICAL PROPOSAL/QUOTATION" in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the Proposal/Quotation/Proposal/Quotation in separate envelopes. The envelopes shall then be sealed in an outer envelope.

23.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Proposal/Quotation; and

(b) Bid Reference No. indicated in the Bid Data Sheet, Tender Enquiry No. indicated in Section III, Schedule of Requirements & Technical Specifications and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Proposal/Quotation.

23.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive".

23.4 If the outer as well as inner envelope is not sealed and marked as required by 23.1 to 23.3 above the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

24. Deadline for Submission of Proposal/Quotation

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

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

25. Late Proposal/Quotation

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

26. Withdrawal of Proposal/Quotation

26.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of Proposal/Quotation.

26.2 No bid may be withdrawn in the period between deadline for submission of Proposal/Quotation and the expiration of the period of bid validity specified in Bid Data Sheet.

OPENING AND EVALUATION OF PROPOSAL/QUOTATION

27. Opening of Proposal/Quotation by the Procuring Agency.

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

27.2 The opening of Proposal/Quotation shall be subject to the RFQ Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

27.3 All Bidders in attendance shall sign an attendance sheet.

27.4 The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided/quoted for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Punjab Procurement Rules-2014, specifically Rule 30 (Opening of Proposal/Quotation)

27.5 The Procuring Agency shall have the minutes of the Bid opening (technical and when applicable financial) recorded.

27.6 No bid shall be rejected at technical Proposal/Quotation/bid opening, except for late Proposal/Quotation, which shall be returned unopened to the Bidder

28. Clarification of Proposal/Quotation.

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

29. Preliminary Examination.

29.1 The Procuring Agency shall examine the Proposal/Quotation 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 Proposal/Quotation are generally in order.

29.2 In the financial Proposal/Quotation the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

b) If there is a discrepancy between words and figures, the amount in words shall prevail.

29.3 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the RFQ documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the RFQ documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and

internationally recognized best practices shall be deemed to be a material deviation for technical Proposal/Quotation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

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

30. Evaluation of Proposal/Quotation.

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

30.2 All Proposal/Quotation shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these RFQ documents as per Rule 32 of PPR 2014.

30.3 For the purposes of comparison of Proposal/Quotation quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the selling rate, prevailing on the date of opening of Proposal/Quotation specified in the RFQ documents, as notified by the State Bank of Pakistan/National Bank of Pakistan on that day.

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

31. Qualification of Bidder

31.1 A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide.

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

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

31.4 The determination can take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/production capacity/warehousing system/practices by a team of experts for assessment, if it deems necessary.

31.5 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31.6 The procuring agency shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

32. Rejection of Proposal/Quotation

32.1 The Procuring Agency may reject all Proposals/Quotations at any time prior to the acceptance of Proposals/Quotations as prescribed in Rule 35 of Punjab Procurement Rules 2014 (PPR 2014). The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of Proposal/Quotation, but shall not be required to justify those grounds.

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

32.3 Notice of the rejection of any or all Proposals/Quotations shall be given promptly to the concerned Bidders that submitted Proposal/Quotation.

33. Re-RFQ

33.1 If the Procuring Agency rejected all Proposals/Quotations in pursuance to ITB Clause 32, it may proceed with the process of fresh RFQ 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.

34. Announcement of Evaluation Report

34.1 The Procuring Agency shall announce the results of the bid evaluation in form of a report.

35. Contacting the Procuring Agency.

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

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

AWARD OF CONTRACT

36. Acceptance of Bid and Award Criteria.

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

37. Procuring Agency's Right to vary quantities at the time of Award.

37.1 The Procuring Agency reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in Section III i.e., Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions.

38. Notification of Award.

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

38.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

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

39. Limitation on Negotiations.

39.1 Save and otherwise provided in PPR-2014, Procuring Agency shall not negotiate with any bidder. However, in case if whole quantity of a single item cannot be met through a single contractor then procuring agency may opt as per Rule 59 of Punjab Procurement Rules-2014.

40. Signing of Contract.

40.1 After the completion of the Contract **Negotiations** the Procuring Agency shall send the Bidder the Contract Form provided in the RFQ documents, incorporating all agreements between the Parties.

40.2 Within **two days** of receipt of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract in accordance with the legal requirements in vogue.

40.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then firm may be blacklisted and debarred from future participation, whether temporarily or permanently.

40.4 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document, and shall be governed by the terms and conditions mutually agreed in the contract, RFQ documents & relevant laws/rules.

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

41. Performance Guarantee.

41.1 The successful Bidder shall furnish a Performance Guarantee, within 03 days of issuance of notification of award, on the Form and in the manner prescribed by the Procuring Agency.

41.3 Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new RFQ or choosing PPR-59.

42. Price Reasonability Certificate.

42.1 The supplier shall Certifies on judicial stamp paper that the prices quoted to the **Procuring Agency**, against the items mentioned at RFQ are not more than the Trade Prices as per MRP (Maximum Retail Price) if it is fixed by the Government. If MRP is not fixed then the quoted price should not be more than prevailing market price.

SECTION III

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

BILL OF QUANTITIES WITH DETAILED TECHNICAL SPECIFICATIONS

The bidder may quote for partial quantity.

Bid Inq. No.	Name of Item and Its Specifications	Quantity (Units)	Total Estimated Cost (PKR)
1	<p>Viral Transport Media (VTM) Tube with Swab: Sterile, 10 ml to 15 ml tube length with minimum 3 ml \pm 0.5 ml solution in it. Tube should be leak proof and properly locked. CDC/WHO/CE IVD/FDA approved or modified formula. (The bidder will provide brochure containing details of ingredients). Tubes should have barcode stickers in a series provided by the department. The barcode stickers should be non-washable or laminated (sample of barcode stickers can be obtained from PCR lab, 6-Birdwood road Lahore) or the barcode can be embossed on the tube in visible / colored pattern. Barcode number should be provided with barcode pattern which should be readable with barcode scanner.</p> <p>Swab: Swab suitable for Corona Sampling. Sterile. Non-wooden stick</p>	1,000,000	39,900,000
2	<p>Printer Ribbon Barcode printer ribbon 110 mm x 74 mm, color: black, compatible with Zebra Barcode printer model GC420T</p>	200	400,000
3	<p>Stickers 50 x 25 mm matt (printed content on sticker should not be removable), roll of 1000 stickers. Compatible with Zebra Barcode printer model GC420T.</p>	200,000	400,000

Note:

The bidder shall provide **04** samples (Packs) of each item along with technical proposal for evaluation.

SECTION IV

EVALUATION CRITERIA

TECHNICAL EVALUATION CRITERIA

Failure to comply with any knock down parameter will result in disqualification of bidder.

COMPULSORY PARAMETERS

- i. Bidder shall have to comply with the eligibility criteria as specified in eligibility clause 3 of bidding document. The bidder will submit requisite documents as an evidence.
- ii. Bids/Proposal must comply with advertised specification. Sample of quoted item will be evaluated by the End User/relevant experts by analyzing its Production quality, Design, Reliability, Conformance to the specification & quality standards and safe for the usage etc. The report/evaluation by end user will be final / conclusive.
- iii. 2% Bid Security of given Estimated Cost of quoted items (Copy with Technical Proposal and original with Financial Proposal)
- iv. The bidder shall submit copy of valid CNIC of CEO/Owner.
- v. NTN/GST Certificate of the bidder, copies of these certificates must be enclosed with technical bid.
- vi. The bidder must be Active Tax Payer.
- vii. Establishment registration certificate / Drug manufacturing License (where applicable).
- viii. Drugs Sale License (where applicable)
- ix. Enlistment certificate from Drug Regulatory Authority of Pakistan (where applicable)
- x. The bidder shall provide undertaking on valid Rs.100 judicial stamp paper duly verified by notary public/legalized, that currently it is not Blacklisted/Debarred by any Federal, Provincial or Local Government Procuring Agency.
- xi. The bidder shall provide undertaking on valid Rs.100 judicial stamp paper duly verified by notary public/legalized, that it has never been convicted by any court of law.
- xii. The bidder shall provide undertaking on valid Rs.100 judicial stamp paper duly verified by notary public/legalized, that Bidder/Firm shall supply the stores of quoted item(s) within given delivery schedule.
- xiii. The bidder shall attach all bid forms.
- xiv. The bidder shall provide four samples (on same day of Technical Bid Opening) of quoted product, as per requirement for evaluation/satisfaction of the Committee / End User along with its bid/offer otherwise the offer will be rejected straight away.
- xv. Bidder should clearly mark country of origin on the bid with catalogue number.
- xvi. The quoted items should be available on the website of the manufacturer. (in case of imported items only).
- xvii. The bidder must have cumulative annual turnover of last four financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21 minimum 50 % of the estimated cost of quoted item. If bidder quote more than one item than annual turnover for the last four financial years must be minimum 50 % of the estimated cost of item with highest estimated cost. The annual turnover will be accepted on the basis of income tax statement / returns (FBR) submitted by the bidders. Annual Turnover of Participating firm/Bidder will be considered only. Joint venture, consortium & sister concern etc. annual turnover will not be considered.

NOTE:

- 1) All the undertakings must be submitted on separate notarized judicial stamp papers.
- 2) Samples submitted with the technical proposal shall be evaluated by notified Technical Evaluation Committee/End-user as per advertised technical specifications.
- 3) The financial Proposal/Quotation of technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial Proposal/Quotation found technically non-responsive shall be returned un-opened to the respective Bidders.
- 4) The offer will be considered as responsive if it fully meets the tender requirement and specifications. The offer which will not be as per requirement of tender and specifications is to be declared as non-responsive. The offer which contains the minor deviations from the specifications and the deviations would not have any kind of effect on the quality, efficiency, reliability and durability of products will be declared as substantially responsive, this need to be determined by the Technical Evaluation Committee. The offers which are declared as Responsive and Substantially Responsive will be considered as equivalent for the onward proceedings of tender.

SECTION V

BID FORMS

BID COVER SHEET

Bid Ref. No. -----

Date-----

Name of the Supplier/Firm Contractor: -----

Address:-----

E-mail: _____

Phone: _____

Facsimile: _____

YES NO

Bid for:

Selected Items from the Schedule of Requirements

The bidder may quote partial quantities also.

<i>Item No./Tender Inquiry No.</i>	<i>Generic Name of the Item</i>	<i>Brand Name of the Item with specification</i>	<i>Model / Brand / Catalogue No. (where applicable)</i>	<i>Country of origin / manufacture</i>

Signed:

Dated:

Official Stamp:

BID FORM 1

Letter of Intention

Bid Ref No.

Date of the Opening of Proposal/Quotation

Name of the Contract :{ Add name}

To: ***[Name and address of Procuring Agency]***

Dear Sir/Madam,

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

We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

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

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

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

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

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

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

Signed:

In the capacity of *[insert: title or position]*

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

BID FORM 2

AFFIDAVIT

(on Judicial Stamp paper of Rs. 100)

I/We, the undersigned solemnly state that:

- 1) I/We have read the contents of the RFQ Documents, have fully understood and accept all terms & conditions as mentioned in it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the RFQ documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) That the prices offered are not more than trade price.
- 9) I/We, further undertake that the prices given are reasonable and not more than that offered in any Government/Autonomous/District Government institutions during the current financial year. If any difference is detected, the firm is bound to refund the difference in price.

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

Signed:

In the capacity of [*insert: title or position*]

Duly authorized to sign this bid/affidavit for and on behalf of [*insert: name of Bidder*]

BID FORM 3

Firm's Past Performance¹.

Name of the Firm:

Bid Reference No:

Date of opening of Bid: _____

Name of the Purchaser/Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Purchaser's ² Certificate

¹ Bidders may use additional Sheets if required.

² All certificates are to be attached with this form.

BID FORM 4**Price Schedule**

User Note: This form is to be filled by the Bidder for each individual quoted item and shall submit with Financial Proposal/Quotation.

Name of the Firm:

Bid Reference. No:

Tender Inquiry No:

Date of opening of Bid.

Sr. No.	Name of the Item	Unit Price (inclusive all applicable taxes + transportation charges)	No. of Units	Total Price	Discounts (if any)	Final Total Price (Inclusive of all taxes)
1	2	3	4	5	6	7
				3*4		5-6
TOTAL						

A) FINAL TOTAL PRICE: -----

B) DISCOUNT³:-----

C) FINAL QUOTED PRICE: -----

(C=A-B)

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----

³ If a Bidder does not wish to offer an item wise discount but intends to offer an overall discount to its quoted price that should be mentioned here.

BID FORM 5

Performance Guarantee

To: *[Name & Address of the Procuring Agency]*

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

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the **sum of 2 % of the total Contract amount** as a Security for compliance with the Supplier's performance obligations in accordance with the Contract. And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[Amount of the Guarantee in Words and Figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[Amount of Guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 20__

Signature and Seal of the Guarantors/ Bank

Address

Date

SECTION VI

DRAFT STANDARD CONTRACT

Contract Form

AGREEMENT

THIS CONTRACT is made at _____ on _____ day of 202__, between the (Procuring Agency), (hereinafter referred to as the “Purchaser”) of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Purchaser invited Proposal/Quotation for procurement of goods, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized sole agent /Supplier of (*item name*) in Pakistan and ancillary services offered to supply the required item (s); and Whereas, the Purchaser has accepted the bid by the Supplier as per following detail;

Tender Inquiry/ Item No.	Item Name	Approved Specifications	Unit Price in PKR (As per contract)	Quantity	Total Cost (PKR)

NOW THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;

1. **The Contract:** The following documents shall be deemed to form and be read and construed as integral part of this Contract , viz:-
 - a. This Contract Form
 - b. The Schedule of Requirements **Annex- A**
 - c. Special Conditions of Contract & the Technical Specifications **Annex- B**
 - d. Original Price Schedule along with unsolicited discount offered by the firm (if any) submitted by the Bidder. **Annex- C**
 - e. The Purchaser’s Notification of Award (AAT) **Annex- D**
 - f. Purchase Order **Annex-E**
 - g. Payment Schedule **Annex-F**
 - h. The General Conditions of Contract **Annex-G**
 - i. Performance Guarantee/Security **Annex-H**
 - j. Manufacturer’s certificate of warranty **Annex-I**
 - k. The RFQ document of Procuring Agency **Annex-J**
2. **Interpretation:** In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:

3. **The Term of the Contract:** This contract shall remain valid for one year from the date of signing, unless amended by mutual consent.
4. The Supplier declares as under:
 - i. *[Name of the 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 Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Punjab) through any corrupt business practice.
 - ii. Without limiting the generality of the foregoing, *[the 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 including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of Punjab, except that which has been expressly declared pursuant hereto.
 - iii. *[The Supplier]* certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
 - iv. *[The 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 right and remedies available to Procuring Agency under any law, Contract or other instrument, be void able at the option of Procuring Agency.
 - v. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, *[The Supplier]* agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by *[The 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 Procuring Agency.
 - vi. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The Secretary to Government of the Punjab, Primary & Secondary Healthcare Department or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
5. **Items to be Supplied & Agreed Unit Cost:**
 - (i) The Supplier shall provide to the Purchaser the items on the agreed cost more specifically described in the Price Schedule Submitted by the Bidder (Annex C).

(ii) Each Items supplied shall strictly conform to the Schedule of Requirements (Annex A) and to the Technical Specification (Annex B) prescribed by the Purchaser against each item.

(iii) The Unit Cost agreed in the Price Schedule (Annex C), is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.

6. **Payments:** The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services, as specified in the Schedule of Requirements and Technical Specification in accordance with the Price Schedule submitted by the Supplier, the amount against the delivered items or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.

7. **Mode of Payment:** All payments to the Supplier shall be made through Crossed Cheques issued in the name of [supplier's name]

8. **Payment Schedule:** All payments to the Supplier shall be made in accordance with the agreed Payment Schedule at Annex: F, upon satisfactory completion of delivery and fulfillment of documentary and codal formalities highlighted in the Payment Schedule at Annex F.

9. **Performance Guarantee/Security:**

(i) The Supplier, within **03 days** of issuance of notification of award, shall provide to the Purchaser a Performance Security in the form of an Irrevocable Bank Guarantee / CDR / Demand Draft equivalent to 2 % of the total Contract amount having validity of one year from its date of issuance from any scheduled bank on the prescribed format and in prescribed manner. This Performance Guarantee/Security shall be released to the Supplier upon successful completion of the Contract.

(ii) Failure to submit a Performance Guarantee/Security shall result into forfeiture of Bid Security and Cancellation of Contract. Failure to furnish the required Performance Guarantee/Security shall constitute a breach of the contract and the procuring agency shall be entitled to make other arrangement at risk and expenses of firm without any notice.

10. **Penalties/ Liquidated Damages**

(i) Wherein the Supplier fails to make deliveries as per signed contract & purchase order and within the stipulated time frame specified in the Schedule of Requirement, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.

(ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guaranty/Security to the extent of non-delivered portion of supplies shall be forfeited.

(iii) If the Supplier fails to supply the whole consignment and not able to deliver to consignee's end, the entire amount of Performance Guaranty/Security shall be forfeited to the Government account and the firm shall be blacklisted minimum for two years for future participation.

(iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase order.

(v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, **a penalty @ 0.5 % per day of the cost of late delivered supply shall be imposed upon the Supplier.**

11. Notices: All notices and correspondences incidental to this contract shall be in English language and shall be addressed to:

For the Purchaser:

(Name of procuring agency)

For the Supplier:

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed: For The Manufacturer/
Authorized Supplier/ Authorized Agent.**

**Sealed & Signed on behalf of Procuring
Agency**

**Name of Contractor
Designation in the Firm**

(Procuring Agency)

Witnesses-1 on behalf of the Contractor

**Witnesses-1 on behalf of the Procuring
Agency**

**Name of Witness
Designation in the Firm**

Witnesses-2 on behalf of the Contractor

**Witnesses-2 on behalf of the Procuring
Agency**

**Name of Witness
Designation in the Firm**

C.C.

- 1. -----
- 2. -----

Schedule of Requirements

The supplies shall be delivered in accordance with the signed contract & subsequent purchase order issued by the Procuring Agency as per following schedule of requirements: -

Consignee's End: Provincial store of CD&EPC Program/Any other designated store/warehouse.

Mode of Penalty	Delivery of 100 % Quantity as per Signed Contract & Purchase Order	Grace Period	Total delivery period
Without penalty	15 days or less	05 days	20 days
Extension in delivery period with late delivery charges/penalty @ 0.5 % per day of the value of undelivered supply beyond 20 days.			

Note: Part Supply and Part Payment is allowed.

Special Conditions of the Contract **& Technical Specifications**

a). **Product Specifications.**

(Detailed technical specifications, given in Award of Contract, will be followed)

b). **Shelf life**

- i. The shelf life must be up to **75%**.
- ii. The lower limit of the shelf life, if any, must be up to **70% with imposition of 1% penalty** charges of actual shortfall in shelf life below prescribed limit for locally manufactured and imported items.

c) **Transportation/Delivery Requirements**

- i. The Supplier shall arrange such transportation of the stores as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement. The goods shall be delivered through reputable courier service having following features to ensure quality, quantity, safety & efficacy of supplied stores.
 - a. Traceable online dispatch and delivery record
 - b. Dispatch facilities as per labeled requirements of stores like maintenance of temperature, humidity etc. of the supplies
- ii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.
- iii. All **cold chain (perishable)** items must be delivered in a safe and proper manner, prescribed for such types of items.

d) **Integrity Pact**

The Supplier shall provide affidavit of integrity pact for awarded item/items with contract value equal to or more than 10 Million Rupees on the prescribed format on stamp paper of Value Rs:100/- as per Annexure-H.

Price Schedule submitted by the Bidder.

(The approved price schedule submitted by the Bidder will be attached)

Purchaser's Notification of Award

(Advance Acceptance of Tender issued by the Procuring Agency will be attached)

Purchase Order*(Specimen Sample of PO)*

No. _____

Dated _____

1	Purchase Order No	
	Date	
2	Supplier/Firm Name	
3	Supplier/Firm's Address	
4	Firm Contact No	
5	Conditions of the Contract:	As already communicated in the RFQ Document & Signed Contract
6	Particulars of Stores:	As per detail given below

Item No.	Item Name	Approved Specifications	Unit Price in PKR (As per contract)	Quantity	Total Cost (PKR)

Additional instructions (if any):

- 1.
- 2.
- 3.

Payment Schedule

- i. 100% Payment to the Suppliers will be made*
 - a. against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPR-2014.*
 - b. on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues (if any) including Professional Tax.*
- ii. Part Supply and Part Payment is allowed.*

(However, if there is any alternate payment schedule, agreed by the Procuring Agency and Supplier, it will be annexed here.)

General Conditions of Contract (GCC)

- 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 Purchaser Director General Health Services, Punjab and the Supplier, as recorded in the Agreement 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 those supplies which the Supplier is required to supply to the Purchaser under the Contract.
 - (d) "The Services" means those services ancillary to the supply of above goods, such as printing of special instructions on the label and packing, design and logo of the Government of Punjab, transportation of goods upto the desired destinations 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 Special Conditions of the Contract.
 - (g) "The Purchaser" means the **Director General Health Services, Punjab**.
 - (h) "The Supplier" means the individual or firm supplying the goods under this Contract.
 - (i) "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. Source of Import**
- 3.1 All goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of the Federal Government of Pakistan and all expenditures made under the contract shall be limited to such goods and services.
- 3.2 For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services

- are supplied. Goods are produced when, through manufacturing or processing.
- 4. Standards**
- 4.1 The goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.
- 4.2 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
- 4.3 If the Supplier provide substandard item and fail to provide the fresh supply, the payment of risk purchase (which will be purchased by the Director General Health Services, Punjab the price difference shall be paid by the Supplier.
- 4.4 In case of supply of substandard product the cost associated with disposal/destruction or associated handling shall be borne by the Supplier i.e., removal from purchaser's premises, burning, dumping, or incineration.
- 5. Use of Contract Documents and Information.**
- 5.1 The Supplier shall not, without the Purchaser'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 Purchaser 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 Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.
- 5.4 The Supplier shall permit the Purchaser to inspect the Supplier's accounts and records relating to the performance of the Supplier.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Purchaser 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 country.
- 7. Submission of Samples**
- 7.1 Before commencing supplies, the Supplier shall provide samples free of cost, if and as specified in the Schedule of Requirements of the product to the designated office or staff, as the case may be.

- 8. Ensuring storage arrangements** 8.1 To ensure storage arrangements for the intended supplies, the Supplier shall inform the Purchaser at least One (01) week in advance. However, in case no space is available at the Purchaser's premises at the time of supply, the Purchaser shall, at least 02 days prior to such situation, shall inform the Supplier, in writing, of the possible time frame of availability of space by which the supplies can be made. In case the Supplier abides by the given time frame it shall not be penalized for delay.
- 9. Inspections and Tests** 9.1 The Purchaser or its representative shall have the right to inspect and / or to test the goods in accordance with the procedure given in the SCC to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.
- 9.2 All costs associated with testing shall be borne by the Supplier.
- 9.3 The Purchaser's right to inspect, test and, where necessary, reject the goods after the goods either at Supplier's premises or upon arrival at Purchaser's destinations shall in no way be limited or waived by reason of the goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the goods delivery from the point of Supply or manufacturing. Nothing in GCC Clause 9 shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 10. Delivery and Documents** 10.1 The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
- 10.2 The Supplier shall furnish all necessary documentation necessary for completion of the delivery, at the time of delivery and in the manner prescribed.
- 10.3 The goods supplied under the Contract shall be delivered on free delivery of consignee's end basis under which risk is transferred to the buyer after the Goods having been delivered;
- 11. Insurance** 11.1 The supplier shall be solely responsible for Insurance of the Goods subject to the contract.
- 12. Transportation** 12.1 The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement
- 12.2 All costs associated with the transportation of the goods subject to this contract shall be borne by the Supplier.
- 13. Incidental Services** 13.1 The Supplier shall be required to provide the incidental services as specified in the SCC and the cost of which is included in the total bid price.

- 14. Warranty**
- 14.1 All goods subject to this contract shall be accompanied by the necessary warranty in the manner prescribed in the SCC.
- 14.2 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15. Payment**
- 15.1 The purchaser shall make payments to the Supplier in accordance with the conditions set forth in the Payment Schedule agreed and annexed to this contract.
- 15.2 The currency of payment shall be Pakistan Rupee.
- 16. Prices**
- 16.1 Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid and shall remain the same till the expiry of the contract unless the Parties to this contract mutually agree to vary the prices.
- 17. Contract Amendments**
- 17.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Parties.
- 18. Assignment**
- 18.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.
- 19. Subcontracts**
- 19.1 The Supplier shall not be allowed to sublet and award subcontracts under this Contract.
- 20. Delays in the Supplier's Performance**
- 20.1 Delivery of the goods shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements. In case the contractor fails to adhere to the prescribed time schedule, the purchaser is at liberty to make risk purchases at the risk & cost of the contractor in the best public interest.
- 20.2 If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the goods, the Supplier shall promptly notify the Purchaser 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 Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with liquidated damages, in which case the extension shall be ratified by the Parties by an amendment to the Contract.
- 20.3 Except as provided under GCC Clause 20, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages as prescribed in the SCC, unless the parties to this contract mutually agree for extension of time.

21. Termination for Default

21.1 The Purchaser, 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 installments of the goods within the period(s) specified in the signed contract, and subsequent Purchase order or within any extension thereof granted by the Purchaser pursuant to GCC Clause 20; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause Corrupt and fraudulent practices means:

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

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

(ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the

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

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

21.3 The following are the events which would lead to initiate under Rule 21 of PPRA Rules 2014 Blacklisting / Debarment process;

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

PROCEDURE:

As prescribed in Schedule "Mechanism of Blacklisting" of Punjab Procurement Rules, 2014.

- 22. Force Majeure**
- 22.1 Notwithstanding the provisions of GCC Clauses 20 and 21, the Supplier shall not be liable for forfeiture of its Performance Guaranty, or termination/ blacklisting for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of

- foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes.
- 22.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Purchaser shall examine the merits of the case and all reasonable alternative means for completion of the purchase order under the signed contract and inform the Supplier of its findings promptly.
- 22.3 Unless Purchaser informs the Supplier in writing of its agreement on the application of force majeure, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
- 23. Termination for Insolvency** 23.1 The Purchaser may at any time terminate the Contract by giving written notice of one month time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.
- 24. Arbitration and Resolution of Disputes** 24.1 The Purchaser 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.
- 24.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.
- 24.3 In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration under the Arbitration Act of 1940 (As amended from time to time).
- 25. Governing Language** 25.1 The Contract shall be written in English language. Subject to GCC Clause 26, 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 English.
- 26. Applicable Law** 26.1 This Contract shall be governed by the Laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 27. Notices** 27.1 Any Notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and on the others address specified in SCC.
- 27.2

28. Taxation

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

28.1

All taxation, whether International, Federal, Provincial or Local, shall be borne by the Supplier.

Annex-H

INTEGRITY PACT

AFFIDAVIT (Rs: 100/- Stamp Paper)

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

Signature & Stamp

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

_____ Notary Public