

**No.FH/9-2025**

# **REQUEST FOR PROPOSALS**

**(From Prequalified Firms)**

**For**

**PROCUREMENT**

**OF**

**FOOD HAMPERS**

**PROVINCIAL DISASTER MANAGEMENT AUTHORITY  
GOVERNMENT OF THE PUNJAB**

**Issuance Date**

**SEPTEMBER 2025**

**152-B, New Muslim Town, Lahore**

# REQUEST FOR PROPOSAL

Subject: **ISSUANCE OF REQUEST FOR PROPOSAL FOR PROCUREMENT OF FOOD HAMPERS**

1. Provincial Disaster Management Authority (PDMA), Punjab has received budget from Government of the Punjab. It is intended that part of the proceeds of this budget will be applied to eligible payments under the contract for supply of following items:

| Sr. # | Particulars  | Quantity | Estimated Cost (Rs.) in Million | Bid Security @ 5 % | Delivery period |
|-------|--------------|----------|---------------------------------|--------------------|-----------------|
| 1     | Food Hampers | 10,000   | 62.000                          | Rs. 3,100,000      | 7-Days          |

2. PDMA, Punjab, now invites bids from prequalified firms for the supply of above-mentioned items.
3. The provisions in the Instructions to Prequalified firms and in the General Conditions of Contract are the provisions of the RFP.
4. Bids along with bid security in the form of CDR/Bankers cheque must be uploaded on EPADS on or before **11:30 A.M. on 30-09-2025**.
5. Bids will be downloaded/ opened on the same date at **12:00 P.M.** in the Committee Room of PDMA, 152-B, New Muslim Town, Lahore.
6. Samples will be submitted at PDMA office before the bid submission date.
7. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.
8. For obtaining any further information or clarifications, please contact the person named below:

**NOTE: Lists of Prequalified firms for both the lots are as under:**

| <b>Pre-Qualified Firms for Food Hamper</b> |   |
|--|---|
| 1  | <b>M/s Global Associates</b><br>Office No. 6, 1st Floor, Block 14-E, Sector G-11/3, Islamabad               |
| 2  | <b>M/s Pak Business International.</b><br>Office No. 14-B, 3rd Floor, Crown Tower, G-11/3, Islamabad        |
| 3  | <b>M/s Rafique Enterprises</b><br>Office # 201, Block G-3, Johar Town, Lahore                               |
| 4  | <b>M/s Cops Enterprises</b><br>Plot# 24, Office # 12, Executive Centre, 3rd Floor. I-8 Markaz, Islamabad    |
| 5  | <b>M/s Active Vision</b><br>M-Floor 85-East Kamran Centre, Jinnah Avenue, Islamabad.                        |
| 6  | <b>M/s Zeb &amp; Company</b><br>H # 82, St. No.45, F-10/4, Islamabad  |
| 7  | <b>M/s Noor Enterprises</b><br>H.#28, St. # 133, G-13/4, Islamabad  |
| 8  | <b>M/s Nexus Trading Pvt Ltd</b><br>House # 659, F Block, Satellite Town, Near Zoom Petrol Pump, Rawalpindi |

ASSISTANT DIRECTOR (PROCUREMENT)  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY  
152-B, New Muslim Town, Lahore  
**042-36375528**

# Table of Contents

|  |           |
|--|-----------|
| <b>PART-I.....</b>   | <b>4</b>  |
| <b>SECTION I. INSTRUCTIONS TO PREQUALIFIED FIRMS.....</b>                | <b>4</b>  |
| <b>A. INTRODUCTION .....</b>   | <b>4</b>  |
| <b>B. THE BIDDING DOCUMENTS.....</b>                                     | <b>4</b>  |
| <b>C. PREPARATION OF BIDS .....</b>                                      | <b>6</b>  |
| <b>D. SUBMISSION OF BIDS .....</b>                                       | <b>8</b>  |
| <b>E. OPENING AND EVALUATION OF BIDS .....</b>                           | <b>9</b>  |
| <b>F. AWARD OF CONTRACT.....</b>   | <b>10</b> |
| <b>SECTION II. BID DATA SHEET .....</b>                                  | <b>12</b> |
| <b>PREQUALIFICATION EVALUATION CRITERIA FOR PREQUALIFIED FIRMS .....</b> | <b>14</b> |
| <b>SECTION III. SCHEDULE OF REQUIREMENTS.....</b>                        | <b>16</b> |
| <b>STANDARDIZED SPECIFICATIONS OF FOOD HAMPER.....</b>                   | <b>18</b> |
| <b>PRICE SCHEDULES.....</b>  | <b>19</b> |
| <b>PART-II .....</b>   | <b>20</b> |
| <b>SECTION I. CONTRACT FORMS .....</b>                                   | <b>20</b> |
| <b>SECTION II. GENERAL CONDITIONS OF CONTRACT .....</b>                  | <b>21</b> |
| <b>SECTION III. SPECIAL CONDITIONS OF CONTRACT.....</b>                  | <b>28</b> |
| <b>PART-III .....</b>  | <b>31</b> |
| <b>ANNEX A .....</b>   | <b>31</b> |
| <b>RATE REASONABILITY CERTIFICATE .....</b>                              | <b>31</b> |

## Part-I

### Section I. Instructions to Prequalified firms

#### A. Introduction

|                                       |  |
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| <b>1. Source of Funds</b>             | 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bids is issued.   |
| <b>2. Eligible Bidders</b>            | 2.1 This Invitation for Bids is open to all prequalified firms, except as provided hereinafter.  |
| <b>3. Eligible Goods and Services</b> | <p>3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the <i>Bid Data Sheet (BDS)</i>, and all expenditures made under the contract will be limited to such goods and services.</p> <p>3.2 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 results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>3.3 The origin of goods and services is distinct from the nationality of the Prequalified firm.</p> |
| <b>4. Cost of Bidding</b>             | 4.1 The Prequalified firm 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 Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.   |
| <b>5. Testing Charges</b>             | 5.1 Testing charges of sample(s) against the tender/advance bulk supplies will be borne by the tenderer/prequalified firm/contractor irrespective of the result of the sample(s).  |

#### B. The Bidding Documents

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| <b>5.1 Content of Bidding Documents</b>      | <p>5.1.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:</p> <ul style="list-style-type: none"> <li>(a) Instructions to Prequalified firms (RFP)</li> <li>(b) Bid Data Sheet</li> <li>(c) Schedule of Requirements</li> <li>(d) Bid Submission Form</li> <li>(e) Price Schedules</li> <li>(f) Contract Form</li> <li>(g) General Conditions of Contract (GCC)</li> <li>(h) Special Conditions of Contract (SCC)</li> <li>(i) Rate Reasonability Certificate.</li> </ul> <p>5.1.2 The Prequalified firm is expected to examine all instructions, forms, terms, and specifications in the RFP. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Prequalified firm’s risk and may result in the rejection of its bid.</p> |
| <b>6. Clarification of Bidding Documents</b> | 6.1 A firm requiring any clarification of the bidding documents may notify the Purchaser in writing or by email at the Purchaser’s address indicated in  |

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|   | <p>RFP Clause 19.1. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than two (2) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective prequalified firms that have received the bidding documents.</p>   |
| <p><b>7. Amendment of Bidding Documents</b></p> | <p>7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Prequalified firm, may modify the bidding documents by amendment.</p> <p>7.2 All prospective prequalified firms that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.</p> <p>7.3 In order to allow prequalified firms reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.</p> |

## C. Preparation of Bids

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| <b>8. Language of Bid</b>   | <p>8.1 The bid prepared by the Prequalified firm, as well as all correspondence and documents relating to the bid exchanged by the Prequalified firm and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Prequalified firm may be in same language.</p>  |
| <b>9. Documents Comprising the Bid</b>  | <p>9.1 The bid prepared by the Prequalified firm shall comprise the following components:</p> <ul style="list-style-type: none"> <li>(a) a Bid Form and a Price Schedule completed in accordance with RFP Clauses 10, 11, and 12;</li> <li>(b) documentary evidence established in accordance with RFP Clause 13 that the Prequalified firm is eligible to bid and is qualified to perform the contract if its bid is accepted;</li> <li>(c) documentary evidence established in accordance with RFP Clause 14 that the goods and ancillary services to be supplied by the Prequalified firm are eligible goods and services and conform to the bidding documents; and</li> <li>(d) bid security furnished in accordance with RFP Clause 15.</li> </ul>   |
| <b>10. Bid Form</b>   | <p>10.1 The Prequalified firm shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.</p>  |
| <b>11. Bid Prices</b>   | <p>11.1 The Prequalified firm shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.</p> <p>11.2 Prices indicated on the Price Schedule shall be <b>delivered duty paid (DDP) prices</b>.</p> <p>11.3 The Prequalified firm's separation of price components in accordance with RFP Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.</p> <p>11.4 Prices quoted by the Prequalified firm shall be fixed during the Prequalified firm'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 <b>adjustable price quotation</b> will be treated as nonresponsive and will be rejected, pursuant to RFP Clause 24.</p>   |
| <b>12. Bid Currencies</b>   | <p>12.1 Prices shall be quoted in <b>Pak Rupees</b> unless otherwise specified in the Bid Data Sheet.</p>   |
| <b>13. Documents Establishing Prequalified firm's Eligibility and Qualification</b> | <p>13.1 Pursuant to RFP Clause 9, the Prequalified firm shall furnish, as part of its bid, documents establishing the Prequalified firm's eligibility to bid and its qualifications to perform the contract if its bid is accepted.</p> <p>13.2 The documentary evidence of the Prequalified firm's eligibility to bid shall establish to the Purchaser's satisfaction that the Prequalified firm, at the time of submission of its bid, is eligible as defined under RFP Clause 2.</p> <p>13.3 The documentary evidence of the Prequalified firm's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:</p> <ul style="list-style-type: none"> <li>(a) that, in the case of a Prequalified firm offering to supply goods under the contract which the Prequalified firm did not manufacture or otherwise produce, the Prequalified firm has been duly authorized by the goods' Manufacturer or producer to supply in Pakistan;</li> <li>(b) that the Prequalified firm has the financial, technical, and production capability necessary to perform the contract;</li> </ul> |

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|   | <p>(c) that, in the case of a Prequalified firm not doing business within Pakistan, the Prequalified firm 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</p>  |
| <p><b>14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents</b></p> | <p>14.1 Pursuant to RFP Clause 9, the Prequalified firm shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Prequalified firm proposes to supply under the contract.</p> <p>14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a <b>certificate of origin</b> issued at the time of shipment.</p> <p>14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:</p> <p>(a) a detailed description of the essential technical and performance characteristics of the goods;</p> <p>(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 Purchaser; and</p> <p>(c) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating <b>substantial responsiveness</b> of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.</p> <p>14.4 For purposes of the commentary to be furnished pursuant to RFP Clause 14.3(c) above, the Prequalified firm shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Prequalified firm may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.</p> |
| <p><b>15. Bid Security</b></p>  | <p>15.1 Pursuant to RFP Clause 9, the Prequalified firm shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.</p> <p>15.2 The bid security is required to protect the Purchaser against the risk of Prequalified firm's conduct which would warrant the security's forfeiture, pursuant to RFP Clause 15.7.</p> <p>15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:<br/>Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.</p> <p>15.4 Any bid not secured in accordance with RFP Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to RFP Clause 24.</p> <p>15.5 Unsuccessful/ prequalified firms' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to RFP Clause 16.</p> <p>15.6 The successful Prequalified firm's bid security will be discharged upon the Prequalified firm signing the contract, pursuant to RFP Clause 32, and furnishing the performance security, pursuant to RFP Clause 33.</p>   |

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|                                       | <p>15.7 The bid security will be liable to be forfeited:</p> <p>(a) if a Prequalified firm withdraws its bid during the period of bid validity specified by the Prequalified firm on the Bid Form; or</p> <p>(b) in the case of a successful Prequalified firm, if the Prequalified firm fails:</p> <p>(i) to sign the contract in accordance with RFP Clause 32; <b>or</b></p> <p>(ii) to furnish performance security in accordance with RFP Clause 33.</p>  |
| <b>16. Period of Validity of Bids</b> | <p>16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to RFP Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.</p> <p>16.2 In exceptional circumstances, the Purchaser may solicit the Prequalified firm's consent to an extension of the period of validity. The request and the responses thereto shall be made in writings (or by email). The bid security provided under RFP Clause 15 shall also be suitably extended. A Prequalified firm may refuse the request without forfeiting its bid security. A Prequalified firm granting the request will not be required nor permitted to modify its bid, except as provided in RFP Clause 16.3.</p> <p>16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.</p> |
| <b>17. Format and Signing of Bid</b>  | <p>17.1 The Prequalified firm shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID as appropriate. In the event of any discrepancy between them, the original shall govern.</p> <p>17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Prequalified firm or a person or persons duly authorized to bind the Prequalified firm to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.</p> <p>17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.</p> <p>17.4 The Prequalified firm 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 Prequalified firm is awarded the contract.</p>   |

#### **D. Submission of Bids**

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| <b>18. Submission of Bids through e-PADS</b>   | <p>18.1 The Prequalified firms shall submit their proposals through e-PADS against the specific lot for which they are pre-qualified.</p>  |
| <b>19. Deadline for Submission of Bids</b>     | <p>19.1 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with RFP Clause 7, in which case all rights and obligations of the Purchaser and prequalified firms previously subject to the deadline will thereafter be subject to the deadline as extended.</p>   |
| <b>20. Late Bids</b>                           | <p>20.1 Any bid received by the Purchaser after the deadline for submission of RFP prescribed by the Purchaser pursuant to RFP will not be entertained.</p>  |
| <b>21. Modification and Withdrawal of Bids</b> | <p>21.1 No bid may be modified after the deadline for submission of bids.</p> <p>21.2 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 Prequalified firm on the Bid Form. Withdrawal of a bid during this interval may result in the Prequalified firm's forfeiture of its bid security, pursuant to the RFP Clause 15.7.</p> |

## E. Opening and Evaluation of Bids

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| <p><b>22. Opening of Bids by the Purchaser</b></p> | <p>22.1 The Purchaser will download/ open all bids in the presence of prequalified firms' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The prequalified firms' representatives who are present shall sign an attendance sheet evidencing their presence.</p> <p>22.2 The prequalified firms' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening.</p> <p>22.3 The Purchaser will prepare minutes of the bid opening.</p>  |
| <p><b>23. Clarification of Bids</b></p>            | <p>23.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Prequalified firm 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.</p>  |
| <p><b>24. Preliminary Examination</b></p>          | <p>24.1 The Purchaser 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.</p> <p>24.2 Arithmetical errors will be rectified on the following basis. 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 will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.</p> <p>24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Prequalified firm.</p> <p>24.4 Prior to the detailed evaluation, pursuant to RFP Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, <b>such as</b> those concerning <b>Bid Security</b> (RFP Clause 15), <b>Applicable Law</b> (GCC Clause 30), and <b>Taxes and Duties</b> (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.</p> <p>24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Prequalified firm by correction of the nonconformity.</p> |

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| <b>25.Evaluation of Bids</b>        | <p>25.1 The Purchaser will determine to its satisfaction whether the Prequalified firm is qualified to perform the contract satisfactorily, in accordance with the criteria listed in RFP Clause 13.3.</p> <p>25.2 The determination will take into account the Prequalified firm's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Prequalified firm's qualifications submitted by the Prequalified firm, pursuant to RFP Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.</p> <p>25.3 The Purchaser's <b>financial evaluation</b> of a bid will be on delivered duty paid (DDP) firm price inclusive of prevailing taxes and duties.</p> |
| <b>26. Contacting the Purchaser</b> | <p>26.1 Subject to RFP Clause 23, no Prequalified firm shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Prequalified firm wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.</p> <p>26.2 Any effort by a Prequalified firm to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Prequalified firm's bid.</p>   |

## F. Award of Contract

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| <b>27. Award Criteria</b>  | <p>27.1 Subject to RFP Clause 29, the Purchaser will award the contract to the successful Prequalified firm whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Prequalified firm is determined to be qualified to perform the contract satisfactorily.</p>  |
| <b>28. Purchaser's Right to Vary Quantities at Time of Award</b> | <p>28.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p>  |
| <b>29. Purchaser's Right to Accept or Reject All Bids</b>        | <p>29.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Prequalified firm or prequalified firms or any obligation to inform the Prequalified firm or prequalified firms of the grounds for the Purchaser's action.</p>  |
| <b>30. Notification of Award</b>                                 | <p>30.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Prequalified firm in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.</p> <p>30.2 The notification of award will constitute the formation of the Contract.</p> <p>30.3 Upon the successful Prequalified firm's furnishing of the performance security pursuant to RFP Clause 32, the Purchaser will promptly notify each unsuccessful Prequalified firm and will discharge its bid security, pursuant to RFP Clause 15.</p> |
| <b>31. Signing of Contract</b>                                   | <p>31.1 At the same time as the Purchaser notifies the successful Prequalified firm that its bid has been accepted, the Purchaser will send the Prequalified firm the Contract Form provided in the bidding documents, incorporating all agreements between the parties.</p> <p>31.2 Within seven (07) days of receipt of the Contract Form, the successful</p>   |

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|  | Prequalified firm shall sign and date the contract and return it to the Purchaser.  |
| <b>32. Performance Security</b>            | <p>32.1 Within Ten (10) days of the receipt of notification of award from the Purchaser, the successful Prequalified firm shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser.</p> <p>32.2 Failure of the successful Prequalified firm to comply with the requirement of RFP Clause 31 or RFP Clause 32.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Prequalified firm or call for new bids.</p>  |
| <b>33. Corrupt or Fraudulent Practices</b> | <p>33.1 The Procuring Agency requires that Prequalified firms, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:</p> <ul style="list-style-type: none"> <li>(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and</li> <li>(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,</li> <li>(iii) “collusive practice” is an arrangement among prequalified firms (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;</li> </ul> <p>(b) The Procuring Agency will reject a proposal for award if it determines that the Prequalified firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;</p> <p>(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.</p> <p>33.2 Furthermore, Prequalified firms shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.</p> |

## Part-I

### Section II. Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Prequalified firms (RFP) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in RFP.

| <b>Introduction</b>                       |  |
|---|--|
| <b>RFP 1.1</b>                            | <b>Name of Procuring Agency:</b> <i>Provincial Disaster Management Authority, Punjab</i>   |
| <b>RFP 1.2</b>                            | <b>Name of Purchaser:</b> <i>Provincial Disaster Management Authority, Punjab</i>  |
| <b>RFP 1.3</b>                            | <b>For clarification purposes, the Employer's address is:</b><br><i>Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.</i><br>Requests for clarification shall be received by the Employer three days before opening.  |
| <b>RFP 1.4</b>                            | Language of the bid – English  |
| <b>Bid Price and Currency</b>             |  |
| <b>RFP 2.1</b>                            | The price quoted shall be Delivered Duty Paid (Inclusive of all taxes) at the following locations in accordance with the Schedule of Requirements including the delivery charges.  |
| <b>RFP 2.2</b>                            | The price shall be in Pak Rupees, unconditional, firm and fixed.   |
| <b>Preparation and Submission of Bids</b> |  |
| <b>RFP 3.1</b>                            | <b>NTN, PST and GST Registration Certificate</b>   |
| <b>RFP 3.2</b>                            | <b>Qualification requirements.</b> In addition to RFP 13.1 the potential prequalified firm must also fulfill the following:-<br><b>Authority Letter</b> from the Prequalified firm Company authorizing the relevant person to represent the company.<br><br>If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and a valid authorized dealership certificate from the respective Manufacturer, all such bids will be rejected as nonresponsive. |
| <b>RFP 3.3</b>                            | A certificate from the Manufacturer/Authorized Service Provider that all the spare parts of the equipment to be supplied are easily available in Pakistan in the local market or from company owned outlets.   |
| <b>RFP 3.4</b>                            | Bids shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit, Bank Draft, or Pay Order in favor of <i>Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore</i> having its validity <b>180 days</b> from the date of opening of bid.   |
| <b>RFP 3.5</b>                            | <b>Bid Validity Period:</b> <b>180 days</b> after the date of opening of bid.  |
| <b>RFP 3.6</b>                            | <b>Original</b> Financial Bids must be accompanied by unit price and total price.  |
| <b>RFP 3.7 (a)</b>                        | <b>Address for Bid Submission:</b><br><i>Office of Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.</i>  |
| <b>RFP 3.7 (b)</b>                        | <b>IFB Title and Number:</b> <i>Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.</i>   |
| <b>RFP 3.8</b>                            | Deadline for <b>Bid Submission:</b> <b>11:30 a.m, 30.09.2025</b>   |

|                |  |
|----------------|--|
| <b>RFP 3.9</b> | <b>Time, Date, and Place for Bid Opening:</b><br>12:00 P.m., 30.09.2025<br>Office of <i>Director General, Provincial Disaster Management Authority,</i><br><i>Punjab 152-B, New Muslim Town, Lahore.</i> |
|----------------|--|

| <b>Bid Evaluation</b> |   |
|-----------------------|---|
| <b>RFP 4.1</b>        | <b>Criteria for bid evaluation: <i>Lowest, unconditional firm and final Price inclusive of all applicable taxes, offered by the qualified responsive prequalified firm.</i></b>   |
| <b>Sr. No.</b>        | <b>Item</b>   |
| <b>1.</b>             | <b>INELIGIBILITY OF A PROSPECTIVE PREQUALIFIED FIRM</b>   |
|                       | <ul style="list-style-type: none"> <li>i. Failed to perform any contract, as evidenced by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Prospective Prequalified firm as the case may be; or</li> <li>ii. has been expelled from any project or contract by any public entity or authority; or</li> <li>iii. had any contract terminated by any government or government instrumentality for breach by such Prospective Prequalified firm.</li> <li>iv. Should not have defaulted on any account on any previous or current contract with Government of the Punjab. Such entity shall not be eligible to participate in bidding and contract process, either individually or as a member of another bidding company.</li> <li>v. Any concealment or later discovery of any default, concealment or misrepresentation by any means at any later stage would automatically lead to cancellation of bid and Contract with appropriate ancillary damages as determined by <i>Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.</i></li> </ul> |
| <b>Contract Award</b> |   |
| <b>RFP 4.2</b>        | Percentage for quantity increase or decrease: <b>As per PPRA Rules</b>  |

## Prequalification Evaluation Criteria for Prequalified firms

| SR. NO.  | DESCRIPTION   | ALLOCATED MARKS                                | TOTAL MARKS |  |                         |                          |         |                             |         |                             |          |           |  |
|--|---|--|-------------|--|-------------------------|--------------------------|---------|-----------------------------|---------|-----------------------------|----------|-----------|--|
| 1  | <b>Qualification &amp; Experience</b>   |  | <b>50</b>   |  |                         |                          |         |                             |         |                             |          |           |  |
| i.   | <b>Company Profile</b> <ul style="list-style-type: none"> <li>○ Brief introduction of the company/firm, including its name, location, and date of establishment.</li> <li>○ Legal status of the company/firm, including registration details, certifications, licenses, and accreditations.</li> </ul>  | <b>10</b>                                      |             |  |                         |                          |         |                             |         |                             |          |           |  |
| ii.  | <b>Relevant Experience &amp; Past Performance</b><br><br><b>Minimum</b> 02 Similar assignments for supplies of subject lot during last 05 years.<br><p style="text-align: right;"><b>(20 Marks)*</b></p> <p><b>Additional project</b> completed<br/> <b>(20 Marks)*</b></p> <p><b>*(10 Marks for each completed project/assignment)</b></p> <p><b>Required Supporting Documents:</b></p> <p>Verifiable Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.</p>  | <b>40</b>                                      |             |  |                         |                          |         |                             |         |                             |          |           |  |
| 2  | <b>Financial Position</b>   |  | <b>10</b>   |  |                         |                          |         |                             |         |                             |          |           |  |
| i.   | <b>Average Annual Turnover (last 03 years)</b><br><br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Financial Position Evaluation Criteria:</b></th> </tr> <tr> <th style="text-align: center;"><b>Average Annual Turnover (Last 3 Years) in PKR</b></th> <th style="text-align: center;"><b>Maximum Marks-10</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Minimum 50 to 75 Million</td> <td style="text-align: center;">3 Marks</td> </tr> <tr> <td style="text-align: center;">More than 76 to 100 Million</td> <td style="text-align: center;">6 Marks</td> </tr> <tr> <td style="text-align: center;">More than 101 - 150 Million</td> <td style="text-align: center;">10 Marks</td> </tr> </tbody> </table> | <b>Financial Position Evaluation Criteria:</b> |             | <b>Average Annual Turnover (Last 3 Years) in PKR</b> | <b>Maximum Marks-10</b> | Minimum 50 to 75 Million | 3 Marks | More than 76 to 100 Million | 6 Marks | More than 101 - 150 Million | 10 Marks | <b>10</b> |  |
| <b>Financial Position Evaluation Criteria:</b>       |   |  |             |  |                         |                          |         |                             |         |                             |          |           |  |
| <b>Average Annual Turnover (Last 3 Years) in PKR</b> | <b>Maximum Marks-10</b>   |  |             |  |                         |                          |         |                             |         |                             |          |           |  |
| Minimum 50 to 75 Million                             | 3 Marks   |  |             |  |                         |                          |         |                             |         |                             |          |           |  |
| More than 76 to 100 Million                          | 6 Marks   |  |             |  |                         |                          |         |                             |         |                             |          |           |  |
| More than 101 - 150 Million                          | 10 Marks  |  |             |  |                         |                          |         |                             |         |                             |          |           |  |
| 3.   | <b>Technical &amp; Managerial Capability</b>  |  | <b>40</b>   |  |                         |                          |         |                             |         |                             |          |           |  |
|  | <p>The applicant shall have adequate technical/managerial capability and relevant professional staff to deliver goods efficiently as per timelines:</p> <p><i>(Documents Required: List of number of officers/staff along with their education with Demonstrated experience in delivering goods of similar type, volume, and complexity as specified in the tender.</i></p>   | <b>20</b>                                      |             |  |                         |                          |         |                             |         |                             |          |           |  |

|    |   |              |  |            |
|----|---|--------------|--|------------|
|    | <b>02</b> marks for each technical personal. (Maximum 20 marks)   |              |  |            |
| 4. | <b>Managerial Capacity</b>  |              |  |            |
|    | <b>List of Offices/Factory/Warehouse across Punjab.</b> <ul style="list-style-type: none"> <li>• <b>04</b> marks for each Office/Factory/Warehouse, for supply of required goods</li> </ul> <b>Required details are as under:-</b><br><br>Any supporting documents as proof of establishment of office/warehouse/factory etc. | <b>20</b>    |  |            |
|    |   | <b>Total</b> |  | <b>100</b> |
|    |   |              |  |            |

*Bidders/Applicants scoring **65% marks** and above shall be eligible to participate in the bidding process. However, a minimum of 50% marks have to be achieved in sections for (Relevant Experience and Financial Position).*

**Part-I**  
**Section III. Schedule of Requirements**

The delivery Period will be hereunder.

**DELIVERY SCHEDULE**

| <b>Particulars</b> | <b>Location</b>                        | <b>Quantity</b> | <b>Delivery period</b> |
|--------------------|--|-----------------|------------------------|
| Food Hampers       | PDMA's Lahore / Muzaffargarh Warehouse | 10,000          | 7- Days                |

Note. The above equipment shall be provided at the location identified by the Purchaser complete in all respects with installation, testing & commissioning.

# Bid Submission Form

Date: \_\_\_\_\_

No: \_\_\_\_\_

*To*

**Director General,  
Provincial Disaster Management Authority,  
152-B, New Muslim Town, Lahore**

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the* \_\_\_\_\_ in conformity with the said RFP for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will furnish Call Deposit Receipt, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan **equivalent to 10% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Purchaser.

**We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening** under Clause 22 of the Instructions to Prequalified firms, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of .

2. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Prequalified firms.]

## STANDARDIZED SPECIFICATIONS OF FOOD HAMPER

A single Food Hamper may contain:

| ITEMS                          | QUALITY   | QUANTITY |
|--------------------------------|---|----------|
| <b>Sugar</b>                   | A Grade, as per sample  | 1-Kg     |
| <b>Dal Channa</b>              | A Grade, Grains shall be free from dust, mycotxin, Mud Balls, Infected by insects or broken   | 1-Kg     |
| <b>Dal Mong (washed)</b>       | A Grade, Grains shall be free from dust mycotxin, Mud Balls, Infected by insects or broken  | 1-Kg     |
| <b>Dal Masoor</b>              | A Grade, Grains shall be free from dust mycotxin, Mud Balls, Infected by insects or broken  | 1-Kg     |
| <b>Rice</b>                    | A Grade, Grains shall be free from dust mycotxin, Mud Balls, Infected by insects or broken”   | 2-Kg     |
| <b>Roasted Channa</b>          | A Grade, Grains shall be free from dust mycotxin, Mud Balls, Infected by insects or broken  | 500-Grms |
| <b>Mixed Pickle</b>            | A grade (in patent registered jar)  | 500-Grms |
| <b>Ghee</b>                    | A Grade, Equivalent to Dalda, Habib’s specifications  | 2-Kg     |
| <b>Salt</b>                    | Iodized equivalent to National’s specifications   | 800-Grms |
| <b>Red Chili (Powdered)</b>    | Equivalent to National’s specifications   | 200-Grms |
| <b>Turmeric Powder</b>         | Equivalent to National’s specifications   | 50-Grms  |
| <b>Dry Milk</b>                | Equivalent to “NEEDO” Nestle’s specifications   | 400-Grms |
| <b>Tea</b>                     | Equivalent to Lipton’s specifications   | 190-Grms |
| <b>Fire Lighter with Light</b> | A grade   | 1-No.    |
| <b>Packing Material</b>        | All pulses, rice & sugar shall be packed in “ <b>Food Grade/Virgin Grade</b> ” poly bag sealed with sealer. Ghee shall be packed in poly bag separately, duly sealed with sealer. All branded items shall be provided in original manufacturer’s All packed items shall be packed in a large poly bag/Carton. (Poly bag containing all items shall be packed in polypropylene bag provided by PDMA, Punjab. <b>All company packed items which have less than 70% shelf life will not be acceptable.</b> |          |
| <b>Note</b>                    | A sample of Food Hamper containing above specifications must be provided to PDMA within office hours before a day of closing date.  |          |

## Price Schedules

| Item/Description    | Location                                     | Unit Price (Rs.) | Amount (In Words) |
|---------------------|--|------------------|-------------------|
| <i>Food Hampers</i> | PDMA's Lahore /<br>Muzaffargarh<br>Warehouse |                  |                   |

**Note:**

1. In case of discrepancy between unit price and total, the unit price shall prevail.
2. The supplier has to provide the following free of cost:
  - i. Standard accessories.
  - ii. Technical and Operation Manual.
  - iii. At site complete training of Purchaser's nominated staff regarding maintenance and operation of Goods.
  - iv. At site preventive maintenance on quarterly basis by the prequalified firm's qualified staff for one year, starting from final acceptance of goods.

**We agree and understand:**

- i. That Quoted price is inclusive of all the applicable taxes in Pakistan.
- ii. That our rate is firm & final and unconditional.
- iii. That in case our bid (Price) found conditional, you are not bound to accept our Proposal and same will be liable to be rejected straightaway without any further consideration.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Yours sincerely,

**Part-II**  
**Section I. Contract Forms**

**1. Contract Form**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2025 between *Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.* (hereinafter called “the Purchaser”) of the one part and [*name of Supplier*] of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz. \_\_\_\_\_ 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 Prequalified firm;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Purchaser’s Notification of Award.
3. 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 the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying 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 first above written.

Signed, sealed, delivered by \_\_\_\_ the \_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_ the \_\_\_\_ (for the Supplier)

**Part-II**  
**Section II. General Conditions of Contract**

|                             |   |
|-----------------------------|---|
| <b>1. Definitions</b>       | <p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <p>(a) “The Contract” means the agreement entered into between the Purchaser 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.</p> <p>(b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.</p> <p>(c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.</p> <p>(d) “The Services” means those services ancillary 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, and other such obligations of the Supplier covered under the Contract.</p> <p>(e) “GCC” means the General Conditions of Contract contained in this section.</p> <p>(f) “SCC” means the Special Conditions of Contract.</p> <p>(g) “The Purchaser” means the organization purchasing the Goods, as named in SCC.</p> <p>(h) “The Purchaser’s country” is Islamic Republic of Pakistan.</p> <p>(i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.</p> <p>(j) “The Project Site,” where applicable, means the place or places named in SCC.</p> <p>(k) “Day” means calendar day.</p> |
| <b>2. Application</b>       | <p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>  |
| <b>3. Country of Origin</b> | <p>3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.</p>   |
| <b>4. Standards</b>         | <p>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.</p>  |

|  |   |
|--|---|
| <p><b>5. Use of Contract Documents and Information; Inspection and Audit by the Bank</b></p> | <p>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.</p> <p>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.</p> <p>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.</p>  |
| <p><b>6. Patent Rights</b></p>   | <p>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.</p>   |
| <p><b>7. Performance Security</b></p>  | <p>7.1 Within ten (10) days of receipt of the notification of Contract award, the successful Prequalified firm shall furnish to the Purchaser the performance security in the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract.</p> <p>7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be in one of the following forms:</p> <p>(a) a performance guarantee by a reputable bank located in Pakistan, in the form as requested in the bidding documents or another form acceptable to the Purchaser; or</p> <p>(b) a cashier’s or certified cheque.</p> <p>7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.</p>   |
| <p><b>8. Inspections and Tests</b></p>   | <p>8.1 The Purchaser 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 Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.</p> <p>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), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser 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 Purchaser.</p> <p>8.4 The Purchaser’s right to inspect, test and, where necessary, reject the Goods after the Goods’ arrival in Pakistan 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</p> |

|                                   |   |
|-----------------------------------|---|
|                                   | <p>prior to the Goods' shipment from the country of origin.</p> <p>8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>  |
| <b>9. Packing</b>                 | <p>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.</p> <p>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 Purchaser.</p>   |
| <b>10. Delivery and Documents</b> | <p>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.</p> <p>10.2 Documents to be submitted by the Supplier are specified in SCC.</p>  |
| <b>11. Insurance</b>              | <p>11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility.</p>   |
| <b>12. Transportation</b>         | <p>12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p>   |
| <b>13. Incidental Services</b>    | <p>13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>(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</li> <li>(e) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <p>13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.</p> |
| <b>14. Spare Parts</b>            | <p>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:</p>   |

|                          |  |
|--------------------------|--|
|                          | <ul style="list-style-type: none"> <li>(a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and</li> <li>(b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>(i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and</li> <li>(ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>  |
| <b>15. Warranty</b>      | <p>15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, 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 Purchaser'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.</p> <p>15.2 This warranty shall remain valid for twelve (12) months 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 for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>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 Purchaser.</p> <p>15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser 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 Purchaser may have against the Supplier under the Contract.</p> |
| <b>16. Payment</b>       | <p>16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>16.2 The Supplier's request(s) for payment shall be made to the Purchaser 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.</p> <p>16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.</p> <p>16.4 The currency of payment is Pak. Rupees.</p>  |
| <b>17. Prices</b>        | <p>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 or in the Purchaser's request for bid validity extension, as the case may be.</p>   |
| <b>18. Change Orders</b> | <p>18.1 The Purchaser 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 in any one or more of the following:</p> <ul style="list-style-type: none"> <li>(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the</li> </ul>   |

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|   | <p>Purchaser;</p> <p>(b) the method of shipment or packing;</p> <p>(c) the place of delivery; and/or</p> <p>(d) the Services to be provided by the Supplier.</p> <p>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 Purchaser's change order.</p>   |
| <b>19. Contract Amendments</b>                  | 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.  |
| <b>20. Assignment</b>                           | 20.1 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.   |
| <b>21. Subcontracts</b>                         | <p>21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.</p> <p>21.2 Subcontracts must comply with the provisions of GCC Clause 3.</p>  |
| <b>22. Delays in the Supplier's Performance</b> | <p>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 Purchaser in the Schedule of Requirements.</p> <p>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 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 or without liquidated damages.</p> <p>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 application of liquidated damages.</p> |
| <b>23. Liquidated Damages</b>                   | 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 Purchaser 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 day 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 Purchaser may consider termination of the Contract pursuant to GCC Clause 24.   |

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| <p><b>24. Termination for Default</b></p>     | <p>24.1 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:</p> <ul style="list-style-type: none"> <li>(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 Purchaser pursuant to GCC Clause 22; or</li> <li>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</li> <li>(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.</li> </ul> <p>For the purpose of this clause:<br/> “<i>Corrupt Practice</i>” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.<br/> “<i>Fraudulent Practice</i>” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Prequalified firms (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.</p> <p>24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser 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 Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p> |
| <p><b>25. Force Majeure</b></p>               | <p>25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, 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.</p> <p>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 Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser 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.</p>   |
| <p><b>26. Termination for Insolvency</b></p>  | <p>26.1 The Purchaser 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 Purchaser.</p>  |
| <p><b>27. Termination for Convenience</b></p> | <p>27.1 The Purchaser, 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 Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which</p>  |

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|                                   | <p>such termination becomes effective.</p> <p>27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:</p> <p>(a) to have any portion completed and delivered at the Contract terms and prices; and/or</p> <p>(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.</p>  |
| <b>28. Resolution of Disputes</b> | <p>28.1 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.</p> <p>28.2 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 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.</p> |
| <b>29. Governing Language</b>     | <p>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.</p>  |
| <b>30. Applicable Law</b>         | <p>30.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.</p>  |
| <b>31. Notices</b>                | <p>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 fax and confirmed in writing to the other party's address specified in SCC.</p> <p>31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>  |
| <b>32. Taxes and Duties</b>       | <p>32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>   |

**Part-II**  
**Section III. 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.

**1. Definitions (GCC Clause 1)**

**GCC 1.1 (g)—The Purchaser is: *Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.***

**GCC 1.1 (h)—The Purchaser’s country is: *Islamic Republic of Pakistan***

**GCC 1.1 (i)—The Supplier is: [Detail]**

**GCC 1.1 (j)—The Project Site is: *Lahore***

**2. Country of Origin (GCC Clause 3)**

**3. Performance Security (GCC Clause 7)**

**GCC 7.1—**The amount of performance security, as a percentage of the Contract Price, shall be 10% (Ten percent of the contract price) in the shape of non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan on the prescribed format attached with the bidding document.

**4. Inspections and Tests (GCC Clause 8)**

**GCC 8.6—**

Inspection and tests prior to delivery of goods and at final acceptance are:-

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Third Party Validation /Inspection Report by the authorized personal of Purchaser)

**5. Delivery and Documents (GCC Clause 10)**

**GCC 10.3—** Upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser:

- (i) Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document (*In case of import item*)) which the buyer may require to take the goods;
- (iii) Copies of the packing list identifying contents of each package;
- (iv) Insurance Certificat ;
- (v) Manufacturer’s or Supplier’s Valid Warranty Certificate;
- (vi) Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier’s Factory Inspection Report; and
- (vii) Certificate of Origin.
- (viii) The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock (*In case of import item*)

**6. Insurance (GCC Clause 11)**

**GCC 11.1—** The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence insurance coverage is seller’s responsibility. Since the Insurance is seller’s responsibility they may arrange appropriate coverage (*In case of import item*).

**7. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided are:

At site complete training of Purchaser's nominated staff regarding maintenance and operation of Goods. The rate must include cost for all kinds of labor, inputs and material required for above, and all applicable government taxes and levies. In case a separate rate is not provided by the prequalified firm for the above items, it shall be deemed to have been covered in the overall quoted cost.

**8. Warranty (GCC Clause 15)**

GCC 15.2—In accordance with the provisions, the warranty period shall be 12 months (parts and labor warranty) from date of Handing Over (Final Acceptance) of the Goods whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, 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 Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.10 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 10% of the contract price. **or**
- (c) Replacement of the whole unit at site including transportation, installation, testing & commissioning etc. in case of major defect at his own cost.

**GCC 15.4 & 15.5**—the period for correction of defects in the warranty period is 48 hours.

**9. Payment (GCC Clause 16)**

**GCC 16.1**—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**10. Payment for Goods supplied:**

Payment shall be made in Pak. Rupees in the following manner:

**Payment against Delivered Goods:** Upon submission of claim, the supplier shall be paid within thirty (30) days of receipt of the Goods at site after performing the requisite inspection and tests as mentioned in SCC 4.

**11. Prices (GCC Clause 17)**

**GCC 17.1**—Prices shall be: Unconditional, Firm and Fixed inclusive all taxes.

**12. Liquidated Damages (GCC Clause 23)**

**GCC 23.1**—Applicable rate: 0.10% of contract price per day

Maximum deduction: 10% of contract price

**13. Resolution of Disputes (GCC Clause 28)**

**GCC 28.3**—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.

**14. Governing Language (GCC Clause 29)**

**GCC 29.1**—The Governing Language shall be: English.

**15. Applicable Law (GCC Clause 30)**

**GCC 30.1**-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

**PPRA Rules, 2014 amended up to date.  
Pakistan Arbitration Act, 1940.**

**Part-III**  
***Annex A***  
**Rate Reasonability Certificate**  
**(ON JUDICIAL STAMP PAPER (Worth Rs. 100) DULY NOTORIZED)**

*(To Be Filled By the Tenderer)*

Signature & Stamp \_\_\_\_\_

Name of Firm \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**RATE REASONABILITY CERTIFICATE**

It is certified that no contract or agreement has been made for the same store and item of work at a lower rate to any other Government / Private department. It is added that if price tendered by the undersigned are found higher at any stage, ***Director General, Provincial Disaster Management Authority, Punjab 152-B, New Muslim Town, Lahore.*** shall have the right to recover the amount charged in excess.

**Signed:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Place:** \_\_\_\_\_