

# **BIDDING DOCUMENTS**

## **PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP**

**PRO / 77 / 21**



## **PAKISTAN KIDNEY AND LIVER INSTITUTE AND RESEARCH CENTER**

**September, 2021**



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***Important Note:***

***The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.***

***In case of any conflict of instructions/provisions herein with the Punjab Procurement Laws and Rules, 2014 (“the Rules”), the Rules shall prevail.***

***Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.***

***Applicability of Punjab Procurement Rules, 2014***

***This Bidding Process will be governed under Punjab Procurement Act 2009, amended Act and Punjab Procurement rules 2014, amended rules 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.***



**INVITATION TO BID /PROPOSAL  
FOR  
TENDER FOR PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC  
PRO/77/21**

Sealed Bids are invited from well reputed Firms/Sole Proprietors/Companies registered with income tax and sales tax Department for “**TENDER FOR PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC**”.

Interested eligible bidders may get the Bidding Documents from PKLI & RC website <https://pkli.org.pk/tenders/> with detailed specifications. A tender notice is also available for information and can be downloaded from the websites of [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and [www.pkli.org.pk](http://www.pkli.org.pk).

**For participation**, written application along with original receipt of tender deposit fee of Rs. 1,000/- (non-refundable) under Account Title “**Pakistan Kidney and Liver Institute and Research Center**” The Bank of Punjab Account # **PK51 BPUN 6580008550400058** to be submitted with **Technical Proposal**.

The **Single Stage Two Envelope** bidding procedure shall be applied. Bids must be delivered to the address below at or before **1100 Hours 16<sup>th</sup> September 2021**. Late bids shall be rejected. The bids shall be opened on the same date at **16<sup>th</sup> September 2021 1130 Hours** in the presence of the Bidders’ representatives who choose to attend at the address below. All Bids must be accompanied by a Bid Security @ 1% of estimated cost against each item (consolidated bid security of quoted items), mentioned in bidding document, in the form of CDR/Bank Guarantee/Demand Draft/Pay Order in favor of Pakistan Kidney and Liver Institute and Research Center. Original bid security to be attached with the financial proposal, without this, the offer shall be rejected being non-responsive. Whereas photocopy of bid security must be attached with the technical bid along with the original bank deposit slip of above mentioned bank. Estimated budget is **PKR 1.49 million**.

PKLI & RC will not be responsible for any cost or expense incurred by Bidders in the preparation or delivery of Bids.

A pre-bid meeting will be held on **07<sup>th</sup> September 2021** in procurement department at 1100 hours.

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

Note: All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules-2014. In case of any conflict between Bidding Documents and PPRA Rules 2014, the rules shall prevail.

Head of Procurement  
Pakistan Kidney & Liver Institute and Research Center,  
1 PKLI Avenue, Opposite DHA Phase-6, Lahore, Pakistan.  
Tel: 042-36093000 Ext: 3728



## 1. TENDER SPECIFIC INSTRUCTION FOR BIDDERS

### 1. Procedure for Selection of Contractor/Bidder

As per Rule 12, this Tender is being published on website of PPRA. According to Rule 38 (2) (a) Single Stage Two Envelopes bidding procedure shall be used for “**PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC**”.

### 2. Bid Security

Each bidder will submit Bid Security @ 1% of estimated cost against each item (consolidated bid security of quoted items), mentioned in Technical Specifications/ Scope of Work (ANNEXURE-A), in the form of CDR/Bank Guarantee/Demand Draft/Pay Order in favor of Pakistan Kidney and Liver Institute and Research Center.

### 3. Filling of Price Schedule

Each bidder shall quote the relevant item.

### 4. Evaluation of Bids

Bids will be evaluated on item wise least cost rate basis.

### 5. Payments

Payments will be made against delivered Items only. The payment will be made within 30 days of invoice submission as per rule 62, PPRA 2014.

### 6. Sign and Stamp

Bidder is required to stamp every page of the bid document along with signature at the required pages and submit along with the bid.

## 2. INSTRUCTIONS TO BIDDERS

### 2.1 INTRODUCTION

### 2.2 Scope

**2.2.1** The Client wishes to receive Bids for “**PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC**” as specified in Technical Specifications attached hereto (hereinafter referred to as “the Coffee Shop items/Goods”). Successful bidder shall be an independent Coffee Shop items/Goods or Service Provider liable and able to provide all the Coffee Shop items/Goods including transportation of the material to the head office and sites. All arrangements will be the responsibility of the successful bidder.

**2.2.2** The bid is to be completed and submitted to the Client in accordance with these instructions to Bidders and relevant rules/regulations.



- 2.2.3** The bidder shall submit bid which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this Bidding Documents **Clause regarding “Determination of Responsiveness of Bid” and “Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Document. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract / Letter of Acceptance awarded under this Bid Process will be entertained by the Client. Neither any time schedule, nor financial adjustments arising thereof shall be permitted because failure by the Bidder. The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Client will be permitted throughout the period of completion of the contract. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Client.

## 2.3 Eligible Bidder

- 2.3.1 This Invitation to Bid is open to all firms/manufacturers/ sole proprietors in Pakistan for concluding the Contract for supply of Coffee Shop items/Goods more specifically described in Schedule of Requirements & Technical Specifications.
- 2.3.2 The Sole Agent/Importer must possess valid authorization from the Manufacturer and shall have to submit a copy of Memorandum of Association/Partnership deed registered with the Registrar of Firms and Security Exchange Commission of Pakistan as the case may be. However, in case of Manufacturer, they should have a documentary proof, to the effect that they are the original Manufacturer of the required specifications of Goods.
- 2.3.3 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.

## 2.4 Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will not be responsible or liable for those costs.

## 2.5 Joint Ventures

Bids submitted by a joint venture of two or more companies or firms shall comply with the following requirements:



- a) The Bid, and in case of successful Bid, the Contract form, the contract shall be awarded to JV and signed by all the JV partners so as to be legally binding on all the partners;
- b) One of the partners shall be authorized to be in charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the JV partners;
- c) The partner in charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) All JV partners of the joint venture shall be liable jointly and severally for execution of the Contract in accordance with the Contract terms, and a relevant
- e) statement to this effect shall be included in the authorization mentioned under (b) above, as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- f) A copy of the legally binding registered JV agreement entered into the joint venture must be provided by the joint venture partners and shall be submitted with the Bid. Failure to submit a valid JV Agreement along with the bid may be the reason of disqualification.

## 2.6 Assurance

The successful bidder will be required to provide satisfactory assurance of its ability and intention to provide the requisite Goods / Services, within the time as mutually agreed in the agreement.

## 3. TERMS AND CONDITIONS OF THE TENDER

### 3.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

- A. "Authorized Representative" means any representative appointed, from time to time, by the Client, the Procuring Agency or the Contractor.
- B. "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- C. "Client" means the Project lead of technical wing of the Procuring Agency for whose' particular project the Goods/Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- D. "Bidder/Contractor" means the interested Firm/ Company/ Supplier/ Distributors that may provide or provides related Equipment/Services to any of the



public/private sector organization under the contract and have registered for the relevant business thereof.

- E. "Commencement Date of the Contract" means the effective date of signing of the Contract between the Procuring Agency/Procuring Agency and the Contractor.
- F. "Contract" means the agreement entered into between the Procuring Agency and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- G. "Contractor / Vendor" means the Contractor whose bid has been accepted and awarded Letter of Acceptance followed by the signing of Contract.
- H. "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations
- I. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- J. "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract. 3.12 "Day" means calendar day.
- K. "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Goods and Services provided under the Contract.
- L. "Force majeure shall mean any event, act or other circumstances not being an event, act or circumstances under the control of the Procuring Agency or of the contractor. Non-availability of materials/supplies or of import license or of export permit may not constitute Force majeure.
- M. "Goods" means Coffee Shop items/Goods, Items, and/or other materials which the Contractor is required to supply to the Procuring Agency under the Contract.
- N. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- O. "Prescribed" means prescribed in the Bidding Document.
- P. "Procuring Agency or Client" means the Pakistan Kidney and Liver Institute & Research Center or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.

#### 4. HEADINGS AND TITLES

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

#### 5. NOTICES

5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Procuring Agency and the Client, the same shall be:

- 5.1.1 in writing;
- 5.1.2 issued within reasonable time;
- 5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

#### 6. TENDER SCOPE

Pakistan Kidney and Liver Institute and Research Centre (hereinafter referred to as "the Procuring Agency") invites / requests Bids (hereinafter referred to as "the Tenders") for **PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC** (hereinafter referred to as "the Coffee Shop items/Goods"). Contractor will be responsible for delivering items to the Procuring Agency.

The detailed Scope of Work available at ANNEXURE-A.

#### 7. TENDER ELIGIBILITY AND QUALIFICATION CRITERIA

7.1 Eligible Bidder/Contractor is a Bidder/Contractor who:

- 7.1.1 has a registered incorporated company/firm in Pakistan with relevant business experience of least two (2) years;
- 7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules. Only those companies/firms which are validly registered with sales tax and income tax departments can participate;
- 7.1.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 7.1.4 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization



anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;

- 7.1.5 has the required relevant qualified personnel and enough strength to fulfil the requirement of assignment;
- 7.1.6 Conforms to the clause of "Responsiveness of Bid" given herein this Bidding Documents.

The Detailed Technical Evaluation Criteria is attached at Appendix-A.

**Note: Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.**

## 8. TENDER COST

The Contractor/ Bidder shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Procuring Agency or Client shall in no case be responsible / liable for those costs / expenses.

## 9. EXAMINATION OF THE BIDDING DOCUMENTS

The Contractor/ Bidder is expected to examine the Bidding Document, including all instructions and terms and conditions.

## 10. CLARIFICATION OF THE BIDDING DOCUMENTS

A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to **any request for clarification of the bidding documents, which it receives not later than seven (07) days** prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.

## 11. AMENDMENTS OF THE BIDDING DOCUMENTS

- 11.1 The Procuring Agency/Client may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on the Bidder(s).
- 11.2 The Procuring Agency/Client shall notify the amendment(s) in writing to the prospective Contractors/Bidders as per Punjab Procurement Rules, 2014.

- 11.3 The Procuring Agency/Client may, at its exclusive discretion, amend the Bidding Documents to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

## **12. PREPARATION / SUBMISSION OF PROPOSAL/TENDER**

- 12.1 The Contractor/bidder must bid for Complete bid and shall quote item wise lowest rate basis.
- 12.2 The Tender and all documents relating to the Tender, exchanged between the Contractor and the Procuring Agency, shall be in English. Any printed literature furnished by the Contractor in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender
- 12.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the contractor or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.
- 12.4 The Tender shall consist of proposals in one sets i.e. the original.
- 12.5 Proposal shall comprise the following:
- 12.5.1 Proposal Form
  - 12.5.2 Undertaking (All terms & conditions and qualifications listed anywhere in this bidding/Bidding Documents has been satisfactorily vetted) and Affidavit (Integrity Pact)
  - 12.5.3 Covering letter duly signed and stamped by authorized representative
  - 12.5.4 Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
  - 12.5.5 Evidence of eligibility of the Bidder/Contractor and the Services
  - 12.5.6 Evidence of conformity of the Technical Compliance of Equipment/ Services to the Bidding/Bidding Documents
  - 12.5.7 List of firm's major clientele
  - 12.5.8 Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
  - 12.5.9 Valid Registration Certificate for Income Tax & Sales Tax



12.5.10 Power of Attorney, if an authorized representative is appointed

12.5.11 Price Schedule

12.5.12 Bid Security as per provisions of the clause Bid Security of this document.

12.6 The Bidder/Contractor shall seal the Original Proposal in an envelope duly marked as under:

**Original Tender for .....**

**Tender Name. [Name of Tender]**

**Tender No. ....**

**[Name of the Client/Procuring Agency]**

**[Address of the Client/Procuring Agency]**

**[Name of the Bidder/Contractor]**

**[Address of the Bidder/Contractor]**

**[Phone No. of the Bidder/Contractor]**

12.7 The Bidder/Contractor shall enclose soft copies of the Technical Proposal, including all Forms, Annexes, Schedules, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.

12.8 The Bid/Tender shall be dropped at the Mail Section of the Client/Procuring Agency's office, during office hours, up to due date and time.

12.9 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder/Contractor.

### **13. TENDER PRICE**

13.1 The quoted price shall be:

13.1.1 in Pak Rupees;

13.1.2 Inclusive of all applicable taxes, duties, levies, insurance, freight, etc. applicable under the Laws of Punjab as well as Pakistan;

13.1.3 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

- 13.1.4 Including all charges up to the delivery point at Head Office or Site (s) Designated by PKLI & RC in Punjab (if required).
- 13.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 13.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

#### **14. BID SECURITY (EARNST MONEY)**

- 14.1 The Contractor shall furnish the Bid Security (Earnest Money) as under:
  - 14.1.1 For an amount equivalent to @ 1% of estimated cost against each item (consolidated bid security of quoted items), mentioned in Technical Specifications/ Scope of Work (ANNEXURE-A)
  - 14.1.2 Denominated in Pak Rupees;
  - 14.1.3 as part of financial bid envelope, failing which will cause rejection of bid.
  - 14.1.4 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Procuring Agency;
  - 14.1.5 Have a minimum validity period of ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 14.2 The Bid Security shall be forfeited by the Procuring Agency, on the occurrence of any / all of the following conditions:
  - 14.2.1 If the Contractor/Bidders withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
  - 14.2.2 If the Contractor/Bidders does not accept the corrections of his Total Tender Price; or
  - 14.2.3 If the Contractor/Bidders, having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Bidding Document.
- 14.3 The Bid security shall be returned to the technically unsuccessful Contractor/Bidders with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Contractor upon furnishing of the Performance Security.



## 15. TENDER VALIDITY

The Tender shall have a minimum validity period of 90 days from the last date for submission of the Tender. The Procuring Agency/Client may solicit the Contractor's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Contractor agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Contractor may refuse extension of validity period of the Tender, without forfeiting the Bid security.

## 16. MODIFICATION / WITHDRAWAL OF THE TENDER

- 16.1 The Bidder/Contractor may, by written notice served on the Procuring Agency, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 16.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

## 17. OPENING OF THE TENDER/BID

- 17.1 **Tenders shall be opened at 11:30 hours on the last date of submission of bids i.e. September 16, 2021,** in the presence of the Contractor(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRA Rules, 2014. In case the last date of bid submission falls in / within the official holidays / weekends of the Procuring Agency, the last date for submission of the bids shall be the next working day. **The proposal will be returned if received after 11:00 Hours September 16, 2021.**
- 17.2 The Contractor's name, attendance of the Contractor and such other details as the Procuring Agency may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

## 18. CLARIFICATION OF THE TENDER

The Client/Procuring Agency shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder/Contractor(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the client/Procuring Agency.

## **19.DETERMINATION OF RESPONSIVENESS OF THE BID/TENDER**

- 19.1 The Client/Procuring Agency shall determine the substantial responsiveness of the Tender to the Bidding Documents, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
- 19.1.1 meets the eligibility criteria given herein this bidding document for the Goods.
  - 19.1.2 meets the Technical Specifications for the Coffee Shop items.
  - 19.1.3 meets the delivery period / point for Coffee Shop items.
  - 19.1.4 in compliance with the rate and limit of liquidated damages;
  - 19.1.5 Offers fixed price quotations for the Coffee Shop items.
  - 19.1.6 whereby no optional offer / bid or price is allowed;
  - 19.1.7 Is accompanied by the required Bid Security as part of financial bid envelope;
  - 19.1.8 compliance with the Preparation/Submission of Tender in a manner prescribed in this Bidding Documents clause-12;
  - 19.1.9 Conforms to all terms and conditions of the Bidding Documents, without material deviation or reservation.
- 19.2 A material deviation or reservation is one which affects the scope, quality or performance of the Items/ Goods/ Services or limits the Procuring Agency's rights or the Contractor's obligations under the Contract.
- 19.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Contractor by correction or withdrawal of the material deviation or reservation.

## **20.CORRECTION OF ERROR / AMENDMENT OF TENDER**

- 20.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 20.1.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
  - 20.1.2 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal



point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

- 20.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 20.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Contractor.
- 20.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 20.4 No credit shall be given for offering delivery period earlier than the specified period.

## 21. TECHNICAL AND FINANCIAL EVALUATION OF PROPOSAL

- 21.1 The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / support services will be rejected.

- 21.2 The Eligible/Technically Qualified Bidders alone will be considered for further evaluation.

The detailed evaluation criteria is mentioned below at Appendix-A.

**Note: Verifiable documentary proof for all above requirements is mandatory.**

- 21.3 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Procuring Agency, the contractor shall be bound to adjust the same in the Financial Proposal.
  - 21.3.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
  - 21.3.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
  - 21.3.3 In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 21.4 The Client/Procuring Agency will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by



the Gov. at any time during execution/evaluation period will be dealt with mutual consent.

## **22.REJECTION / ACCEPTANCE OF THE BID**

22.1 The Client/Procuring Agency shall have the right, at its exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Procuring Agency may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request, communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

22.2 The Bidder/Tender shall be rejected if it is:

- 22.2.1 Substantially non-responsive in a manner prescribed in this Bidding Documents clause-19; or
- 22.2.2 Incomplete, partial, conditional, alternative, late; or
- 22.2.3 Relevant bid security is not submitted;
- 22.2.4 Subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 22.2.5 The Contractor refuses to accept the corrected Total Tender Price; or
- 22.2.6 The Contractor has conflict of interest with the Procuring Agency; or
- 22.2.7 The Contractor tries to influence the Tender evaluation / Contract award; or
- 22.2.8 The Contractor engages in corrupt or fraudulent practices in competing for the Contract award;
- 22.2.9 the Contractor fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7 and Appendix A);
- 22.2.10 the Contractor fails to meet the evaluation criteria requirements (clause-21 and Appendix A);
- 22.2.11 the Contractor has been blacklisted by any public or private sector organization;
- 22.2.12 the Contractor has been served any legal notices or displeasure letters by any public-sector organization on serious failures to provide satisfactory delivery of Coffee Shop items;

- 22.2.13 The Contractor has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 22.2.14 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 22.2.15 The Contractor submits any financial conditions as part of its bid which are not in conformity with Bidding Documents.
- 22.2.16 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.
- 22.2.17 If the rates quoted by vendor are not workable or on higher side etc.

### **23.AWARD CTITERIA**

The eligible bidder(s)/Contractor(s) as per clause-7 and Appendix-A (Tender Eligibility and Evaluation Criteria) of this Bidding Document fulfilling the qualification and technical evaluation criteria will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on item wise lowest rate basis as per rules and fulfilling all codal formalities.

### **24.ACCEPTANCE OF BID AND AWARD**

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

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Procuring Agency shall issue the Acceptance of Bid to the successful Contractor, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules, 2014), which shall constitute a contract, until execution of the formal Contract.

### **25.PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD**

The Procuring Agency reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in, Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.



## **26. SIGNING OF CONTRACT/AWARD OF CONTRACT**

- 26.1 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.
- 26.2 After receipt of Performance Security, the Procuring Agency will sign the Contract after fulfillment of all prescribed legal & codal formalities. Subsequently, the Procuring Agency will issue purchase order / Contract to successful bidders strictly in accordance with the Contract after fulfillment of all prescribed legal & codal formalities.
- 26.3 The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.
- 26.4 The Contract is to be made on Judicial Paper under section 22(A) of schedule 1 of Stamp Duty Act 1899.

## **27. PERFORMANCE SECURITY**

- 27.1 The successful Contractor/The Contractor shall furnish Performance Security as under:
  - 27.1.1 within twenty-eight (28) days of the receipt of the Acceptance Letter from the Client/Procuring Agency;
  - 27.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Bidding/Bidding Documents;
  - 27.1.3 for a sum equivalent to 5% of the contract value;
  - 27.1.4 denominated in Pak Rupees;
  - 27.1.5 have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 27.2 The Performance Security shall be payable to the Client/Procuring Agency, on occurrence of any / all of the following conditions:
  - 27.2.1 If the Contractor commits a default under the Contract;
  - 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
  - 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Contractor within thirty working days after the expiry of its validity on written request from the Contractor.



- 27.4 In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

## **28. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

- 28.1 The Client/Procuring Agency has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 28.2 Any bidder feeling aggrieved by any act of the Client/Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- 28.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 28.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.



## APPENDIX-A

### BID EVALUATION SHEET

Package no/Tender Number:-----

Name of the Equipment and Qty:-----

#### PART- I

#### KNOCK DOWN CRITERIA - (COMMERCIAL EVALUATION)

(To be evaluated by Procurement Department)

(All evaluation parameters defined below are mandatory for compliance)

Sr. No.	Evaluation Parameters	M/S ABC	M/S XYZ
1	Original Receipt of Tender	Yes / No	Yes / No
2	Affidavit (Submission of undertaking on legal valid and attested stamp of Rs. 50/- or more that shall certify that the prices quoted are not more than the trade prices and prices quoted are not more than the prices quoted in any of the public / private organization during last one year.	Yes / No	Yes / No
3	Affidavit (Submission of undertaking on legal valid and attested stamp of Rs. 50/- or more that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Govt. Department, Agency, Organization or autonomous body anywhere in Pakistan. In case of involved in any litigation process, proof of dispute resolution is required.	Yes / No	Yes / No
4	Affidavit (Submission of undertaking on legal valid and attested stamp of Rs. 50/- or more that firm has accepted all terms and conditions of bidding documents, agreement mentioned in bidding documents and PPRA Rules 2014 (Amended till date).	Yes / No	Yes / No
5	Bid Security (Estimated price as mentioned in tender documents, indicating the number, date and Bank (Copy must be attached with the technical bid).	Yes / No	Yes / No
6	Proof of Sales Tax Registration, NTN Certificate (Status = Active with FBR)	Yes / No	Yes / No
Remarks:		(Eligible/ Not Eligible for further evaluations of PART-II)	(Eligible/ Not Eligible for further evaluations of PART-II)

**PART- II****KNOCK DOWN CRITERIA - (VENDOR EVALUATION)****(To be evaluated by Technical Evaluation Committee)****(All evaluation parameters defined below are mandatory for compliance.)**

<b>Sr. No.</b>	<b>Evaluation Parameters</b>	<b>M/S ABC</b>	<b>M/S XYZ</b>
1	<b>Vendor Past performance</b> In case of unsatisfactory performance, details must be mentioned. In case of satisfactory performance, Affidavit (Submission of undertaking on legal valid and attested stamp of Rs. 50/- or more is required claiming that the firm's past performance is satisfactory.	Satisfactory / Unsatisfactory	Satisfactory / Unsatisfactory
2	<b>Technical Details of Equipment quoted, mentioning its specifications, manufacturer's model, product number on company letter head</b>	Yes / No	Yes / No
3	<b>Provide color picture of all quoted items on company letter head</b>	Yes / No	Yes / No
4	<b>Previous experience / supply orders in similar business - establishing minimum 2 years of experience in similar business (at least 2 Supply Orders / Purchase Orders are required)</b>	Yes / No	Yes / No
5	<b>Company Profile</b>	Yes / No	Yes / No
	<b>Remarks:</b>	(Eligible/ Not Eligible for further evaluations of PART-III)	(Eligible/ Not Eligible for further evaluations of PART-III)

**PART – III****KNOCK DOWN CRITERIA - PRODUCT EVALUATION**

**(All evaluation parameters defined below are mandatory for compliance.)**

Item Sr.No	SPECIFICATION COMPLIANCE /EVALUATION PARAMETERS			
1	Name of Equipment	Brand		
		Model		
Country of Manufacturer				
Country of Origin of Product/Model Number				
Specification Compliance features wise:			Remarks	Remarks
Specifications:			Technically Acceptable /Not (Mention the reasons)	Technically Acceptable /Not (Mention the reasons)
Technical Eligibility of Product:			Eligible / Not Eligible	Eligible / Not Eligible

<b>BID STATUS:</b>	Responsive/Substantially Responsive/Non Responsive.	Responsive/Substantially Responsive/Non Responsive.
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**NOTE:-**

1. Non compliance of any of above evaluation parts will lead to the rejection of bid straight way.
2. The Technical status of offers will be declared as Responsive, Non Responsive and Substantially Responsive.
3. The offer will be considered as responsive if it fully meets the tender requirement and specifications.
4. The offer which will not be as per requirement of tender and specifications is to be declared as non responsive.
5. The bid with minor deviations without any effect on the quality, efficiency, reliability and durability of products will be declared as substantially responsive. The minor deviations will be determined by the Technical Evaluation Committee.
6. The bids declared either as Responsive or Substantially Responsive will be considered as acceptable bid for further processing.
7. In case a bidder quotes two or more than two brands for the same item, then only the most superior brand (as per discretion of technical evaluation committee) will be evaluated. All other quoted brands for that item will be rejected.
8. Sample, where required by the procuring agency will be evaluated by the End User / Demo Committee by analyzing its Production quality, Design, Reliability, Conformance to the specification and safe for the usage etc. This report will become the part of above Performa as sample evaluation report.
9. In case of requirement, Procuring Agency / Technical Evaluation committee may inspect the premises of bidder to inspect the Technical and Managerial Capability/ setups for ensuring proper after sales services.
10. The information provided by the firm should be relevant, concise and to the point as per bid evaluation criteria.
11. Flags may be applied putting in order all necessary documents and particulars to these instructions. Page numbers may be written on entire proposal; both technical & financial.
12. Check list may be attached in which all required documents are enlisted in chronological order.

## ANNEXURE-A

### TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

### Coffee Shop Equipment

Sr no.	Item Name	Quantity Required	Total Estimated Cost (PKR)	Bid Security (1%) (PKR)
1	Confectionary Bakery Display Chiller With PKLI Logo. 4 Shelves including Bottom, Temperature + 2C 10C, 220V, 50 Hz, DEC Make or equivalent Size: Approximately 60" x 29" x 52" (W x D x H)	2	300,000/-	3000/-
2	Juicer Extractor Standard / Commercial Size (Heavy Duty, commercial type, 220V, 50Hz,) Country of Origin: Hungary / Japan	2	130,000/-	1300/-
3	Water Boiler Commercial Size, preferably 25 Litre, Thermostatically Controlled	3	60,000/-	600/-
4	Electric Hot Bain Marie including 4 shelves for Snacks Display, 1/1 S.S Steel Body, Food Grade Glass Size: Approximately 60" x 30" x 35" (W x D x H)	1	150,000/-	1500/-
5	Upright Refrigerator 2 Door, Digital Display Glass door, S.Steel Body, Food Grade, Temperature 1°C – 8°C Commercial Size: Approximately 48" x 28" x 80" (W x D x H)	2	310,000/-	3100/-
6	Blender, Juicer/Shaker Heavy Duty, Commercial Type, 220V, 50Hz Commercial Size Country of Origin: Hungary / Japan	2	60,000/-	600/-
7	Hygrometers (Digital Display) Imported	8	48,000/-	480/-
8	Toaster Commercial Size At least 6 inserts	1	80,000/-	800/-
9	Coffee Machine Commercial Size Philips 2200 Series or equivalent	2	190,000/-	1900/-
10	Microwave Oven Commercial Size Country of Origin: Hungary / Japan	2	160,000/-	1600/-

**NOTE:**

- I. Quantity of Items might increase or decrease as per requirement.
- II. End user / Demo Committee report will be considered as final report for technical evaluation. If requested by End User / Demo Committee, the quoted items shall be physically demonstrated by the bidder.
- III. The firms must quote leading brands with the proven past performance.
- IV. The Contractor will be responsible for complete delivery as per specifications.
- V. The supplies shall be delivered within 30 days after the date of issue of Purchase Order, as per following schedule of requirement:

Mode of penalty	Delivery Period
Without Penalty	30 Days (Procuring agency may vary the delivery period according to the nature and volume of goods)



## ANNEXURE-B

### Proposal Submission Form

#### HEAD OF PROCUREMENT

**Pakistan Kidney and Liver Institute & Research Center**

One PKLI Avenue, Opposite DHA Phase 6, Knowledge City, Lahore

Tel: 042-36093000 Ext: 3728

**Subject: PROCUREMENT OF EQUIPMENT FOR COFFEE SHOP AT PKLI & RC**

Dear Sir,

- A. Having examined the Bidding Documents and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.
- B. We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of purchase order from the client Department / Office.
- C. We agree to abide by this proposal for the period of 90 days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- D. We agree to execute a contract in the form to be communicated by the PKLI incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- E. We understand that you are not bound to accept a lowest or any bid you may receive, and that you will not defray any expenses incurred by us in bidding.

**Authorized Signatures with Official Seal**



## ANNEXURE-C

### Financial Proposal Submission Form

[Location, Date]

To \_(Name and address of Client / Procuring Agency)\_

Dear Sir,

We, the undersigned, offer to provide the \_(Insert title of assignment)\_ in accordance with your Bidding Documents No.\_\_\_\_\_ dated \_(insert date)\_. Our attached Proposal is for the sum of \_(insert amount in words and figures)\_. This amount is inclusive of all applicable taxes.

Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in \_\_\_\_\_ of the Bidding Documents.

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

We understand you are not bound to accept any Bidding Documents you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



## ANNEXURE-D

### Price Schedule/ Financial Cost Sheet

Sr. No	Item Description	Brand Proposed	Required Quantities	Per Unit Price Inclusive of All Taxes Excluding GST	Total Price Inclusive of All Taxes Excluding GST
1					
2					
3					

Per item price should be quoted inclusive of all Applicable Taxes. The applicable taxes should also be mentioned separately.

**Note:**

- a) **PKLI is GST exempted as per General Sales Tax (u/S 52 & 52-A of sixth schedule of Sales Tax Act 1990).**
- b) Evaluation shall be done on item wise lowest rate basis.
- c) No other charges would be payable by the PKLI.
- d) Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered.
- e) Incomplete or semi filled bid shall be treated as Non-Responsive.

Stamp & Signature of Bidder \_\_\_\_\_



## ANNEXURE-E

### POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Procuring Agency) including signing and submission of all documents and providing information/responses to (name of the Procuring Agency) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

this \_\_\_\_\_ day of \_\_\_\_\_ 2021  
For \_\_\_\_\_

(Signature)  
(Name, Designation and Address)

Accepted

(Signature)  
(Name, Title and Address of the Attorney)  
Date:



## **ANNEXURE-F**

### **UNDERTAKING**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature (Company Seal) \_\_\_\_\_

In the capacity of Duly authorized to sign bids for and on behalf of



## ANNEXURE-G

(To be submitted on legal stamp paper)

### AFFIDAVIT

#### (Integrity Pact)

We \_ (Name of the bidder / supplier) \_ being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent / representative) is the agent / representative duly authorized by \_ (Name of the bidder company) \_ hereinafter called the Contractor to submit the attached bid to the \_ (Name of the Procuring Agency)\_. 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 Procuring Agency) \_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Procuring Agency and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support. [The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support.

It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Procuring Agency under any law, contract or other instrument, be voidable at the option of the Procuring Agency.

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

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

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 2021\_\_



## ANNEXURE-H

### BID SECURITY FORM

**WHEREAS** [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name \_\_\_\_\_, Tender No. \_\_\_\_\_, (hereinafter called "the Tender") to the [Name and Address of the Procuring Agency] (hereinafter called "the Procuring Agency") for the Total Tender Price of PKR (in figures \_\_\_\_\_) (in \_\_\_\_\_ words \_\_\_\_\_).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Procuring Agency, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Procuring Agency, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Procuring Agency having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Bidding Documents.

Provided that the Procuring Agency shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Procuring Agency shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until furnishing of the Performance Security, whichever is later.

Date this \_\_\_\_\_ day of 2021.

### GUARANTOR

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_



## ANNEXURE-I

### PERFORMANCE SECURITY

#### BANK GUARANTEE

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgement Date:

(Must be one month later than the expiry date)

**WHEREAS** [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. \_\_\_\_\_, Tender No. \_\_\_\_\_ (hereinafter called "the Contract") for the Contract Value of \_\_\_\_\_ PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_).

AND WHEREAS it has been stipulated in the Bidding Documents that the successful Contractor shall furnish Performance Security, within twenty eight (28) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the Procuring Agency, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. \_\_\_\_\_ (5% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Procuring Agency, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Procuring Agency, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Procuring Agency having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract / Bidding Document.

Provided that the Procuring Agency shall specify the occurred condition(s) owing to which the said sum is due to him.



Pro/77/21

Provided further that any demand(s) / claim(s) from the Procuring Agency shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this \_\_\_\_\_ day of 2021.

### **GUARANTOR**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_



## **AGREEMENT**

**Contract Title:**

**[Name of Contractor]**

**Dated:**

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- I. Agreement
- II. General Conditions of Contract
  - i. Contract Duration and Effectiveness
  - ii. Contract Documents and Information
  - iii. Contract Language
  - iv. Standards
  - v. Execution Schedule
  - vi. Payment
  - vii. Price
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- ix. Extensions in time for performance of obligations under the Contract
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- xvi. Applicable Law
- xvii. Warranty
- xviii. Performance Security
- xix. Technical Specifications and Ancillary Services
- xx. Inspections and Tests
- xxi. Insurance
- xxii. Risk Purchase

This CONTRACT ("Contract") made as of the ....., 2021 between **Pakistan Kidney and Liver Institute & Research Centre (the "Client")**, on the one part,

And

**M/s .....** on the other part severally liable to the Client for all the Contractor's obligations under this Contract and is deemed to be included in any reference to the term **"the Contractor."**

## RECITALS

### WHEREAS,

- (a) The PKLI&RC intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the delivery of the equipment as described in the contract.

The tender for procurement of ..... (.....) was advertised on PPRA Website as per PPRA Rules 2014. The tender formalities were performed and awarded to lowest evaluated bidder as per evaluation criteria to M/s ..... The tender was awarded after the compliance of PPRA Rules 2014.

- (b) The Contractor is bound to deliver the Coffee Shop items ..... as per specifications-..... as described in Bidding Documents; and
- (c) The Contractor, agreed to deliver the Coffee Shop items ..... as per specifications..... on the terms and conditions set forth in this Contract.



**NOW THEREFORE, the Parties to this Contract agree as follows:**

1. The Contractor hereby covenants with the Client to deliver the Coffee Shop items..... as per specifications..... therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Client to the Contractor.
2. The Client hereby covenants with the Contractor to pay the Contractor, the per item price of each head or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of Coffee Shop items..... as per specifications.....
3. The following shall be deemed to form and be read and construed as part of this Contract:
  - a. Letter of Acceptance – Annexure-A
  - b. Work Order/Purchase Order– Annexure-B
  - c. The Bidding Document – Annexure-C
  - d. Bidder's Proposal – Annexure-D
  - e. Terms and Conditions of the Contract – Annexure-E
  - f. The Technical Specifications/ Terms of Reference– Annexure-F
  - g. Price Schedule/Approved Financial Proposal/Quantity–Annexure-G
  - h. Performance Security – Annexure-H
  - i. Any Standard Clause acceptable for Client
4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.



IN WITNESS, whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

**FOR PKLI**

Signature:

Name:

Designation: Dean PKLI &amp; RC

**FOR CONTRACTOR**

Signature:

Name:

Designation:

**WITNESSES**

Witness No: 1

Signature

Name

Designation: Director Finance

CNIC:

Witness No: 1

Signature

Name

Designation:

CNIC:

Witness No: 2

Signature

Name

Designation: Head of Procurement

CNIC:

Witness No: 2

Signature

Name

Designation:

CNIC:

## General Conditions of the Contract

### i. **Contract Duration and Effectiveness**

The duration of contract shall be for one (01) year starting from the letter of acceptance.

The contract is effective from Letter of Acceptance issuance date i.e. ...., 2021.

### ii. **Contract Documents and Information**

The Contractor shall not, without the Client's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications) or information furnished by or on behalf of the Client in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### iii. **Contract Language**

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Client, shall be in English.

### iv. **Standards or Regulations**

The Coffee Shop items..... as per specifications -..... under this Contract shall conform to the authoritative latest Coffee Shop / Kitchen industry standards and approved by relevant body.

### v. **Execution Schedule**

The Contractor shall cover the complete scope and deliver the approved tended quantity as and when required by the Client.

For further execution of the contract, both parties have dedicated their resource persons for smooth functioning.



- **PKLI & RC**  
AD Zia, Sr. Manager Food Services
- **Contractor**

....., .....

The partial delivery of the contract is permissible under this contract.

**vi. Payment**

- a) The Contractor shall provide all necessary supporting documents along with invoice. The payment will be paid by the Client as per partial or complete delivery of Coffee Shop items..... as per specifications.....
- b) The Contractor shall submit an Application for Payment, to the Client. The Application for Payment shall: be accompanied by such invoices, delivery challans duly signed by site administrator or relevant person of the Client; state the amount claimed which shall be as per agreed rate.
- c) The Client will pay the amount verified within thirty (30) days as per PPRA Rules 2014
- d) The Client shall make payment for, the equipment delivered by the Contractor, as per Government policy, in Pak Rupees, through cross cheque.
- e) All payments shall be subject to the deduction of all taxes, duties and levies applicable under the laws of Pakistan.

**vii. Price**

The Contractor shall not change prices for the Coffee Shop items, the provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule or as agreed in the contract.

***Total quantity of Coffee Shop items..... as agreed between the parties and their quoted rates one-time rate are as follows;***

The quoted rates include the transportation or delivery at site, and all other expenses as stated in the bidding documents.

**viii. Contract Amendment**

- a) The Client may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.
- b) The Contractor shall not execute any change until and unless the Client has allowed the said change, by written order served on the Contractor.
- c) The change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
- d) No variation in or modification in the Contract shall be made, except by written amendment signed by both the Client and the Contractor.

**ix. Extensions in time for performance of obligations under the Contract**

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Client with a copy to the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Client shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

**x. Liquidated Damages**

If the Contractor fails / delays in performance of any of the obligations, under the Contract violates any of the provisions of the Contract commits breach of any of the terms and conditions of the Contract, the Client may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.067% of the total Contract Price which is attributable to such part of the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Client, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

**xi. Blacklisting**

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

**xii. Termination for Default**

- a) The Client, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate this Contract in whole or in part:
  - a. if the contractor fails to deliver any or all milestones of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Client
  - b. if the Contractor fails to perform any other obligation(s) under the Contract.
  - c. if the Contractor, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: “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. “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 Client, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

**xiii. Termination for Insolvency**

The Client may at any time terminate the Contract by giving written notice of one-month time to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Contractor, 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.

**xiv. Force Majeure**

- a) The Contractor shall not be liable for forfeiture of its Performance Guaranty/Security, or termination/ blacklisting 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. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Contractor and not involving the Contractor'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 Client in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Client in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee of PKLI, constituted for redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Client in writing, the Contractor 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.

**xv. Arbitration and Resolution of Disputes**

- a) The Client and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty working days, from the commencement of such informal negotiations, the Client and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

**xvi. Applicable Law**

- a) The Contract shall be governed by and interpreted in accordance with the PPRA Rules, 2014 along with other rules/law of Punjab as well as Pakistan.

**xvii. Warranty**

**a)** A comprehensive warranty for equipment will be provided free of cost including parts, labour, unless otherwise separately mentioned in the specifications. The procuring agency may increase or decrease the span of warranty period as per their institutional requirement. The supplier will categorically mention the disposable/consumable items of the equipment good in advance along with the submitted tender, any item declaration as consumable /disposable after the submission of bid/quotation will not be permissible.

**b)** The warranty period will start after completion of successful delivery, installation and commissioning procedure and on submission of satisfactory certificate by the End User.

**xviii. Performance Security**

The Performance Security shall be payable to the Client/Procuring Agency, on occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract.
2. If the Contractor fails to fulfill the obligations under the Contract.
3. If the Contractor violates any of the terms and conditions of the Contract.
4. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Contractor within thirty working days after the expiry of its validity on written request from the Contractor.
5. In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

**xix. Technical Specifications and Ancillary Services**

a). Product Specifications.

(Detailed technical specifications, given in Annexure-A, will be followed)

b). Transportation/Delivery/Fixing and Fitting Requirements

- i. 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.
- ii. The Supplier is responsible for complete delivery / assembling installation of the equipment to the satisfaction of concerned user(s).
- iii. All costs associated with the transportation, assembling and installation including loading/unloading of goods and road taxes shall be borne by the Supplier.

**xx. Inspections and Tests**

- i. The Purchaser or its representative shall have the right to inspect and/or to test the delivered goods. Purchaser shall inspect the quantity, quality, specifications of goods in presence of the bidder. The Inspection Committee of PKLI & RC will carry out detailed physical examination of goods and can reject any item, if found not according to the approved technical specifications etc. Moreover, the supplier will also be responsible to replace the same without any further charges to the Purchaser.
- ii. All costs associated with testing shall be borne by the Supplier.
- iii. 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.
- iv. Nothing in Clause xix shall in any way release the Supplier from any warranty or other obligations under this Contract.

**xxi. Insurance**

- i. The supplier shall be solely responsible for Insurance of the Goods subject to the contract.

**xxii. Risk Purchase**

- i. Risk Purchases shall be proceeded as options :-  
Option I - Risk purchase (on account of bulk procurement) shall be made from the descending lowest bidders where available / applicable.  
Option II – Petty purchase through Sanction / Quotation shall be made as per financial limits, in case of failure against option I.  
Option III – Local / Day to Day Purchase shall be adopted for urgent requirements only till the availability in stores by above mentioned modes. Stores must be kept up to cope with the urgent needs of hospital.
- ii. If the first lowest contractor failed to supply the product(s) in prescribed time of delivery, risk purchase will be made and the extra amount will be

deducted from the CDR / Bills of the first lowest contractor/ bidder lying in this hospital.

NOTE: Any matter not prescribed in the said bidding documents, or the detail off which is not present herein, shall be dealt as mentioned in Health Department Standard Bidding Documents prepared under PPR, 2014 (amended).