

**GOVERNMENT OF PAKISTAN  
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING  
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT  
(Provincial Office, Punjab)**



**Pre – Qualification**

**(IFB/NCHD-Punjab/Proc/01/2025)**

**Application Opening Date: September 20, 2025**

**Name of Firm to Whom Issued:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Article Applied For \_\_\_\_\_

(To be filled by the Applicant)

**Director Operations Punjab  
National Commission for Human Development  
Provincial Office Punjab  
Old PCTB-Building Link Wahdat Road Lahore  
Tele: 042-37455366  
042-99260086**

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING**  
**NATIONAL COMMISSION FOR HUMAN DEVELOPMENT**

**INVITATION TO E-BID**  
**[For Goods, Works and Non-consulting Services]**

**PRE-QUALIFICATION NOTICE**

1. National Commission for Human Development (NCHD) invites electronic e-Bids from the original manufacturers/ authorized distributors/ suppliers/ contractors/ service providers etc / applications from well reputed firms, who are registered with Sales Tax & Income Tax department and having their own offices / setups in Punjab Province for Pre Qualification of Stationery Items, Office Supplies, Tonners for Printers & Photocopiers, Repair & Maintenance for Computers, Printers and Photocopiers, Repair & Maintenance of Furniture & Fixture items, Repair & Maintenance of Air Conditioners & other office Equipment's, Repair & Maintenance of official Vehicles and Purchase of Tyres and Batteries.

2. Pre-Qualification documents / e-Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered e-Bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)), method and procedure for submission of applications etc. are available for the interested firms on the websites of National Commission for Human Development at [www.nchd.org.pk](http://www.nchd.org.pk) and PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk)

3. The application / e-Bids must be prepared in accordance with the instructions mentioned in the Pre-qualification documents. Electronic e-Bids, must be submitted by using EPADS on or before 12:00 hours by **September 20, 2025**. The applications will be opened on the same date at 12:30 hours in NCHD Conference Room located at **Old PCTB-Building Link Wahdat Road Lahore**, in the presence of the applications / their authorized representatives, who may choose to be present.

4. Incomplete applications will not be entertained. Competent authority may reject any or all applications at any time prior to the acceptance of application by invoking rule 33 of PPRA-2004.

**Note:** Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on NCHD's website (if any)

**Director Operations Punjab**  
**National Commission for Human Development, Provincial Office Punjab**  
**Old PCTB Building Link Wahdat Road Lahore**  
**Tele: 042-37455366, 042-99260086**

# **E-BIDDING DOCUMENTS**

**For**

## **NATIONAL COMPETITIVE E-BIDDING**

### **(INVITATION TO e-BID)**

**[For Goods, Works and Non-consulting Services]**

**Part One**

- I. Instructions to e-Bidders (ITB)
- II. E-Bid Data Sheet (BDS)

**Part Two**

- I. Schedule of Requirements & Technical Specifications
- II. Standard Forms

**Part Three**

- I. General Conditions of Contract (GCC)
- II. Special Conditions of Contract (SCC)

**National Commission for Human Development  
Government of Pakistan**

## **Part One**

### **Section I** **Instructions to e-Bidders (ITB)**

## **Instructions to e-Bidders (ITB)**

### **A. Introduction**

- 1. Name of Procuring Agency and address**
  - 1.1 National Commission for Human Development, **Old PCTB-Building Link Wahdat Road Lahore**
  
- 2. Eligible E-Bidders**
  - 2.1 The e-Bidder must submit National Tax No., Sales Tax No. along with Certificates and AGPR Vendor Number (if any) as well as certificate of incorporation/registration of the firm (if any).
  - 2.2 The Applicants must have its own workshop in case of repair and maintenance of vehicles.
  - 2.3 The applicants / firms which article / service they are interested in the area on interest in article "Pre-Qualification and Area of Interest".
  - 2.4 The detail of Pre-Qualification for the requisite articles is pursuance upon Part Two-I
    - Article – 1: All Stationery Items and Tonners for Printers and Photocopiers
    - Article – 2: Office Supplies (i.e; All Cleaning / toiletries Items, & Other Misc items, Procurement of Batteries for UPS/Vehicles and Tyres of Vehicles etc.)
    - Article – 3: Repair & Maintenance for Computers, Printers (Computer Accessories) and Photocopiers, Air Conditioners & Other Office Equipment's and Office Building
    - Article – 4: Repair & Maintenance of Official Vehicles
  - 2.5 Separate area of interest along with all pre-requisite's documents would be submitted by the applicants in case of applying in more than one article (**as mentioned in Part Two-I**).
  - 2.6 The procuring agency may on need basis pre-qualify new suppliers or service providers with previously pre-qualified suppliers or service providers.
  - 2.7 The e-Bidder must be on Active Taxpayers List of FBR (mandatory), also provide last three years tax returns.
  - 2.8 Affidavit on stamp paper to the extent conveying that the e-Bidder / or any member of consortium has not been blacklisted by any procuring agency of the Government Agency / Authority (mandatory).
  - 2.9 NCHD will not entertain any e-Bid, not submitted through EPADS.
  
- 3. Cost of E-Bidding**
  - 3.1 The E-Bidder shall bear all costs associated with the preparation and submission of its e-Bid, and the Procuring Agency named in the e-E-Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the e-Bidding process.

## **B. The E-Bidding Documents**

- 4. E-Bidding Documents**
- 4.1 The Goods required, e-Bidding procedures, and contract terms are prescribed in the e-Bidding documents, which include:
- (a) Invitation to E-Bid
  - (b) Instructions to E-Bidders (ITB)
  - (c) E-Bid Data Sheet (BDS)
  - (d) General Conditions of Contract (GCC)
  - (e) Special Conditions of Contract (SCC)
  - (f) Schedule of Requirements
  - (g) Technical Specifications
  - (h) e-Bid Form and Price Schedules
  - (i) Contract Form
  - (j) Integrity Pact
- 4.2 The e-Bidder is expected to examine all instructions, forms, terms, and specifications in the e-Bidding documents. Failure to furnish all information required by the e-Bidding documents or to submit a e-Bid not substantially responsive to the e-Bidding documents in any respect will be at the e-Bidder's risk and may result in the rejection of his e-Bid.
- 5. Clarification of E-Bidding Documents**
- 5.1 A prospective e-Bidder requiring any clarification of the e-Bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in E-Bid Data Sheet (BDS). The Procuring Agency will respond in writing to any request for clarification of the e-Bidding documents which it receives not later than five (05) days prior to the deadline for the submission of e-Bids prescribed in the E-Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective e-Bidders that have received the e-Bidding documents, directly from the Procuring Agency.
- 6. Amendment of E-Bidding Documents**
- 6.1 At any time prior to the deadline for submission of e-Bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective E-Bidder, may modify the e-Bidding documents by amendment, without substantially changing nature of procurement.
- 6.2 All e-Bidders that have received the e-Bidding documents directly, from the Procuring Agency, will be notified of the amendment in writing which will be binding on them.
- 6.3 In order to allow prospective e-Bidders reasonable time in which to take the amendment into account in preparing their e-Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of e-Bids.

## **C. Preparation of E-Bids and E-Bidding Procedure**

- 7. Language of E-Bid**
- 7.1 The e-Bid prepared by the E-Bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the E-Bidder and the Procuring Agency, shall be written in the language specified in the E-Bid Data Sheet.
- 8. Documents Comprising the**
- 8.1 The e-Bid prepared by the E-Bidder shall comprise of the following components:

## E-Bid

- (a) E-Bid Form, specifications and a Price Schedule completed in accordance with ITB Clauses 9, 10, and 11; and
- (b) E-Bid security furnished in accordance with ITB Clause 13.
- (c) The e-Bidder must submit National Tax No., Sales Tax No. along with Certificates and AGPR Vendor Number (if any) as well as certificate of incorporation/registration of the firm (if any).
- (d) The Applicants must have its own workshop in case of repair and maintenance of vehicles.
- (e) It must be clear for “Pre-Qualification and Area of Interest”.
- (f) The detail of Pre-Qualification for the requisite articles is annexed as “Annexure–A”
- (g) Separate area of interest along with all pre-requisites documents would be submitted by the applicants in case of applying in more than one article (as mentioned in Annexure-A).
- (h) Procuring agency may on need basis pre-qualify new suppliers or service providers with previously pre-qualified suppliers or service providers.
- (i) The e-Bidder must be on Active Taxpayers List of FBR (mandatory), also provide last three years tax returns.
- (j) Affidavit on stamp paper to the extent conveying that the e-Bidder / or any member of consortium has not been blacklisted by any procuring agency of the Government Agency / Authority (mandatory).

8.2 NCHD will not entertain any e-Bid, not submitted through EPADS.

### 9. E-Bid Form

- 9.1 The E-Bidder shall complete the E-Bid Form and the appropriate Price Schedule furnished in the e-Bidding documents, indicating the Goods to be supplied, a brief description of the Goods, quantity, and prices against Article-1
- 9.2 It must be clearly submitting which article / service they are interest in the area on interest in article “Pre-Qualification and Area of Interest”.

### 10. E-Bid Prices

- 10.1 **The E-Bidder shall indicate on the appropriate Price Schedule the unit prices and total e-Bid price of the Goods as per tender specification. No alternate model or separate accessories are acceptable. The e-Bidders to e-Bid for all items in particular lot/s, the financial evaluation and award of contract shall be on the basis of total price of all items against each particular lot.** Quote price of all items as single item price will not be evaluated. In case e-Bidders do not quote all items against Article-1, the e-Bid will not be evaluated against lot/s.
- 10.2 **Prices indicated on the Price Schedule shall be delivered duty paid (DDP) i.e. inclusive of all applicable taxes, prices etc.**
- 10.3 Prices quoted by the E-Bidder shall be fixed during the E-Bidder’s performance of the contract and not subject to variation on any

account, unless otherwise specified in the E-Bid Data Sheet. An e-Bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected. Two or more prices for a single item will be treated as non-responsive and will be rejected.

- 11. E-Bid Currencies**
- 11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the E-Bid Data Sheet.
- 11.2 Prices against Article-1 would be admissible for a period of one year through close framework agreement from the date of agreement.
- 12. Documents Establishing E-Bidder's Eligibility and Qualification**
- 12.1 Pursuant to ITB Clause 8, the E-Bidder shall furnish, as part of his e-Bid, documents establishing the E-Bidder's eligibility to e-Bid and his qualifications to perform the contract if its e-Bid is accepted.
- 12.2 The documentary evidence of the E-Bidder's qualifications to perform the contract if its e-Bid is accepted shall establish to the Procuring Agency's satisfaction:
- (a) The E-Bidder meets the qualification criteria listed in the E-Bid Data Sheet.
- 13. E-Bid Security** Not Applicable
- 14. Period of Validity of E-Bids**
- 14.1 E-Bids shall remain valid for the period specified in the E-Bid Data Sheet after the date of e-Bid opening prescribed by the Procuring Agency, pursuant to ITB Clause 20. A e-Bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.
- 14.2 In exceptional circumstances, the Procuring Agency may solicit the E-Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The e-Bid security provided under ITB Clause 13 shall also be suitably extended. An E-Bidder may refuse the request without forfeiting his e-Bid security. An E-Bidder granting the request will not be required nor permitted to modify his e-Bid.
- 15. Format and Signing of E-Bid**
- 15.1 The original shall be typed or written in indelible ink and shall be signed by the E-Bidder or a person or persons duly authorized to bind the E-Bidder to the contract. All pages of the e-Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the e-Bid.
- 15.2 Any interlineations, erasures, or overwriting shall not be valid even if they are initialed by the person or persons signing the e-Bid. The e-Bid should be duly binded (bound) and each page signed/stamped by authorized person.

#### **D. Submission of E-Bids**

- 16. Sealing and Marking of E-Bids**
- 16.1 The e-Bids must be received by the Procuring Agency through EPADS at the address specified in the E-Bid Data Sheet no later than the time and date specified in the E-Bid Data Sheet.
- 16.2 NCHD will not entertain any e-Bid, not submitted through EPADS.
- 17. Deadline for**
- 17.1 E-Bids must be received by the Procuring Agency through EPADS at

**Submission of E-Bids**

the address specified in the E-Bid Data Sheet no later than the time and date specified in the E-Bid Data Sheet.

- 17.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of e-Bids by amending the e-Bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the Procuring Agency and e-Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**18. Late E-Bids**

- 18.1 Any e-Bid received by the Procuring Agency after the deadline for submission of e-Bids prescribed by the Procuring Agency pursuant to ITB Clause 17 will be rejected and returned unopened to the E-Bidder.

**19. Modification and Withdrawal of E-Bids**

- 19.1 The E-Bidder may modify or withdraw its e-Bid after the e-Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the e-Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of e-Bids.
- 19.2 The E-Bidder's modification or withdrawal notice shall be prepared, in accordance with the provisions of ITB Clause 16. A withdrawal notice may also be sent by fax or email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of e-Bids.
- 19.3 No e-Bid may be modified after the deadline for submission of e-Bids.
- 19.4 No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of the period of e-Bid validity specified by the E-Bidder on the E-Bid Form. Withdrawal of a e-Bid during this interval may result in the E-Bidder's forfeiture of its e-Bid security, pursuant to the ITB Clause 13.7.

**E. Opening and Evaluation of E-Bids**

**20. Opening of E-Bids by the Procuring Agency**

- 20.1 The Procuring Agency will open all e-Bids in the presence of e-Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the E-Bid Data Sheet. The e-Bidders' representatives who are present shall sign a register/ attendance sheet evidencing their attendance. The Application documents will be evaluated as per Evaluation / Point Scoring Criteria for Pre-Qualification (Annex C). In case of Article-1 (close framework) initially technical proposal will be opened and evaluated by the Procuring Agency. Financial proposal of the e-Bidders qualified in technical proposal, will be considered thereafter.
- 20.2 The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings by invoking Section 16(3) of PPRA Rules 2004.
- 20.3 The procuring agency shall communicate to those suppliers or

contractors who have not been pre-qualified the reasons for not pre-qualifying them by invoking Section 16(4) of PPRA Rules 2004.

**Qualification of suppliers and contractors**

- 20.4 Procuring agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:
- 20.5 Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that procurement proceeding.

**Disqualification of suppliers and contractors**

- 20.6 The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- 20.2 The e-Bidders' names, e-Bid modifications or withdrawals, e-Bid prices, discounts, and the presence or absence of requisite e-Bid security and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening. No e-Bid shall be rejected at e-Bid opening, except for late e-Bids, which shall be returned unopened to the E-Bidder pursuant to ITB Clause 18.
- 20.3 E-Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at e-Bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn e-Bids will be returned unopened to the e-Bidders.
- 20.4 The Procuring Agency will prepare minutes of the e-Bid opening.

**21. Clarification of E-Bids**

- 21.1 During evaluation of the e-Bids, the Procuring Agency may, at its discretion, ask the E-Bidder for a clarification of its e-Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the e-Bid shall be sought, offered, or permitted.

**22. Preliminary Examination**

- 22.1 The Procuring Agency will examine the e-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 e-Bids are generally in order.
- 22.2 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, the e-Bid will be rejected, and e-Bid security shall be forfeited (if any). If there is a discrepancy between words and figures, the amount in words will prevail.

- 22.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a e-Bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any E-Bidder.
- 22.4 Prior to the detailed evaluation, pursuant to ITB Clause 23 the Procuring Agency will determine the substantial responsiveness of each e-Bid to the e-Bidding documents. For purposes of these Clauses, a substantially responsive e-Bid is one which conforms to all the terms and conditions of the e-Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning E-Bid Security (ITB Clause 13) and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency’s determination of a e-Bid’s responsiveness is to be based on the contents of the e-Bid itself without recourse to extrinsic evidence.
- 22.5 If a e-Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the E-Bidder by correction of the nonconformity.

**23. Evaluation and Comparison of E-Bids**

- 23.1 The Procuring Agency will evaluate and compare the e-Bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.
- 23.2 The Procuring Agency’s evaluation of a e-Bid, further elaborated under E-Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties and transportation charges (where applicable), and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the e-Bid.

**24. Contacting the Procuring Agency**

- 24.1 Subject to ITB Clause 21, no E-Bidder shall contact the Procuring Agency on any matter relating to its e-Bid, from the time of the e-Bid opening to the time the contract is awarded. If the E-Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be done in writing.
- 24.2 Any effort by a E-Bidder to influence the Procuring Agency in its decisions on e-Bid evaluation, e-Bid comparison, or contract award may result in the rejection of the E-Bidder’s e-Bid.

**F. Award of Contract**

**25. Qualification**

- 25.1 The Procuring Agency will determine to its satisfaction whether the E-Bidder that is selected as having submitted the lowest evaluated responsive (where applicable) e-Bid is qualified to perform the contract satisfactorily.
- 25.2 The determination will take into account the E-Bidder’s compliance with the qualification criteria defined in the E-Bid Data Sheet.

**26. Award Criteria**

- 26.1 Subject to ITB Clause 28, the Procuring Agency will award the contract to the successful E-Bidder whose e-Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated e-Bid (where applicable), provided further that the E-Bidder is determined to be qualified to perform the contract satisfactorily.

- 27. Procuring Agency's Right to Vary Quantities at Time of Award**
- 27.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions
- 28. Procuring Agency's Right to Accept/ Reject E-Bids**
- 28.1 The Procuring Agency reserves the right to accept or reject all e-Bids, and to annul the e-Bidding process and reject all e-Bids at any time prior to acceptance of the e-Bids, without thereby incurring any liability to the affected E-Bidder or e-Bidders. The Procuring Agency will inform the affected E-Bidder or e-Bidders of the grounds for the Procuring Agency's action, if so requested, but the Procuring Agency shall not be required to justify the grounds.
- 29. Notification of Award**
- 29.1 The Procuring Agency will notify the successful E-Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its e-Bid has been accepted.
- 29.2 The notification of award under ITB 29.1 will constitute the formation of the Contract.
- 30. Signing of Contract**
- 30.1 At the same time as the Procuring Agency notifies the successful E-Bidder, the Procuring Agency will send the E-Bidder the Contract Form provided in the e-Bidding documents, incorporating all agreements between the parties.
- 31. Corrupt or Fraudulent Practices**
- 31.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among e-Bidders (prior to or after e-Bid submission) designed to establish e-Bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty
- (b) will reject a proposal for award if it determines that the E-Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a NCHD financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a NCHD financed contract.

## **Section II.**

### **E-Bid Data Sheet (BDS)**

## E-Bid Data Sheet

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

### A. The E-Bidding Document

<b>ITB 7.1</b>	Language of the E-Bid	English
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### B. Preparation of E-Bids

<b>ITB 10.2</b>	The price quoted shall be	Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) in Pak Rupees (Article-1)
<b>ITB 10.3</b>	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all the taxes/duties prevailing/ levied hereafter (close framework agreement for Article-1)
<b>ITB 12.2 (a)</b>	Qualification requirements	<ol style="list-style-type: none"> <li>1. The e-Bidder must submit National Tax No., Sales Tax No. Certificates and AGPR Vendor Number (if any) as well as certificate of incorporation/registration of the firm (if any).</li> <li>2. The e-Bidder must be on Active Taxpayers List of FBR (mandatory), also provide last three years tax returns.</li> <li>3. Affidavit to the extent conveying that the e-Bidder has not been blacklisted by any procuring agency of the Government (mandatory).</li> <li>4. Satisfactory certificates issued by the Procuring Agency clearly showing the amount and nature of work awarded.</li> <li>5. Detail of employees working with the e-Bidder</li> <li>6. List of clients</li> <li>7. Bank statement of last one year</li> </ol>
<b>ITB 13.1</b>	Amount of e-Bid security	N/A
<b>ITB 13.2</b>	Form of E-Bid Security	N/A
<b>ITB 13.8</b>	Performance Guarantee	N/A
<b>ITB 14.1</b>	E-Bid validity period.	E-Bid should remain valid for 90 days from the closing date.

### C. Submission of E-Bids

<b>ITB 17.1</b>	Address for e-Bid submission.	<p>Online through EPADS</p> <p>NATIONAL COMMISSION FOR HUMAN DEVELOPMENT NCHD will not entertain any e-Bid, <b>Old PCTB-Building Link Wahdat Road Lahore</b> Ph# 042-37455366-67,042-99260086 not submitted through EPADS.</p>
<b>ITB 17.1</b>	Deadline for e-Bid submission.	<b>September 20,2025 12:00 PM</b>

### D. Opening and Evaluation of E-Bids

<b>ITB 20.1</b>	Date, Time and place for e-Bid opening.	<b>September 20,2025 12:30 PM</b> NATIONAL COMMISSION FOR HUMAN DEVELOPMENT, <b>Old PCTB-Building Link Wahdat Road Lahore</b> Ph# 042-37455366-67,042-99260086
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**ITB  
23.2**

Criteria for e-Bid evaluation.

- i) Technical Evaluation= minimum 70% threshold)
- ii) Financial Evaluation= Item Wise Lowest quoted e-Bidder will be considered Most Advantageous E-Bid (Article-1)

Note:  
*(The proposals who have fulfilled the mandatory requirements as mentioned in clause 12.2(a) and scored Minimum 70% marks in Technical Criteria will qualify for the next stage, i.e. financial opening). The marks of technical proposal would not be accumulated in financial evaluation.)*

The e-Bids shall be evaluated on pursuant to ITB Clause 2o of GCC.

**Technical Criteria:- (minimum 70 % threshold)**

- (i) No of successful projects (copies of Purchase orders) of similar nature (30 Marks max).

Five projects	10 Marks
Ten Projects	20 Marks
More than Ten projects	30 Marks

- (ii) Experience in Government organization for manufacturing or supplying **Goods/Services** (20 Marks Max).

up to Five years	10 Marks
More than five years	20 Marks

- (iii) Total Number of Employees two (02) points for each employee (10 Marks max)

- (iv) List of Clients entertained (10 Marks).

Up-to ten clients	05 Marks
More than ten clients	10 Marks

- (v) Financial Strength/ bank statement (Max Marks 20)

Bank statement-1 Year	10 Marks
Bank statement-2 Years and above	20 marks

- (vi) Having registered outlet/ shop/office (20 Marks Max).

Three years	10 Marks
More than Three years	20 Marks

**Financial Criteria:-**

- (i) **The E-Bidder shall indicate on the appropriate Price Schedule the unit prices and total e-Bid price of the Goods as per tender specification. No alternate model or separate accessories are acceptable. The e-Bidders to e-Bid for all items in particular as lot/s, the financial evaluation and award of contract shall be on the basis of total price of all items in each particular item/s. Quote price of all items as single item price will only be evaluated.**
- (ii) Financial portion of E-Bids of the successful e-Bidders (technically qualified who have fulfilled the mandatory requirements as mentioned in clause **ITB 12.2(a)** and obtained 70 % marks in technical proposals shall be evaluated on cost only (Article-1) shall be awarded the contract upon close framework agreement, admissible from the date of agreement.

## **Part Two**

- I. Schedule of Requirements & Technical Specifications
- II. Standard Forms

# I. Schedule of Requirements & Technical Specifications

## Article – 1: All Stationery Items and Tonners for Printers & Photocopiers

Sr. No.	Item Description	Size	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
<b>Stationery</b>					
1.	Attendance Register	2 No.	Paper Quality: Fine Quality	No	36
2.	Paper	A4	Paper Quality: 80 gm Imported Color: Pure White	Packet	1000
3.	Paper	A4	Paper Quality: 70 gm Imported Color: Pure White	Packet	1000
4.	File Cut Box	A4	Material: Cardboard	No	200
5.	Paper	Legal	Paper Quality: 80 gm imported	Packet	50
6.	Writing Pad	A4 Size	Paper Quality: Fine Quality Imported	No	400
7.	File Tags	6 Inch	cotton thread made with Mattel Edges Color: White	Packet	200
8.	Fluid Correction Pen	Standard	Fine Quality, Fluid: White Material: Plastic	No	200
9.	Gum Stick	36 mg	Material Color: White Transparent Gum Power: strong adhesive	No	200
10.	Box File -	A4	Capacity: 250 sheets Inner Mattel Rings with Daring/Spring Mechanism	No	500
11.	Ball Point	Standard	Nib: 10 x .07 mm Tip Material: Plastic, Soft Rubber Grip Ink: fine quality fluent (no clotting during writing), Smooth Writing	Packet	300
12.	Binder clip	19mm	Long Tail Clip, Color: Black Material: Mattel, Strength: Good Grip Manual (No magnetic)	Packet	200
13.	Binder clip	32mm	Long Tail Clip, Color: Black Material: Mattel, Strength: Good Grip Manual (No magnetic)	Packet	200
14.	Binder clip	25mm	Long Tail Clip, Color: Black Material: Mattel, Strength: Good Grip Manual (No magnetic)	Packet	200
15.	Binder clip	41mm	Long Tail Clip, Color: Black Material: Mattel, Strength: Good Grip Manual (No magnetic)	Packet	200

16.	Binder clip	51mm	Long Tail Clip, Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	200
17.	Calculator	Standard	Electronic Calculator with 12 digits two way power, Battery: (1.5V) solar power	No	100
18.	CDs (R/W)	diameter of 120 mm	Round Shape Hard Plastic Material Capacity: Audio/Video and data Storage	No	50
19.	Hi Lighter	Length 5 inch, Width 2 inch	Ink Color: Yellow, Material: Plastic capped	No	200
20.	Led Pencil with rubber (Gold Fish or Equivalent)	2H-Degree	Quality: High quality Material: wood lead pencil Sharpen smoothly and easy to erase Best for writing, drafting, sketching, Shading and drawing Ideal for office and general use	Packet	200
21.	Packing Tape	(2 inch)	Heavy duty gum, resist splitting and ripping, helping to keep packages sealed	No	400
22.	Paper Cutter	Standard Size	Plastic Grip Sharp Metal Blade	No	200
23.	Peon Book	8" x 5"	Paper Quality: 80 gm imported Paper Color: White Binding: Hard Gum Binding	No	36
24.	Dispatch Register	6 No	Paper: Imported fine quality Paper Color: White	No	36
25.	Pointer Pen	Standard	Nib: 03mm, Material: Plastic	Packet	200
26.	Post it Flags	Standard	Material: Plastic, Color: Multi Color	No	200
27.	Post it Pad	(3 X 3)	Color: yellow, Sticky Note	No	200
28.	Punch Machine Double Whole	15-20 sheets	Manual Binding Round hole machine for office files, Portable down press	No	100
29.	Register	(12 No)	Paper Quality: Imported fine paper Paper Color: White, Printing: Narrow lines	No	36
30.	Ring File	A4	Material: Plastic with inner metal rings Color: Multi Color	No	200
31.	Scale	12 inch	Material: Steel Mattel	No	100

32.	Scissor paper cutting	Small	Material: Stainless Steel with Plastic Grip, Light weight with long blade	No	100
33.	Scotch Tape	(1 inch)	Three Flower Equivalent	No	400
34.	Separator	A4	Paper Quality: hard card, Color: Multi	Packet	200
35.	Sharpener	standard	Material: Mattel, Good sharp blades Sharp pencil smoothly	Packet	36
36.	Stapler Machine	Short edge 6 inch	Capacity: staple 15-20 70 gm or 80 gm sheets, Good pushing power	No	100
37.	Stapler Machine	Heavy Duty	Capacity: Staple 210 70 gm or 80 gm Sheets, Good pushing Power	No	36
38.	Stapler Pins	24/06	Material: Mattel, hard grip	Packet	2000
39.	Stapler pins	23/13	Material: Mattel, hard grip	Packet	Need Basis
40.	Stapler Pins	23/17	Material: Mattelhard grip	Packet	Need Basis
41.	Stapler Pins	23/24	Material: Mattel, hard grip	Packet	Need Basis
42.	Gel Pen	Standard	Ink: Thick and opaque Nib: .18mm rolling ball	Packet	36
43.	Permanent Marker	Standard	Black, Blue, Red	Packet	36
44.	Board Marker	Standard	Black, Blue, Red	Packet	22
45.	Permanent Marker silver color	Standard	Silver Color	Packet	36
46.	Uni Ball	Standard	Green, Blue & Black Colors	Packet	36
47.	File Board	Standard	White color with lace and colors	No	50
48.	Paper Pin	Standard	Standard	Packet	82
49.	Paper Clip	Standard	Standard	Packet	82
50.	Color Charts	Standard	White, Blue, Pink, Red	No	500
51.	Thumb Pin	Standard	Standard	Packet	100
52.	Stock Register	Standard	Standard	No	36
53.	Eraser	Standard	Soft	Packet	36
54.	Punch Machine Single whole	Standard	Single whole in large size	No	100
55.	Punch Machine Heavy Duty	Standard	Heavy duty	No	22
56.	Blanco with Thinner	Standard	Standard	Packet	50
57.	Stamp Pad	Standard	Green, Blue & Black Colors	No	36
58.	Diary Register	Standard	Standard	No	36
59.	USB	512 GB	512 GB	No	36
60.	Paper	A4	Paper Quality: 80 gm Imported Color: Pure Yellow	Packet	44
61.	Any other Stationery item		Need Basis		Need Basis
<b>Tonnors for Printers and Photocopiers</b>					
62.	HP Laser Jet	Printer	Different Models	No	30
63.	Samsung	Printer	Different Models	No	11
64.	Konica – Minolta	Photocopier	Konica	No.	12
65.	Any other item	Printer / Photocopier	Need Basis		Need Basis

**Article – 2: Office Supplies (All Cleaning / toiletries Items, Other Misc. items etc.) ,  
Batteries for UPS / Vehicles & Procurement of Tyres for Vehicles**

Sr. No.	Item Description	Size	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	Sweep	Large	Strong, Toilet Cleaner, Tiles Cleaner, Drain Opener, Wash Basins	Bottles	500
2	Bleach	Large	non-abrasive formula that will not scratch surfaces and are safe to use in septic systems	Bottles	500
3	Broom	Large	Standard	No	150
4	Cleaning Mop	Large	Standard	No	150
5	Soap	Large	Bath soap	No	1000
6	Phenyle	Large	Standard	Bottles	500
7	Lemon Max soap	Large	Standard	No	250
8	Vim powder	Standard	Standard	Grams/No	200
9	Washing sponge	Standard	Standard	No	200
10	Air Freshener	Large	Jasmine, Rose	Bottles	200
11	Duster Cloth	Medium	Cotton	Meter	500
12	Wipers	Large	Steel Rod with soft rubber	No	200
13	Washroom cleaning brush	Standard	Standard	No	200
14	Extension Leads	Standard	For Computers & Equipment's	No	200
15	Table Locks	Standard	Table Drawer locks 22 mm	No	200
16	Bolt locks	Standard	Steel with screws	No	200
17	Locks	Standard	China Made	No	200
18	Table Cloth	Standard	Green Color	Meter	200
19	Table Glass	Standard	On Need Basis	Sq./Ft	Need Basis
20	Scotch bright	Standard	Standard	No	500
21	Surf	KG	Standard	Grams	200
22	Energy savers	Small	LED	No	250
23	Energy savers	Large	LED	No	200
24	Glass for Doors	Standard	Need Basis	Sq./Ft	Need Basis
25	Buckets	Large	Pure Plastic	No	100
26	Bath Mugs	Standard	Standard	No	100
27	Dust Bins	Standard	Standard	NO	200
28	Cells	Medium	For Clocks ,Bells & remotes	No	200
29	AC Remotes	Standard	Need Basis	No	Need Basis
30	TV Remotes	Standard	Need Basis	No	Need Basis
31	Door Locks	Standard	Standard	No	200
32	Door Closers	Standard	Standard	No	200
33	Batteries for UPS	Standard	Need Basis	Watts/Amperes	Need Basis
34	<b>Batteries for UPS / Vehicles</b>	Standard	Need Basis	Watts/Amperes	Need Basis
35	<b>Procurement of Tyres for Vehicles</b>	Standard	Need Basis	No	Need Basis
35	Any other item	Standard	Need Basis	No	Need Basis

**Article – 3: Repair & Maintenance for Computers, Printers (Computer Accessories) and Photocopiers, Air Conditioners, Other Office Equipment, Furniture & Fixtures and Office Building**

Sr. No.	Item Description	Article	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
<b>Computers, Printers (Computer Accessories) and Photocopiers</b>					
1.	Laptop	IT equipment	Different Models	No	4-Need Basis
2.	Computer	IT equipment	Different Models	No	188-Need Basis
3.	LCD Plasma	Equipment	Standard	No	1-Need Basis
4.	Scanner	Equipment	Standard	No	13-Need Basis
5.	Fax Machine	Equipment	Panasonic & Any other model	No	12-Need Basis
6.	Telephone Exchange	Equipment	Standard	No	8-Need Basis
7.	Printer	IT equipment	Different Models	No	41-Need Basis
8.	Generator	Equipment	Different Models	No	13-Need Basis
9.	Photocopier	Equipment	Different Models	No	12-Need Basis
10.	Cameras	Equipment	Different Models	No	16-Need Basis
11.	ACs, Split	Equipment	Different Models	No	40-Need Basis
12.	Electric Fan./ Room Cooler	Equipment	Different Models	No	88-Need Basis
13.	Refrigerators	Equipment	Different Models	No	19-Need Basis
14.	UPS	Equipment	Different Models	No	01-Need Basis
15.	Stabilizer	Equipment	Different Models	No	42-Need Basis
16.	Multimedia Projectors	IT equipment	Different Models	No	23-Need Basis
17.	Office Table/ Reception Table	Furniture	Different Size & Specification	No	306-Need Basis
18.	Office Chair	Furniture	Different Size & Specification	No	1016-Need Basis
19.	File Racks	Furniture	Different Size & Specification	No	176-Need Basis
20.	Computer Table	Furniture	Different Size & Specification	No	115-Need Basis
21.	Furniture - Sofa	Furniture	Different Size & Specification	No	164-Need Basis
22.	Furniture - Steel Safe	Furniture	Different Size & Specification	No	57-Need Basis
23.	Furniture - Misc	Furniture	Different Size & Specification	No	60-Need Basis
24.	Any other Office Equipment / Furniture	Equipment / Furniture	Different Size & Specification	No	Need Basis
<b>Office Building Maintenance</b>					
25	Office Building	Office Building	Different Size & Specification	Need Basis	21-Need Basis

#### Article – 4: Repair & Maintenance of Official Vehicles

Sr. No.	Item Description	Article	Work Required	Measurement Unit	No. of Vehicles & Estimated Annual Requirement as per Measurement Unit
1.	Toyota Surf	2982cc	Repair & Maintenance	No	01 & Need Basis
2.	Toyota Hilux (Double Cabin)	2779cc	Repair & Maintenance	No	01 & Need Basis
3.	Suzuki Bolan Van	799cc	Repair & Maintenance	No	66 & Need Basis
4.	Suzuki Potohar	970cc	Repair & Maintenance	No	20 & Need Basis
5.	Motorcycles	70cc	Repair & Maintenance	No	04& Need Basis
6.	Bicycle	-	Repair & Maintenance	No	02 & Need Basis
7.	Any other Vehicles		Repair & Maintenance		Need Basis

## **II. Standard Forms**

# 1. E-Bid Form

**APPLICATION FORM-01**  
**Annexure-**

**(For Article-1 Only)**

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

To: Director Operations Punjab  
National Commission for Human Development  
Lahore.

Dear Sir,

Having examined the e-Bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the goods* in conformity with the said e-Bidding documents upon close framework agreement for a period of one year, admissible from the date of contract

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

We also agree to E-Bid, by this E-Bid for a period of for a period of one year, admissible from the date of contract, 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 E-Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

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

Duly authorized to sign E-Bid for and on behalf of \_\_\_\_\_ 20\_\_\_\_\_

**(For Other Articles)**

**Name of the Firm:** \_\_\_\_\_

**Application Reference No:** \_\_\_\_\_

**Date of Opening of Application:** \_\_\_\_\_

Documentary Evidence for Determining the Eligibility of the Applicants. The applicants should sign against those requirements that they are attaching with the form. The applicants are required to mention the exact page number of relevant document placed in the Bid. The Applicants are required to attain at least 70% score for pre-qualification.

<b>Required Documentation</b>	<b>Signature of Applicant</b>	<b>Supporting Document's</b>	<b>Name Page Number in the Application</b>
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
Tax Returns for last 3 years			
Registration/Incorporation/Business Certificate			
Complete Company profile			
Operational Office in Punjab Province			
Bank Statement of Last 2 Years			
Performance (Projects / Purchase order of similar nature) of last 3-years (To be filled Application-Form-2)			
Affidavit: application is not blacklisted by any Federal, Provincial Public sector / private organization. (on Stamp paper value Rs.100)			

**APPLICATION FORM-01**  
**Annexure-B**

**Firm's Past Performance**

**Name of the Firm:** \_\_\_\_\_

**Application Reference No:** \_\_\_\_\_

**Date of opening of Technical Application:** \_\_\_\_\_

<b>Sr.No</b>	<b>Name of the Client/Institution</b>	<b>Purchase Order No. &amp; Date</b>	<b>Description of Order</b>	<b>Value of Order (Rs)</b>	<b>Date of Completion Work</b>
1					
2					
3					
4					
5					
6					

The Applicants may use additional Sheets if required.  
Purchase Orders / Completion certificates must be attached with this form.

**Undertaking**

Terms & Conditions prescribed in the Pre-Qualification documents are fully understood and accepted; I / We hereby agree to abide by all and shall fulfill the terms & conditions as mentioned in the documents. I / We further certify that I / we have the capacity to complete the delivery / services (as and when required) in an efficient and effective manner.

**(Signature, Name, Stamp and Date)**

**Affidavit**

I / We, \_\_\_\_\_ resident of \_\_\_\_\_ holding CNIC \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That being the owner / proprietor of the firm established in the name of \_\_\_\_\_ located at \_\_\_\_\_.
2. That M/S. \_\_\_\_\_ have never been black listed, disqualified or debarred from any Government Department, Semi Government Organization, Private Company or Corporation.
3. That, M/S. \_\_\_\_\_ has never been or is involved in litigation, arbitration with any Government Department.
4. That, all the information submitted with Application Documents is complete and accurate.
5. The Firm has neither been black listed nor any contract rescinded due to non- fulfillment of contractual obligations in the past.
6. That the firm shall pay all the taxes to the government as per prevailing law/ rules.
7. That the firm will provide the services to NCHD on specified locations through skilled persons of relevant field.
8. It is certified that declaration given above is true to the best of my knowledge and belief and nothing has been kept hidden.

M/S: \_\_\_\_\_

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

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

Stamp: \_\_\_\_\_

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING**  
**NATIONAL COMMISSION FOR HUMAN DEVELOPMENT**  
(Administration Department)

*Annexure -E*

**List of District Offices in Punjab Province**

S. No.	District Name
1.	Attock
2.	Bahawalnagar
3.	Bahawalpur
4.	Bhakkar
5.	Chinniot
6.	Chakwal
7.	DG Khan
8.	Faisalabad
9.	Gujranwala
10.	Gujrat
11.	Hafizabad
12.	Jhang
13.	Jehlum
14.	Kasur
15.	Khanewal
16.	Khushab
17.	Lahore
18.	Layyah
19.	Lodhran
20.	Mianwali
21.	Multan
22.	Muzaffargarh
23.	MandiBahauddin
24.	Narowal
25.	Nankana Sahib
26.	Okara
27.	Pakpattan
28.	Rajanpur
29.	Rawalpindi
30.	Rahim Yar khan
31.	Sargodha
32.	Sheikhupura
33.	Sialkot
34.	Sahiwal
35.	Toba Tek Singh
36.	Vehari

## 2. Contract Form

TORs For Pre-Qualified Firms / Vendors / Suppliers:

THIS CONTRACT (hereinafter termed as “Contract” is entered into, signed and executed at Islamabad on November 11, 2021

### BETWEEN

**National Commission for Human Development(NCHD)**, an Statutory body, established in 2002 with its Provincial office located at Old PCTB-Building Link Wahdat Road Lahore, hereinafter shall be termed as “PURCHASER”, which expression shall include the successors in office, permitted assigns and legal representatives.

### A N D

M/s-----, a firm duly registered with ----- bearing number ----- and has never been declared as defaulter by any authority or forum, having its registered office at----- (hereinafter referred to as “SUPPLIER”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interests, administrators and/or assignees)

WHEREAS the Purchaser invited bids for Procurement of Articles (I, II,III & IV) and has accepted the following bid by the Supplier for the supply of requisite item, quantities, delivery schedule & rate of liquidated damages in case late deliveries of equipment:-

S.No.	Item Description /Specifications	Size/ item /Brand / Model	Quantity/Units	Unit Price Inclusive of all Taxes (Rs)	Total Price Inclusive of all Taxes (Rs)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Notwithstanding, in this Contract, unless there is anything repugnant in the subject or context or even NCHD Ordinance 2002 and in clash thereof the general laws, rules and principle words and expressions shall have the same meanings as are assigned to them in the Conditions of Contract referred to.
2. Both the parties of this Contract hereby agree that the following documents shall be read, understood and constructed as an essential and fundamental part of this Contract:
  - a) Bidding Document
  - b) The General Conditions of Contract;
  - c) The Special Conditions of Contract;
  - d) The Schedule of Requirements;
  - e) Technical Specification;
  - f) Price Schedule;
  - g) The Integrity Pact;
  - h) Form of Performance Guarantee;
  - i) The Bid Forms (Technical & Financial).
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 and shall be bound to provide the Goods or services set right, resolve, redress, remedy, and cure the complaints, deficiencies, defect(s), shortcomings, or flaw(s) therein in conformity with the provisions of the Contract, failing which, the payments or charges shall be withheld, accordingly and no additional cost shall be made to the Supplier.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying/resolving 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.

**PARTIES**

**For and on behalf of Purchaser/NCHD**

Name \_\_\_\_\_

Designation \_\_\_\_\_

CNIC \_\_\_\_\_

\_\_\_\_\_

**For and on behalf of SUPPLIER**

Name \_\_\_\_\_

Designation \_\_\_\_\_

CNIC

**WITNESSES**

Name \_\_\_\_\_

Designation \_\_\_\_\_

CNIC \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

CNIC

## **Part Three**

### **Section I.**

#### **General Conditions of Contract (GCC)**

## General Conditions of Contract (GCC)

### 1. Definitions

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

- (a) “The Contract” means the agreement (open framework and/or close framework) entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract (close framework) for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the items of Student Package (as per Schedule of Requirement), and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract (open framework and/or close framework).
- (d) The “Services” means services in connection with supply of Student Package and such obligations of the supplier covered under the contract (open framework and/or close framework).
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Agency” means National Commission for Human Development, Islamabad.
- (h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- (i) “Day” means calendar day.

### 2. Application

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

### 3. Standards

3.1 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.

### 4. Inspections and Tests & Trainings

4.1 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 (close framework).

4.2 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall replace the rejected Goods free of cost to the Procuring Agency.

4.3 The Procuring Agency’s right to inspect, test and, where necessary, reject the Goods after the Goods’ arrival at the Procuring Agency’s

delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the factory/warehouse.

4.4 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **5. Packing**

5.1 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.

5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

## **6. Delivery and Documents**

6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements (close framework).

## **7. Transportation**

7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination i.e. NCHD, 14<sup>th</sup> Floor, Shaheed-e-Millat Secretariat Building, Islamabad.

## **8. Warranty**

8.1 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 Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country.

## **9. Payment**

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

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

9.3 Payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

9.4 The currency of payment is Pak. Rupees.

**10. Prices**

10.1 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 the e-Bid (close framework).

**11. Change Orders**

11.1 The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract.

11.2 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 fifteen (15) days from the date of the Supplier's receipt of the Procuring Agency's change order.

**12. Contract Amendments**

12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**13. Assignment**

13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.

**14. Delays in the Supplier's Performance**

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

14.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s).

14.3 Except as provided under GCC Clause 17, 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 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages.

**15. Liquidated Damages**

15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Special Conditions of the Contract. Once the maximum deduction is reached (**i.e; 10% of the contract price**), the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 (where applicable).

**16. Termination for Default**

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension

thereof granted by the Procuring Agency pursuant to GCC Clause 14.2; or

- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among e-Bidders (prior to or after e-Bid submission) designed to establish e-Bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

- 16.2 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**17. Force Majeure**

- 17.1 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**18. Resolution of Disputes**

- 18.1 The Procuring Agency and supplier shall designate a person by name or as the holder of an office who will act as arbitrator for adjudication of differences arising during the execution of the contract.
- 18.2 The proceedings of the Arbitration process will be governed under the provisions available in the Arbitration Act, 1940.

**19. Governing**

- 19.1 The Contract shall be written in the language specified in SCC.

**Language**

Subject to GCC Clause 20, 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.

**20. Applicable Law**

20.1 The Contract shall be interpreted in accordance with Public Procurement Rules 2004 and other laws of Islamic Republic of Pakistan. If there is any discrepancy between the laws and these e-Bidding documents, the provisions of the laws and rules will prevail.

**21. Notices**

21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

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

**22. Taxes and Duties**

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency (where applicable).

**23. Performance Guarantee**

23.1 The Supplier, within 10 working days of signing of this contract, shall provide to the Purchaser a Performance Guarantee equivalent to 10% of the total Contract amount on the prescribed format and in prescribed manner. This Performance Guarantee shall be released to the Supplier upon successful completion of the Contract.

23.2 Supplier's E-Bid Security already submitted with the E-Bid shall only be released upon satisfactory submission of a Performance Guarantee.

23.3 Failure to submit a Performance Guarantee shall result into forfeiture of E-Bid Security and Cancellation of Contract.

**24. Grievance**

24.1 In case of any grievance the e-Bidder may contact the Grievance Redressal Committee already constituted by NCHD.

## **Section II.**

### **Special Conditions of Contract (SCC)**

## Special Conditions of Contract (SCC)

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. Inspections and Tests (GCC Clause 4)

**GCC 4.1—Inspection and tests prior to supply of Goods and at final acceptance are as follows:** The Procuring Agency or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency..

### 2. Packing (GCC Clause 5)

**GCC 5.2 – Packing & accessories:** The e-Bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.

### 3. Payment (GCC Clause 9)

**GCC 9.1 & 9.3** —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment shall be made in Pak. Rupees on completely delivered goods (through AGPR Pre-Audit System) within thirty (30) days of submission of claim supported by the acceptance certificate issued by the Procuring Agency.

### 4. Prices (GCC Clause 10)

**GCC 10.1—Prices shall be:** Fixed.

### 5. Liquidated Damages (GCC Clause 15)

**GCC 15.1—Applicable rate:** Applicable rates shall not exceed one (0.1) % per day

### 6. Resolution of Disputes (GCC Clause 18)

**GCC 18.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows:**

In the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred to arbitration in accordance with the laws of the Islamic Republic of Pakistan.

### 7. Governing Language (GCC Clause 19)

**GCC 19.1—The Governing Language shall be:** English.

—Supplier's address for notice purposes:

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