Name and Address of Bidder:_____

BIDDING DOCUMENTS

FOR

National Competitive Bidding

Procurement of Supplying & Installation of Air Conditioners for the Project of Establishment of IT Labs in Colleges, across Punjab

Bid Reference No:	48883-16112026-01
Work Name	Supplying & Installation of air Conditioners
Procurement Procedure & Method	Single Stage Two Envelope
Location	All Across Punjab approximately at least 280 different locations
Last Date & Time of Receipt of Bids	1st December, 2026, (as per e-procurement portal)
Bid Opening Date & Time:	1st December, 2026, (time as per e-procurement portal)

INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

6th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan

Phone: (+92) (42) 111-111-488 (6002/6003)
URL: www.itu.edu.pk

Table of Contents

Contents

1 **SECTION-I:** **3**
2 **Section II Instructions to Bidders (ITB)** **5**
3 **Section-III. Technical Specifications** **19**
4 **Section-IV: Bid Data Sheet** **20**
5 **Section V. General Conditions of Contract** **25**
6 **Section VI. Special Conditions of Contract** **33**
7 **Section VII. Schedule of Requirements** **37**
8 **Section VIII. Sample Forms** **38**
9 **Section IX- Check List/ Table of Contents** **50**

1 SECTION-I:

1.1 INVITATION TO BIDS

INFORMATION TECHNOLOGY UNIVERSITY

Sealed Bids ***on item wise basis*** are invited by **Information Technology University of Punjab, Lahore** (Procuring Agency) from well- reputed and financially sound firms having sufficient relevant experience as per bid documents, registered with Income Tax and Sales Tax Departments as per PPRA rules for procurement of goods for the ADP Scheme titled "CM Initiative for Establishment of IT Labs in Colleges" across the Punjab, for the tender given below to be delivered and equipment's/ fixtures' installation, commissioning & maintenance (if any) in concerned Lab(s)/ of respective colleges as list provided of cities, in bidding documents on DDP (Duty Delivered Paid) basis more specifically described in Technical Specifications.

Tender No.	Description of Packages	Mode of Procurement	Closing Date & Time	Bid Validity
	Supplying & Installation of air conditioners (AC) 2 Tons Capacity	Single-stage Two-envelope	1st December, 2026, till portal closing time	120 days

Bid Security should be in the form of a **CDR** in favor of "**Information Technology University of the Punjab, Lahore** valid for the bid validity period**.** Item detail is given below

S#	Detail of Equipment	Unit	Quantity	Bid Security (Rs.)
1	Supplying & Installation of air conditioners (AC) 2 Tons Capacity each	Each	730	Rs. 6,100,000/-

Interested eligible bidders registered on E-Procurement can download bid documents in the English language containing detailed item specifications, quantity and terms & conditions from E-Procurement at ep.punjab.gov.pk . Bid documents can also be downloaded from Punjab PPRA website http://ppra.punjab.gov.pk and Information Technology University of Punjab, Lahore website: www.ITU.edu.pk..

Technical and Financial Bids, duly completed, signed, stamped, and in complete conformity with Bidding Documents duly accompanied by a scanned copy of Bid Security Instrument and affidavit must be submitted online on E-Procurement. The bid security submission process as outlined by the e-procurement portal shall be followed.

Bidders are advised to ensure uploading the Bids on e-Procurement Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-Procurement Portal shall entirely be the responsibility of the bidder. Information Technology University of Punjab, Lahore shall not be held responsible for any issues thereof. For any assistance regarding E-Procurement Portal, system support email and phone numbers are provided on PPRA'S website.

Technical Bids will be opened on **01-12-2026** in the office of **Project Director, Information Technology University of Punjab, Lahore at his office located in Arfa Software Technology Park, 6th Floor Information Technology University of Punjab, Lahore,** in the presence of bidder's representatives who choose to attend. In case the last date of submission of bids falls on closed official days/ holidays, the date for submission and opening of the bids shall be the next working day (Monday to Friday) at the same time.

Procuring Agency may cancel/ delete any item or may reduce or enhance the quantity of any item subject to provision of PPRA rules. Procuring Agency may reject all or any bid subject to the provision of Rule 35 of PPR-14.

In case of any query, guidance can be sought from Ali Hamdani, Procurement Officer of the University. (Tel: +9242_____,

Pre-bid meeting will be held on **23-11-2026 at 14:00** in Conference Room, Information Technology University of Punjab,

only if requested by the vendors. Any query/ clarifications from any prospective bidder should be emailed on pd@itu.edu.pk one day before pre-bid meeting. University will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.

Note: Procurement shall be governed by Punjab Procurement Rules, 2014 amended up to date.

Project Director

INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

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&
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2 Section II Instructions to Bidders (ITB)

2.1 Introduction

Scope of Bid	i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS), invites Bids for the provision of Goods as specified in the Section IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. Bidders must upload bids for all items of the lot. The successful bidder will be responsible for delivery, installation & commissioning (if any) of all items at the consignee's end in new, safe, sound and operational condition within the specified period and timelines as stated in the Bid Data sheet (BDS).
Source of Funds	i) Information Technology University of Punjab, Lahore, has received a budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget, to make eligible payments under the contract for which the Invitation to Bids has been issued.
Eligible Bidders	i) This Invitation for Bids is open to all suppliers, Manufacturers or Authorized Agents/Dealers/Distributors registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax, etc.) except as provided hereinafter. ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable]. iii) Government-owned enterprises may participate only if they are duly/ legally authorized in this regard by the respective/ relevant forum/ authority. (provide certificate). iv) Bidders shall not be under a declaration of blacklisting by the procuring Agency v) A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be non-responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process if they: a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used. b) Have controlling shareholders in common; or c) Receive or have received any direct or indirect subsidy from any of them; or d) Have the same legal representative for purposes of this Bid; or e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; vi) A Bidder may be ineligible if – a) The Bidder is declared bankrupt or, in the case of a company or firm, insolvent; b) Payments in favour of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct; e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. f) The Bidder is debarred and blacklisted in general (i.e., to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. g) The firm/ supplier/ contractor is blacklisted/ debarred by any international organization. vii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively. viii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request. ix) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

Cost of Bidding	i) The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
One person one Bid	i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement. ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process. iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.
Eligible Goods and Services	i) All goods and related services to be supplied under the contract shall have their origin in eligible source countries, as per policy of Govt. of Pakistan, and all expenditures made under the contract will be limited to such goods and services. ii) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. iii) The origin of goods and services is distinct from the nationality of the Bidder. iv) For this purpose, the term "Goods" includes any goods that are the subject of this ITB and the term "Services" shall include related services such as insurance, transportation, inspection, installation, commissioning, maintenance, etc.

2.2 The Bidding Documents

Content of Bidding Documents	i) The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include: (a) Invitation to Bids (b) Instructions to Bidders (ITB) (c) Technical Specifications (d) Bid Data Sheet (e) General Conditions of Contract (GCC) (f) Special Conditions of Contract (SCC) (g) Schedule of Requirements (h) Bid Submission Form (i) Manufacturer's Authorization Form (if applicable) (j) Bidder Profile Form (k) General Information Form (l) Affidavit (m) Bid Security Form (if bid security as bank guarantee) (n) Technical Bid Form (o) Contract Form (at the time of contract signing) (p) Financial Bid Form/ Price Schedule (q) Performance Guarantee Form or CDR (at the time of contract signing) (r) Draft Integrity Pact (if applicable) (s) Bidders Commentary Form (t) Check list/ Table of Contents ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in ITB 2.2.1 (i) above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence. iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not downloaded directly from the Procuring Agency or from website or website of PPRA. Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail on EPADS. 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.
Clarification of Bidding Documents	i) A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency through **E-Procurement / Email** by email address pd@itu.edu.pk. In response to the clarification raised by the bidders, an addendum (if deemed appropriate) will

	be issued, provided that such request is received no later than seven (7) days prior to the deadline for submission of applications. ii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. iii) Copies of the Procuring Agency's response will be uploaded on the website of procuring agency on given date and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g. e-mail etc., including a description of the inquiry, but without identifying its source. iv) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**. v) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents. vi) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
Amendment of Bidding Documents	i) At any time prior to the deadline for submission of bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment through issuance of appropriate addendum on **E-Procurement**. ii) Any addendum thus issued shall be part of the Bid Documents pursuant to ITB-5 thereof and shall be available at **E-Procurement** to all purchasers of the Bid Documents. iii) In order to allow prospective bidders a reasonable time in which to take an addendum into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3 Preparation of Bids

Language of Bid	i) The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the Bidder may be in same language.
Bid Form	i) The Bid shall complete the bid form and appropriate Price Schedule (Financial Bid) furnished in the Bidding documents indicating the goods to be supplied, a brief description of goods, their country of origin, quantity and prices, on **E-Procurement**, one called the 'Technical Proposal' and the other the 'Financial Proposal', containing the documents listed in Bidding Data Sheet and Check list. Each bidder shall submit all the documents as specified in Bidding Data Sheet and Check list on **E-Procurement**. The Bidder shall submit the Bid Document with each page duly signed and stamped by the duly authorized representative of the Bidder.

Bid Prices	i)	The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
	ii)	Prices indicated on the Price Schedule shall be item wise on form 8.10. Item wise and the total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
	iii)	The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

	iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and will be rejected.
Bid Currencies	i) Firm and final prices shall be quoted in **Pak Rupees**
Documents Establishing Bidder's Eligibility and Qualification	i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted. ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3. iii) The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Agency's satisfaction: (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [Manufacturer's/ Authorized Dealer's/ Authorized Seller's Authorization Form No. 8.3] or producer/Authorized dealer to supply the same in Pakistan; (b) Manufacturer authorization only be acceptable if issue for this specific tender, and no general letters will be acceptable. (c) that the Bidder has the financial, technical, and personnel capability necessary to perform the contract; (d) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and (e) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

Documents Establishing Goods' Eligibility and Conformity to Bidding Documents	i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract. ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment. iii) The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of: (a) a detailed description of the essential technical and performance characteristics of the goods; (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **substantial responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications. iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive. (a) If some of the specifications are not available in the literature / brochure provided by the bidder but the same have been mentioned / reported / committed in the Commentary Form by the bidder, the bidder will give an undertaking or in response of Procuring Agency's clarifications, that the machinery & equipment to be supplied will conform to the required / bid specifications. The procuring agency reserves the rights to accept or reject the clarification. (b) The commentary form facilitates the bidder to elaborate their bid offer in terms of required accessories / specifications which are not available in the technical literature / brochure of the goods. In case the brochure provided by the bidder meets all the required specifications then commentary form has no significant impact. (c) In case of contradiction between the brochure and commentary form, the information available in the brochure will prevail. v) Where a sample(s) is required by a procuring agency, the sample shall be:

	(a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS/ Specifications**; (b) carriage paid; (c) received on, or before, or after the closing time and date for the submission of bids as **specified in BDS/ Specifications;** and (d) Evaluated to determine compliance with all characteristics listed in the **BDS/ Specifications**. vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet/ Specifications. (c) All the disqualified bidders have to take away their samples within seven (7) days after announcement of technical evaluation on PPRA website. vii) Where it is not possible to avoid using a proprietary article as a sample, a Bidder shall make it clear that the proprietary article is displayed only as an example of the type or quality of the goods being bided for, and that competition shall not thereby be limited to the extent of that article only. viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them. ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law). x) Pursuant to the requirements as indicated in ITB 2.3.6, **the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.** xi) The required documents and other accompanying documents must be in English. In case any other language than English is used, the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
Bid Security	i) The Bidder shall furnish, in original before closing time, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in favour of Procuring Agency. Failing which result in rejection of bid. ii) Scanned Copy of original bid security shall be attached on EPADS with Technical Bid. Original bid security shall be submitted in the office of the Deputy Director of Purchase, ITU on or before the bid submission date and time, failing which the bid shall be rejected. The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, Pursuant to ITB Clause 2.3.8 (vii). iii) The bid security shall be in Pak. Rupees and shall be in forms: Bank guarantee or Call Deposit Receipt (CDR), valid for thirty (30) days beyond the validity of bid. iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive. v) Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring Agency as rule 38(2)(a)(vii) of PPR14. vi) The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB clause 2.6.1 and furnishing the performance guarantee, pursuant to ITB clause 2.6.2. vii) The bid security may be forfeited: (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or (b) in the case of a successful Bidder, if the Bidder: (i) fails to sign the contract in accordance with ITB clause 2.6.3; or (ii) fails to furnish performance guarantee in accordance with ITB clause 2.6.2; or (iii) If the blacklisting proceedings under Section-17A of PPRA Act, 2009, read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.
Period of Validity of Bids	i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive. ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses

	thereto shall be made in writing (or by email). The bid security provided under clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.
Format and Signing of Bid	ii) The Bid should be in a format and in sequence as per check list provided at end. ii) The Bidder shall authorize a person/ persons for signing, submission/ uploading and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences. iii) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person. The typed authorization letter, mentioning the name and position held by the person should be attached with the bid. All pages of the Bid, shall be signed and stamped by the authorized person. iv) Any interlineations, erasures & cutting, or overwriting shall be valid only if they are signed and stamped by the person or persons signing the bid. v) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4 Submission of Bids

Sealing and Marking of Bids	i) As per rule 24, Bidders are required to submit Technical Proposal and Financial Proposal for each Lot/Package (in which Bidders wants to participate) on **E-Procurement**. The Technical bid sealed in an envelope, and the financial bid sealed in another envelope. Each envelope should bear address of the procuring agency, bid type (technical or financial), the package number, package title and the full address of bidder along with the cell number. These two envelopes, original bid security instrument and original affidavit, should sealed in outer envelope bearing the address of procuring agency, the package number, package title and full address of bidder along with cell number. ii) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), or incorrectly marked, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening. iii) Technical Bid / Proposal should consist of duly singed and stamped bidding documents, Form of bid indicating country of origin and Brand, Model and literature / brochures and all information / documents demanded in the bidding documents for technical evaluation. iv) Scanned copy of Bid Security as demanded in advertisement / invitation to bid must be uploaded with technical bid. Financial Bid / Proposal should consist of price / rates on the prescribed format available in the bidding documents.
Deadline for Submission of Bids	i) Bids must be uploaded no later than the time and date specified in the Bid Data Sheet. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bid Data Sheet. ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
Late Bids	i) Any bid uploaded on EPADS (if possible) after the deadline for submission of bids prescribed by the Procuring Agency will not be entertained. No bid will be entertained if not uploaded on EPADS within bid submission deadline.
Modification and Withdrawal of Bids	i) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids. ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i). A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids. iii) No bid may be modified after the deadline for submission of bids. iv) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security (along with other remedies available under PPR-14). v) Revised bid may be submitted after the withdrawal of the original bid by written notice before the deadline for submission of Bids.

2.5 Opening and Evaluation of Bids

Opening of Bids by the Procuring Agency	i)	The Procuring Agency will download from e-PADS all technical bids and open in public, in the presence of bidders or bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders or bidders' representatives who are present shall sign an attendance sheet evidencing their presence. The Financial Proposals will not be downloaded, remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
	ii)	The procuring agency shall evaluate the technical proposal in a manner prescribed as per Eligibility Criteria & Qualification Criteria mentioned at **BDS,** without reference to the price and reject any proposal which does not conform to these requirements. No amendment shall be permitted during technical evaluation.
	iii)	The procuring agency will prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification and technical evaluation report will be uploaded on EPADS.
	iv)	After 5 days of technical evaluation is uploaded and conveyed to prospective bidders, the Procuring Agency shall, invite through Email via email address pd@itu.edu.pk, only those bidders who have submitted substantially responsive Technical Proposal and who have been determined as being qualified to attend the opening of the Financial Proposal. The date, time, and venue for the Opening of Financial Proposal will be communicated through EPADS / Email. Attendance of technically responsive Bidders at the opening of financial proposals is optional. The Procuring Agency will notify Bidders by uploading the Technical Evaluation Report through EPADS / Email who have been rejected on the grounds of their Technical Bids being substantially non-responsive to the requirements of the Bidding Document and their Financial Proposal will remain unopened in E-Procurement.
	v)	Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on the e-Procurement.
	vi)	The Procuring Agency will notify Bidders by uploading the Evaluation Report through E-Procurement / Email who have been rejected on the grounds of their Bids being substantially non- responsive to the requirements of the Bidding Document.
	vii)	Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the lowest formers will prevail.
	viii)	Accumulated least evaluated bid for full lot/package shall be accepted for the relevant bidder.
	ix)	All items in the Schedule of Requirement/ Supply must be listed and priced separately in the Price Schedules.
Confidentiality	i)	Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
	ii)	Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
	iii)	Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

Clarification of Bids	i) As per rule 33(2) of PPR-14, during evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. The request for clarification and the response shall be in writing or in electronic forms, and no change in the prices or substance of the bid shall be sought, offered, or permitted. **Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.** ii) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication. iii) The **alteration or modification** in The Bid which in any way affect the following parameters **will be considered as a change in the substance of a bid:** a) Evaluation & qualification criteria; b) Required scope of work or specifications; c) All securities requirements; d) Tax requirements; e) Terms and conditions of bidding documents. f) Change in the ranking of the Bidder

Preliminary Examination	i) The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have properly been signed, and whether the bids are generally in order. The Procuring Agency may waive any minor discrepancy, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. ii) Arithmetical errors will be rectified on the following basis. **a)** If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. **b)** If there is a discrepancy between words and figures, the amount in words will prevail. iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive bid is one which most closely conforms to all the terms and conditions of the bidding documents without deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning **Bid Security** (ITB Clause 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence. iv) If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity. v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4; b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) Has been properly signed; d) Is accompanied by the required securities; and e) Is responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
Examination of Terms and Conditions; Technical Evaluation	i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation. ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation. iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid. iv) The Bidder shall permit the Procuring Agency to inspect the bidder's accounts and records relating to the performance of the Supplies.
Correction of Errors	i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors. ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8.**

Rejection of Bids		Notwithstanding anything stated in this document, the Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid subject to provision of PPRA Rules. The Procuring Agency may upon request, communicate to a bidder, the grounds for its rejection, but shall not be under obligation to justify those grounds.
Post- Qualification & Evaluation of Bids	i) ii) iii) iv) v)	In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily as per evaluation criteria listed in BDS & ITB clause 2.1.3. The determination will take into account the Bidder's experience, Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/ qualification expressed in BDS as the Procuring Agency deems necessary and appropriate. The Procuring Agency will **technically evaluate** and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required. The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10. The bidder offering partial scope of work will be disqualified. The bidder offering complete scope of work and securing required marks or more in the technical evaluation will be declared technically qualified bidder. All quoted items of the tender should meet the minimum required specification. In case any one item out of the complete tender does not meet the minimum required specification then such an item will be rejected. All bidders will be informed after technical evaluation either they are qualified or not. The Procuring Agency's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties. A bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost will be selected as lowest evaluated bid.
Contacting the Procuring Agency	i) ii)	Subject to ITB clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e., 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing as PPRA rules. Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.
Grievance Redressal	i) ii) iii) iv) v) vi)	As per Rule-67 of PPR-14, Procuring Agency has constituted a Grievance Redressed Committee (GRC) with proper powers and authorization to address the complaints. Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage – two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any). In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6 Award of Contract

Notification of Award	i) Prior to the expiration of the period of bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email that its bid has been accepted. ii) The notification of award will constitute the formation of the Contract. iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).
Performance Guarantee	i) Within seven (07) days of the receipt of Letter of Intent/notification of award, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the bidding documents, or in another form acceptable to the Procuring Agency. ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
Signing of Contract/ Issuance of Purchase Order	i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will **send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.** Within seven (07) days of issuance of notification of award, the successful Bidder shall sign formal Contract Agreement on stamped paper as per Stamp Act 1899, the cost of which shall be borne by the successful bidder duly stamped. ii) At the time of signing of contract, the Procuring Agency reserves the right to hold negotiation on delivery, installation, testing and commissioning schedules of any and all items. iii) The procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.
Award Criteria	i) Subject to ITB Clause 2.6.2, under rule-55 of PPRA-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be technically responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
Procuring Agency's Right to Vary Quantities at Time of Award	i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 I(iv) of PPR-14 (not more than 15%) Procuring Agency reserve the right to issue the letter of Acceptance (LOA) for the quantity specified in bidding document. However, phase-wise purchase orders may be issued depending on the availability of funds received from Government of Punjab.
Procuring Agency's Right to Accept or Reject All Bids	i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the bidders of the grounds for the Procuring Agency's action. ii) The Bidders shall be promptly informed about the rejection of the Bids, if any. iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.
Re-bidding	i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding, but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.
Corrupt or Fraudulent Practices	i) The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows: "Corrupt practices" in respect of the procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009: **ii) Blacklisting & Debarment:** Blacklisted and those found involved in "Corrupt Practices" are not allowed to participate in bidding. **Requirements & Procedure for Blacklisting & Debarment will be** As per as per S-17A of PPRA, Act, 2009 and *rule 21 and sub-rule (6) of rule 21 of PPR-14*
Verification	i) Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.

3 Section-III. Technical Specifications

3.1. Technical Specifications

Note: Bidder may be asked by the Procuring Agency to present pre-delivery demonstration/ Inspection to at bidder's cost. Operational manual and maintenance manual in English language both in pdf format and hard form are mandatory for equipment at delivery time.

Bidders are required to submit delivery methodology for supplying & Installation of Air Conditioners in IT Labs located at across the Punjab

Supplying & Installation of Air Conditioners

Sr.#	Name of Item	Specifications	Qty
1	Supplying & Installation of Air Conditioners (2 Ton) Split DC Inverter Heat & Cool	• 2-Ton Wall Mounted Split Air Conditioner (DC Inverter) along with three pin power socket 15/20 ampere with back box, Copper pipe, control wire, power supply, drain pipe, outdoor bracket, installation in position as directed by Project Director or his authorized person. • Capacity in Tons: 2 Ton, 24000 BTU or higher • Mode of AC: Heat & Cool • T3 Compressor, Heat & Cool, Temperature Display • Horizontal & Long Vertical air flow • Remote Control • Inverter / Fixed: Inverter • Auto cleaning functions • Wifi enabled • Warranty: Overall Comprehensive warranty 2 Years. Including installation complete in all respect along with fitting & fixtures etc. Manufacturer authorization letter (MAL) will only be acceptable if issued for this specific tender, and no general letters will be acceptable.	730

4 Section-IV: Bid Data Sheet

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

4.1 A. Introduction		
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	2.1.1	Name of Procuring Agency: **Information Technology University of the Punjab, Lahore** The subject of procurement is: **S/I of Split Air Conditioners 2 Tones Capacity** Period for delivery of goods: **As per Schedule of Requirement** Commencement date for delivery of Goods: **immediately on signing the contract and issuance of Procurement/Supply order**
2.	2.1.2	Financial years for the operations of the Procuring Agency: **2026-27 & 2027-28** Name of Project: **CM Initiative for Establishment of IT Labs in Colleges Phase – II** Name of financing institution: **Government of Punjab (Development Fund)** Name and identification number of the Contract **S/I of Split Air Conditioners 2 Tones Capacity**
3.	2.1.3	provide relevant certificates of non-debarred/ non-blacklisting, NTN, STRN, non-bankrupt, non-involvement in corrupt and fraudulent practices
4.	2.1.4	Ineligible countries are: **As per Government of Pakistan policy**
5.	2.3.5 (iii) 2.3.6 (iii)	Authorization by manufacturer/dealer/seller: **required on Form 8.3 for foreign/ imported items** Qualification requirements. **The potential bidder should fulfil knockdown criteria as per section 13 of this BDS**
4.2 B. Bidding Documents		
6.	2.2.2(i)	The address for clarification of Bidding Documents: **Project Director, Information Technology University of Punjab, Lahore. 042-99046002, email: pd@itu.edu.pk**
7.	2.2.2 (iv) 2.2.2 (v)	Date of Uploading of responses to clarifications (if any) on procuring agency website: **03 days before closing date** Pre-bid meeting will be convened on **23-11-2026 at 14:00 in Conference Room of Information Technology University of Punjab, Lahore, 6th Floor, Arfa Software Technology Park, only if requested by the vendors.**
8.	2.3.9	The number of bidding documents to be completed and submitted in Procuring agency office: **is One copy of online submitted Bid and one hard form.**
4.3 C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	Language of the bid – **English and other documents brochures etc., if not available in English will be provided after translation in English language by approved translation agency.**
10	2.3.4	The Firm and final prices shall be quoted in **Pak Rupees** The price quoted shall be Delivered Duty Paid.
11.	2.3.4	The Full and final prices shall be quoted in **Pak Rupees**
12.	2.1.4 (ii)	Country of origin: **As mentioned in specification, Origin in eligible source countries, as per policy of Govt. of Pakistan**

		4.4 D. Preparation and Submission of Bids
13.	2.1.3	**Qualification Criteria/Knock down criteria** (upload following documents on EPADS). a) NTN registration certificate of firm. verifiable copy b) General Sales Tax registration certificate of firm. verifiable copy c) Active Tax Payer Status FBR d) Professional Tax certificate 2024 or latest. Attested copy **e)** Bank Statement for last 3 years **"2024, 2025 & 2026" (Average Annual turnover** f) Technical Brochures of goods quoted, mentioning its specifications, manufacture's g) Brand and model. h) certificate of legally and financially autonomous & operation of non-dependency to Government under commercial law (for Government-owned enterprises). **i)** Firm must be in operation from last 03 years **(NTN registration 03 years old)** j) An affidavit on legal stamp paper worth **Rs. 300** to the effect that a. Bidder is neither currently blacklisted or debarred from any government / semi- Government organization nor is any litigation pending in this regard. b. The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. c. The provided information is correct. k) Bidder is authorized for supply of goods for this tender from the manufacturer **l)** /authorized Partner/ distributor/ dealer/ seller as given in specifications. Authorization letter is not required for locally available items/proprietary items. **(provide certificates form 8.3)** m) Manufacturer authorization only be acceptable for this tender &no general letters will be acceptable. n) Registration of the Bidder with relevant forums/ organizations. o) All the certificates are verifiable bearing complete address of issuing authority including email address/ phone number etc. p) A bidder shall be deemed non-responsive if, upon evaluation of bidder technical proposal, the item offered fails to adhere to the tender specification. q) The quoted brand of air conditioner must be a reputable brand with a minimum of 15 years of operational presence in Pakistan, and quoted brand having less than desired experience is not eligible to bid. A reputable brand is defined as one having an established consumer market presence across Punjab. It shall have distributors / dealership / after sales service in each district of Punjab. Documentary evidence supporting both the duration of operations and market presence / dealership /after sales services must be attached with the e-bid. r) **(Bidder must provide the Original Affidavit on Stamp Paper and original Bid Security Instrument along with bid documents on or before the deadline for submission)**

14.	2.3.6& 2.3.7	Spare parts as per need be required for **<u>05</u>** years of operation. **The supplier will provide a certificate that he will provide spare parts demanded by the procuring agency within 07 days for parts available in Pakistan and within 60 days for foreign spare parts.**
15.	2.4.2 (i)	**Technical & Financial Bids** shall be **uploaded before deadline** with documents on **EPADS.**
16.	2.4.2 (ii)	Deadline for Bid submission**:30-11-2026 and can be amended on E-Procurement if any option is available.**
17.	2.6.2	Amount of Performance Guarantee is: **ten percent (10%) of the contract amount in shape of Bank Guarantee, Call Deposit in favor of Information Technology University of Punjab, Lahore valid for warranty period.**
18.	2.3.7	Estimated Contract Price is: **As given in tender notice** Amount of Bid security is about = **Rs. <u>6,100,000/-</u>** Bid security in shape of **Call Deposit Receipt (CDR)** or **Bank** Guarantee in favour of **Information Technology University of Punjab, Lahore valid for warranty period.**
19.	2.3.8	Bid validity period after opening of the Bid is: **120 days**
4.5 E. Opening and Evaluation of Bids		
20.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. **On the last date at a time as determined by the e-procurement portal.**
21.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes **<u>only in</u> Pak Rupees.**
22	2.6.3	The Successful Bidder will provide the stamp paper of a minimum amount of Rs.1200/- or 0.25% of the total order value whichever is greater.

4.6	**F. Bid Evaluation Criteria (Technical)**

Evaluation Criteria

ITB 2.5.8	**Criteria for bid evaluation:** Lowest Delivered Duty Paid (DDP) Total Price package wise offered by the qualified responsive bidder.		
	A- Mandatory / Knock Down Criteria Responsiveness of bidder by preliminary examination as given above in Knock down criteria (**BDS clause 13**) will be performed. In case of any discrepancy regrading knockdown criteria, the bidder will be declared as non-responsive and bidder's qualification evaluation as per marking criteria given here under will not be carried out.		
	B- Marking Criteria		
Sec.#	**Description**	**Max Marks**	**Marks Allocation**
1	**Company Profile, Experience etc.**	**(55)**	
i.	Experience in years / Market Existence of the vendor (NTN Certificate must be attached)	07	5 years= 5 marks 1 Marks per year above the minimum criteria (Maximum 07 Marks) Zero Marks for less than 05 years
ii.	Market Presence of the quoted brand	08	Full Marks for more than 25 years 05 Marks for less than 25 but more than or equal to 15 years Zero Marks for less than 15 years
iii.	Value of Projects in Public Sectors / Autonomous Bodies / reputed organizations Cost of Supply/ Installation having similar nature. (Purchase orders OR supply orders OR completion certificates must be attached, otherwise, no marks shall be awarded.)	40	120 + to 139 Million 5 Marks 140 + to 159 Million 9 Marks 160 + to 179 Million 13 Marks 180 + to 199 Million 17 Marks Above 200 Million & Above 20 Marks (Maximum of 20 Marks can be obtained for one project and a maximum of two projects will be considered having the highest value)
2	**Financial Position**	**(35)**	
i.	Average Annual Turnover (Last **03** years) (Signed and stamped statement along with audit report for last 03 years (2024, 2025 & 2026) must be attached, or tax return for 2024-25-26, not attached, otherwise, no marks shall be awarded.) Financial Year will be considered as one year.	26	150 + to 174 Million 6 Marks 175 + to 199 Million 11 Marks 200 + to 224 Million 16 Marks 225+ to 249 Million 20 Marks Above 250 Million 26 Marks
ii.	Available Bank Credit Line Limit or Balance or Current/ Fixed assets (For Lead Partner only) *A= (in Millions) Available Bank Credit Line Limit or Account Balance or current/fixed assets (of all accounts). (Letters from banks shall be provided. Fixed Assets other than current liability will be considered.	09	100 + to 149 Million 6 Marks Above 150 Million & Above 9 Marks

3.	**HR**	**(10)**	
i	HR/ Staff Strength) Technical Staff (Diploma / Degree holder) List of Staff along with qualification must be attached and related final degree/ diploma/ transcripts.	10	• Team Leader/ Manager with Bachelor's and 5 years-Experience (4 Marks) • 8 Numbers of Supervisor Diploma in HVAC/ RAC or equivalent qualification with Experience at least 2 Years (0.5 Marks for each supervisor) • 4 Electrician or equivalent resource (0.5 Mark each) Note: Bidders are required to provide details on affidavit & attach CV, Payroll/Contract of employees as required.
	TOTAL MARKS	**(100)**	

Note 1: Supporting documents (where demanded) must be attached otherwise no marks would be awarded. The successful bidder will have to give the demonstration of quoted items at Information Technology University of Punjab, Lahore if required by Evaluation committee.

Minimum requirements of 60% score in each category and an overall minimum of 70% marks shall be required to technically qualify for the financial opening.

Note 2: The quoted brand of air conditioner must be a reputable brand with a minimum of 15 years of operational presence in Pakistan, any quoted brand having less than desired experience is not eligible to bid. A reputable brand is defined as one having an established consumer market presence across Punjab. It shall have distributors / dealership / after sales service in each district of Punjab. Documentary evidence supporting both the duration of operations and market presence / dealership /after sales services must be attached with the e-bid.

Note 3: Manufacturer authorization letter will only be acceptable if issued for this specific tender, and no general letters will be acceptable.

Note 4: In case of securing less than 70% marks over-all or less than 60% marks in each head, bidder will be declared as disqualified and goods' qualification will not be carried out.

4.7 G. Award of Contract

2.6.5	**Procuring Agency reserves the right to issue the letter of Acceptance (LOA) for the quantity specified in bidding document. However, phase wise purchase orders may be issued depending on the availability of funds received from Government of Punjab.**
2.6.2	The Performance Guarantee shall be: ten percent (10%) of the contract amount
2.6.2	The Performance Security (or guarantee) shall be in the form of: **CDR or Bank Guarantee as per the guidelines of e-procurement, in favor of Information Technology University of Punjab, Lahore** valid for warranty period.

5 Section V. General Conditions of Contract

5.1 Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations. (c) "The Goods" means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract. (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract. (e) "GCC" means the General Conditions of Contract contained in this section. (f) "SCC" means the Special Conditions of Contract. (g) "The Procuring Agency" means the organization purchasing the Goods, as named in SCC. (h) "The Procuring Agency's country" is Islamic Republic of Pakistan. (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract. (j) "The Project Site," where applicable, means the place or places mentioned in the Form of Bid (k) "Day" means calendar day.
5.2 Application	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
5.3 Country of Origin	3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC. 3.2 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components. 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
5.4 Standards	4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution. 4.2 The provided equipment should meet minimum standards duly certified by the regulatory authority/ Quality Assurance body.
Ensuring Storage Arrangements	4.3 To ensure storage arrangements for the intended supplies, the supplier shall inform the Procuring Agency two weeks before goods are loaded on ship. However, in case no space is available at Consignee's place at the time of supply, the Procuring Agency shall, within two weeks to such intimation, inform the supplier, in writing, of the possible time-frame of availability of space by which the supplies could be made. In case the supplier abides by the given time frame as mentioned in Schedule of Requirements, he will not be penalized for delay as per Clause GCC 23.1

5.5	Use of Contract Documents and Information; Inspection and Audit by the Procuring agency.	5.1 The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2 The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract. 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency. 5.4 The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

5.6 Patent Rights	6.1 The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.
5.7 Performance Guarantee	7.1 Within seven (07) days of receipt of letter of intent/ notification of contract award, the successful Bidder shall furnish to the Procuring Agency the performance guarantee in the amount specified in SCC/ BDS & clause 2.6.2 of ITB. 7.2 The proceeds of the performance guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract. 7.3 The performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Pakistan, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or (b) a Bank Guarantee or Bank call-deposit (CDR), (c) In case of expiry of performance guarantee, the contractor shall renew the performance guarantee valid for warranty period, if required by the procuring agency 7.4 The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
5.8 Inspections Tests and Training	8.1 The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. **Inspection Committee** shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes. 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency. 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency. 8.4 The Procuring Agency post-delivery right to inspect, test and, where necessary, reject the goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin. 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract. 8.6. Operational and preventive maintenance training required for the smooth operation of the goods shall be the responsibility of the supplier in accordance with the conditions contained in Technical Specifications. 8.7 (a) For the Goods amounting to PKR 05 Million or above, inspection may be carried out at factory premises / warehouse / site in Pakistan at the cost payable by the supplier, conducted by the committee duly approved by Procuring Agency. Local Inspection will also be carried out by Procuring Agency after receipt of stores at consignee site. (b) For the Goods less than PKR 05 Million, local Inspection will be carried out by Procuring Agency after receipt of stores at consignee site.
5.9 Packing	9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract,

	including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.
5.10 Delivery and Documents	10.1 Delivery of the Goods shall be made by the Supplier in accordance with the Form of bid. The details of delivery and/or other documents to be furnished by the Supplier are specified in SCC. 10.2 Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill". 10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms 10.4. Documents to be submitted by the Supplier are specified in SCC. The contractor will be responsible for delivery, installation & commissioning (if any) as per procurement order in safe, sound and in operational condition at its own risk & cost as per delivery schedule mentioned in "bid data sheet" after issuance of procurement order. Delivery period can be extended by the Procuring Agency on the written request of the contractor, giving compelling reasons for delay in delivery.
5.11 Insurance	11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility before delivery.
5.12 Transportation	12.1 The Supplier shall arrange such transportation of the goods as is required to prevent them from damage or deterioration during transit to their final destination within the time as indicated in the Schedule of Requirements. 12.2. The goods shall be supplied at Site as per Schedule of Requirements on the risk and cost of the Supplier. Transportation including loading/unloading of goods shall be the responsibility of Supplier.
5.13 Incidental Services	13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: a) performance or supervision of on-site assembly and/or start-up of the supplied Goods; b) furnishing of tools required for assembly and/or maintenance of the supplied Goods; c) furnishing of a detailed operations and maintenance manual in **English** for each appropriate unit of the supplied Goods; d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e) In case of specialized items, supplier will provide necessary training to the University staff / faculty free of cost on-site, in assembly, start-up, operation, maintenance, and repair of the supplied Goods. The terms and conditions for such training, may however, be mutually decided between the University and the successful bidders, if so required. 13.2. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed: (i) the prevailing rates charged for other parties by the Supplier for similar services; and (ii) original price of goods.
5.14 Spare Parts	14.1 The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: (a) such spare parts as the Procuring Agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and (b) in the event of termination of production of the spare parts: (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested. 14.2 Lowest evaluated bidder must provide spare parts of the supplied items at market rate at any time after warranty period as per requirement of Procuring Agency.
5.15 Warranty/ Guarantee	15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, and that they incorporate all recent improvements in design and materials unless provided otherwise

		in the Contract The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
	15.2	Bidders must provide **three-year free** comprehensive onsite warranty/ maintenance services, which must include labour, parts replacement and any other related service. Warranty period will be started after completion of scope of work and satisfactory inspection.
	15.3	The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
	15.4	Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency.
	15.5	If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/ relevant provision of PPA-14 including Blacklisting.
	15.6	The time period of warranty / guarantee means the period of **thirty-six (36) Months** from the date on which the items have been commissioned and demonstrated to the Procuring Agency and accepted in writing.
5.16 Payment	16.1	The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
	16.2	The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to SCC, and upon fulfillment of other obligations stipulated in the Contract.
	16.3	As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier with all relevant documents, provided the work is satisfactory subject to availability and release of funds from the Government.
	16.4	The currency of payment is **Pak. Rupees**.
5.17 Prices	17.1	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring Agency's request for bid validity extension, as the case may be.
5.18 Change Orders	18.1	The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following: (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency; (b) the method of shipment or packing; (c) the place of delivery; and/or (d) the Services to be provided by the Supplier.
	18.2.	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
5.19 Contract Amendments	19.1	Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.
5.20 Assignment	20.1	The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent. The procuring agency may assign any or all rights and responsibilities to another agency or entity.

5.21 Sub-contracts	21.1 If supplier awarded sub-contracts, such award shall not relieve the Supplier from any liability or obligation under the Contract. 21.2. Subcontracts must comply with the provisions of GCC Clause 20.
5.22 Delays in the Supplier's Performance	22.1 Delivery of the Goods and performance of services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements. 22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract. 22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.
5.23 Liquidated Damages	23.1 Subject to the Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under PPR-14.
5.24 Termination for Default	24.1 The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part: (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract / bidding documents, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22; or (b) if the Supplier fails to perform any other obligation(s) under the Contract; or (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009. (d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following: i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party; ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain; iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of

	matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process vi The Contractor may inform the date of placement of order to the foreign Principal / manufacturer, in case of items to be imported within 15 days of issuance of purchase order, if required by the Procuring Agency. If supplier fails to place order within 15 days of the issuance of purchase order and does not provide the aforementioned information (if required by the Procuring Agency), the contract may be considered for termination or cancellation. On the happening of any of the above event, the performance guarantee will be forfeited. 24.2 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
5.25 Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 25.2 For purposes of this clause, "Force Majeure" means wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc. 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. The Committee, constituted by the Procuring Agency for redressing grievances, will examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and will submit its recommendations to the competent authority. However, Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below. 25.4 The procuring agency may extend the delivery period in case of force majeure with or without imposing penalty.
5.26 Termination for Insolvency	26.1 The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
5.27 Termination for Convenience	27.1 The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. 27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and prices. For the remaining Goods, the Procuring Agency may elect: (a) to have any portion completed and delivered at the Contract terms and prices; and/or (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
5.28 Arbitration and Resolution of Disputes	28.1 The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
5.29 Governing Language	29.1 The Contract shall be written in English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
5.30 Applicable Law	30.1 The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

5.31 Notices	31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party's address specified in SCC. 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
5.32 Taxes and Duties	32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
5.33 Provision of Sample	33.1 The procuring agency can demand sample of any good for checking the performance and quality of the machinery / equipment. On satisfactory performance of the sample, the bidder will be responsible for delivery of the same. In case performance or quality of the sample is not satisfactory the procuring agency can reject the same and the bid will be technically disqualified.
5.34 Repeat Order	34.1 The contractor may provide Machinery & Equipment on repeat order (not exceeding 15% of the original procurement order) under the provision of Punjab Procurement Rules 2014, if asked for.

6 Section VI. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)	GCC 1.1 (g) The Procuring Agency is: ***Information Technology University of Punjab, Lahore*** 1.1 (h) The Procuring Agency's country is: **Islamic Republic of Pakistan** GCC 1.1 (i) The Supplier is: [Bidder to provide detail here] _____ GCC 1.1 (j) The Project Site is: Supplying & Installation of Air Conditioners in IT Labs of colleges across the Punjab
2. Country of Origin (GCC Clause 3)	2.1 All countries except **as per Government of Pakistan policy.**
3. Performance guarantee (GCC Clause 7)	3.1 GCC 7.1—As per rule 56 of PPR-14, the amount of performance guarantee, as a percentage of the Contract Price, shall be 10% (Ten per cent) in the shape of non-recourse, irrevocable and unconditional bank guarantee or any form as per GCC 7 from scheduled bank of Pakistan on the prescribed format attached with the bidding document. GCC 7.4—the Performance Guarantee shall be retained for to cover the Supplier's warranty obligations or defect liability period in accordance with Clause GCC 15.2
4. Inspections Tests and Training (GCC Clause 8)	4.1 GCC 8, pre-delivery / post-delivery Inspection will be arranged at a site as desired by the procuring agency. The acceptance parameters are as following: 1. Confirming to the contractual specifications of items 2. Satisfactory performance of functional test of the equipment 3. Proper test report will be prepared with functional compliance and physical attributes of Equipment, if conducted.
5. Packing (GCC Clause 9)	GCC 9.2, the packing, marking and documentation within and outside the packages shall be as per manufacturer standards meeting the safety requirements. Packing should ensure safe and sound delivery at site.

6. Delivery and Documents (GCC Clause 10)	6.1 GCC 10.3, Upon shipment, the Supplier shall notify the Procuring Agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring Agency: (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods; (iii) copies of the packing list identifying contents of each package; (iv) insurance certificate; (v) Manufacturer's or Supplier's warranty certificate; (vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and (vii) Certificate of origin. (viii) Original copies of Delivery Note (Delivery Challan) (in duplicate) showing item's description, make, model, quantity as well as Lot Number, Batch Number, Registration Number, manufacturing and expiry dates (if applicable). **6.2** After Satisfactory inspection the Supplier shall provide the following documents to the Procuring Agency: (i) Original copies of the Supplier's invoice (in duplicate) showing Goods' warranty, items description, make, model, as well as Lot Number, Batch Number, Registration Number, manufacturing and expiry dates (if applicable) quantity, unit price, and total amount; (ii) Original copies of the Sales Tax Invoices (where applicable) in duplicate showing item's description, quantity, per unit cost (without GST), amount of GST and total amount (with GST). (iii) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the

	Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
7. Insurance (GCC Clause 11)	7.1 GCC 11.1 The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.
8.Incidental Services (GCC Clause 13)	8.1 GCC 13.1-Incidental services to be provided are: a. At site complete training of Procuring Agency's nominated staff free of cost regarding maintenance and operation of Goods. b. At site preventive maintenance on quarterly basis by the bidder's qualified staff for one year, without extra cost, starting from final acceptance of goods. c. furnishing of a detailed operations and maintenance manual **in English** for each appropriate unit of the supplied Goods without extra cost both in soft & hard copy.
9. Spare Parts	GCC 14.1 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case, within seven (7) days for local and within two (2) months for foreign be supplied.
10. Warranty (GCC Clause 15)	10.1 GCC 15.2- In accordance with the provisions, the successful Bidder shall provide on site comprehensive replacement warranty / maintenance services (parts and labor warranty etc.) for the for a period of three years commencing from the date of final acceptance. from date of Final Acceptance of the Goods. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: (a) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4, OR (b) Pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 03 % of the late delivered goods per months. OR (c) Replacement of the whole unit at site including transportation, installation, testing & commissioning etc. in case of major defect at his own cost. GCC 15.4 & 15.5- the period for correction of defects in the warranty period is 7 days for local item and 02 months for foreign items.
11. Sample Provision	11.1 GCC 33.1 "Samples of any good(s) be provided for demonstration by the supplier on his own cost on the demand of technical evaluation committee".
12. Payment (GCC Clause 16)	12.1 GCC 16.1-The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: a) Payment in Pak Rupees will be made through cross cheque of supplied items. Supplier has to submit CDR of 15% of value of the goods requiring installation and commissioning. This CDR will be released after provision of commissioning certificate by the supplier duly countersigned by inspection committee. The contractor shall provide all necessary supporting documents along with invoice for payment. Advance Payment can be made upon submission of CDR and cannot be claimed a matter of right. b) The Vendor / Contractor may submit invoice after S/I of 50 Units of ACs.
13. Prices (GCC Clause 17)	13.1 Prices shall be: Fixed and shall not be adjusted.
14. Liquidated Damages (GCC Clause 23)	14.1 GCC 23.1-Applicable rate: 3 % per month of late delivered goods (a) In case deliveries are not completed within the time frame specified in the schedule of requirements / contract, a Notice will be served on the Bidder which will be followed by liquidated damages and the procuring agency may terminate the Contract to the extent of undelivered portion of Goods.

	(b) Once the cumulative amount of liquidated damages reaches ten percent (10%) of the un-delivered quantity of goods, the Procuring Agency may rescind the contract, without prejudice to other courses of action and remedies open to it. (c) If the Bidders fails to complete the supply of goods, the amount of Performance Bank Guarantee to the extent of undelivered portion of supplies of relevant Goods may be forfeited / encashed to the Procuring Agency's account and the Bidder may be blacklisted. (d) The liquidated damage shall also be applicable on any delay by supplier in installation, testing & commissioning of the equipment if site is ready for that purpose only. (e) If the Bidders fails to complete the installation of goods, the amount of Performance Bank Guarantee to the extent of uninstalled portion of supplies of relevant Goods may be forfeited / encashed to the Procuring Agency's account and the Bidder may be blacklisted. (f) If the Bidder fails to supply the whole of the Goods, the entire amount of Performance Bank Guarantee may be forfeited / encashed to the Procuring Agency's account and the Bidder may be blacklisted.
15. Resolution of Disputes (GCC Clause 28)	15.1 The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows: As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred to arbitration in accordance with the Pakistan Arbitration Act, 1940.
16. Governing Language (GCC Clause 29)	16.1 The Governing Language shall be: **English**.
17. Applicable Law (GCC Clause 30)	17.1 GCC 30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan) which includes the following legislation: a. The Contract Act 1872. b. The Arbitration Act 1940
18. Change of Model	18.1 In case of end of manufacturing of quoted model at the time of delivery, latest / upgraded model of same brand fulfilling all specifications of quoted model may be accepted on the recommendations of relevant technical expert (s) with the approval of Procurement Committee. However, contractor has to provide all necessary documents pertaining to end of quoted model for the satisfaction of procuring agency / Committee.
19. CSR	19.1 The vendor will provide 10 units under the CSR as and when required by the procuring agency.
20. Notices (GCC Clause 31)	20.1 Procuring Agency's address for notice purposes:
	GCC 31.1- Procurement Office 6th floor Arfa Software Technology Park, Information Technology University of Punjab, Lahore Tel: 042-99046003 Mail: **pd@itu.edu.pk**
	19.2 Supplier's address for notice purposes: Please provide: _____ _____

7 Section VII. Schedule of Requirements

7.1 Schedule of Requirements

The delivery schedule expressed as days stipulates a delivery date which is the date at which delivery is required.

Supplying & Installation of air Conditioners 2 Tons Capacity

Bidders are required to quote the rate considering that the AC will be installed in colleges located across the Punjab & no extra payments for transportation & installation will be made in this regard.

S#	Detail of Equipment	Quantity	Delivery & Installations schedule (shipment) in days
1	Air Conditioners (2 Tons) Split DC Inverter hot & Cool Specifications as per Procurement Order	730	180 days

8 Section VIII. Sample Forms

8.1 Bid Submission Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with the Bid, in case of Single Stage One Envelope Procedure and with the Technical Bid, in case of Single Stage Two Envelope Procedure]

No: _____ Date: _____

To
Project Director
Information Technology University of
Punjab, Lahore.

Having examined the bidding documents including Addenda Nos. _____ if any, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver full package (Supplying & Installation of Air Conditioners 2 Tons Capacity) in conformity with the said bidding documents for the sum of [*total bid amount in words and figures* firm and final including all taxes etc] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 10% of the Contract Price** for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for bid for a period of 120 days from the date fixed from Bid opening under clause 2.3.8 of the Instructions to Bidder, 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 (if required), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our bid uploaded consists on separate Technical and financial bids, detail of which is as follows:
Technical bid includes the following:

a) Original Bid form scanned (as per **form 8.**1 **of** Bidding documents) on letter head of the firm, duly signed and stamped.
b) Complete bidding document (without filling) signed and stamped by the bidder
c) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
d) Original Bid security form (as per **form 8.11** if applicable) along with Original financial instrument *[Bank Guarantee / Bank call-deposit (CDR)]* valid for **30 Days**, beyond the validity of Bid and affidavit submitted in PMU Office.
e) Brochures of items quoted and other documents listed in check list. Relevant to technical bid.

Financial bid uploaded includes the following:

a) Original Bid form scanned (as per **form 8.**1 **of** Bidding documents) on letter head of the firm, duly signed and stamped.
b) Price schedule / financial form scanned (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
c) Copy of bid security form along with copy of financial instruments *[Bank Guarantee / Bank call-deposit (CDR)]* valid for **30 Days**, beyond the validity of Bid in the manner as prescribed on the bid security form **8.11 (**if applicable**)**.
d) Documents listed in check list relevant to financial bid.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of goods provider	Amount (Rs.)

(If none, state none)

We understand that you are not bound to accept the lowest or any bid you may receive.
Dated this _____ day of _____ 20_____.

[signature] [Name & in the capacity of]
Duly authorized to sign Bid for and on behalf of _____

8.2 Manufacturer's/ Authorized Dealer's Authorization Form

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

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

To:
Project Director,
Information Technology University of Punjab, Lahore

WHEREAS [name of the Manufacturer/ Authorized Dealer], who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a Bid, and subsequently negotiate and sign the Contract with you against for the above goods manufactured by us. Manufacturer authorization only be acceptable for this tender &no general letters will be acceptable.

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

[Signature for and on behalf of Manufacturer/ Authorized Dealer]
Contact Number: _____
Official Address: _____
Email Address: _____

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

8.3 Bidder Profile Form

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

Please provide all the addresses of offices, works/ manufacturing units/ repairing units/ storage units.

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address: _____ Office Telephone Number: _____ Email: _____	
3.	Contact Person:
Name: _____ Personal Telephone Number: _____ Email Address: Email: _____	
4.	Details of District wise offices
Address: _____ Office Telephone Number: _____ Email: _____	
Address: _____ Office Telephone Number: _____ Email: _____	
Address: _____ Office Telephone Number: _____//_____ Email: _____	
5.	Registration Details:

a) Attachment of Income Tax Returns (Last _**03** years)

b) Details of Experience (Last 03 Years)

(i)	Supply of Similar nature & similar cost or above (Agency/Department)	Item Name relevant to package
	1-	
	2-	
	3-	
	4-	
	5-	
(ii)	Value of total Projects/Tenders/Pos	Amount (Rs. In Million)
	1-	
	2-	
	3-	
	4-	
	5-	

c) Staff Detail and last month Payroll with following detail duly signed and stamped

S#	Name of Employee	Designation	Highest qualification	PEC Registration#

d) Total Annual Sales /Annual Turnover (last 03 years)

e) Fixed Assets detail

f) Bank balance / credit Limit

g) detail of set up for provision of after sale service.

h) List of offices other than head office with Complete address, ownership / rent agreement, years of office established on the same place.

8.4 General Information Form

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

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

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

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

Signed by an authorized Officer of the company
Name of Officer: _____
Title of Officer: _____
Name of Company: _____

8.5 Affidavit

[To be printed on PKR 300 Stamp Paper, duly attested by oath commissioner. Submitted to PA before closing time]
Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the procuring agency, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the Information Technology University of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Information Technology University of the Punjab. The undersigned further affirms on behalf of the firm that:

- **(i)** The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order.
- **(ii)** The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- **(iii)** Affidavit for correctness of information.
- **(iv)** Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department
- **(v)** We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.
- **(vi)** We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this bidding document.
- **(vii)** We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- **(viii)** It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

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

Signed by an authorized Officer of the company
Name of Officer: _____
Title of Officer: _____
Name of Company: _____
Date: _____

8.6 Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be provided with contract documents]
To,
Project Director
Information Technology University of the
Punjab.

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of "Invitation to Bid for the Provision/ Installation of **Tender No.** _____**"**Supplying & Installations of Air conditioner 2 Tons Capacity **"** to supply [*(*hereinafter called "the Contract"). Dated _____20_

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a schedule bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of _____*[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of _____*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____day of _____20_____or _____days [insert number of days] after the rectification of the Defects, whichever is later.

[NAME OF GUARANTOR]
Signature_____
Name_____
Title _____
Address_____
Seal_____

Date_____

8.7 Technical Bid Form

Form-I

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

To,
Project Director
Information Technology University of
Punjab, Lahore.

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and commission the following items in conformity with the below mentioned required specification against each item.

Sr. No.	**Item Name with Specifications**		**Quantity along with Unit**	**Country of Origin**	**Quoted Brand with country of manufacturer, Make & Model**
(1)	(2)		(3)	(6)	(7)
1	Air Conditioners (2 Ton) Split DC Inverter Heat & Cool				

Stamp & Signature of Bidder _____

Form II

BIDDER'S COMMENTARY FORM

Bidder is required to insert in column 2 item name &specifications as per bid document, in column 3 specifications of quoted item with model, brand etc, elaborate variations if any in column 4 and give remarks in column 5 against each component of specifications of the item quoted for supply.

Sr. No.	Item Name with Specifications as per Bid documents	Quoted Item Name with Specifications as per Quoted items	Variations	Remarks
(1)	(2)	(3)	(4)	(5)
1	Air Conditioners (2 Ton) Split DC Inverter Heat & Cool			

Stamp & Signature of Bidder _____

8.8 Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be provided with contract documents]

THIS AGREEMENT made the _____day of _____20_____between *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") of the one part and *[name of Supplier]* of (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., **Tender No;_____,** Supplying & Installation of Air Conditioners 2 Tons Capacity to be Installed in IT Labs Located at different colleges across the punjab**.** and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Form of Bid and the Price Schedule submitted by the Bidder;
(b) Schedule of Requirements;
(c) the Technical Specifications;
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Procuring Agency's Notification of Award/ Letter of Intent.
(g) Contract agreement
(h) Complete Bidding Document

3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services, 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.
5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014.The arbitration should be made through mutually agreed single arbitrator under Arbitration Act 1940.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Procuring Agency	Supplier / Contractor
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date:

WITNESS:

1._____

2._____

8.9 Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with the Bid, in case of Single Stage One Envelope Procedure and with the Technical Bid, in case of Single Stage Two Envelope Procedure]

To,
Project Director
Information Technology University of
Punjab, Lahore.

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and commission the following items in conformity with the below mentioned prices at. **Bidders are required to quote the rate considering that the AC will be installed in colleges located across the Punjab & no extra payments for transportation will be made in this regard.**

Sr. No.	Item Name with Specifications	Country of origin, brand name, make & model	Quantity along with Unit	Pak Rupees			
				Unit Price without GST	GST per Unit	Unit Price with GST	Total Price Inclusive all Taxes (In Words & Figures)
1	2	3	4	5	6	7	8
Grand Total							

Amount of Grand total in Words: _____)

We understand that the Procuring Agency intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid equipment due to any price variations till the expiry of warranty period. We undertake, to complete the work / supply within the given time period in case we are declared lowest evaluated bidder.

Note: All applicable taxes at the time of payment will be deducted. Change in the rate of tax announced by the Govt. from time to time will be applicable for the purpose of deduction of tax.

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". *(Please refer ITB clause 2.5.6).*

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____
Name: _____
Designation: _____
Date: _____

8.10 Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be uploaded with Technical Bid. Required if the bid security is in shape of bank guarantee]

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

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____day of _____20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

(a) fails or refuses to execute the Contract Form, if required; or
(b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

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

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

[Signature of the bank]
[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

8.11 Draft Integrity Pact

(For the procurement of Rs. 10,000,000 and above)

The lowest evaluated successful bidder shall sign and stamp the below mentioned Integrity Pact for the procurement contracts exceeding Rupees 10 million. Failure to provide such integrity pact shall make the bidder non-responsive.

Contract No._____Dated _____Contract Value: [To be filled in at the time of signing of Contract]

Contract Title: _____

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

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

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

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

Name of Buyer: ……	Name of Seller/Supplier: ……
Signature: ……	Signature: ……
[Seal]	[Seal]

9 Section IX- Check List/ Table of Contents

[To be uploaded after being signed and stamped on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders

Sr. #	Detail of documents with Bid	Annex#
1	Letter for Submission of Tender Documents on Letter head	A
2	Original Bid Submission **(Form 8.1**) on letter head of the firm duly signed and stamped.	A
3	Technical Bid Form (as per **form 8.8** of Bidding documents) on letter head of the firm duly signed and stamped. **(Form-I)**	A
4	**Bidder Commentary Form 8.8 (Form-II)** on letter head of the firm duly signed and stamped.	A
5	**Technical Brochures/ catalogues** of goods quoted, mentioning its specifications, manufacture's Brand and model etc.	A
6	Complete bidding Documents unfilled duly signed and stamped.	B
7	NTN registration certificate of firm. verifiable copy	C
8	General Sales Tax registration certificate of firm. verifiable copy	C
9	Active Tax Payer Status FBR	C
10	Professional Tax certificate 2024 or latest. Attested copy	C
11	Signed and stamped Turnover statement along with audit report for last 03 years (2022, 2023 & 2024)	D
12	Certificate of legally and financially autonomous & operation of non-dependency to Government under commercial law (for Government-owned enterprises).	D
13	An affidavit (**form 8.6**) on legal stamp paper worth **Rs. 300** to the effect as per BDS 13(i)	D
14	Authorization Letter for goods requiring authorization (**form 8.3**) for foreign items	E
15	Registration of bidder/ firm with Relevant body (e.g., SECP/ CCI/ etc.)	E
16	Certificate for provision of Spare parts for 05 years on letter head	E
17	Statement of supply orders bearing order No. & date, supply title, amount of supply, year wise for 2022, 2023 & 2024 along with Supply order or purchase order or completion certificates with public sector	F
18	Statement of supply orders bearing order No. & date, supply title, amount of supply, year wise for 2022, 2023 & 2024 along with Supply order or purchase order or completion certificates with private sector	F
19	Tax Returns for Financial Year 2022, 2023 & 2024.	F
20	Bank statement / credit limit November 2025	F
21	Bidders profile Form (as per **form 8.4** of Bidding documents) on letter head of the firm, duly signed and stamped.	G
22	General Information Form (as per **form 8.5** of Bidding documents) on letter head of the firm duly signed and stamped.	G
23	Latest Payroll of employees on letter head of the firm duly signed and stamped.	G
24	List of Employees Names along with designation, qualification	G
25	Employees related final degree/ diploma/ transcripts.	G
27	Certificate regarding Set up for Provision of After Sale Service duly signed and stamped	H
28	Documentary evidence of offices and repair facilities along with equipment list as per criteria.	H

Note: Bidder is required to submit Original Bid Security Instrument original affidavit (form 8.6) on legal stamp paper worth Rs. 300 to the effect as per BDS 13(i) and original Bid Completed with supporting documents in an envelope clearly marked with the Bidding Document Number and Title in the office of Deputy Director purchase Information Technology University of Punjab Lahore before Bid submission deadline on or before bid submission date and time, failing which bid shall be rejected.

Sr. #	Detail of documents with Financial Bid
1	Letter for Submission of Tender Documents on Letter head
2	**Original Bid Submission Form 8.1**) on letter head of the firm duly signed and stamped.
3	Financial Bid Form/ Price Schedule (as per **form 8.10** of Bidding documents) on letter head of the firm duly signed and stamped.

Certified that all the above required documents are uploaded in sequence.

Sr. #	Detail of documents required at the time of contract signing
1	Letter of Acceptance
2	Performance Guarantee of amount of Rs. 10% of contract value (CDR or Bank Guarantee **form 8.7)**
3	Contrac**t form 8.9** on non-judicial e-stamped paper of value @ 0.25% of contract value or min Rs. 1200
4	Integrity Pact **Form 8.12** (in case contract value is above Rs. 10.000M)

Certified that all the above required documents will be provided at the time of signing of contract.

Stamp & Signature of Bidder _____