



Tender Number: TSE-222305309922

Published Dated: 5/9/2023

Balochistan Education Foundation

BIDDING DOCUMENT FOR

**HIRING OF SERVICES FOR BOARDING
AND ACCOMODATION FACILITIES FOR**

(TECHNICAL PROPOSAL)

TSE-222305309922

NAME OF BIDDER:

(To be filled-in by the Bidder)

Letter of invitation for Bids:

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the Balochistan Education Foundation from "Eligible Bidders" dealing in Sales and Services (as applicable) for HIRING OF SERVICES OF BIDDER FOR BOARDING AND ACCOMODATION FACILITIES FOR THE PARTICIPANTS IN MID-TERM REVIEW MEETING IN DISTRICT ZIARAT as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Procurement Officer
Postal Address of the Procuring Agency	Quetta
Phone Number & Fax Number	0812301812 ,
E-Mail Address & Website (If Available)	nisar@bef.org.pk
Bidding Procedure	Single Stage Two Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From <u>Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta. Phone: (+92) 081-2301812-15</u> during working hours up-to one working day prior to the opening of bids and from BPPRA Website www.bppra.gob.pk TSE-222305309922</p> <p>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</p>
Deadline for Submission of Bids	Date May 24, 2023 & Time 11:00 AM through courier or may be dropped in the Tender Box at the office of the Procuring Agency or the place of Bid Opening
Opening Of Technical Bids	Date May 24, 2023 & Time 12:00 PM at the location of the Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta. Phone: (+92) 081-2301812-15
Tentative Opening Of Financial Bids	Date May 24, 2023 & Time 12:30 PM at the location of the Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta. Phone: (+92) 081-2301812-15

Bidding Document Fee	<p>Amount: PKR.In the form of:</p> <p>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation</p>
Bid Security	<p>Amount: 2.00 % of the Estimate Cost</p> <p>Manner of Payment: Deposit at Call in favor of : Balochistan Education Foundation</p>
Performance Security	<p>Amount:10% of the Contract value (Up-to10%) Manner of Payment: Deposit at Call in favor of: Balochistan Education Foundation</p>
Bid Validity Period (Days)	90 Days.

Eligibility Criteria for Bidders:

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Experience	02 Assignments of Similar Nature and Complexity 500,000 in Previous 05	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's or delivery challan (items must cross-verify with supply order)
2	Financial Capacity	Turn over of at least 800,000 PKR in 05 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Status As Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate
4	Tax Certificate	BRA Registration Certificate	BRA Certificate
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Declaration of non blacklisting on company letter head by the bidder
6	Hotels/Guest House equivalent to 2 or 3 stars hotel standard	Quality Rooms, area and Hall equivalent to 2 or 3 stars hotel standard	Samples required in shape of Pictures and if required on-site visit will also be made to check conditions and quality of services offered

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"

Scope Of Work:

The purpose of this scope of work is to qualify vendors for the provision of four (04) days boarding and lodging facilities to the participants in district Ziarat. The Lodging, amenities, and Venue Arrangements for this meetings is a pivotal part of the scope in district Ziarat to be required for Balochistan Education Foundation (BEF) officials.

The Hotel/Guest House in district Ziarat should be equivalent to 2 to 3 stars standard for meeting participants lodging with proper beds, sitting capacity of 40 to 50 persons. All necessary sanitary items, must be hygienic, i.e. Towel, Toilet Tissue, Disposable Soap, Disposable Tooth Brush Kit, Disposable Shaving Razer, Air Conditioner, Hot/Warm Water in Winter, Solar or generator for power backup in room(s), and sound system particularly for meeting hall.

Data-Sheet of the Assignment

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned hereunder, so as to enable the bidders to prepare their bids accordingly:

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	90111603-Meeting or banquet rooms	1	<ul style="list-style-type: none"> • Hall/Venue in District Ziarat for review meeting: Hall/Venue in District Ziarat for review meeting having seating capacity of 50 persons with sound system. for three (03) Days 	Yes
2	90111801-Single room	20	<ul style="list-style-type: none"> • Booking/reservation of Rooms for 04 days for accommodation of staff in District Ziarat: Booking/reservation of Rooms for 04 days for accommodation of staff in District Ziarat; Double bed rooms for two person (20 rooms for 40 persons) to be reserved in a Hotel/Guest House facilities equivalent to 2 or 3 Stars hotel standard for four (04) Days 	Yes
3	90101501-Restaurants	1	<ul style="list-style-type: none"> • Dinner for Day-1: • Chicken Qorma • Plain Rice • Roti • Raita • Mineral Water 	Yes
4	90101501-Restaurants	4	<ul style="list-style-type: none"> • Day-2: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Mineral Water Dinner: - • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water 	Yes
5	90101501-Restaurants	4	<ul style="list-style-type: none"> • Day-3: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Chicken Biryani • Salad • Raita • Mineral Water and cold drink Dinner: - • Chicken Qorma • Plain Rice • Roti • Salad • Raita • Mineral Water 	Yes
6	90101501-Restaurants	4		

			• Day-4: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Mineral Water & Cold Drink Dinner: - • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water	Yes
7	90101501-Restaurants	1	• Day-5 Breakfast: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry	Yes

* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

Delivery Schedule & Requirements:

Place of Delivery of Goods: District Ziarat

Last Date & Time of Delivery: May 29, 2023

Partial delivery is **Not Allowed**

Instructions for Bidders:

For more details please see the relevant section

Evaluation Criteria:

Selection of the successful bidder shall be based on

"Least-Cost Selection Method"

on Package wise which means ,Eligible Bidder quoting Technically Responsive package at the lowest financial cost. The procedure shall be applied on knock-down basis as follows: -

1. Bidders Eligibility Assessment.

Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" in the following manner:

S.NO	Eligibility Factor	Requirement	Bidder 1 Yes/No	Bidder 2 Yes/No	Bidder 3 Yes/No
1	Experience	02 Assignments of Similar Nature and Complexity 500,000 in Previous 05			
2	Financial Capacity	Turn over of at least 800,000 PKR in 05 Subsequent Previous Years			
3	Status As Active Tax Payer	Presence in Active Tax Payer List			
4	Tax Certificate	BRA Registration Certificate			
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
6	Hotels/Guest House equivalent to 2 or 3 stars hotel standard	Quality Rooms, area and Hall equivalent to 2 or 3 stars hotel standard			

- i. Firm must score "YES" in all requirements of the eligibility criteria to be categorized as Eligible. "NO" to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders

2. Return of Financial Proposals to Ineligible Bidders.

Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:

1. Their Financial Proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.

3. Package wise Evaluation:

The Bids received from Eligible Bidders shall then be evaluated by the Technical Member / Committee or the Procurement Committee itself (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on basis, in the following manner:

Technical Evaluation of Bids

S.NO	ITEM NAME	TECHNICAL REQUIREMENET	Mandatory	Eligibility Bidder 1 Fulfill Requirement YES / NO	Eligibility Bidder 2 Fulfill Requirement YES / NO	Eligibility Bidder 3 Fulfill Requirement YES / NO
1	90111603-Meeting or banquet rooms	<ul style="list-style-type: none"> Hall/Venue in District Ziarat for review meeting: Hall/Venue in 	Yes			
2	90111801-Single room	<ul style="list-style-type: none"> Booking/reservation of Rooms for 04 days for accommodation 	Yes			
3	90101501-Restaurants	<ul style="list-style-type: none"> Dinner for Day-1: • Chicken Qorma • Plain Rice • Roti • Raita • 	Yes			
4	90101501-Restaurants	<ul style="list-style-type: none"> Day-2: - Break Fast, Working Tea & refreshment, Lunch & 	Yes			
5	90101501-Restaurants	<ul style="list-style-type: none"> Day-3: - Break Fast, Working Tea & refreshment, Lunch & 	Yes			
6	90101501-Restaurants	<ul style="list-style-type: none"> Day-4: - Break Fast, Working Tea & refreshment, Lunch & 	Yes			
7	90101501-Restaurants	<ul style="list-style-type: none"> Day-5 Breakfast: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry 	Yes			

- * List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.
- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
- Responsive Proposals
 - Non-Responsive Proposals

4. Return of Non-Responsive Proposals & preparation of Technical Evaluation

Report.

Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall NOT be accepted for any further evaluation:

1. Their financial proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.
3. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
4. Technical Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
 - i. Acceptance of the Eligible & Responsive Bid/s
 - ii. Rejection of the Ineligible &/OR Non-Responsive Bid/s
5. Technical Evaluation concludes at this stage.

5. Financial Evaluation.

Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

S.NO	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	90111603-Meeting or banquet rooms	1						
2	90111801-Single room	20						
3	90101501-Restaurants	1						
4	90101501-Restaurants	4						
5	90101501-Restaurants	4						
6	90101501-Restaurants	4						
7	90101501-Restaurants	1						

6. Recommendation of Procurement Committee & Uploading of Evaluation Report.

After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the "Evaluation Report". The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible and Responsive Bidders" shall be recommended for the Award of Contract/ Annual Rate Contracting Agreement by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least three days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

7. Award of Contract.

Annual rate Contracting Agreement/ Contract shall be executed with the lowest evaluated bidder after three days of uploading of the Evaluation Report at B-PPRA Website.



Tender Number: TSE-222305309922

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Balochistan Education Foundation

BIDDING DOCUMENT FOR THE PURCHASE OF

**HIRING OF SERVICES FOR BOARDING AND ACCOMODATION
FACILITIES FOR THE PARTICIPANTS IN MID-TERM REVIEW MEETING**

(FINANCIAL PROPOSAL)

TSE-222305309922

NAME OF BIDDER:

(To be filled-in by the Bidder)

Designation of the Procurement Officer:_____

Procuring Agency's Address:_____

Procuring Agency's Phone:_____ **Fax No:**_____

Procuring Agency's Website: (If Any)_____

- 1. Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”.
2. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

S.No	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/No		Responsive Bidder 2 Yes/No		Responsive Bidder 3 Yes/No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	90111603-Meeting or banquet rooms (Hall/Venue in District Ziarat for review meeting: Hall/Venue in District Ziarat for review meeting having seating capacity of 50 persons with sound system. for three (03) Days)	1						
2	90111801-Single room (Booking/reservation of Rooms for 04 days for accommodation of staff in District Ziarat; Booking/reservation of Rooms for 04 days for accommodation of staff in District Ziarat; Double bed rooms for two person (20 rooms for 40 persons) to be reserved in a Hotel/Guest House facilities equivalent to 2 or 3 Stars hotel standard for four (04) Days)	20						
3	90101501-Restaurants (Dinner for Day-1: • Chicken Qorma • Plain Rice • Roti • Raita • Mineral Water)	1						
4	90101501-Restaurants	4						

	(Day-2: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Mineral Water Dinner: - • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water)							
5	90101501-Restaurants (Day-3: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Chicken Biryani • Salad • Raita • Mineral Water and cold drink Dinner: - • Chicken Qorma • Plain Rice • Roti • Salad • Raita • Mineral Water)	4						
6	90101501-Restaurants (Day-4: - Break Fast, Working Tea & refreshment, Lunch & Dinner: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry, Working Tea & refreshment:- • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water Lunch: - • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Mineral Water & Cold Drink Dinner: - • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water)	4						
7	90101501-Restaurants (Day-5 Breakfast: Breakfast: - • Parata/Roti/Nan • Milk Tea • Egg fry)	1						

Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
 - a. **“Name of Bidder”**
 - b. **“Name of Tender”**
 - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
 - a. Original Bid Security (If required by the Procuring Agency)
 - b. Taxes must be included along-with the price of each item
 - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	$(C \times D) + E = F$
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
 - ii. Loading, unloading and other labor charges
 - iii. Complete services as required in the schedule of requirements of this bidding document
 - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules

CONTRACT AGREEMENT

This FRAMEWORK AGREEMENT (this "Contract") made as of the [day] of [month], [year], between **Balochistan Education Foundation** (the "Procuring Agency"), on one part,
and

[full legal name of Contractor & Address], on the other part severally liable to the Procuring Agency for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor."

RECITALS

WHEREAS,

(a) The Procuring Agency intend Agency intend Agency intend Agency intend Agency intend Agency intend Agency intend Agency intend Agency intend Agency intend Agency intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the services as described in the contract.

(b) The Procuring Agency has requested the Contractor to provide certain services as described in the relevant Invitation to Bid notice and Bidding Document; and

(c) The Contractor, having represented to the Procuring Agency that it has the required professional skills, personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

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

1. The Contractor hereby contracts / undertakes with the Procuring Agency to supply the services and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
2. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of provision of services and remedying of damage therein.
3. The contract price for supplying satisfactorily all the Services, that the contractor is liable to provide under the contract as per the scope mentioned in bidding documents, shall be Rs. .
4. The following shall be deemed to form and be read and construed as part of this Contract:
 - a. The Bidding Document
 - b. Terms and Conditions of the Contract
 - c. Bidder's Proposal
 - d. The Scope of Work
 - e. Price Schedule
5. This Contract shall prevail over all other documents. In the event of any discrepancy/ inconsistency within the Contract, the above Documents shall prevail in the order listed above.

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

For Balochistan Education Foundation (BEF): For
[full legal name of the Contractor]:

Name :(As per CNIC) ----- Name :(As per CNIC) -----

Father Name: Designation: Address: Signature:

Father Name: CNIC Number: Designation: Address: Signature:

Thumb Impression: -----

WITNESSES: WITNESSES:

(First Party) (Second Party)

Name: (As per CNIC) ----- Name: (As per CNIC) -----

Father Name: CNIC Number: Designation: Address: Signature:

Father Name: CNIC Number: Designation: Address: Signature:

Thumb Impression: ----- Thumb Impression: -----

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INTEGRITY PACT

Contract No. _____ Dated _____

Contract Value: _____

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 Balochistan (GoB) or any administrative department or agency thereof or any other entity owned or controlled by GoB 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 Balochistan 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 GoB, 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 GoB 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 GoB under any law, contract or other instrument, be voidable at the option of GoB.

Notwithstanding any rights and remedies exercised by GoB in this regard, (name of Supplier) agrees to indemnify GoB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoB in an amount equivalent to ten times 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 from GoB.

Name of Buyer: Name of Seller/Supplier:

Signature: Signature:

(Seal) (Seal)

HIRING OF SERVICES FOR BOARDING AND ACCOMODATION FACILITIES FOR THE PARTICIPANTS IN MID-TERM REVIEW MEETING IN DISTRICT ZIARAT



Balochistan Education Foundation (BEF)
House No. 1, 10, 11 Shalimar City
Near NADRA Verification Center, Airport Road Quetta.
Phone: (+92) 081-2301812-15
URL: <https://www.bef.org.pk/>

Important Note

Bidders must ensure that they submit all the required documents indicated in the Bidding Document without any discrepancy. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements are mentioned in the Bidding Document are liable to be rejected at the initial stage. Valid documentary evidences as detailed hereinafter should be submitted by bidders for preliminary and detailed examination.

Applicability of Balochistan Public Procurement Rules, 2014

This Bidding Process will be governed under Balochistan Public Procurement Rules 2014 as amended till date. In case any clause, terms or conditions of this bidding document is in conflict with Balochistan Procurement Rules, the provisions given in Balochistan Procurement Rules 2014 amended till date will prevail.

GENERAL INSTRUCTIONS & TERMS & CONDITIONS FOR SERVICES PROVISION AGAINST MID-TERM MEETING IN DISTRICT ZIARAT

Scope of Work.

The purpose of this scope of work is to qualify vendors for the provision of four (04) days boarding and lodging facilities to the participants in district Ziarat. The Lodging, amenities, and Venue Arrangements for this meetings is a pivotal part of the scope in district Ziarat to be required for Balochistan Education Foundation (BEF) officials.

The Hotel/Guest House in district Ziarat should be equivalent to 2 to 3 stars ranking for meeting participants lodging with proper beds, sitting capacity of 40 to 50 persons. All necessary sanitary items, must be hygienic, i.e. Towel, Toilet Tissue, Disposable Soap, Disposable Tooth Brush Kit, Disposable Shaving Razer, Air Conditioner, Hot/Warm Water in Winter, Solar or generator for power backup in room(s) and particularly for meeting hall.

BIDDING PROCEDURE

Bids should be submitted in accordance with instructions and bidding procedure shared in this document. Bids are invited as per Single Stage — One Envelope Procedure in accordance with BPPRA-rules, 2014.

Bid Price:

Bid price shall be inclusive of all taxes, duties, levies, and charges (specifically inclusive of professional and provincial Taxes on services). The prices should be quoted in the bid proposal in Pak Rupees.

Additional Services

Contract price will be subjected to adjustment as a result of addition/reduction in scope of work w.e.f the date of its coming into effect / force.

Language of Bidding

The bid and supporting documents and printed literature must be prepared and submitted in the English language.

Bid Validity.

- The Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.

Bid Security.

- Each Bid must be accompanied by a Pay Order / Bank Draft in favour of Managing Director Balochistan Education Foundation, issued by any of the scheduled Bank of Pakistan, on account of Bid Security at the rate of 2% of the Bid price.

Amendment of Bidding Documents.

- At any time prior to the deadline for submission of Bids, BEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidders/Firms modify the Bidding Documents by amendment.
- The amendment shall be part of the Bidding Documents, and will be notified in writing through fax, email or letter to all prospective Bidders / Firms who have received the Bidding Documents, and will be binding upon them.

Clarification(s) / Queries of Tender

The Bidders / Firm is expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidders/Firm having doubt in connection with the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from. For requests of all clarifications with regard to the information contained in Bidding Documents made over the telephone shall not be entertained. All inquiries about the tender made to Procurement Officer BEF, response will be made known to other Bidder / Firm without disclosing identity of the Firm / Bidder who made the enquiry.

Contradictions, Obscurities and Omissions

The bidder / Firm should likewise notify the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the bid. Such enquiries, clarifications, queries must reach the Procurement Officer BEF not later than one week before the bid submission date otherwise the same will not be responded by BEF.

Modifications and Withdrawal of Bids.

- Bidder / Firm may modify or withdraw his bid after submission, provided that written notice of the modification or withdrawal is received by BEF prior to the prescribed deadline for submission of bids.
- The Bidder's / Firm's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity / extended validity.
- No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity / extended validity.

Sealing, Marking and Transmission of the Bid

- Your detailed but separately sealed “**Technical Proposal**” and “**Financial Proposal**” should be submitted **in a single sealed Envelope**. The single envelope shall contain two sealed envelopes containing Technical and Financial Proposals, separately. The envelopes shall be properly sealed, stamped and marked as follows:

Bid (Technical and Financial proposal) against TENDER TSE NO.-----

Do not open before of Bid opening date

- If the envelope is not marked as instructed above, Procurement Section of BEF will assume no responsibility for the misplacement or premature opening of the bid.

Bid Opening

The Bid shall be opened publicly in the office of Procurement Section BEF by the Tender Opening Committee in the presence of Bidder’s / Firm’s representatives who choose to attend the bid opening at the prescribed time and date.

10. Evaluation of Proposals.

Initial scrutiny of the bids shall be carried out to determine / check its responsiveness and conformity with the requirements of bid. The technical evaluation shall be carried out on the basis of criteria, presentation, information /data spelled out provided with this document.

In case no Bidder / is found technically responsive, BEF reserves the right to re-invite the Bids.

Clarification of Bids.

To assist in the examination, evaluation and comparison of Bids, BEF may at its discretion, ask the bidder for clarification of his Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

General Terms and Conditions/Instructions to bidder.

- After opening the bids, BEF Procurement Committee (PC) will determine whether submitted bid is substantially responsive to the requirements of the Bidding Documents.
- PC will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required experience certificates/ evidence, sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Computational errors will be rectified on the following basis:
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - If there is a discrepancy between words and figure, the amount in words shall prevail.
- A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to bidders, quality or prescribed completion schedule or which limits in any substantial way.
- A bid determined to be non-responsive will be rejected by PC and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- PC may waive off any minor deviation, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any other bidder.
- The award of the contract / PO shall be made to the bidder on the basis of evaluation criteria and weightage given to technical and financial proposal, after considering the requisites of Schedule of Requirement (Scope of Work/Bid Format).
- The successful bidder shall notify by fax / letter, of its intent to enter into a contract. The contract shall be executed only after all necessary management approvals have been obtained.
- The bidder may lodge a written complaint to Managing Director for redressal of Grievances & Settlement of Dispute within fifteen (15) days of the placement of the Technical Evaluation Report.

FORFEITURE OF BID SECURITY

The bid security / earnest money may be forfeited / confiscated:

1. A bidder requests to withdraw his or its bid after opening but within the bid validity period
2. Successful bidder fails to furnish performance security
3. Successful bidder fails to sign the contract
4. A bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.

5. A bidder has been found black listed by any agency of Federal or Provincial Government.
6. In case of the bidder Company fails to provide the satisfactory services / goods / works.

COST OF STAMP DUTY

0.25% or notified by the Government of Balochistan, will be paid by successful bidder as stamp duty.

Important Note:

- a. **Supply orders will be issued after approval of Samples**
- b. **Quality will not be compromised**

Tentative start of the meeting	May, 2023.
Tentative completion of the meeting	May, 2023.
No of Meeting Days	03 Days
No. of Rooms Reservation	04 Nights
No. of Hall/Venue Reservation	03 Days
Number of Personnel attending meeting	Min. 40s.

Financial Proposal – Mid Term Meeting Arrangements for at least 40 Participants (Annex-I) Rates must be inclusive of all taxes.

Item No.	Description/Activities	Unit	No. of days/event	Unit Cost/Rate inclusive of all taxes	Total Cost/Rate Inclusive of all taxes
1	Hall/Venue in District Ziarat for review meeting having seating capacity of 50 persons with sound system.	1	3		
2	Booking/reservation of Rooms for 04 days for accommodation of staff in District Ziarat; Double bed room for two person to be reserved in a Hotel/Guest House facilities equivalent to 2 or 3 Stars hotel	20	4		
3	Food and refreshment for the participants to be arranged for 4 days in District Ziarat. As per Annex-II (Please quote prices for Item # 3 in Annex-II Table below)	40	4		

MENU FOR MIDTERM REVIEW MEETING IN DISTRICT ZIARAT FOR 4 DAYS

Annex II

S#	Day	Break Fast	Working Tea & refreshment	Lunch	Dinner	Unit Cost inclusive of all taxes	Total Cost inclusive of all taxes
1	Day-1	No	No	No	<ul style="list-style-type: none"> • Chicken Qorma • Plain Rice • Roti • Raita • Mineral Water 		
2	Day-2	<ul style="list-style-type: none"> • Parata/Roti/Nan • Milk Tea • Egg fry 	<ul style="list-style-type: none"> • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water 	<ul style="list-style-type: none"> • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Mineral Water 	<ul style="list-style-type: none"> • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water 		
3	Day-3	<ul style="list-style-type: none"> • Parata/Roti/Nan • Milk Tea • Egg fry 	<ul style="list-style-type: none"> • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water 	<ul style="list-style-type: none"> • Chicken Beryani • Salad • Raita • Cold drink • Mineral Water 	<ul style="list-style-type: none"> • Chikan Qorma • Plain Rice • Roti • Raita • Mineral Water 		
4	Day-4	<ul style="list-style-type: none"> • Parata/Roti/Nan • Milk Tea • Egg fry 	<ul style="list-style-type: none"> • Milk Tea • Green Tea • Biscuits • Cake • Mineral Water 	<ul style="list-style-type: none"> • Mutton Qorma • Plain Rice • Salad • Raita • Roti • Cold drink • Mineral Water 	<ul style="list-style-type: none"> • Daal Chana • Chines Rice • Roti • Salad • Raita • Mineral Water 		
5	Day-5	<ul style="list-style-type: none"> • Parata/Roti/Nan • Milk Tea • Egg fry 	No	No	NO		

Important Note:

**Supply orders will be issued after approval of Samples
Quality will not be compromised**

This FRAMEWORK AGREEMENT (this "Contract") made as of the [day] of [month], [year], between **Balochistan Education Foundation** (the "Procuring Agency"), on one part,

and

[full legal name of Contractor & Address], on the other part severally liable to the Procuring Agency for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor."

RECITALS

WHEREAS,

- (a) The Procuring Agency intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the services as described in the contract.
- (b) The Procuring Agency has requested the Contractor to provide certain services as described in the relevant Invitation to Bid notice and Bidding Document; and
- (c) The Contractor, having represented to the Procuring Agency that it has the required professional skills, personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

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

- 1. The Contractor hereby contracts / undertakes with the Procuring Agency to supply the services and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
- 2. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of provision of services and remedying of damage therein.
- 3. The contract price for supplying satisfactorily all the Services, that the contractor is liable to provide under the contract as per the scope mentioned in bidding documents, shall be Rs. _____.
- 4. The following shall be deemed to form and be read and construed as part of this Contract:
 - a. The Bidding Document
 - b. Terms and Conditions of the Contract
 - c. Bidder's Proposal
 - d. The Scope of Work
 - e. Price Schedule
- 5. This Contract shall prevail over all other documents. In the event of any discrepancy/ inconsistency within the Contract, the above Documents shall prevail in the order listed above.

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

For Balochistan Education Foundation (BEF):

Name :(As per CNIC) -----
Father Name: -----
Designation: -----
Address: -----
Signature: -----

WITNESSES:

(First Party)

Name: (As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address: -----
Signature: -----
Thumb Impression: -----

For [full legal name of the Contractor]:

Name :(As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address: -----
Signature: -----
Thumb Impression: -----

WITNESSES:

(Second Party)

Name: (As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address: -----
Signature: -----
Thumb Impression: -----

Note: The successful bidder will be required to provide the Services during the currency of the contract. Procuring Agency reserves the right to make amendments in the given tentative dates; the same will be communicated to the Contractor 48 hours before execution of the same.

INSTRUCTIONS FOR PREPARING TECHNICAL BID

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"TECHNICAL PROPOSAL"**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder's covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements.
4. Following information should be attached/contained in the Technical Proposal: -
 - a. Receipt of payment of **Bidding Document Fee** (If required by the Procuring Agency)
 - b. **Completion time**, which means; time consumed in delivery to the designated location of the Procuring Agency, time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Procuring Agency.
 - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Procuring Agency
 - e. **Brochure** / technical literature of the quoted items
 - f. **Description of status** as Dealership / authorization from the manufacturer / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Procuring agency in the schedule of requirements
 - g. Description of post-sales services / service contract stating the **terms of sales and after-sales support** (as the case may be) as required by the Procuring agency in the schedule of requirements
 - h. **Guaranty/Warranty** details. (As applicable) as required by the Procuring agency in the schedule of requirements.
 - i. **Format of Product genuineness** / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable) as required by the Procuring agency in the schedule of requirements.
 - j. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Procuring Agency at instruction 4 of "Instruction for preparation of Technical Bid" is strictly prohibited and may result in disqualification of bid.

Evaluation Criteria for Single Stage Two Envelope: Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Eligible Bidder quoting Technically Responsive items at the lowest financial cost”**

The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Relevant Experience	For Self-experienced / Old Firms: ___ No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached?			
	For In-experienced / New Firms: Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above-mentioned criteria duly attested by Notary Public attached?			
Financial Capacity	Bank Certificate of Company's Bank Account certifying annual turn-over of PKR. ___ For the past _ years attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time within the stipulated time period?			
Any other relevant factor	(To be specified by the Procuring Agency if required)			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
 - ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders
2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their Financial Proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
3. **Item-wise / Package-wise (Select 1 option) Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Item-wise / Package-wise (Select 1 option)** basis, in the following manner:

TECHNICAL EVALUATION OF BIDS							
Item Name	* Technical Requirement/s	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
		Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason
Item 1	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 2	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 3	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 4	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 5	Requirement 1						
	Requirement 2						
	Requirement 3						

*** List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.**

- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
 1. Responsive Proposals
 2. Non-Responsive Proposals

4. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
 - i. Their financial proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.
 - iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
 - iv. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 1. Acceptance of the Eligible & Responsive Bid/s and;
 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
 - v. Technical Evaluation concludes at this stage.

5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the **same/ next (Select 1 option)** meeting as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

FINANCIAL EVALUATION OF BIDS							
Item/s Name / Model & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Item 1							
Item 2							
Item 3							
Item 4							
Item 5							

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least ten days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.
7. **Award of Contract.** Contract for Supply of Item/s to the recommended Bidder/s i.e. the lowest evaluated bidder/s (**“Eligible Bidder/s quoting Technically Responsive items at lowest Financial cost, for each item / Complete Package” (Select 1 option)**), shall be placed after ten days of uploading of the Evaluation Report at B-PPRA Website.

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"Financial Proposal"**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal :-
 - a. Original Bid Security
 - b. Original Performance Security (If required by the Procuring Agency)
 - c. The Financial Bid on the bidders letter head in the following format:

S. No.	Item Name / Model No. / Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				

- d. Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.
4. Serial Numbers of items must be quoted as mentioned in the "Bidding Document" (in-case of difference in serial numbers between "Bidding Documents" and "Financial Bid" the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
 - ii. Loading, unloading and other labor charges
 - iii. Complete services as required in the schedule of requirements of this bidding document
 - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules
9. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

GENERAL TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency, including but not limited to time required for installation, commissioning & training. **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the order is _____ Days from the date of Supply Order
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor
 - ii. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
5. Validity of the bid would be at-least ___ days (to be specified by the procuring agency/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Procurement Officer
7. Performance Security @ 10% of the Supply Order value in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the Procurement Officer, shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract.
8. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of ___% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value
9. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
10. Partial delivery is **allowed/Not-allowed** – (Select 1)
11. Quantity may vary up-to an extent of **15%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
12. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
13. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
14. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
15. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
16. Payment release is subject to satisfactory inspection by the joint team comprising of:
 - i. The Purchase Committee of Procuring Agency
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
17. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.
18. **Any other terms or conditions deemed necessary by the Procuring Agency.**

CURRENCY & BID VALIDITY

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company stamp.