

Office of the Project Director
INTEGRATED TRANSIT TRADE MANAGEMENT SYSTEM
(Customs Wing)
Federal Board of Revenue
GOVERNMENT OF PAKISTAN

INVITATION FOR BIDS

Date: 22nd October, 2018
IFB No. 01

Office of the Project Director, Integrated Transit Trade Management System (ITTMS) hereby invites sealed bids from eligible bidders under National Competitive Bidding through Single Stage One Envelope for procurement of Office Stationary (Lot-1) and Other Items (Lot-2).

2. The eligible bidders may obtain a complete set of Standard Bidding Document for one or both the Lots referred herein above, containing specifications of items and detailed terms & conditions from Website <http://www.fbr.gov.pk/tender>. This Invitation for Bids is also available on the websites of PPRA (www.ppra.org.pk) & FBR (www.fbr.gov.pk).

3. **The bidder is required to bid for entire 100% quantity of one or both the Lots for which he shall bid.** Conditional or incomplete bids will not be accepted. Evaluation and comparison of bids for each lot shall be carried out separately.

4. Bids, duly accompanied by a **"Bid Security of 2%"** of the total bid price against one or both the lots in the shape of a **Bank draft** in the name of the **Project Director, ITTMS** and it must be delivered at First Floor, Federal Arcade, Bahria Enclave Road, main Kuri Road, Chak Shahzad, Islamabad on or before **11:00 hours on 12th November, 2018**. Electronic bidding shall not be permitted. Also, late bids shall not be accepted.

5. Bids will be opened at **11:30 hours** on the same day in the presence of bidders or their designated representatives, in the office of the Project Director, First Floor, Federal Arcade, Bahria Enclave Road, Main Kuri Road, Chak Shahzad, Islamabad.

6. The bidders are requested to give their best and final prices for one or both the **Lots** as no negotiations are allowed.

7. A Pre-bid meeting will be held on Tuesday, 30th October, 2018 at 1100 hours at the same venue. Bidders are strongly encouraged to attend the Pre-bid meeting, alongwith the copy of Standard Bidding Documents.

8. The Purchasing agency may reject all bids under Rule-33 of the Public Procurement Rule, 2004.


(AMBAREEN KHAN)
Director (Coordination-HQs)
051-9450008

Standard Bidding Document

For

National Competitive Bidding

Pakistan

Procurement of Stationery & Other Items

PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

October-2018

Preface

This Bidding Document has been prepared for use by borrowers and their implementing agencies in the procurement of goods through National Competitive Bidding (NCB).

In order to simplify the preparation of bidding documents for each procurement, the Bidding Document are grouped in two parts based on provisions which are fixed and that which are specific for each procurement. Provisions which are intended to be used unchanged are in Part one, which includes Section I, Instructions to Bidders, and Section II, General Conditions of Contract. Data and provisions specific to each procurement and contract are included in Part Two which includes Section II, Bid Data Sheet; Section III, Special Conditions of Contract; Section IV, Schedule of Requirements; Section V, Technical Specifications; and the forms to be used in Section I, Invitation for Bids, and Section VI, Sample Forms.

This is Part one which is fixed and contains provisions which are to be used unchanged. Each section is prepared with notes intended only as information for the Purchaser or the person drafting the bidding documents. They shall *not* be included in the final documents.

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Part One - Section I.

Instructions to Bidders

Notes on the Instructions to Bidders

This section of the bidding document provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Purchaser. It also provides information on bid submission, opening, and evaluation, and on the award of contract.

Part One Section I contains provisions that are to be used unchanged. Part Two Section II consists of provisions that supplement, amend, or specify in detail information or requirements included in Part One Section I and which are specific to each procurement.

Matters governing the performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are not normally included in this section, but rather under Part one Section II, General Conditions of Contract, and/or Part Two Section III, Special Conditions of Contract. If duplication of a subject is inevitable in the other sections of the document prepared by the Purchaser, care must be exercised to avoid contradictions between clauses dealing with the same matter.

These Instructions to Bidders will not be part of the contract.

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Instructions to Bidders

A. Introduction

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| 1. Source of Funds | <p>1.1 The Client named in the Bid Data Sheet has allocated budget for the procurement activity (as identified in the Bid Data Sheet) in local currency indicated in the Bid Data Sheet towards the cost of the activity specified in the Bid Data Sheet. The Client intends to apply a portion of the proceeds of this budget allocation to eligible payments under the contract for which this Invitation for Bids is issued.</p> <p>1.2 Payment by the Client will be made only at the request of the vendor and upon approval by the Client in accordance with the terms and conditions of the Agreement, and will be subject in all respects to the terms and conditions of that agreement. The Agreement prohibits a withdrawal from the proceeds account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Client, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Client shall derive any rights from the Agreement or have any claim to the proceeds.</p> |
| 2. Eligible Bidders | <p>2.1 This Invitation for Bids is open to all suppliers from eligible source countries as defined in Bidding Documents.</p> <p>2.2 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 Purchaser to provide consulting 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 for Bids.</p> <p>2.3 Government-owned enterprises in the Purchaser's country may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Purchaser.</p> <p>2.4 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Client in accordance with sub-cause 34.1.</p> |
| 3. Eligible Goods and Services | <p>3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the</p> |

Bidding Documents. Made under the contract will be limited to such goods and services.

3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders (ITB)
- (b) Bid Data Sheet
- (c) General Conditions of Contract (GCC)
- (d) Special Conditions of Contract (SCC)
- (e) Schedule of Requirements
- (f) Technical Specifications
- (g) Bid Form and Price Schedules
- (h) Bid Security Form
- (i) Contract Form
- (j) Performance Security Form
- (k) Client Guarantee for Advance Payment Form
- (l) Manufacturer’s Authorization Form

5.2 The Bidder is expected 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.

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| 6. Clarification of Bidding Documents | 6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by cable (hereinafter, the term <i>cable</i> is deemed to include telex and facsimile) at the Purchaser's address indicated in ITB Clause 19.1. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than ten (10) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents. |
| 7. Amendment of Bidding Documents | 7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by cable, and will be bidding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids. |

C. Preparation of Bids

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| 8. Language of Bid | 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern. |
| 9. Documents Comprising the Bid | 9.1 The bid prepared by the Bidder shall comprise the following components:

(a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12; |

- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) Bid security furnished in accordance with ITB Clause 15.

10. Bid Form

- 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity, and prices.

11. Bid Prices

- 11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 11.3 The term DDP (Delivered Duty Paid), shall be governed by the rules prescribed in the current edition of *Incoterms* published by the International Chamber of Commerce, Paris.
- 11.4 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
- 11.5 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 nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

- 12. Bid Currencies** 12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 13. Documents Establishing Bidder's Eligibility and Qualification**
- 13.1 Pursuant to ITB Clause 9, 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.
- 13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.
- 13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser'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 or producer to supply the goods in the Purchaser's country;
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a Bidder not doing business within the Purchaser's country, 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
 - (d) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 14.1 Pursuant to ITB Clause 9, 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.
- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of

shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (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 Purchaser; and
- (c) An item-by-item commentary on the Purchaser'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.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a Client guarantee or an irrevocable letter of credit issued by a reputable Client located in the Purchaser's country, in

the form provided in the bidding documents or another form acceptable to the Purchaser and valid for thirty (30) days beyond the validity of the bid; or

- (b) A cashier's or certified check.
- (c) Irrevocable encashable on-demand Client call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 24.

15.5 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 Purchaser pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 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 fails:
 - (i) to sign the contract in accordance with ITB Clause 32;
 - or**
 - (ii) To furnish performance security in accordance with ITB Clause 33.

16. Period of Validity of Bids

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable). The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in ITB Clause 16.3.

16.3 In the case of fixed price contracts, if the award is delayed by a

period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.

**17. Format and
Signing of Bid**

- 17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4 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.

D. Submission of Bids

**18. Sealing and
Marking of
Bids**

- 18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 18.2 The inner and outer envelopes shall:
- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
 - (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.
- 18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

19. Deadline for Submission of Bids

19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bids

20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. Modification and Withdrawal of Bids

21.1 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 Purchaser prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 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, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

22. Opening of Bids by the

22.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and

Purchaser

at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Purchaser will prepare minutes of the bid opening.

23. Clarification of Bids

23.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. Preliminary Examination

24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**25. Evaluation and
Comparison of
Bids**

25.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 The Purchaser's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 The Purchaser's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (e) the availability in the Purchaser's country of spare parts and after-sales services for the equipment offered in the bid;
- (f) the projected operating and maintenance costs during the

life of the equipment;

- (g) the performance and productivity of the equipment offered; and/or
- (h) Other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by Purchaser to the delivered duty paid (DDP) price at the final destination.

- (b) *Delivery schedule.*

- (i) The Purchaser requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery “adjustment” will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

or

- (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

or

- (iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the

specified delivery schedule.

(c) *Deviation in payment schedule.*

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule offered by the selected Bidder.

or

- (ii) The SCC stipulate the payment schedule offered by the Purchaser. If a bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) *Cost of spare parts.*

- (i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the Bid Data Sheet, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

or

- (ii) The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the Bid Data Sheet. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price.

or

- (iii) The Purchaser will estimate the cost of spare parts usage in the initial period of operation specified in the Bid Data Sheet, based on information furnished by each Bidder, as well as on past experience of the Purchaser or other purchasers in similar situations.

Such costs shall be added to the bid price for evaluation.

- (e) *Spare parts and after sales service facilities in the Purchaser's country.*

The cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

- (f) *Operating and maintenance costs.*

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.

- (g) *Performance and productivity of the equipment.*

- (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

or

- (ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

- (h) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid

Data Sheet and/or in the Technical Specifications.

Alternative

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

[In the Bid Data Sheet, choose from the range of]

Evaluated price of the goods	60 to 90
Cost of common list spare parts	0 to 20
Technical features, and maintenance and operating costs	0 to 20
Availability of service and spare parts	0 to 20
Standardization	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

26. Contacting the Purchaser

26.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.

26.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

27. Post-qualification

27.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's financial, technical, and production 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 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**28. Award
Criteria**

28.1 Subject to ITB Clause 30, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

**29. Purchaser's
Right to Vary
Quantities at
Time of Award**

29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**30. Purchaser's
Right to
Accept any Bid
and to Reject
any or All Bids**

30.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

**31. Notification of
Award**

31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

31.2 The notification of award will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

**32. Signing of
Contract**

32.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents,

incorporating all agreements between the parties.

32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.

**33. Performance
Security**

33.1 Within twenty (20) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.

**34. Corrupt or
Fraudulent
Practices**

34.1 The Client requires that Borrowers (including beneficiaries of Client loans), as well as Bidders/Suppliers/Contractors under Client-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Client:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the

Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Client-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Client-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

Part One - Section II.

General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract in Part One Section II, read in conjunction with the Special Conditions of Contract in Part Two Section III and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The General Conditions of Contract herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract in Part Two Section III.

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General Conditions of Contract

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 Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (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 of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser 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 Purchaser” means the organization purchasing the Goods, as named in SCC.
- (h) “The Purchaser’s country” is the country named in SCC.
- (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- (j) “The Word Client” means Government of Pakistan
- (k) “The Project Site,” where applicable, means the place or places named in SCC.
- (l) “Day” means calendar day.

- 2. Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. 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 of the World Client, 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.
- 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.
- 5. Use of Contract Documents and Information; Inspection and Audit by the Client** 5.1 The Supplier shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Purchaser’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract if so required by the Purchaser.

- 5.4 The Supplier shall permit the Client 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 Client, if so required by the Client.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Purchaser's country.
- 7. Performance Security**
- 7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be in one of the following forms:
- (a) a Client guarantee or an irrevocable letter of credit issued by a reputable Client located in the Purchaser's country, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
 - (b) A cashier's or certified check.
- 7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests**
- 8.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 8.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Purchaser's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' 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.

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 Purchaser.

10. Delivery and Documents

- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2 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* published by the International Chamber of Commerce, Paris.

10.3 Documents to be submitted by the Supplier are specified in SCC.

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 sellers responsibility.

12. Transportation

12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

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 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) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the

prevailing rates charged for other parties by the Supplier for similar services.

14. Spare Parts

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The Purchaser 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 Purchaser.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

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 Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

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 Purchaser's request for bid validity extension, as the case may be.

18. Change Orders

18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (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 Purchaser's change order.

**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.

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

**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 Purchaser in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, 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.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid

submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

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 security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**26. Termination
for Insolvency**

26.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes Clientrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

**27. Termination
for
Convenience**

27.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to

which performance of the Supplier under the Contract is terminated, and the date upon which 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 Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser 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.

28. Resolution of Disputes

28.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

29. Governing Language

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country, unless otherwise specified in SCC.

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 cable, telex, or facsimile 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.

**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 Purchaser.

Standard Bidding Document

For

National Competitive Bidding

Pakistan

Procurement of Stationery & Other Items

PART TWO

(PROCUREMENT SPECIFIC PROVISIONS)

- Invitation for Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Forms
- Eligibility

October-2018

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Part Two

Section I. Invitation for Bids

Office of the Project Director
INTEGRATED TRANSIT TRADE MANAGEMENT SYSTEM
(Customs Wing)
Federal Board of Revenue
GOVERNMENT OF PAKISTAN

INVITATION FOR BIDS

Date: 22nd October, 2018
IFB No. 01

Office of the Project Director, Integrated Transit Trade Management System (ITTMS) hereby invites sealed bids from eligible bidders under National Competitive Bidding through Single Stage One Envelope for procurement of Office Stationary (Lot-1) and Other Items (Lot-2).

2. The eligible bidders may obtain a complete set of Standard Bidding Document for one or both the Lots referred herein above, containing specifications of items and detailed terms & conditions from Website <http://www.fbr.gov.pk/tender>. This Invitation for Bids (IFB) is also available on the websites of PPRA (www.ppra.org.pk) & FBR (www.fbr.gov.pk).

3. **The bidder is required to bid for entire 100% quantity of one or both the Lots for which he shall bid.** Conditional or incomplete bids will not be accepted. Evaluation and comparison of bids for each lot shall be carried out separately.

4. Bids, duly accompanied by a **“Bid Security of 2%”** of the total bid price against one or both the lots in the shape of a **Bank draft** in the name of the **Project Director,** **ITTMS** and it must be delivered at First Floor, Federal Arcade, Bahria Enclave Road, main Kuri Road, Chak Shahzad, Islamabad on or before **11:00 hours on 12th November, 2018.** Electronic bidding shall not be permitted. Also, late bids shall not be accepted.

5. Bids will be opened at **11:30 hours** on the same day in the presence of bidders or their designated representatives, in the office of the Project Director, First Floor, Federal Arcade, Bahria Enclave Road, Main Kuri Road, Chak Shahzad, Islamabad.

6. The bidders are requested to give their best and final prices for one or both the **Lots** as no negotiations are allowed.

7. A Pre-bid meeting will be held on Tuesday, 30th October, 2018 at 1100 hours at the same venue. Bidders are strongly encouraged to attend the Pre-bid meeting, alongwith the copy of Standard Bidding Documents.

8. The Purchasing agency may reject all bids under Rule-33 of the Public Procurement Rule, 2004.

(**AMBAREEN KHAN**)
Director (Coordination-HQs)
051-9450008

Section II. Bid Data Sheet

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) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

Introduction	
ITB 1.1	Office of the Project Director, ITTMS (Customs Wing), Federal Board of Revenue (FBR), Islamabad.
ITB 1.1	Project Amount. <i>[when applicable]</i>
ITB 1.1	Project Name: Integrated Transit Trade Management System
ITB 1.1	Name of Contract.
ITB 4.1	Office of the Project Director, ITTMS (Customs Wing), Federal Board of Revenue (FBR), Islamabad.
ITB 6.1	A pre-Bid Meeting will be held on 30th October at 1100 hours on the address stated below. The bidders are strongly encouraged to attend the Pre-Bid meeting alongwith copies of the bidding document, duly read. The contact person for the queries relating to the activity is: Mr. Muhammad Yamin / Mr. Azam Dil Khan, Monitoring & Evaluation Officer, 1 st Floor, Federal Arcade, Bahria Enclave Road, Main Kuri Road, Chak Shahzad, Islamabad. Email; rao.yamin@gmail.com: Tel: 051-9450017
ITB 8.1	Language of the bid. <i>English</i>

Bid Price and Currency	
ITB 11.2	The price quoted shall be inclusive of all taxes <i>[price of incidental services for maintenance and must be quoted in addition to delivered duty paid (DDP) price.]</i> <i>[The related provisions shall be reflected accordingly in SCC and Price Schedules.]</i>
ITB 11.5	The price shall be fixed

Preparation and Submission of Bids	
ITB 13.3 (d)	<p>Qualification requirements.</p> <p><i>Vendor must have atleast three (03) years of experience of similar supplies</i></p> <p><i>“If an Agent submits bids on behalf of more than one Manufacturer, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security, when required, for each bid, and authorization from the respective Manufacturer, all such bids will be rejected as nonresponsive.”</i></p>
ITB 14.3 (b)	Spare parts required for <u>01</u> years of operation.
ITB 15.1	<p>Amount of bid security. 2% of the bid Amount</p> <p>The bid security to the unsuccessful bidders shall be returned immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which shall be retained till completion of the Contract.</p>
ITB 15.2	<p>(i) In the shape of pay order/demand draft in the name of the Project Director, ITTMS.</p> <p>(ii) The bids found deficient of the Bid Security amount shall not be considered.</p> <p>(iii) No personal cheques shall be acceptable at any cost.</p> <p>Any previous bid security shall not be considered or carried forward.</p>
ITB 16.1	Bid validity period. 1 Year.
ITB 17.1	Number of copies. Two (02)
ITB 18.2 (a)	Address for bid submission. Mr. Muhammad Yamin / Mr. Azam Dil Khan, Monitoring & Evaluation Officer, 1 st Floor, Federal Arcade, Bahria Enclave Road, Main Kuri Road, Chak Shahzad, Islamabad.
ITB 18.2 (b)	IFB-01/ITTMS/2018.
ITB 19.1	12th November, 2018 at 1100 hours
ITB 22.1	<p>Time, date, and place for Bid Submission</p> <p>12th November, 2018 at 1100 hours, Bids Shall be open on same day at 11:30 hours in Conference Room, 1st Floor, Federal Arcade, Bahria Enclave road, Main Kuri Road, Chak Shahzad, Islamabad.</p>

Bid Evaluation	
ITB 25.3	<p>Criteria for bid evaluation.</p> <p><i>Delivery Duty Paid Fixed Price Lump Sum Contract.</i></p>

ITB 25.4 (a)	Not applicable
ITB 25.4 (b)	Not applicable
ITB 25.4 (c) (ii)	Deviation in payment schedule. Not applicable Annual interest rate.
ITB 25.4 (d)	Cost of spare parts. Not applicable
ITB 25.4 (e)	Spare parts and after sales service facilities in the Purchaser's country. Six months spare parts and three years after sales warranty.
ITB 25.4 (f)	Operating and maintenance costs. Not applicable
ITB 25.4 (g)	Performance and productivity of equipment. Not applicable
ITB 25.4 (h)	Details on the evaluation method or reference to the Technical Specifications. Fixed Price
ITB 25.4 Alternative	Specify the evaluation factors. Not applicable

Contract Award	
ITB 29.1	Percentage for quantity increase or decrease. 15% of the Contract amount

Section III. Special Conditions of Contract

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Special Conditions of Contract

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

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Purchaser is: **Office of The Project Director, ITTMS, FBR (Customs Wing).**

GCC 1.1 (h)—The Purchaser's country is: **Pakistan**

GCC 1.1 (i)—The Supplier is: _____

GCC 1.1 (j)—The Project Site is: **Office of the Project Director, ITTMS, FBR (Customs Wing). 1st Floor, Federal Arcade, Bahria Enclave Road, Main Kuri Road, Chak Shahzad, Islamabad.**

2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the Bidding Documents, "Eligibility for the Provisions of Goods, Works, and Services".

3. Performance Security (GCC Clause 7)

GCC 7.1—the amount of performance security, as a percentage of the Contract Price, shall be: **Ten (10) percent of the Contract Price**

[The following provision shall be used in the case of Goods having warranty obligations.]

GCC 7.4—after delivery and acceptance of the Goods, the performance security shall be reduced to **two (2) percent of the Contract Price** to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows: **Final Acceptance by FBR after installation**

5. Packing (GCC Clause 9)

Applicable

6. Delivery and Documents (GCC Clause 10)

Deliver Duty Paid Incoterms 2011

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

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) 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) Inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vii) Certificate of origin.

7. Insurance (GCC Clause 11)

GCC 11.1— The Goods supplied under the Contract shall be **Delivered Duty Paid (DDP)** under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

Maintenance facility/Services are required to be provided by the Supplier for atleast 3 years. The Contract price quoted in the bid by the selected Supplier shall be inclusive of ancillary Services/maintenance/warranty.

9. Spare Parts (GCC Clause 14)

GCC 14.1—Additional spare parts requirements are: *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 six (6) months of placing the order and opening the letter of credit.*

10. Warranty (GCC Clause 15)

GCC 15.2—in partial modification of the provisions, the warranty period shall be 12 months from date of acceptance of the Goods after installation. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

Or

- (b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5% per week up to a maximum of 10%.of the Contract amount.

GCC 15.4 & 15.5—the period for correction of defects in the warranty period is: **One Year**

11. Payment (GCC Clause 16)

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

Payment for Goods supplied:

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

- (i) **On Delivery:** *Eighty (90) percent* of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier for supplying in Client's country, upon submission of documents specified in GCC Clause 10.

- (iii) **On Acceptance: *Ten (10) percent*** of the Contract Price of Goods received shall be ***paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.***

Payment of local currency portion shall be made in Pak Rupees within ***thirty (30) days of presentation of claim*** supported by a certificate from the Purchaser declaring that the Goods have been delivered and accepted and that all other contracted Services have been performed.

12. Prices (GCC Clause 17)

Not applicable

GCC 17.1—Prices shall be adjusted in accordance with provisions in the Attachment to SCC.

13. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5%) percent per week, and the maximum rate shall not exceed ten (10%) percent of the Contract Price.]

14. Resolution of Disputes (GCC Clause 28)

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

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

15. Governing Language (GCC Clause 29)

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

16. Applicable Law (GCC Clause 30)

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

Public Procurement Rules, 2004
The Employment of Children (ECA) Act 1991
The Bonded Labor System (Abolition) Act of 1992
The Factories Act 1934

17. Notices (GCC Clause 31)

GCC 31.1—Purchaser’s address for notice purposes:

**Mr. Muhammad Yamin, Monitoring & Evaluation Officer/
S.O to Director (Coordination-HQs).
1st Floor, Federal Arcade,
Bahria Enclave Road, Main Kuri Road,
Chak Shahzad, Islamabad
Off: 051-9450017.
Fax: 051-9450006.
Email: rao.yamin@gmail.com**

—Supplier’s address for notice purposes:

Section IV. Schedule of Requirements

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section VI. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 29.

The date or period for delivery should be carefully specified, taking the date prescribed herein from which the Purchaser's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

Number	Description	Quantity	Delivery schedule (Shipment/Supply) In <u>Four weeks/One month</u> from date Of Award of contract
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Section V. Specifications

Lot-1:

S. No	Name of Items to be purchased in FY 2018-19 as per need basis.	Units	Qty	Rate per unit without GST	GST Amount	Rate per unit with GST	Total Amount
(Amounts in Rs.)							
Section-I : Stationery Items							
1	Ball Point Piano, Picasso “or equivalent”	Each Pkt	1				
2	Ball Point Piano Click “or equivalent”	Each Pkt	1				
3	Ball Point Piano Yellow “or equivalent”	Each Pkt	1				
4	Ball Point Picasso, Picasso 0.7 “or equivalent”	Each Pkt	1				
5	Pointer Dollar 0.3 “or equivalent”	Each Pkt	1				
6	Pointer Mitsubishi Uniball UB-157 “or equivalent”	Each Pkt	1				
7	Pointer Mitsubishi Uniball UB-150 “or equivalent”	Each Pkt	1				
8	Marker M&G Gel Pen (Leader) “or equivalent”	Each Pkt	1				
9	Marker M&G Gel pen (Broad) “or equivalent”	Each Pkt	1				
10	Marker M&G Gel Pen (Office) “or equivalent”	Each Pkt	1				
11	Marker (white board) Black/Blue	Each Pkt	1				
12	Marker Permanent Black/Blue No.70/ 90 “or equivalent”	Each Pkt	1				
13	High Lighter Stable Boss, Mercury “or equivalent” Yellow, Pink and Green	Each Pkt	1				
14	Lead Pencil Goldfish/Picasso 6000/7000 “or equivalent”	Each Pkt	1				
15	Pen Ink Blue/Black dollar 60 ml “or equivalent”	Each Pkt	1				
16	Pen Ink Pelikan 4001 “or equivalent”	Each Pkt	1				
17	White Fluid Pen good quality	Each	1				
18	White Fluid Pelikan with Thinner	Each	1				
19	Table Set Complete leatherette (9 items including Pen/ diary holder, 2 paper weight etc.)	Per set	1				
20	Table Set Marble (9 Items including pen/ diary holder & paper weight etc.)	Per set	1				
21	Letter Tray Set of 3 (Aluminum)	Each	1				
22	Telephone Index (Minimum 200 pages)	Each	1				

23	Visiting Card Album (Minimum 200 cards)	Each	1				
24	Table Dairy 2018	Each	1				
25	Pen Holder	Each	1				
26	Pen stand leatherette with diary holder 8x5	Each	1				
27	Stamp Pad Size: 11.5x16.5cm	Each	1				
28	White Board Marker Ink (Black/Blue)	Each	1				
29	Stamp Pad Ink Crystal	Each	1				
30	Stapler Pin superior quality 24/6 (Packet)	Each Pkt	1				
31	Heavy Duty Stapler Pins KW Size: 23/10"	Each Pkt	1				
32	Heavy Duty Stapler Pins KW Size: 23/17"	Each Pkt	1				
33	Heavy Duty Stapler Pins KW Size: 23/24"	Each Pkt	1				
34	Ring Files	Each	1				
35	Stapler Pin Remover Good Quality	Each	1				
36	Tag Cotton fine six inch	Per Bundle	1				
37	Tag Cotton fine 24 inch	Per Bundle	1				
38	Scotch Tap one inch	Each	1				
39	Meeting Pad Green Rexene	Each	1				
40	Scotch Tap 3 inch	Each	1				
41	Masking paper tape 1 Inch	Each	1				
42	Masking paper tape 2 Inch	Each	1				
43	Masking paper tape 3 Inch	Each	1				
44	Masking PVC tape 2 Inch	Each	1				
45	Masking PVC tape 3 Inch	Each	1				
46	Binding tape 2 Inch	Each	1				
47	Double tape 1 inch (foam)	Each	1				
48	Sealing Wax	Per Pkt	1				
49	Document Bag Superior	Each	1				
50	Tap Dispenser large KW-3311 "or equivalent"	Each	1				
51	Double Punch Heavy Duty No.9330 KW "or equivalent"	Each	1				
52	Double Punch No. KW-912 "or equivalent"	Each	1				
53	Eraser Pelikan "or equivalent"	Each	1				
54	Scale stainless steel measuring in inches/ CM up to 12"	Each	1				
55	Gum Stick UHU 26 gm "or equivalent"	Each	1				
56	Gum Stick UHU 40 gm "or equivalent"	Each	1				
57	Paper Clip 26 mm "or equivalent"	Each	1				
58	Paper Pin fine quality packet	Each	1				
59	Binder Clips Size: 1¼"	Each	1				

60	Binder Clips Size: 2"	Each	1				
61	Paper Clip Size: 36mm	Each	1				
62	Stapler Pin Heavy Duty	Each	1				
63	Punch Single Superior	Each	1				
64	Punch Single Hole KW-97 DO "or equivalent"	Each	1				
65	Punch D/Hole small	Each	1				
66	Punch D/Hole medium	Each	1				
67	Punch D/Hole Heavy duty large "or equivalent"	Each	1				
68	Pencil sharpener Machine fine KW-307A "or equivalent"	Each	1				
69	Sharpener stainless steel china "or equivalent"	Each	1				
70	Stapler SDI/KW fine 5871 "or equivalent"	Each	1				
71	Stapler heavy 50-LBN "or equivalent"	Each	1				
72	Staple Pin Heavy duty 23/20 mm	Each	1				
73	Staple Pin Heavy duty 23/13 mm	Each	1				
74	Scissors Stainless steel Medium	Each	1				
75	Summary Paper 80 gram (A-4 size), 500 sheets Double AA "or equivalent"	Each ream	1				
76	Summary Paper 80 gram (A-3 size), 500 sheets, (Paper One) / Double AA "or equivalent"	Each ream	1				
77	Summary Paper (AA) 80 gram (Legal size), 500 sheets, (Paper One)/ Double AA "or equivalent"	Each ream	1				
78	Color Paper 80 grams (A-4 size) 100 sheets	Each ream	1				
79	Color Paper green (Legal Size) 80 grams, 100 sheets	Each ream	1				
80	Computer paper (part-II) (11X15) Box containing 400 sheets (sets)	Each ream	1				
81	Note Sheet (A-4) 60 sheets book Imported Paper	Each ream	1				
82	Fax Roll 30 Miter Panasonic	Each	1				
83	Dak Pad, File size, Fine Rexene Green "or equivalent"	Each	1				
84	Drafting Pad Spiral imported paper Alfalah 1238 "or equivalent"	Each	1				
85	Drafting Pad, Size 24.5 x 18.5cm, Galaxy Writing Pad containing 50 pages "or equivalent"	Each	1				
86	Drafting Pad, Small size, Shaheen/Alfa, "or equivalent"	Each	1				
87	Draft Pad, A-4 Size, Alfa/ Shaheen, "or equivalent"	Each	1				
88	Diary Register No. 6	Each	1				
89	Diary Register No. 8	Each	1				
90	Diary Register No.12	Each	1				
91	Attendance Register No.1	Each	1				
92	Simple Register Extra-large Size	Each	1				
93	Plain Single line register No. 10	Each	1				

94	File Register	Each	1				
95	Stock Register No. 8	Each	1				
96	Stock Register No. 6	Each	1				
97	Stock Register No.4	Each	1				
98	Stock Register No. 2	Each	1				
99	Vehicle Movement Book No. 6 (Copy Size)	Each	1				
100	Vehicle Log Book /register, containing 150 pages, Tayyaba “or equivalent”	Each	1				
101	Register Offset Paper No. 10, “or equivalent”	Each	1				
102	Register Ruled 8 Qr. No.16	Each	1				
103	Register Ruled 12 Qr. No.24	Each	1				
104	Cash Book Large, Per No.	Each	1				
105	Peon Book 96 sheet	Each	1				
106	Letter Heads for FBR and Project Director Office (FBR logo Color)	Each	1				
107	File Board fine A-4 size	Each	1				
108	File Flapper Rexene with fine quality binder	Each	1				
109	File Cover White, file size, FBR, logo printed, cloth pasted inside center, fine quality	Each	1				
110	File Cover White, file size, FBR, logo printed, plastic tap pasted inside center.	Each	1				
111	File Cover White, file size, cloth pasted inside center, fine quality	Each	1				
112	File Cover White, file size, plastic tap pasted inside center.	Each	1				
113	Officers Visiting Cards printing (200 Cards)	Each	1				
114	Officers Official Stamp Good Quality	Each	1				
115	White Board Stand Good Quality	Each	1				
116	Notice board Green 34*45 or equivalent	Each	1				
117	White Board 34*45 or equivalent	Each	1				
118	Plastic Paper Cover, A-4 size, 2 side open	Each	1				
119	Plastic File, A-4 size, one side transparent, Fenta Management file “or equivalent”	Each	1				
120	File Box ALFA 526 “or equivalent”	Each	1				
121	File Separator part-12 plastic	Each	1				
122	Envelope Se-5 craft	Per 100	1				
123	Envelope Se-6 craft	Per 100	1				
124	Envelope Se-7 craft	Per 100	1				
125	Envelope Se-8 craft	Per 100	1				
126	Envelops Cloth White A4 / 12X16	Each	1				
127	Envelops Cloth White A4 / 14X18	Each	1				
128	Draft Pad Spring roll with FBR Blue Logo	Each	1				

129	Post it flag 5 color paper	Each	1				
130	Post it Pad good quality Yellow 2x3	Each	1				
131	Post it Pad good quality Yellow 3x4	Each	1				
132	Pen, Pencil and Slip Jar No.s-5621 “or equivalent”	Each	1				
133	Paper Cutter fine (Medium)	Each	1				
134	Paper Clip and Pin Lifter (plastic)	Each	1				
135	Computer Power Cable (Three pin) Fine quality	Each	1				
136	Data Cable for Printer (USB Port)	Each	1				
137	Mouse Pad	Each	1				
138	Calculator (12 digit) Original Casio DJ-120 “or equivalent”	Each	1				
139	Calculator Scientific Original “or equivalent”	Each	1				
140	Writeable CDs	Each	1				
141	Re-Writeable DVDs	Each	1				
142	Flash Drive 4 GB Kingston “or equivalent”	Each	1				
143	Flash Drive 8 GB Kingston “or equivalent”	Each	1				
144	Flash Drive 16 GB Kingston “or equivalent”	Each	1				
145	Flash Drive 32 GB Kingston “or equivalent”	Each	1				
146	Flash Drive 64 GB Kingston “or equivalent”	Each	1				
147	Toner Color Printer EPSON L-1800 (Orig.)	Each	1				
148	Toner HP Laser Jet No.402d (Orig)	Each	1				
149	Toner HP Laser Jet No MFP M-130a (Original)	Each	1				
150	Toner Photo Copier (RICOH Aficio MP-5002)	Each	1				
151	Toner for Fax (RICOH SP 210sf) (Orig.)	Each	1				
152	Duster for white board good quality	Each	1				
153	Guillotine Cutter Upto 50 Pages Heavy Duty	Each	1				

Section V. Specifications

Lot-2:

S.No	Name of Items to be purchased in FY 2018-19 as per need basis.	Units	Qty	Rate per unit without GST	GST Amount	Rate per unit with GST	Total Amount
(Amounts in Rs.)							
Section I: Other Items							
1	Air Freshener Admire Paris/Air wick 400 “or equivalent”	Each	1				
2	Car/Office Tables Leather Cleaner 250 ml	Each	1				
3	Air Wick Freshener (Automatic) 250 ml “or equivalent”	Each	1				
4	Car Polish Cosmic	Each	1				
5	Revive all Luster	Each	1				
6	Crystal Clear Wash and Wax for Car Astonish “or equivalent”	Each	1				
7	Toilet Cleaner Harpic/Sweep 600ml	Each	1				
8	Surface Cleaner Harpic/Sweep 600ml	Each	1				
9	Toilet Brush Plastic Fine Quality	Each	1				
10	Towel Large Size 27X54	Each	1				
11	Rommi Tikki	Each Pkt	1				
12	Naphthalene balls Good quality	Each Pkt	1				
13	Mortein/Began fly killer 400 ml “or equivalent”	Each	1				
14	Glint (glass cleaner spray) 500 ml (local quality)	Each	1				
15	Tissue Paper Rose Petal Supreme, 100x2ply, sheet size: 205x171 mm “or equivalent”	Each	1				
16	Tissue Paper Rose Petal Luxury “or equivalent”	Each	1				
17	Tissue Roll fine Rose Petal “or equivalent”	Each	1				
18	Towel Medium fine	Each	1				
19	Duster Cotton white fine 24x24	Each Dozen	1				
20	Duster Cotton yellow fine 24x24	Each Dozen	1				
21	Surf Excel 90 gm. “or equivalent”	Each	1				
22	Jug France (glass) “or equivalent”	Each	1				
23	Tumbler (GLASS) Omroc/Toyo “or equivalent”	Each	1				
24	File Bag Leather (Medium) Fine “or equivalent”	Each	1				
25	File Bag Leather (Large) Fine quality	Each	1				
26	File Bag Leather (Large) Fine quality, water proof	Each	1				
27	Battery Cell Pencil AAA “or equivalent”	Per tin	1				
28	Battery Cell (Medium) AA “or equivalent”	Per meter	1				

29	Phenyl 2.75 Liter “or equivalent”	Each	1				
30	Packing cloth Markeen “or equivalent”	Each	1				
31	Soap Lux / Capri / Dettol (Medium) 115 gms “or equivalent”	Each	1				
32	Soap Small Size Lux / Capri / Dettol “or equivalent”	Per litter	1				
33	Liquid soap hand wash 500 ml	Each	1				
34	Thinner “or equivalent”	Each	1				
35	Vim Liquid 500 ml “or equivalent”	Each	1				
36	Vim Powder 450 gms “or equivalent”	Each	1				
37	Scotch Brite Pad Medium Good Quality “or equivalent”	Each	1				
38	Scotch Brite Spiral Medium Good Quality “or equivalent”	Each	1				
39	Astonish Cleaners Leather/Carpet “or equivalent”	Each	1				
40	Scotch Brite Aluminum Foil Sheet “or equivalent”	Each Pkt	1				
41	Soap Lemon Max (Medium size)	Each	1				
42	Sweep 450 ml “or equivalent”	Each	1				
43	Pochara fine quality	Each	1				
44	Pochara Refill fine quality	Each	1				
45	Dry Mop Good Quality	Each	1				
46	Dry Mop Refill Good Quality	Each	1				
47	Spin Magic Mop Bucket Good Quality	Each	1				
48	Viper fine quality Large	Each	1				
49	Viper fine quality Medium/Small	Each	1				
50	Broom fine quality HARD “or equivalent” (Phool Jharo)	Each	1				
51	Tea Set (Imported) “or equivalent”	Each	1				
52	Tea Serving Set Tray Plastic (superior quality)	Each	1				
53	Tea Tray stainless steel	Each	1				
54	Thermos (Imported) 1 Liter	Each	1				
55	Tea Spoons stainless steel	Per Dozen	1				
56	Rice Spoon stainless steel	Per Dozen	1				
57	Fork stainless steel	Per Dozen	1				
58	Plastic Tub Balti (Large Size)	Each	1				
59	Plastic Tub Balti (Small Size)	Each	1				
60	Water Set (Imported) One Jug Twelve Glasses.	Each	1				
61	Dust Bin, superior quality plastic, push button lid/ moving lid (Small size)	Each	1				
62	Dust Bin, superior quality plastic, push button lid/ moving lid (Medium size)	Each	1				
63	Dust Bin, superior quality plastic, push button lid/ moving lid (Large size)	Each	1				
64	Dust bin Bags (Quality Plastic) small size	Per KG	1				

65	Dust bin Bags (Quality Plastic) Large Size	Per KG	1				
66	Rice Plates (Imported)	Each	1				
67	Quarter Plates (Imported)	Each	1				
68	Tea Cup with saucers Set (good Quality)	Each set	1				
69	Cutlery Set (stainless steel) Local	Each	1				
70	Cutlery Set (stainless steel) Imported	Each	1				
71	Foot Mate 2X3 feet “or equivalent”	Each	1				
72	Foot Mate thick Executive	Each	1				
73	Tricycle Lock 63 MM “or equivalent”	Each	1				
74	Tricycle Lock 38 MM “or equivalent”	Each	1				
75	Unity Lock 40mm “or equivalent”	Each	1				
76	Unity Lock 60mm “or equivalent”	Each	1				
77	Water Cooler (Plastic 16 liter)	Each	1				
78	Cutlery Knife Stainless Steel	Per Dozen	1				
79	Red Sealing sticks (each packet has 12 sticks)	Each	1				
80	Extension Board (Three meter wire, 5 Plugs, Superior quality) “or equivalent”	Each	1				
81	Wireless Network Modem/Router (TP-Link 150 mbps) or equivalent.	Each	1				
82	Remote Control Wireless Electric Bell Good Quality	Each	1				
83	Cell for Remote Control Wireless Electric Bell A-23 “or equivalent”	Each	1				
84	Extension Board (Heavy Hand Made) including 2-Power Plugs, 2-Light Plugs, 2-Pin Sockets+2 Switch and 5-meter wire heavy Load. “or equivalent”	Each	1				
85	Electric Kettle Automatic (Imported) 1 Liter	Each	1				
86	Electric Kettle Automatic (Imported) 3 Liters	Each	1				
87	Multi Plug (Three pins Standard) High Quality	Each	1				
88	Multi Plug (Three flat pins) High Quality	Each	1				
89	Wall Clock superior Casio, Citizen or Equivalent	Each	1				
90	Electric Insect Killer, with hanging hook, WestPoint or equivalent.	Each	1				
91	Bathroom Hanging Set (Good Quality) Plastic	Each Set	1				
92	Bathroom Hanging Set (Good Quality) Stainless Steel	Each Set	1				
93	Hardware Tool Kit Good Quality	Each Set	1				
94	Tape Measures Steel Metallic Good Quality	Each	1				
95	Tape Measures large fabric upto 300 to 500 Sq. ft. Good Quality	Each	1				
96	Drill Machine D-Walt, or Equivalent Best Quality	Each	1				
97	Pakistan Flag with stand	Each	1				

98	Customize Flag with Stand	Each	1				
99	Name Plates Good Quality	Each	1				
100	Ash Tray Good quality Glass	Each	1				
101	Screw Drivers Set Good Quality	Each Set	1				
112	First Aid box Medium Good Quality	Each	1				
113	SMD/LED lights 6 watts Philips or equivalent with 1 year warranty of replace	Each	1				
114	SMD/LED lights 12 watts Philips or equivalent	Each	1				
115	SMD/LED light 2*2 Watts Philips or equivalent	Each	1				
116	Food Factory including (Juicer, Blender, Fresh Juice Machine), Good Quality Kenwood, Philips or equivalent	Each	1				

1. Bid Form and Price Schedules

Date: _____
Project No: _____
IFB N^o: _____

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the guarantee of a Client in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

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

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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 agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(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 _____ 19____.

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule in Pak. Rupees

Name of Bidder _____. IFB Number _____. Page . of ____.

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required ³

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

³ Must be included if required under ITB 11.2

2. Bid Security Form

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 Client]* of *[name of country]*, having our registered office at *[address of Client]* (hereinafter called “the Client”), are bound unto *[name of Purchaser]* (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Client binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Client this ____ day of _____ 19____.

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 Purchaser 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 security, in accordance with the Instructions to Bidders;

we undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser 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 Client not later than the above date.

[Signature of the Client]

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 19____ between *[name of Purchaser]* of *[country of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) The Bid Form and the Price Schedule submitted by the Bidder;
- (b) The Schedule of Requirements;
- (c) The Technical Specifications;
- (d) The General Conditions of Contract;
- (e) The Special Conditions of Contract; and
- (f) The Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

4. Performance Security Form

To: *[name of Purchaser]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[Reference number of the contract]* dated _____ 19____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Client guarantee by a reputable Client 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 _____ 19_____.

Signature and seal of the Guarantors

[Name of Client or financial institution]

[Address]

[Date]

5. Client Guarantee for Advance Payment

To: *[name of Purchaser]*

[Name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a Client guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[Client or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[Name of Client or financial institution]

[Address]

[Date]

6. Manufacturer's Authorization Form

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

To: *[name of the Purchaser]*

WHEREAS *[name of the Manufacturer]* 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 IFB No. *[Reference of the Invitation to Bid]* for the above goods manufactured by us.

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 for Bids.

[Signature for and on behalf of Manufacturer]

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.