



# **BIDDING DOCUMENTS**

**Procurement of I.T Equipment, Plant & Machinery and  
Treatment Programme & Therapy Resource Supplies under  
ADP Scheme titled “Construction and Establishment of  
Autism School at Lahore.”  
(G.S.NO.111 ADP 2025-26).**

**DIRECTORATE GENERAL OF SPECIAL EDUCATION  
PUNJAB,  
31-SHERSHAH BLOCK NEW GARDEN TOWN LAHORE**

**Note:** The bidder is expected to examine the bidding documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every aspect would result in the rejection of the bid.

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## INVITATION TO BID

Directorate General of Special Education Punjab invites bids on e-procurement system, e-Pak Acquisition Disposal System (EPADS) from the eligible bidders, i.e. Firm/ Companies registered with relevant registration authorities and Tax Departments/ Authorities for procurement of **IT Equipment, Plant & Machinery and Treatment Programme & Therapy Resource Supplies** under ADP Scheme titled “**Construction and Establishment of Autism School at Lahore (G.S No.111)**” for financial year 2025-26, as per following details:

Lot No.	Package Name	Estimated Cost	Bid Security 5% of estimated Cost	e-Bid Opening Date & Time
Lot No.1	I.T Equipment	Rs.12,660,000	Rs.633,000	<b>16-10-2025 at 11:00 A.M</b>
Lot No.2	Plant & Machinery	Rs.8,577,000	Rs. 428,850	
Lot No.3	Treatment Programme & Therapy Resource Supplies (Sensory, Vocational, Occupational, Music, Art, physiotherapy etc.)	Rs.14,846,500	Rs. 742,325	

- Bidding documents containing detailed specifications, quantity and terms & conditions are available on e-PADS i.e. <https://punjab.eprocure.gov.pk> and PPRA Website i.e. [www.ppra.punjab/gov.pk](http://www.ppra.punjab/gov.pk) and can be download free of cost. Technical and Financial Separate Bids, duly completed, signed, stamped and in conformity with the bidding document must be submitted online on e-PADS website i.e. <https://punjab.eprocure.gov.pk> till **10:30 A.M dated 16-10-2025** and e-bids shall be opened as per above mentioned schedule in Committee Room of DGSE 31-Sher Shah Block New Garden Town Lahore in the presence of the bidders or their authorized representatives, who may choose to attend.
- **Single Stage – Two Envelopes** bidding procedure shall be applied as per rule 38(2) (a) of Punjab Procurement Rules, 2014. **Procurement will be made Lot wise.** The interested firms are required to **quote rate of each item in a Lot otherwise firm will be considered non-responsive for that Lot.**
- **Original bid security** in favour of Director (Admn) Directorate General of Special Education Punjab in the shape of Bank Guarantee/CDR/Bankers Cheque/Pay Order/Demand Draft of the above mentioned amount **must be submitted physically** at the below mentioned address well before the date and time of submission of e-bids, e-bids submitted through e-PADS shall only be entertained / accepted.
- E-Bid submission on E-PADS Portal shall entirely be the responsibility of bidder. DGSE shall not be held responsible for any issues thereof.

**DIRECTOR (ADMN)/Secretary Purchase Committee**  
**Directorate General of Special Education Punjab**  
31-Sher Shah Block New Garden Town Lahore. Tel: 042-99230924  
E-mail: g.chemist.gm@gmail.com

## Section-II: Instructions to Bidders (ITB)

**Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules-2014, the later shall prevail.**

### 2.1. Introduction

#### 2.1.1 Scope of Bid

- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.

#### 2.1.2 Source of Funds

Government of Punjab.

#### 2.1.3 Eligible Bidders

- i) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract.
- vi) The invitation for Bids is open to all prospective Supplier,

Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.

vii) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
- b) Have controlling shareholders in common; or
- c) Receive or have received any direct or indirect subsidy from any of them; or
- d) Have the same legal representative for purposes of this Bid; or
- e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

xii) A Bidder may be ineligible if -

- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
- (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
- (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a

declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

(d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17-A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.

xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

#### **2.1.4. Eligible Goods and Services**

i) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such goods and related services.

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

- 2.1.5. Cost of Bidding**

  - iii) The origin of goods and services is distinct from the nationality of the Bidder. *In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.*
  - i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 2.1.6. One person one bid**

  - i) As per Rule 36-A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

## **2.2. The Bidding Documents**

- 2.2.1. Content of Bidding Documents**

  - i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
    - (a) Invitation to Bids
    - (b) Instructions to Bidders (ITB)
    - (c) Technical Specifications
    - (d) Bid Data Sheet
    - (e) General Conditions of Contract (GCC)
    - (f) Special Conditions of Contract (SCC)
    - (g) Schedule of Requirements
    - (h) Bid Form
    - (i) Manufacturer’s Authorization Form
    - (j) Bidder Profile Form
    - (k) General Information Form
    - (l) Affidavit
    - (m) Bid Security Form
    - (n) Technical Bid Form
    - (o) Contract Form

- (p) Financial Bid Form / Price Schedule
  - (q) Performance Guarantee Form
  - (r) Check List
- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
  - iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1(i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
  - iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

**2.2.2. Clarification of Bidding Documents**

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the Procuring Agency's response will be forwarded

to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

### **2.2.3. Amendment of Bidding Documents**

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.
- ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

## **2.3. Preparation of Bids**

### **2.3.1. Language of Bid**

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

### **2.3.2. Bid Form**

- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and

prices.

### 2.3.3. Bid Prices

- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be **as per prescribed format on form 8.10]**
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

### 2.3.4. Bid Currencies

- i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

### 2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
  - (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer [*Manufacturer's Authorization form No. 8.3*]or producer to supply the same in Pakistan;
  - (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

Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**2.3.6. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment.
- iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:
  - (a) a detailed description of the essential technical and performance characteristics of the goods;
  - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring Agency; and
  - (c) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.
- v) Where a sample(s) is required by a procuring agency, the

sample shall be:

- (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
  - (b) carriage paid;
  - (c) received on, or before, the closing time and date for the submission of bids; and
  - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.
- vi) The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s)-
- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
  - (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
- viii) Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
- ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
- x) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.**
- xi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Procuring Agency.
- xii) The required documents and other accompanying documents

must be in English.

### 2.3.7. Bid Security

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for **180 day** beyond the validity of Bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or alongwith unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.*

- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
  - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
  - b. In the case of a successful Bidder, if the Bidder:
    - i. Fails to sign the contract in accordance with ITB Clause

### 2.6.3; or

- ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
- iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

#### 2.3.8. Period of Validity of Bids

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

#### 2.3.9. Format and Signing of Bid

- i) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid
- ii) Any interlineations, erasures, or over writing shall not be valid and such Bid shall be rejected.

### 2.4. Submission of Bids

#### 2.4.1 Sealing and Marking of Bids

- i) The mode of procurement is **Single Stage---two Envelopes**.

#### 2.4.2 Deadline for Submission of Bids

- i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.
- ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

#### **2.4.3. Late Bids**

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

#### **2.4.4. Modification and Withdrawal of Bids**

i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i)A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

iii) No Bid may be modified after the deadline for submission of Bids.

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security(along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.8 (vii).

v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

## **2.5. Opening and Evaluation of Bids**

### **2.5.1. Opening of Bids by the**

i) The Procuring Agency will open bids at Directorate General of Special Education Punjab, on **16-10-2025 at 11:00 am**. The

Bidders' representatives present shall sign a register as proof of their attendance

- ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- vi) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.

- vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- viii) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- ix) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- x) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xi) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.
- xii) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.  
*[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the procuring agency.]*

**2.5.2.  
Confidentiality**

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

### **2.5.3. Clarification of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
  - a) Evaluation & qualification criteria;
  - b) Required scope of work or specifications;
  - c) All securities requirements;
  - d) Tax requirements;
  - e) Terms and conditions of bidding documents.
  - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

### **2.5.4. Preliminary Examination**

- i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-

- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a 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 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
  - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
  - b) Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
  - c) Has been properly signed;
  - d) Is accompanied by the required securities; and
  - e) Is responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

**2.5.5. Examination of Terms and Conditions; Technical Evaluation**

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII - Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

**2.5.6. Correction of Errors**

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8**.

**2.5.7. Conversion to Single Currency**

Not Applicable

**2.5.8. Post-Qualification & Evaluation of Bids**

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It

will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.

- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/Financial BidForm8.10to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

**2.5.9. Contacting the Procuring Agency**

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

**2.5.10. Grievance Redressal**

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## 2.6. Award of Contract

### 2.6.1. Notification of Award

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).

### 2.6.2. Performance

- i) Within **fifteen (15) days** of the receipt of notification of

## **Guarantee**

award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

### **2.6.3. Signing of Contract/ Issuance of Purchase Order**

- i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

### **2.6.4. Award Criteria**

- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

### **2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

### **2.6.6. Procuring Agency's Right to**

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals( and to annul the

**Accept or Reject All Bids**

Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

**2.6.7. Re-Bidding**

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

**2.6.8. Corrupt or Fraudulent Practices**

- i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

*“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*

- i. *Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. *Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. *Offering, giving, receiving or soliciting, directly or indirectly, of*

*anything of value to influence the acts of another party for wrongful gain;*

- iv. *Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. *Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

**ii) Blacklisting & Debarment:**

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

**2.6.9. Quantity and volume of the goods to be considered in mind**

- i) While quoting the rate in a framework contract, the Bidder must consider the following facts:
  - a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
  - b. The Bidder have to maintain the rates of the goods for the whole financial year.
  - c. The Bidder should quote the rate as per Price Schedule/Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

## Section-III. Technical Specifications

### 3.1. Technical Specifications

Sr. No	Name of Items	Quantity	SPECIFICATIONS
<b>LOT NO. 1 (I.T Equipment)</b>			
1.	<b>Laptop i7</b>	03	<p><b>Processor:</b> Intel® Core™ Ultra 7 or higher</p> <p><b>Chipset:</b> Intel</p> <p><b>System Memory:</b> 16 GB DDR-5 or higher</p> <p><b>Hard Disk Drive:</b> 512 GB SSD or higher</p> <p><b>Keyboard/Touchpad:</b> Back lit keyboard and Precision Touchpad</p> <p><b>Display:</b>15-16” or better FHD</p> <p><b>Wi-Fi and Bluetooth:</b> 2x2 Wireless (802.11b/g/n/ac or higher), Bluetooth 5.0 or higher</p> <p><b>Audio:</b> built-in speakers</p> <p><b>I/O Ports:</b> Audio/ Microphone Jack, USB-A, USB-C, thunderbolt, Ethernet (RJ-45) Port and HDMI port.</p> <p><b>Battery and Adaptor:</b> Integrated battery with adapter or better</p> <p><b>Camera:</b> Built-in Camera</p> <p><b>Carrying Case:</b> Original carrying case of same brand</p> <p><b>Mouse:</b> Original Wireless Optical Mouse of same brand</p> <p><b>Operating System:</b> Licensed Windows 11 or higher</p> <p><b>Warranty:</b> One (01) Year Parts and Labor warranty for all components on site.</p>
2.	<b>Desktop i7, Mouse, Keyboard, LED with Installation</b>	21	<p><b>Processor:</b> Intel 14th Generation Core i7 or higher</p> <p><b>Mother Board:</b> Intel Chipset</p> <p><b>Memory:</b> 8GB DDR-5 or higher</p> <p><b>Hard Disk Drive:</b> 512 GB SSD or higher.</p> <p><b>Video/Display Card:</b> Integrated</p> <p><b>Sound Card:</b> Integrated</p> <p><b>Network Adapter:</b> Built-in Gigabit Ethernet card (Microsoft Windows Supportive)</p> <p><b>Display Screen:</b> 19.5"or higher LED Monitor of Same Brand.</p> <p><b>Integrated I/O Interfaces:</b> Six USB Ports, PCI/PCIe slot, HDMI Port, Audio Jack</p> <p><b>Wireless LAN:</b> Wireless 802.11b/g/n or ac or higher</p> <p><b>Mouse &amp; Key Board:</b> Keyboard and Mouse of same brand</p>

			<p><b>Operating System:</b> Licensed Windows 11 or higher</p> <p><b>Warranty:</b> One (01) Year Parts and Labor warranty for all components on site.</p>
3.	<b>Laser Printer</b>	03	<p><b>Print Technology:</b> Laser</p> <p><b>Print Speed:</b> 38 PPM or higher</p> <p><b>Print Resolution:</b> 1200×1200</p> <p><b>Duplex Printing:</b> Auto Duplex</p> <p><b>Memory:</b> 256 MB or higher</p> <p><b>Connectivity/ Interfaces:</b> 1 × USB Port and 1 × Gigabit Ethernet</p> <p><b>Paper Input:</b> 2 trays or higher</p> <p><b>Monthly Duty Cycle:</b> 80,000 Pages or higher</p> <p><b>OS Support:</b> Windows 11, MacOS</p> <p><b>Accessories:</b> USB cable, power cable, toner and other allied accessories</p> <p><b>Warranty:</b> One (01) Year Parts and Labor warranty for all components on site.</p>
4.	<b>Smart Board / Integrative LED 75 Inch</b>	04	<p><b>Screen Size (Inch):</b> 75 or higher</p> <p><b>Panel Technology:</b> IPS or better technology</p> <p><b>Aspect Ratio:</b> 16:9 or higher</p> <p><b>Resolution:</b> 3840 x 2160 (UHD)</p> <p><b>RAM:</b> 8 GB</p> <p><b>Operating System:</b> Android 13 or higher</p> <p><b>Processor:</b> Octa-core or higher</p> <p><b>Display Colors:</b> 1.07 B Colors</p> <p><b>Touch Point:</b> 10 points or higher</p> <p><b>Internal Memory:</b> 64 GB or higher</p> <p><b>Wi-Fi/BT (Built-in):</b> IEEE802.11 a/b/g/n Dual Band 2.4 GH/ 5G</p> <p><b>Contrast Ratio:</b> 4,000:1 or better</p> <p><b>Ports:</b> HDMI In/Out, LAN, USB Type-C, USB Type-A or more</p> <p><b>Speaker:</b> 2 x15 w or higher</p> <p><b>Accessory:</b> Power Cord 3M*1, USB Cable (Type A-Type B) 5M*1, HDMI Cable 3M*1, Writing Pen*2pcs, Remote Controller (include battery), Built-in Camera and Mike, Wall Mount Kit with Installation and Commissioning.</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
5.	<b>Tablets</b>	24	<p><b>Operating System:</b> Android 13 or higher</p>

			<p><b>Screen Size:</b> 8 Inches or higher</p> <p><b>RAM Size:</b> 8GB or higher</p> <p><b>Internal Storage Space:</b> 128GB or higher</p> <p><b>Screen Resolution:</b> 1600 x 2560 pixels or higher</p> <p><b>Processor Core Type:</b> Octa-core or higher</p> <p><b>Built-in Camera:</b> Front Camera 4 MP, Back Camera 8 MP</p> <p><b>Type of GPS:</b> Yes &amp; A GPS support</p> <p><b>Battery Type:</b> Li-Po Non-removable</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
6.	<b>Head Phone</b>	24	<p><b>Connection:</b> Wireless</p> <p><b>Features:</b> Bluetooth + Micro SD + AUX</p> <p><b>Frequency Range:</b> 10m or higher</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
7.	<b>ADF Scanner</b>	01	<p><b>Document feeding:</b> Automatic Document Feeder (ADF) with Flatbed</p> <p><b>Document size:</b> A3 for ADF and Legal for Flatbed</p> <p><b>Optical Resolution:</b> 600 x 600 dpi or higher</p> <p><b>Scanning speed:</b> 100 ppm/200ipm @200dpi or higher</p> <p><b>Scanning cycle:</b> 44,000 scans per day or higher</p> <p><b>OS Support:</b> Microsoft Windows 10/11/ or higher</p> <p><b>Network Connectivity:</b> High Speed USB</p> <p><b>Scan Modes:</b> B&amp;W and Color</p> <p><b>Supported Document Type:</b> Plain paper, business card, plastic card, Photo, etc.</p> <p><b>Automatic Duplexing:</b> Yes</p> <p><b>Scanning Element:</b> CIS/CCD</p> <p><b>Scan File Format:</b> PDF and searchable PDF, JPEG, OCR, Barcode</p> <p><b>Feeder Capacity:</b> 300 sheets or higher</p> <p><b>Additional features:</b> Scan to file, scan to folder</p> <p><b>Paper protection:</b> Blank Page detection, Double feed Detection, Skip Blank Page, along with cables and other allied accessories.</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
<b>LOT NO.2 (PLANT &amp; MACHINERY)</b>			
1.	<b>Sound System for Multi-Purpose Hall</b>	01	01 Audio Power Mixer Amplifier with 3 Mic & 1 Aux Inputs, Built-In USB & Bluetooth 150 Watt or more

			<p>04 Audio Wall Mount Box Speaker 30 Watt or more</p> <p>01 Audio Dual Channel Wireless Handheld &amp; Collar Microphone Set</p> <p>01 Audio Goose Neck Wired Condenser Microphone</p> <p>Coil of 1.0 mm, 2 Core, 80hm Copper Speaker Cable 90 Meter or more</p> <p>01 Heavy Gage Data Cabinet 6U Glass Door, Exhaust &amp; PDU</p> <p>Installation of Equipment, Wiring, Configuration, Testing</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
2.	<b>Sound System for Committee Room (30-Persons)</b>	<b>01</b>	<p>01 Digital Audio Conference Controller, 2.8 Inch LCD Display, Built-In Digital Signal Processing</p> <p>01 Audio Digital Chairman Microphone Unit, 1.7 Inch or higher LCD Display &amp; Volume Up/Down</p> <p>29 Audio Digital Delegate Microphone Unit, 1.7 Inch or higher LCD Display &amp; Volume Up/Down</p> <p>01 Audio Power Mixer Amplifier with 3 Mic &amp; 1 Aux Inputs, Built-In USB &amp; Bluetooth 150 Watt or higher</p> <p>08 Audio 5~10-Watt Ceiling Mount Speaker</p> <p>01 USB Interface Device 2 Audio Input &amp; 2 Audio Output</p> <p>01 HD PTZ Conference Camera with 20X Zoom 5Mp or higher</p> <p>02 USB Extension Cables Each 10 Meters or more</p> <p>01 Heavy Gage Data Cabinet 9U with Glass Door &amp; Exhaust</p> <p>Coil of 1.0 mm, 2 Core, 80hm Copper Speaker Cable 90 Meter or more</p> <p>Interconnection Lead &amp; Other Accessories (1-Lot)</p> <p>Installation of Equipment, Wiring, Configuration, Testing</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site</p>
3.	<b>Laminator Machine</b>	<b>01</b>	<p><b>Width:</b> Perfect for A4-sized documents and larger sheets, allowing for versatile lamination of a wide range of materials.</p> <p><b>Hot &amp; Cold Lamination</b></p> <p><b>Adjustable Temperature Control</b></p> <p><b>80-250 Micron Thickness Range</b></p> <p><b>Reverse Function</b></p> <p><b>4 Rollers (2 Hot &amp; 2 Cold)</b></p> <p><b>Light Indicator</b></p> <p><b>Warranty:</b> 01 Year</p>

4.	<b>Photocopier</b>	<b>01</b>	<p><b>Copying speed:</b> 35 PPM (A4) Or Higher  <b>Processor:</b> 1.05 GHz Dual Core or Higher  <b>Memory:</b> 2 GB RAM or Higher,  <b>Warm-Up Time:</b> 100 sec or Less,  <b>Maximum First Copy Time:</b> 6 seconds or less  <b>Maximum Scan &amp; Copy Resolution:</b> 600 x 600 dpi Or better  <b>LCD Display:</b> touch screen  <b>Zoom:</b> 25% to 400%,  Paper Size: A5 – A3  <b>Paper Capacity:</b> 2x500 sheets (cassettes) or higher  <b>Printing Speed:</b> 35 PPM (A4) or higher  <b>Printing Resolution:</b> 1200 x 1200 dpi or higher  <b>Interface standard:</b> 10/100/1000 Base-T, USB 3.0, Wi-fi,  Support OS Windows 7/8/XP/Vista/Server 2003/2008/2008R2, or Higher  <b>Scanning Speed:</b> Simplex 26 IPM / Duplex 55 IPM (B&amp;W/Color) or higher  <b>Support Scan to USB/Email/Network:</b> Yes  <b>Warranty:</b> 01 Year parts and service warranty for all components on site</p>
5.	<b>Microwave</b>	<b>01</b>	<p><b>Cooking Modes:</b> Defrosting function and built-in recipes  <b>Capacity:</b>20 liters or higher  <b>Energy Efficiency</b>  <b>Cooking End:</b> Beep alert when food is ready  <b>Warranty:</b> 01 Year.</p>
6.	<b>Iron</b>	<b>01</b>	<p><b>Power:</b> 1000 W or higher  <b>Voltage:</b> 220 - 240 V  <b>Warranty:</b> 01 Year.</p>
7.	<b>Water Dispenser</b>	<b>06</b>	<p><b>Features:</b> Plastic body, Hot &amp; Cold-water dispenser with refrigerator compartment, Chilled Water capacity three liter or above hot water capacity one liter or above refrigerator capacity sixteen liter or above chilled water temperature 4C &amp; hot Water temperature 85°C. Adjustable Thermostat, stainless steel water tank, Removeable drip tray. Water dispensing with three taps.  <b>Warranty:</b> 01 Year Parts warranty and three years compressor warranty</p>
8.	<b>Stationary Cycle</b>	<b>02</b>	<p><b>Computer:</b> Time, Speed, Distance, Calories, Pulse, Rpm, Resistance Level  <b>Console Program:</b> Pre-set Programs, Custom Workouts</p>

			<b>Seating:</b> Adjustable <b>Console:</b> LCD/LED Display <b>User Weight:</b> 100KG or higher <b>Resistance:</b> Magnetic <b>Pulse:</b> Handle Pulse <b>Resistance:</b> starting 1- top 12 or higher levels <b>Power Supply:</b> Adaptor <b>Flywheel:</b> 8KG or higher <b>Water Bottle Cage:</b> Tablet Or Smart Phone Holder <b>Warranty:</b> One Year
9.	<b>Treadmill (Senior)</b>	01	<b>Motor:</b> 3HP AC Motor <b>Speed Range:</b> starting speed 0.5- top speed 10mph (starting speed 0.8- top speed 16 km/h) or higher <b>Incline Range:</b> starting 0% to top 12% or higher <b>Deck Cushioning:</b> Shock Absorption <b>Display:</b> LCD/LED Display <b>Programs:</b> Pre-set Programs, Custom Workouts <b>Heart Rate Monitoring:</b> Contact Grips <b>Weight Capacity:</b> 120-KG or higher <b>Foldable:</b> Yes, with Hydraulic Assist <b>Additional Feature:</b> Tablet Holder, Water Bottle Holders <b>Safety Features:</b> Emergency Stop Button, Safety Key <b>Warranty:</b> 01-Years Frame & Motor, Parts and Labor
10.	<b>Treadmill (Junior) (Kids Age 3 to 7 Years)</b>	01	Non-Motorized, completely manual & Self-Propelled Battery-Operated Timer Monitor <b>Running Track:</b> W-14inches/L-30 inches or higher <b>Frame Material:</b> Heavy-duty powder-coated with matt black paint steel <b>Belt Type:</b> Non-slip PVC running belt <b>Drive:</b> Manual belt movement, low resistance for easy push Side handle Height-adjustable, covered with soft foam grip Rounded edges for safety <b>Warranty:</b> 01-Years Frame, Parts and Labor
11.	<b>Parallel Bars</b>	01	<b>Construction:</b> <ul style="list-style-type: none"> <li>• Hand-Rails are made of P.V.C sheathed heavy-gauge iron tubing of 32mm dia.</li> <li>• Outer uprights of thick steel tubing (50mm dia) with powder coating finish.</li> <li>• Height and Width Adjustment Arms are of 38mm dia. Steel tubing with chrome-plated finish.</li> </ul>

			<p><b>Platform:</b> Tubular steel constructed platform with incline on both ends &amp; is covered with non-slip matting.</p> <p><b>Length:</b> 3 meters (about 10 feet).</p> <p><b>Height:</b> Adjustable from 55cm to 80cm.</p> <p><b>Width:</b> Adjustable from 35cm to 55cm.</p> <p><b>Adjustments:</b> Can easily be done by means of setting Pins at the required holes &amp; can further be stabilized by tightening the screws.</p> <p><b>Abduction Board:</b> Detachable, Powder coated Abduction Board fits in the holes in the middle of the platform.</p> <p><b>Finish:</b> Working Parts with Chrome-Plated finish &amp; metal parts with powder coated finish</p>
12.	<b>LED 85"</b>	<b>01</b>	<p><b>Screen Size:</b> 85 Inch</p> <p><b>Display Type:</b> LED, 4K-UHD, QLED or better technology</p> <p><b>Storage:</b> 32 GB or higher</p> <p><b>OS:</b> Android or better technology</p> <p><b>Display Resolution:</b> 3840 × 2160 or higher</p> <p><b>UHD Support:</b> 4K or higher</p> <p><b>HDR Support:</b> Yes</p> <p><b>Interface:</b> HDMI, USB, Wi-Fi</p> <p><b>Audio Speaker Type:</b> Integrated Speakers</p> <p><b>Features:</b> YouTube, Netflix etc.</p> <p><b>Accessories:</b> Remote Control, Mounting Brackets, Power Cables, HDMI Cable, etc.</p> <p><b>Installation:</b> Complete Onsite Installation</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site.</p>
13.	<b>LED 98"</b>	<b>01</b>	<p><b>Screen Size:</b> 98 Inch</p> <p><b>Display Type:</b> LED, 4K-UHD, QLED or better technology</p> <p><b>Storage:</b> 32 GB or higher</p> <p><b>OS:</b> Android or better technology</p> <p><b>Display Resolution:</b> 3840 × 2160 or higher</p> <p><b>UHD Support:</b> 4K or higher</p> <p><b>HDR Support:</b> Yes</p> <p><b>Interface:</b> HDMI, USB, Wi-Fi</p> <p><b>Audio Speaker Type:</b> Integrated Speakers</p> <p><b>Features:</b> YouTube, Netflix etc.</p> <p><b>Accessories:</b> Remote Control, Mounting Brackets, Power Cables, HDMI Cable, etc.</p> <p><b>Installation:</b> Complete Onsite Installation</p> <p><b>Warranty:</b> One (01) Year Parts and service warranty for all components on site.</p>
<b>LOT NO. 3 (Treatment Programme &amp; Therapy Resource Supplies)</b>			

<b>i-Learning Material</b>			
1.	Zipper bags	<b>30</b>	Transparent plastic zipper bags, reusable, water-resistant. Size: 8 x 5 inches. Ideal for organizing learning materials and therapy tools.
2.	Beans bag	<b>02</b>	Bean bag chair made with cotton cover and filled with soft polystyrene. Provides comfortable sensory seating for ASD children
3.	Activity basket	<b>10</b>	Set plastic activity basket with handles. Size: 18 x 12 x 10 inches. Ideal for storing toys, sensory tools, or classroom items.
4.	Color pencils	<b>05 set</b>	Set of 24 non-toxic color pencils with break-resistant cores. Smooth application and ergonomic grip for fine motor practice.
5.	Color makers	<b>05 set</b>	Pack of 12 washable color markers. Broad tips, non-toxic ink, designed for small hands to support art therapy and creative play
6.	Chart Papers	<b>20</b>	Bundle of chart papers in assorted colors. Sheet size: 22 x 28 inches. Used for visual displays and therapy boards.
7.	Velcro rolls	<b>05</b>	Set of 3 Velcro rolls (Small, Medium, Large). Each roll 1 meter long. Useful for DIY learning aids, fine motor tasks, and tactile boards
8.	Smad Bond	<b>05</b>	Smad bond Adhesive tubes (50ml). Used in craft and paper-based projects. Quick-drying formulation
9.	Learning wall (customized)	<b>01</b>	Customizable learning wall made of MDF and vinyl print. Includes interactive visuals, numbers, shapes, and letters. Size: 4x6 ft.
10.	Magnetic Mazes	<b>01</b>	Magnetic Color & Number Maze - Montessori Wooden Color Matching Learning Counting Puzzle Board - Toddler Fine Motor Skills. The size of magnetic mazes larger for classroom use (e.g., 12 x 12 x 1 inches).
11.	Scooter Boards	<b>01</b>	Flat scooter board with 4 swivel wheels and hand grips. Supports gross motor activities and core strengthening.
12.	Texture Panels	<b>01</b>	Wall-mounted texture panels featuring multiple tactile surfaces (fabric, rubber, sandpaper). Encourages sensory exploration.
<b>ii-Daily Living</b>			
13.	Grooming kits (Male)	<b>02</b>	Our pretend play set barber shop pretend play kit for boys. It includes a Shaver, Hair Trimmers, Scissors, Razors, a Hairdryer, a Mirror, a Comb, Bottles, a Cleaning Brush, and other boy salon styling accessories for your kid. Made of safe plastic or metal and non-toxic, it's safe for your baby to play shaver salon with our shaving & grooming kit at

			home
14.	Shoe Lacing board	<b>10</b>	Fabric type Wood Product Dimensions: 5.91 x 2.36 x 3.35 inches; 9.59 ounces. It helps kids from 3 to 6 years old develop fine motor skills and hand-eye coordination, fostering a sense of independence as they learn.
15.	Buttoning & unbuttoning board	<b>10</b>	Material: Button, Buckle, Zip, Tie, Lace, Snap, Fabrics, Hardboard. Each piece of the Dress Learning Boards size is about 10.4 X 7.9 X 0.6 inches. The set size is about 11.2 x 8.3 x 1.7 inches with laminated splinter-free wood or durable plastic.
16.	Shoe Male	<b>02 pair</b>	Pair of comfortable male School shoes with Velcro or lace. Durable sole classroom use.
17.	Shoe female	<b>02 pair</b>	Pair of comfortable female School shoes with Velcro or lace. Soft insole and non-slip sole for safe movement.
18.	Bed sheet and pillow	<b>02 pair</b>	Cotton bedsheet and pillow set. Hypoallergenic, easy to wash, and ideal for rest areas in therapy rooms. Dimension (Bedsheet): L6, W4
19.	Tooth brushing kit	<b>04</b>	Make brushing fun with this cute and colorful, animal-themed electric toothbrush for kids that's designed for brushers ages 3 or older to promote healthy oral hygiene!
20.	Blanket	<b>01</b>	Warm, hypoallergenic blanket sized for single bed. Soft and breathable fabric, easy to clean. Dimensions: 7L, 4W, double ply
21.	First Aid kit	<b>01</b>	COMPLETE FIRST AID KIT FOR KIDS: Includes antiseptic wipes, ointments, burn cream, ice packs, and sting pads in a compact med kit. Perfect for minor injuries at home, school, as a car first aid kit, or for first aid kit camping and travel. KID-FRIENDLY SUPPLIES: Fun adhesive strips, bandages, stickers, gauze, tweezers, tape, gloves, cohesive bandage, and scissors make first aid less intimidating. This mini first aid kit travel size ensures comfort and care for kids anywhere.
22.	Pent, shirt, tie and socks Male	<b>02 pair</b>	Boys' school uniform set (shirt, pants, tie, socks). Cotton fabric, breathable and available in multiple

			sizes (S & M).
23.	Cloths for female	<b>02 pair</b>	Girls' school uniform set (shirt, pants/skirt, dupatta). Cotton fabric with soft stitching, available in assorted sizes (S & M).
24.	Grooming kits (Female)	<b>02 pair</b>	Girls' grooming kit with pretend play items like mirror, comb, clips, brush, and hair dryer. Child-safe plastic or metal material.
25.	Shoe rack	<b>01</b>	Multi-layer shoe rack made of plastic or wood. Stores multiple pairs and supports organization in therapy areas
26.	Kitchen Equipment toys	<b>01</b>	Each kitchen set comes with stylish, open design and fresh colors pretend kitchen toys, include play pots and pans sets, kettle, bowls, plates, chopsticks, toy kitchen cookware, knives set, canned pretend cuttable food & vegetables & fruit with basket, fast food set, dessert and prop money, much more to provide endless hours of fun
27.	Bathroom equipment toys	<b>01</b>	Set of bathroom-themed pretend toys made of durable plastic. Helps simulate hygiene routines through structured play.
28.	Life Skills & Functional Play (Daily Living Playsets)	<b>01</b>	Simulated ADL (Activities of Daily Living) unit for practicing dressing, hygiene, and self-care routines through real objects.
29.	Light Table	<b>01</b>	Illuminated light table with adjustable brightness. Enhances visual exploration and is compatible with translucent learning tools.
30.	White Noise Machine	<b>01</b>	Type: AC Power/ USB power. Input Voltage: 100-240V, AC output DC 5v (USB type C or micro USB) Battery Backup: Up to 08-10 Hours on full charge. Sounds Option: White noise, pink noise, brown noise. Additional Sound: Fan sound, Pocean waves, Rain fall, Thunder, Water Fall. Speaker: Built-in High-Quality Speaker. Maximum Out Put: Up to 85DB SPL. Dimension: Compact (approximate 4-6 inches diameter). Weight: 200-500 gm. Material: High Quality ABS Plastic/ Child safe BPA free.
31.	Rain Stick & Ocean Drum	<b>01</b>	Rain sticks and ocean drum made with transparent casing and beads. Used for auditory stimulation and calming effects.
32.	Fine Motor Tool Sets	<b>01</b>	Set of fine motor tools including tongs, tweezers, scoops, and dropper. Supports hand strength and coordination.
33.	ADL Simulation Unit	<b>01</b>	Simulated ADL (Activities of Daily Living) unit for

			practicing dressing, hygiene, and self-care routines through real objects
34.	Pegboards	01	Pegboards with plastic or wooden pegs of various sizes and shapes. Supports sorting, matching, and fine motor tasks.
35.	Wall clock	20	Wall clock with large numbers and minute markings. Helps with time-telling, routine-building, and independence
36.	Trash Cane	50	Durable Trash Cane with lid. Size: 50L. Easy to clean, suitable for classrooms or therapy spaces.
<b>iii-Physio &amp; Therapy Material</b>			
37.	Exercise Matts	05	Foam exercise mat, nonslip, easy-to-roll. Dimensions: 74 x 24 x 0.5 inches. Ideal for physiotherapy and play sessions.
38.	Exercise Ball	02	Anti-burst exercise ball, 65 cm. Textured surface improves posture, strength, and balance during therapy.
39.	Peanut Ball	02	Peanut-shaped therapy ball (approx. 50x100 cm). PVC anti-burst material. Offers extra stability for seated exercises.
40.	Half Ball	02	Half-ball balance trainer (24" diameter). Supports balance and coordination training. Non-slip base and foot pump included.
41.	Wedge	06	Inclined wedge cushion for positioning or motor therapy. Dimensions: 24x20x9 inches. Firm yet soft foam for safety.
42.	Wobble Board	02	Wobble balance board made of wood or plastic with a curved base. Helps develop coordination, balance, and stability.
43.	Trampoline	12	Indoor/outdoor trampoline with enclosure or handrail. Enhances coordination and physical stamina.
44.	Crawlers	02	Padded body support with adjustable height for physical therapy use. Dimension: length 48 inches, height 18 inches & width 12 inches.
45.	Foam Rollers	06	Foam rollers for physiotherapy and core muscle engagement. Ideal for stretching, rolling, and posture exercises.
46.	Tilt Table	02	Manual tilt therapy table with adjustable angle. Padded surface and safety straps included. Used for standing training.
47.	Stair Block System	01	Foam stair block system with 2-4 steps. Encourages gross motor skills, balance, and step training for young children.
48.	Postural Mirror	01	Full-body postural mirror with secure wall-mounting. Shatterproof design to promote body awareness and visual feedback.

49.	Clinical Hammer	<b>06</b>	Pediatric reflex hammer with rubber head. Used for physiotherapy reflex testing in children
50.	Goniometer	<b>06</b>	Plastic or steel goniometer for measuring joint angles. Essential for assessing range of motion in therapy sessions.
51.	Dynamo meter	<b>03</b>	Handheld dynamometer for grip strength testing. Suitable for physiotherapy assessments and progress tracking.
52.	Measuring Tap	<b>05</b>	Flexible measuring tape with metric and imperial markings. Used for taking physical measurements in therapy sessions.
53.	Plumb line	<b>01</b>	Plumb line with base for postural analysis. Assists therapists in evaluating spinal and body alignment.
54.	Postural Belts	<b>05</b>	Adjustable postural belts with Velcro straps. Provide trunk or limb support during therapy activities.
55.	Baskets for sensory textures	<b>250</b>	Assorted sensory texture baskets filled with items like fabric, rubber, beads, and brushes for tactile stimulation.
56.	Bean bags	<b>09</b>	Small-sized bean bags (25 x 27 inches) filled with polystyrene beads. Stain-resistant and comfortable for seating or sensory regulation.
57.	Soft floor mats (100x100x2) Cm	<b>09</b>	Set of 4 interlocking soft floor mats (100x100x2 cm). Cushioned and non-slip surface for therapy or play areas.
58.	Tumbling mats	<b>05</b>	Tumbling mats made of firm foam and vinyl cover. Ideal for floor exercises, rolling, and physical therapy drills.
59.	Puzzles mats	<b>03</b>	Puzzle-style interlocking mats with textured surface. Easy to assemble and clean. Creates a soft play area.
60.	Yoga mats	<b>05</b>	Yoga mats with non-slip surface and cushioning. Suitable for relaxation, stretching, and sensory regulation activities.
61.	Play mats	<b>03</b>	Soft printed play mats with educational graphics (alphabet, shapes). Made from non-toxic EVA foam.
62.	Swings	<b>01</b>	Secure ceiling or frame-mounted swings with fabric seat. Promotes vestibular input and calming sensory motion.
63.	Sensory wall (customized)	<b>01</b>	Customized sensory wall with different tactile elements (beads, zippers, fabric). Encourages exploration and fine motor skills.
64.	Bean Bags	<b>03</b>	Medium-sized bean bags (35 x 32 inches) filled with polystyrene beads. Stain-resistant and comfortable for seating or sensory regulation.
65.	Sensory fidgets	<b>100</b>	Set of sensory fidget tools including stretchy bands, squeeze balls, pop tubes. Helps reduce anxiety and

			improve focus.
66.	Wobble board/ balance board	05	Wooden or plastic wobble/balance board. Strengthens core and balance during therapy sessions.
67.	Ball pit	01	Ball pit filled with soft plastic balls in various colors. Provides deep pressure input and sensory engagement
68.	Soft balls	200	Set of soft, lightweight balls for throwing, catching, and motor play. Suitable for both indoor and outdoor use.
69.	Sensory pods	05	Set of sensory stepping pods with textured surfaces. Supports foot stimulation and balance activities.
70.	Molly balls	50	Colorful Molly balls made of soft foam. Ideal for grip strengthening, sensory play, and gentle tossing activities.
71.	Gym balls of different sizes	03	Set of gym balls in sizes 55cm, 65cm, and 75cm. Made of anti-burst PVC material for strength, posture, and sensory input.
72.	Game cones with rings	03	Game cones with rings. Set includes 6 plastic cones (6 and 9 inches) and matching rings for coordination and motor planning.
73.	Hip hop balls	05	Hippity hop balls with handles. Designed for bouncing play and core muscle engagement in young children
74.	Tunnel	02	Play tunnel made of collapsible polyester. Encourages crawling, spatial awareness, and active play.
75.	Trampoline of different sizes	03	Set of trampolines in multiple sizes with padded frames. Suitable for individual or group therapy use.
76.	Weighted blanket	02	Weighted blanket for sensory regulation. Filled with evenly distributed glass beads. Provides calming deep pressure input.
77.	Punching bags	05	Heavy-duty punching bag with reinforced stitching. Used for releasing excess energy and developing gross motor strength.
78.	Noise cancelling ear muffs	05	Noise-canceling earmuffs with adjustable headband. Helps reduce overwhelming sound stimuli in sensitive children.
79.	Balance cushion	05	Air-filled balance cushion with textured surface. Enhances seated focus and balance; comes with hand pump.
80.	Weighted west	05	Weighted vest with adjustable straps. Provides calming deep pressure input for sensory integration support.
81.	Climbing wall with climbing hold rocks	01	Custom-designed climbing wall with mounted hold rocks. Promotes motor planning, strength, and

	(customized)		confidence.
82.	Monkey bar	<b>01</b>	Metal monkey bars for upper body strengthening. Safe height and grip support for therapeutic climbing activities.
83.	Hanging tyre	<b>01</b>	Rubber hanging tyre swing for vestibular stimulation. Mounted securely to a swing frame or ceiling support.
84.	Roller slide (customized)	<b>01</b>	Custom roller slide with soft rollers and stable frame. Encourages body awareness, motor skills, and sensory feedback.
85.	Gym balls of different sizes with a customized stand	<b>03 each + 01 stand</b>	Set of gym balls with a custom metal or wooden stand. Organizes balls by size and ensures safety.
86.	Slide	<b>01</b>	Plastic or wooden slide with smooth surface and side rails. Designed for indoor motor play and sensory breaks.
87.	Balance track	<b>01</b>	Balance track (wavy or straight) made of EVA foam or plastic. Improves coordination and body control.
88.	Tunnel	<b>03</b>	Foldable crawl tunnel with mesh panels. Supports spatial orientation and gross motor movement.
89.	Bolster swing	<b>01</b>	Bolster swing made of canvas or vinyl. Used for vestibular therapy, balance, and trunk strengthening.
90.	Balance boards	<b>05</b>	Set of balance boards with different shapes and textures. Useful for therapy involving posture and weight-shifting.
91.	See-saw	<b>01</b>	Plastic or wooden see-saw for cooperative balance activities. Low height and stable design for indoor use.
92.	Dumbles of different sizes	<b>One pair each</b>	Set of dumbbells in assorted weights (1kg to 5kg). Vinyl-coated for safety in supervised therapy exercises.
93.	Dumbles stand	<b>01</b>	Dumbbell stand with 3-tier slots. Made of coated steel or heavy-duty plastic for organizing gym equipment.
94.	Sensory friendly bells	<b>02</b>	Set of sensory-friendly bells with soft grips and pleasant tones. Used for music therapy and sensory interaction.
95.	Pediatrician Unit	<b>01</b>	Complete pediatrician pretend play unit. Includes toy stethoscope, syringe, thermometer, and medical tools for role-play.
96.	Peanut Gym ball	<b>05</b>	Peanut gym ball for core activation and balance. Elongated shape provides stability for seated or supine exercises
97.	Wobble Cushion	<b>05</b>	Wobble cushion with textured surface. Size: ~13 inches diameter. Supports seated balance and focus activities.
98.	Wooden Stair case	<b>05</b>	Wooden staircase with 4 and 8 steps. Includes non-

			slip matting. Used for physiotherapy and stair training.
99.	Stepping Stones	05	Set of stepping stones in various sizes and colors. Anti-slip base and textured tops to improve coordination and balance
100.	Vertical Bolster Swing	01	Vertical bolster swing with wide padded seat. Designed for vestibular input and core engagement. Supports up to 150 kg
101.	Wooden Knobbed Cylinders	05	Set of wooden knobbed cylinders. Used for Montessori-style matching, grasp development, and size discrimination.
102.	Beading Material	02	Beading material including cords and assorted beads. Strengthens hand-eye coordination and fine motor skills.
103.	Pinch finger exerciser board	05	Pinch finger exerciser board with steel scale and pegs. Supports pincer grip strength and precision hand control.
104.	Nuts and Bolt Board	05	Nuts and bolt board with wooden frame and metal fasteners. Enhances bilateral coordination and tool use awareness.
105.	Suckers	02	Set of silicone suction cups (suckers) in 3 sizes. Promotes sensory exploration and gripping skills.
106.	Weighted Therapy Balls	02	Weighted therapy balls in 1kg to 5kg range. Rubber-coated for safe use in strength and coordination therapy.
107.	Gel balls of all strength	02	Gel resistance balls in 5 firmness levels. Used for hand therapy, stress relief, and grip strength improvement.
108.	Hand Gripper	05	Steel hand gripper with ergonomic handle. Builds forearm strength and improves fine motor endurance
109.	Peg board	02	Peg board with 36 multicolor pegs in 3 sizes. Used for sorting, stacking, and strengthening fine motor control.
110.	Finger Correction Board	01	Finger correction board in small, medium, and large sizes. Assists in finger placement and rehabilitation
111.	Ring Toss Plate	01	Wooden ring toss plate game with colorful rings. Enhances hand-eye coordination and social play
112.	Vertical Wooden Upright Ringer	02	Vertical upright ring stacker with 5 rectangular wooden shafts. Used for stacking and eye-hand coordination.
113.	Finger Wooden Ladder	01	Finger ladder made of wood with 10 rungs. Encourages finger mobility and progressive hand strengthening.
114.	Shoulder Uplifting Exercising Rack	01	Shoulder uplifting exercise rack with horizontal pole. Designed for shoulder mobility and stretching routines.

115.	Therapy putty of Different Strength	05	Therapy putty in different resistances. Used for hand rehabilitation, grip strength, and stress relief
116.	Jumbo Tweezer	10	Jumbo tweezers (~6 inches) with finger grips. Assists in pincer grasp and object manipulation activities.
117.	Thera bands of different Strength	05	Set of resistance Thera Bands in assorted colors. Color-coded levels for strength training and stretching.
118.	Soft Furry Sensory Rugs	02	Soft furry sensory rug (2m x 2m). Royal blue, tactile surface. Offers grounding sensory experience
119.	Fiber optic lights	01	Fiber optic lights with color-changing strands. Visually stimulating, safe, and calming sensory tool.
120.	Weighted Wrist/Ankle cuff	04	Weighted wrist/ankle cuffs (1-4 lbs). Adjustable and padded. Used for proprioceptive feedback in therapy.
121.	Sensory Texture Panels	01	Wall-mounted sensory texture panels. Multiple surfaces for touch exploration and sensory integration.
122.	Assorted Tactile Balls	01	Set of assorted tactile balls in different textures and sizes. Promotes tactile awareness and sensory exploration.
123.	Pediatric Tilt Table	01	Pediatric tilt therapy table with adjustable incline. Used for standing support and muscle engagement
124.	Balance Ladder	01	Balance ladder made of wood or metal. Length: 5 ft. Width: 1 ft. Supports stepping, coordination, and motor planning exercises.
125.	Resistance Bands	01	Set of resistance bands in various strengths. Ideal for stretching, muscle strengthening, and rehabilitation exercises.
<b>iv-Stationary</b>			
126.	Colored pages	500	Bundle of colored paper sheets for art and craft. Includes assorted colors in A4 size. Non-toxic and bleed-resistant.
127.	Different sizes of stencils	30	Set of stencils in different sizes and shapes. Durable plastic with smooth edges. Used for drawing and tracing.
128.	Cardboard boxes	40	Pack of cardboard boxes in small (8×8×6 in), medium (12×12×10 in), and large (18×12×10 in) sizes. Used for sorting or storage.
129.	Chart papers	100	Bundle of chart papers in assorted colors. Sheet size: 22 × 28 inches. Used for visual displays and therapy boards.
130.	Color pencils	30	Box of color pencils with ergonomic grip. Break-resistant, non-toxic, suitable for fine motor skill development.
131.	Marker colors	25	Set of marker colors with broad and fine tips. Washable and non-toxic ink. Suitable for posters and drawing.

132.	Poster colors	<b>20</b>	Poster colors in assorted shades. Water-soluble, bright pigments ideal for painting activities.
133.	Oil paints	<b>20</b>	Oil paints set with basic color range. Thick consistency, used for canvas work in supervised art sessions.
134.	Water colors	<b>30</b>	Watercolor paint set with palette. Easy to blend, non-toxic, suitable for classroom painting exercises.
135.	Scholar sheets	<b>50</b>	ack of scholar sheets (lined/unlined). A4 size, 80–100 GMS paper for writing and drawing activities.
136.	Turpentine oil	<b>20</b>	Bottle of turpentine oil (250 ml). Used for cleaning brushes and thinning oil paint. Requires adult supervision.
137.	Glue gun	<b>30</b>	Glue gun (small-sized, 20W). Low-temperature with protective nozzle. Used in supervised craft work.
138.	Glue sticks for glue gun	<b>100</b>	Glue stick pack compatible with glue gun. 7mm diameter, 10cm length. Clear adhesive, fast-setting.
139.	UHU sticks	<b>70</b>	HU glue sticks (non-toxic). 8g and 15g sizes. Safe for school arts and crafts use.
140.	UHU tubes	<b>100</b>	UHU adhesive tubes (33ml). Used in craft and paper-based projects. Quick-drying formulation
141.	Scissors	<b>25</b>	Set of school scissors with 5-inch blunt tips. Safe grip handles for children. Designed for cutting paper and fabric.
142.	Different sizes of stamps	<b>30</b>	Assorted stamps in sizes 1–2 inches. Rubber-based with plastic holders for learning and decoration.
143.	Play dough	<b>60 packs</b>	Colorful play dough set. Soft, non-toxic, air-dry formula. Supports sensory play and creative shaping
144.	Small size canvas	<b>80</b>	Pack of small size canvases (8×10 inches). Pre-stretched and primed, ideal for student painting
145.	Medium size canvas	<b>80</b>	Pack of medium size canvases (12×16 inches). Pre-primed, sturdy for art or therapy sessions.
146.	Brushes for oil paint	<b>20 sets</b>	Brush set for oil painting. Includes 10 brushes (flat and round). Wooden handles, 6–9 inches long.
147.	Brushes for water color	<b>20 sets</b>	Brush set for watercolor use. Soft bristles, 6-piece set with lengths 6–8 inches.
148.	Brushes for poster paint	<b>20 sets</b>	Brush set for poster painting. Durable tips, 5–7 inches long. Thick handles for easy grip
149.	Color palette	<b>30</b>	Plastic color palette (8–12 wells). Used for mixing paints in creative sessions.
150.	Thermopor sheet	<b>30</b>	Sheet of thermopor (foam board). Lightweight Size: 18×24 inches, 5 mm thick. Lightweight for 3D modeling.
151.	Pencils	<b>20 packets</b>	Box of HB pencils for writing and sketching. (pack of 12). Pre-sharpened with soft grips for

			comfortable writing
152.	Erasers	<b>15 packs</b>	Set of erasers. Size: 1.5 × 0.5 inches. Smudge-free and easy to grip.
153.	Ruler	<b>30</b>	Plastic or metal ruler (12-inch). Clear markings in inches and centimeters.
154.	Paperclips of different colours	<b>20</b>	Box of colorful paperclips (1-inch, 1.25-inch, 2-inch sizes). Used for organizing papers.
155.	Thumb pins	<b>20</b>	Thumb pins with plastic heads (0.75-inch). Used to pin charts or visuals to soft boards safely.
<b>V-Musical Instruments</b>			
156.	Violin	<b>02</b>	Violin (child-size, 1/4 or 1/2 size) with case and bow. Used to teach rhythm, auditory sensitivity, and fine motor coordination for ASD children.
157.	Harmonium	<b>01</b>	Harmonium (portable, 9-stop, 42-key). Encourages vocal expression, music-based relaxation, and rhythm exercises for children with ASD.
158.	Flute & Duff	<b>03</b>	Set of flute and duff (small hand drum, ~8-inch diameter). Used for auditory play, rhythm training, and sensory regulation
159.	CD Player with Screen	<b>01</b>	CD player with screen (7–9 inches). Plays visual and auditory educational content. Simple controls designed for children with ASD.
160.	Hand drums	<b>02</b>	Hand drums (tabla or bongo style, 6–8 inch). Encourages rhythm, timing, and hand coordination through structured music therapy.
161.	Digital Piano	<b>01</b>	Digital piano/keyboard (49 to 61 keys). Features learning modes, visual cues, and calming tones suitable for children with ASD.
162.	Drum Pads	<b>01</b>	Drum pads with soft surface. Touch-sensitive, volume-adjustable pads used for music exploration and sensory rhythm.

## Section-IV: Bid Data Sheet

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

<b>A. Introduction</b>		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	<p>Name of Procuring Agency: <b>Directorate General of Special Education Punjab Lahore</b></p> <p>The subject of procurement is: <b>Procurement of IT Equipment, Plant &amp; Machinery and Treatment Programme &amp; Therapy Resource Supplies</b></p> <p>Period for delivery of goods: <b>as per schedule of requirements</b></p>
2.	2.1.2	<p>Financial year for the operations of the Procuring Agency: <b>Financial Year 2025-26</b></p> <p>Name of Project/ Grant (Development or Non Development): <b>Construction and Establishment of Autism School at Lahore (G.S No.111) of ADP 2025-26</b></p> <p>Name of financing institution: <b>Government of the Punjab</b></p>
<b>B. Bidding Documents</b>		
3.	2.2.2	The address of clarification of bidding documents is <b>Director (Admn), Directorate General of Special Education Punjab 31-Sher Shah Block New Garden Town Lahore.</b>
4.	2.3.9	The number of bidding documents to be completed and returned is in one original
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
5.	2.3.1	<i>language of the bid is English</i>
6.	2.3.4	The price quoted shall be in PKR
<b>D. Preparation and Submission of Bids</b>		
7.	2.1.3	<b>Qualification Criteria/Knock down criteria. Please refer to section 2.5.8 below</b>
8.	2.3.6 & 2.3.7	Spare parts required for N/A
9.	2.2.2	Bid shall be submitted to: <b>The procurement is to be carried</b>

		out through EPADS website. All interested bidders have to be registered on (punjab.eprocure.gov.pk). Any information / procedure regarding registration can be seen/obtained from website ppra.punjab.gov.pk/e-procurement. The bid must be submitted on EPADS as per date/time mentioned below. Manual /conditional tenders / telegraphic tenders / tenders by post will not be entertained.
10.	2.4.2	The deadline for Bid submission is <b>16-10-2025 at 10:30 AM</b>
11.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. <b>The online submitted bids will be opened on the website by the respective Committee as per given date/time in the office mentioned below in the presence of bidders who opt to be present:</b> <b>Date: 16-10-2025 at 11:00 a.m. at Directorate General of Special Education Punjab 31-Sher Shah Block New Garden Town Lahore.</b>
12.	2.6.2	Amount of Performance Guarantee is: <b>10% of contract amount</b>
13.	2.3.8	Amount of Bid security is: <b>5% of contract amount</b> All interested bidders have to upload the bid security in the form of bank guarantee / CDR/ Bank Draft issued from any scheduled bank of Pakistan in favor of Director (Admn), Directorate General of Special Education before the opening date and time of tender. However, original bid security has to be submitted to the above address before the closing time of tender, otherwise, online bids will not be entertained.
14.	2.3.9	Bid validity period is upto <b>30-06-2026</b> .
15.	2.3.9	Number of copies of the Bid to be provided via e-PADS PPRA Punjab is one sealed technical and one financial
<b>E. Opening and Evaluation of Bids</b>		
16.	2.5.1	The Bid opening shall take place at: Directorate General of Special Education Punjab 31-Sher Shah Block New Garden Town Lahore <b>16-10-2025 at 11:00 am</b>
<b>F. Bid Evaluation Criteria</b>		
24.	2.5.8	<b>Mandatory Requirements/Evaluation Criteria/ Qualification Criteria/ Knockdown criteria.</b> <b>1. Certificate of Registration with FBR, Govt of Pakistan both as Income Tax and Sales Tax current active/operative status. (Please attach evidence Document).</b> <b>2. Professional Tax Certificate 2024-25 (Please attach evidence Document).</b>

		<ol style="list-style-type: none"> <li>3. Must be a regular taxpayer, Last year tax return is required <b>(Please attach evidence Document)</b>.</li> <li>4. Please attach at least one 10 million or above Sale or supply order of items, equipment, or goods to any Government Department/Autonomous Body over the last three years <b>(Please attach evidence Document)</b>.</li> <li>5. Valid registration with the SECP depicting legal status of Firm, Company or Organization. <b>(Please attach evidence Document)</b>.</li> <li>6. The 5% Bid security must be submitted with technical bid proposal and original shall be submitted physically in the office of Director (Admn) Directorate General Special Education Punjab before opening the bid.</li> <li>7. The bidder must fill out and submit the Technical specification Form on letterhead of the firm duly signed and stamped.</li> <li>8. Affidavit undertaking on legal valid and attested e-stamp paper that       <ol style="list-style-type: none"> <li>i. The firm has not been blacklisted by any Government / Semi Government organization.</li> <li>ii. The documents/photocopies provided with Bid are authentic. In case of submission of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws.</li> <li>iii. Price Reasonability Certificate (Guinness of goods/items, replacement of substandard Goods/items, After Sale Service, Warranty)</li> </ol> </li> <li>9. The Bidder must provide the evidence of authorized OEM distributor/Partner or dealer of Quoted Brand for all items in <b>LOT#1 excluding item at Sr.No.5 &amp; 6 and for LOT#2</b> Bidder must provide the evidence of authorized OEM distributor/Partner or dealer of Quoted Brand for <b>only items at Sr.No.1, 2 and 4.</b></li> </ol>
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## G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: <i>15% of contract value.</i>
2.6.2	The Performance Guarantee shall be: <i>5 percent of the Contract Price</i>
2.6.2	The Performance Security (or guarantee) shall be in the form of provided in bidding documents

## Section-V: 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 Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary and related 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, maintenance & repair and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means the organization purchasing the Goods& Services, as named in SCC.
- (h) "The Procuring Agency's country" is the country named in SCC.

- (i) "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "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, 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 where the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

## **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 procuring agency.**

5.1. The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.

5.4. The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the donors, if so required by the donors.

## **6. Patent Rights**

6.1. The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.

## **7. Performance Guarantee**

7.1. **Within fifteen (15) days** of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

7.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or
- (b) a Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque cashier's or certified cheque or CDR.

7.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Inspections and Tests**

8.1. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated 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) (if so allowed by the Procuring Agency), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.

8.3. Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency.

8.4. The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin.

8.5. Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **9. Packing**

9.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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

## **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.

10.4. 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 free and the risk shall be transferred to the buyer after having been delivered, hence insurance is seller's responsibility.
- 12. Transportation** 12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency's country, including *(details to be decided by Procuring Agency as per requirement)* insurance and storage, as shall be specified in the Contract, 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) satisfactory performance for specified time/ quantity on-site and/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 Procuring Agency'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 shall be included in the Contract Price for the Goods and shall not exceed:
- (i) the prevailing rates charged for other parties by the Supplier for similar services; and
  - (ii) original price of goods.
- 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 Procuring Agency may choose to purchase from the Supplier, provided that this choice shall not relieve the Supplier of any warranty obligations under the Contract; and

- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

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

15.2. This warranty shall remain valid for one year 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 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 Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency.

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPR-14 including Blacklisting.

- 16. Payment**
- 16.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency after submission of an invoice or claim by the Supplier, provided the work is satisfactory.
- 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.
- 18. Change Orders**
- 18.1. The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and/or
  - (d) the Services to be provided by the Supplier.
- 18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
- 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 the mutual consent through written amendment signed by the parties.

- 20. Assignment** 20.1. The Service Provider shall not assign the whole of contract to anybody else.
- 21. Sub-contracts** 21.1. Subcontracting is not allowed.
- 22. Delays in the Supplier's Performance** 22.1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements-
- 22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.
- 23. Liquidated Damages** 23.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the 5% percentage of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
- 24. Termination for Default** 24.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 22;
  - (b) if the Supplier fails to perform any other obligation(s) under the Contract; or
  - (c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in

executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

*“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:*

*(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*

- vi. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- vii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- viii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- ix. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- x. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

24.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring Agency

may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure".

25.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.

**26. Termination for Insolvency**

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

**27. Termination for Convenience**

27.1. The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2. The Goods that are complete and ready for shipment (if applicable) within fifteen (15) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency on

the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose:

- (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. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2. If, after fifteen (15) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

**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 Punjab (Pakistan) 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 any information technology mean for the time being in use and acceptable in ordinary course of business 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 & Services to the Procuring Agency.

# Section-VI. Special Conditions of Contract

## Special Conditions of Contract

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

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: Directorate General of Special Education Punjab

GCC 1.1 (h)—The Procuring Agency's country is: Pakistan

GCC 1.1 (i)—The Supplier is:

### 2. Country of Origin (GCC Clause 3)

[All countries and territories as indicated in Section IV, BDS, of the Bidding documents, as ineligible may be mentioned here] India, Israel

### 3. Performance Guarantee (GCC Clause 7)

GCC 7.1— As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: **10% of the contract amount**

### 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:

- i. For being brand new, bearing relevant reference number of the equipment (certificate from supplier).
- ii. For physical fitness having no damages (certificate from supplier).
- iii. For the country of origin as quoted by the supplier (certificate from supplier).
- iv. For conformance to specification
- v. For successful operation at site after complete installation, testing and commissioning of the equipment.

### 5. Delivery and Documents

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring Agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring Agency:

- (i) Where applicable Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Where applicable 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) Where applicable copies of the packing list identifying contents of each package;
- (iv) Where applicable insurance certificate;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Where applicable (Pre shipment/ port/ Procuring Agency Delivery site, inspection certificate), issued by the Procuring Agency nominated inspection agency, and the Supplier's factory inspection report (Inspection type depends on the nature of procurement and volume of procurement); and
- (vii) Where applicable certificate of origin.
- (viii) Where applicable Delivery Note/Challan of the Supplier

## **6. 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 sellers responsibility they may arrange appropriate coverage.

## **7. Warranty**

### **(GCC Clause 15)**

The period of validity of the Warranty shall be "Comprehensive" and "On Site" as given in 'Section-III. Technical Specifications'. The warranty will be considered after the equipment/items has been delivered to and accepted at the final destination.

GCC 15.2—In partial modification of the provisions, the warranty period shall be from date of acceptance/satisfactory installation of the Goods from the date of shipment (if applicable), whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

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

**or**

- (b) pay liquidated damages to the Procuring Agency in case of failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.1 % per day upto maximum 5% of the contract price.

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is: 72 hours

**08. 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:** Upon submission of claim with all the supporting documents as mentioned in SCC 4 & 6 (as applicable). Payment shall be made upon complete delivery of equipment.

**9. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be fixed.

**10. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate:

Liquidated damages shall be imposed 0.1% of the delivered price of the delayed Goods or unperformed Services per day or part thereof subject to a maximum of 5% of the total contract value. After that, Procuring Agency may proceed for the termination of contract along-with other remedies available under PPR-14.

**11. Resolution of Disputes (GCC Clause 28)**

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

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

**12. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English

**13. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan)

## Section-VII. Schedule of Requirements

The delivery schedule and delivery point for al lots will be as under:

Lot No.	Package Name	Quantity	Delivery Time in Days
Lot No.1	I.T Equipment	As mentioned above in Section-III (Technical Specifications) against each item with specifications	<b>All items of all lots must be delivered at delivery point i.e. Autism School &amp; Resource Centre 1-D-1 Township Lahore within 15 to 30 days from the date of issuance of purchase order.</b>
Lot No.2	Plant & Machinery		
Lot No.3	Treatment Programme & Therapy Resource Supplies (Sensory, Vocational, Occupational, Music, Art, physiotherapy etc.)		

## 8.1 Bid Form

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

To: *[name and address of Procuring Agency]*

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, 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, specified in the Schedule of Requirements.

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

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.8 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 (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

### ***[In case of single stage one envelope bidding procedure]***

The Composition of our Bid is:

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)
- c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

### ***[In case of single stage two envelope bidding procedure],***

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

**Technical bid includes the following:-**

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for ..... ( ) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

**Financial bid includes the following:-**

- a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.11**) along with Original financial instrument *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for ..... ( ) Days, beyond the validity of Bid.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

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

Name and address of goods provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any Bid you may receive.

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

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

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

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

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

### 8.3. Manufacturer's Authorization Form

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

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

To: *[name of the Procuring Agency]*

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 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 to 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.*

### 8.4. Bidder Profile Form

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

Sr.#	Particulars
1.	Name of the company:
2.	<b>Registered Office:</b>
	Address:
	Office Telephone Number:
	Fax Number:
3.	<b>Contact Person:</b>
	Name:
	Personal Telephone Number:
	Email Address:
4.	<b>Local office if any:</b>
	Address:
	Office Telephone Number:
	Fax Number:
5.	<b>Registration Details:</b>

**a) Audited Financial Statement Attachment/Income Tax Returns (Last \_\_\_\_ years)**

Yes	No
-----	----

**b) Details of Experience (Last \_\_\_\_ Years)**

(i)	<b>Similar Project (Agency/Department)</b>	<b>Item Name</b>
(ii)	<b>Value of total Projects/Tenders/Pos</b>	<b>Amount</b>

**c) Staff Detail and last month Payroll**

Yes	No
-----	----

## 8.5. General Information Form

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

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

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

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

## 8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

**Name:** \_\_\_\_\_

(Applicant)

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

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

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [name of Procuring Agency]. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) \*\*\*\*\*omitted\*\*\*\*\*

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

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## 8.7. Performance Guarantee Form

To,

*[name and address of the Procuring Agency]*

**WHEREAS** (Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Contractor/ \_\_\_\_\_ Supplier) \_\_\_\_\_ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF \_\_\_\_\_" procurement of the following:

1. **[Please insert details]**.

(Here in after called "the Contract").

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee;

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, 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 Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or \_\_\_\_\_ [insert number of days] after the rectification of the Defects, whichever is later.

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

[

### 8.8. Technical Bid Form

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

<b>Sr. No.</b>	<b>Item name</b>	<b>Brand name with Country of Manufacturer</b>	<b>Make &amp; model</b>	<b>Quantity</b>	<b>Country of Origin</b>	<b>Specifications dimensions</b>

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

## 8.9. Contract Form

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of Procuring Agency] of [country of Procuring Agency] (hereinafter called “the Procuring Agency”) on the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency 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 Procuring Agency’s Notification of Award.
  - (g) Contract agreement
  - (h) Complete Bidding document
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification 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 mentioned above.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

### 8.10. Financial Bid Form/Price Schedule

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

Sr. No.	Item name	Specifications / dimensions	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Quantity	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
<b>LOT 1 (I.T Equipment)</b>								
<b>LOT 2 (Plant &amp; Machinery )</b>								
<b>LOT 3 (Treatment Programme &amp; Therapy Resource Supplies)</b>								
Total price in figures								
Total price in words								

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

**Note:**

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

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

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

## 8.11. Bid Security Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

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

KNOW ALL PEOPLE by these presents that WE*[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

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

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

---

*[Signature of the bank]*

## Section IX- Check List

*[To be signed and stamped and presented on Bidder's letter head pad]*

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1.	Certificate of Registration with FBR, Govt of Pakistan both as Income Tax and Sales Tax current active/operative status.		
2.	Professional Tax Certificate 2024-25		
3.	Must be a regular taxpayer, Last year tax return is required		
4.	Please attach at least one 10 million or above Sale or supply order of items, equipment, or goods to any Government Department/Autonomous Body over the last three years.		
5.	Valid registration with the SECP depicting legal status of Firm, Company or Organization		
6.	The 5% Bid security must be submitted with technical bid proposal and original shall be submitted physically in the office of Director (Admn) Directorate General Special Education Punjab before opening the bid.		
7.	The bidder must fill out and submit the technical specification Form on letterhead of the firm duly signed and stamped.		
8.	Affidavit undertaking on legal valid and attested e-stamp paper that <ul style="list-style-type: none"> <li>i. The firm has not been blacklisted by any Government / Semi Government organization.</li> <li>ii. The documents/photocopies provided with Bid are authentic. In case of submission of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws.</li> <li>iii. Price Reasonability Certificate (Guinness of goods/items, replacement of substandard Goods/items, After Sale Service, Warranty)</li> </ul>		
9.	The Bidder must provide the evidence of authorized OEM distributor/Partner or dealer of Quoted Brand for all items in <b>LOT#1 excluding items at Sr.No.5 &amp; 6</b> and for <b>LOT#2</b> bidder must provide the evidence of authorized		

	OEM distributor/Partner or dealer of Quoted Brand for only items at <b>Sr.No.1, 2 and 4.</b>		
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**Stamp & Signature of Bidder** \_\_\_\_\_