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PROCUREMENT OF IT TRAINING SERVICES FOR SKILLS ENHANCEMENT IN GLOBAL IT PRODUCTS UNDER GLOBAL IT PRODUCTS' SKILLS ENHANCEMENT PROGRAM

ITSOL - 02

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Section-I: Invitation to Bids

BIDDING DOCUMENTS FOR THE PROCUREMENT OF IT TRAINING SERVICES FOR SKILLS ENHANCEMENT IN GLOBAL IT PRODUCTS UNDER GLOBAL IT PRODUCTS' SKILLS ENHANCEMENT PROGRAM (ITSOL-02)

Section-I: Invitation to Bids

The Government of the Punjab aims to enhance workforce skills in global IT products by addressing the shortage of certified professionals in cloud computing and Enterprise Resource Planning (ERP), through a three-year programme to train 7,290 working professionals by authorised training partners.

E-Bids on a lot-wise basis are invited by the Punjab Information Technology Board (PITB) from eligible firms, companies, training institutions, organisations, professional training service providers, joint ventures, consortia or associations, subject to the eligibility and qualification requirements stated in the Bid Data Sheet, for the provision of professional IT skills training and certification-oriented training services under the project titled "Global IT Products' Skills Enhancement Program".

The programme comprises five (05) procurement lots, to be delivered at three (03) designated locations in North Punjab (Rawalpindi), Central Punjab (Lahore) and South Punjab (Multan), during the project implementation period ending in June 2029.

The assignment shall cover all requirements specified in Section-III (Technical Specifications and Scope of Services) of the Bidding Documents.

Bidders may submit proposals for one or more lots, subject to meeting the eligibility, technical and financial requirements. Each lot shall be evaluated separately and awarded independently in accordance with the Punjab Procurement Rules, 2014.

E-Bids shall be submitted through the Punjab e-Procurement System (eP) under the Single Stage – Two Envelope bidding procedure.

Lot No.	Training Streams	Key Courses	Indicative Total Trainees per Training Stream	Estimated Total Cost (PKR)	Bid Security (PKR)
1	Microsoft Azure	Azure Administrator (AZ-104)	1,170	196,560,000	12,400,200
		Azure Cloud Developer (AI-200)			
		Azure Solutions Architect (AZ-305)			
		Azure AI Engineer / AI Apps & Agents (AI-103)			
		Azure Databricks / Data Engineering (DP-750)			
		Cloud & AI Security Engineer (SC-500)			
	Microsoft Cloud	Microsoft Identity & Access / Entra (SC-300)	1,170	197,730,000	
		Microsoft 365 Administrator (MS-102)			
		Cloud & AI Security (SC-500)			
	Microsoft Dynamics 365	Dynamics 365 Finance	720	113,040,000	
		Dynamics 365 Supply Chain Management			
		Dynamics 365 Sales			
		Dynamics 365 Customer Service			
		Dynamics 365 Business Central			
		Dynamics 365 Finance & Operations Developer			
	Microsoft Fabric	Fabric Data Engineering (DP-700)	720	112,680,000	
		Fabric Analytics Engineering (DP-600)			
		Power BI Data Analyst (PL-300)			
		Fabric Data Science			
		Fabric Real-Time Intelligence			
2	AWS Developer	AWS Certified Developer – Associate (DVA-C03)	1,170	198,315,000	3,966,300
		AWS Solutions Architect – Associate (SAA-C03)			
		AWS DevOps Engineer – Professional (DOP-C02)			
		AWS Data Engineer – Associate (DEA-C01)			
		AWS Machine Learning Engineer – Associate (MLA-C01)			
3	Google Cloud	Associate Cloud Engineer	1,170	198,900,000	3,978,000
		Professional Cloud Developer			
		Professional Cloud Architect			
		Professional Data Engineer			
		Professional Machine Learning Engineer			
4	Red Hat Linux	RHCSA – Red Hat Certified System Administrator (EX200)	720	110,520,000	2,210,400
		RHCE – Red Hat Certified Engineer (EX294)			
		Red Hat OpenShift Administration (EX280)			
		Red Hat Linux Automation with Ansible (EX294 pathway)			
		OpenShift Advanced Administration (EX380)			
5	SAP	SAP S/4HANA Cloud – Finance	450	87,975,000	1,759,500
		SAP S/4HANA Cloud – Supply Chain			
		SAP S/4HANA Cloud – Sourcing & Procurement			
		SAP SuccessFactors			
		SAP Business Technology Platform (BTP)			
		SAP Analytics Cloud			
	5 Lots / 8 Streams	**41 Courses**	**7,290**	**1,215,720,000**	

2. All E-bids must be accompanied by a Bid Security of the amount mentioned above against each lot should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.
3. **The complete E-bids must be submitted online on Punjab e-Procurement System (eP) website i.e., https://ep.punjab.gov.pk as per the following schedule:**

Pre-Bid Meeting Date, Time & Place	**12 November 2026 @ 11:00 AM** 11th Floor, Arfa Software Technology Park (ASTP), 346-B, Ferozepur Road, Lahore.
E-bid Submission Date & Time	**23 November 2026 @ 11:00 AM**
E-bid Opening Date & Time	**23 November 2026 @ 11:30 AM**

4. **Bid Security must be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.**

Bidders are advised to ensure uploading the Bid on eP Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on eP Portal shall entirely be the responsibility of the bidder. PITB shall not be held

responsible for any issues thereof. For any assistance regarding eP Portal, system support email and phone numbers are provided hereunder.

5. Bidding Documents are immediately available after date of publication. Punjab Information Technology Board will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of E-bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from Punjab Information Technology Board's website https://pitb.gov.pk/tendernotices, and website of Punjab Procurement Regulatory Authority http://ppra.punjab.gov.pk.
6. For electronic bids submission, bidders are requested to register at www.ep.punjab.gov.pk. For any queries regarding registration on Punjab e-Procurement Systems (eP) please contact at: 1248.

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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 invites E-Bids from eligible bidders for the provision of professional IT skills training and certification-oriented training services under the project titled "Global IT Products' Skills Enhancement Program", in accordance with the eligibility and qualification requirements agreed in the Bid Data Sheet.

ii) The services shall include candidate screening and selection through assessments and interviews conducted by qualified trainers, provision of training facilities and practical laboratory environments, deployment of certified trainers, delivery of progressive course-wise training pathways, assessments, certification services, employability enhancement, facilitation of industry meetup sessions, participant monitoring, reporting and independent verification.

iii) The services shall be delivered at three (03) designated locations in North Punjab (Rawalpindi), Central Punjab (Lahore) and South Punjab (Multan), in accordance with Section-III (Technical Specifications and Scope of Services), Section-IV (Bid Data Sheet) and Section-VII (Schedule of Requirements), during the project implementation period ending in June 2029.

2.1.2 Source of Funds

i) The project is financed by the Government of the Punjab through the Annual Development Programme (ADP) under the scheme titled "Global IT Products' Skills Enhancement Program". The Procuring Agency intends to apply the approved funds towards eligible payments under the Contract, subject to release and availability of funds.

2.1.3 Eligible Bidders

i) The invitation for Bids is open to eligible firms, companies, training institutions, organisations, professional training service providers, joint ventures, consortia or associations,

subject to the eligibility and qualification requirements prescribed in the Bid Data Sheet.

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 training services 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. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

[It is upon procuring agency to decide the participation of Bidders in J.V mode. The limit on the number of members of JV or Consortium or Association and extent of their role shall be prescribed in BDS, in accordance with the guidelines issued by the PPRA].

vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.

vii) Any agreement that forms a Joint Venture, Consortium or Association shall be required to be submitted as part of the E-bid and shall be attested.

viii) Any E-bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially

altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

ix) The invitation for Bids is open to eligible firms, companies, training institutions, organisations, professional training service providers, joint ventures, consortia or associations, subject to the eligibility and qualification requirements prescribed in the Bid Data Sheet.

x) 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 E-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 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

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

(g) The firm, supplier or 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) The services to be provided under the Contract shall comply with the requirements of the Bidding Documents and applicable laws, rules and regulations.

ii) The Bidder shall establish its eligibility and capacity to provide the prescribed professional IT training services in accordance with the criteria specified in the Bid Data Sheet.

iii) The relevant provisions of the Punjab Procurement Rules, 2014, shall apply.

2.1.5. Cost of Bidding

i) The Bidder shall bear all costs associated with the preparation and submission of its E-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 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.1.7. Work Plan/Deputation Plan

The planned year-wise training cohort allocation across three (03) locations is provided below:

Year 1

Lot No.	Training Stream	Total Cohorts	Total Trainees
1	(a) Microsoft Azure	9	270
	(b) Microsoft Cloud	9	270
	(c) Microsoft Dynamics 365	6	180
	(d) Microsoft Fabric	6	180
2	AWS Developer	9	270
3	Google Cloud	9	270
4	Red Hat Linux	6	180
5	SAP	3	90
	Total	**57**	**1,710**

Year 2

Lot No.	Training Stream	Total Cohorts	Total Trainees
1	(a) Microsoft Azure	15	450
	(b) Microsoft Cloud	15	450
	(c) Microsoft Dynamics 365	9	270
	(d) Microsoft Fabric	9	270
2	AWS Developer	15	450
3	Google Cloud	15	450

4	Red Hat Linux	9	270
5	SAP	6	180
	Total	93	2,790

Year 3

Lot No.	Training Stream	Total Cohorts	Total Trainees
1	(a) Microsoft Azure	15	450
	(b) Microsoft Cloud	15	450
	(c) Microsoft Dynamics 365	9	270
	(d) Microsoft Fabric	9	270
2	AWS Developer	15	450
3	Google Cloud	15	450
4	Red Hat Linux	9	270
5	SAP	6	180
	Total	93	2,790

i) The Bidder shall submit a detailed three-year training implementation plan aligned with the agreed year-wise training targets and cohort allocations.

ii) The implementation plan shall include course-wise learning pathways, demonstrating progressive skill development over the project period, along with training stream-wise and location-wise cohort schedules, candidate screening plans, and assessment and certification schedules.

iii) The proposed training streams and course-wise allocations are indicative and shall be subject to local demand, candidate eligibility, screening results and industry requirements.

iv) PITB reserves the right to revise course-wise and cohort allocations across the three (03) designated locations. The successful Bidder(s) shall adjust their implementation plans accordingly.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

i) The services 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) Bidder Profile Form

(j) General Information Form

(k) Affidavit

(l) Bid Security Form

(m) Technical Bid Form

(n) Contract Form

(o) Financial Bid Form / Price Schedule

(p) Performance Guarantee Form

(q) 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 or on the Punjab e-Procurement System (eP). The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than **seven (07) days** prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the Punjab e-Procurement System (eP) for clarity of bidders.

ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through Punjab e-Procurement System (eP)**.**

iii) The Procuring Agency will within **three (03) 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 (07) 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 uploaded on Punjab e-Procurement System (eP) and shared with the prospective bidders through other means, 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.

vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders by uploading same on the Punjab e-Procurement System (eP), and shared with the prospective bidders through other means. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

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, through Punjab e-Procurement System (eP), 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 Financial Bid Form/Price Schedule furnished in the Bidding

Documents, indicating the professional IT training services proposed to be provided against the respective Lot.

2.3.3. Bid Prices

i) The Bidder shall indicate in Form 8.9 the unit price per trainee and the total Bid Price for the respective Lot, in accordance with the Financial Bid Form/Price Schedule provided in the Bidding Documents.

ii) Prices shall be quoted on a lot-wise basis, with separate all-inclusive per-trainee rates for each training stream. For Lot No. 1, the aggregate quoted price of all four Microsoft training streams shall constitute the evaluated bid price.

iii) 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 E-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 E-bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its E-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 E-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 E-bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical capability necessary to perform the contract;

(b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Documents Establishing Goods' Eligibility and

i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its E-bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related

Conformity to Bidding Documents

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 E-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 E-bids; and

(d) Evaluated to determine compliance with all characteristics listed in the BDS.

{However, the procuring agency may also opt to ask for samples after submission of technical bids (where required)}

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 E-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 E-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. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

xiii) Optional Bid/Quote is not allowed. The bidders must comply with the requirements mentioned in SECTION – III and submit their bid accordingly against each item.

2.3.7. Bid Security

i) The Bidder shall furnish, as part of its E-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 2.3.7. (vii).

iii) Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

(a) **Bid Security should remain valid for ……**

Thirty (30) Days, beyond the validity of Bid, or until furnishing of the Performance Security, whichever is later.

iv) Any E-bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than …. **Thirty (30) days** after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.8 (ii) or along with 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 E-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 / through Punjab e-Procurement System (eP)). 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 prepare E-bid of the scanned documents in the form of PDF file and as per requirements in tender document.

ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of E-bid. However, in case of any issue bidder shall be responsible for all consequences.

iii) All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.

iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the E-Bid.

v) The name and position held by each person signing the authorization must be typed or printed below the signature. All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.

vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

vii) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.3.10. Minimum Wage rates/all applicable taxes

i) Minimum Wage Rates and Applicable Taxes.

ii) The Bidder shall adhere to the minimum wage rate for unskilled workers notified by the Labour & Human Resource Department, Government of the Punjab, as in force on the date of Bid submission, and that rate shall be reproduced in Form 8.9 without alteration.

iii) The Bidder shall separately state, in Form 8.9 and in the Tax Declaration forming part of it, the description of the service as classified by the Bidder.

iv) Punjab Sales Tax shall be quoted on the whole of the taxable value of the service and not on the Management Fee alone.

v) Income tax deductible at source under section 153(1)(b) of the Income Tax Ordinance 2001 shall not be included in the quoted price; it shall be deducted by the Procuring Agency from the gross amount payable.

vi) A Bid which omits the Tax Declaration, or which quotes Punjab Sales Tax on a base narrower than the taxable value of the service, shall be treated as materially non-responsive.

2.4. Submission of E-bids

2.4.1 Sealing and Marking of Bids

i) N/A
The complete Bids must be submitted online on Punjab e-Procurement System (eP) website i.e., https://ep.punjab.gov.pk

2.4.2 Deadline for Submission of E-bids

i) E-Bids must be submitted on the Punjab e-Procurement System (eP) no later than the time and date specified in the Bid Data Sheet. Physical Bids received through courier services or delivered by the bidder, shall not be accepted.

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) E-Bids must be submitted on the Punjab e-Procurement System (eP) no later than the date and time specified in the **BDS.**

2.4.3. Late E-Bids

i) E-Bids will not be accepted on the Punjab e-Procurement System (eP), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the Punjab e-Procurement System (eP), in that case bid shall be declared late and rejected.

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

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

2.4.4. Modification and Withdrawal of E-bids

i) No E-bid may be modified after the deadline for submission of E-bids.

ii) No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-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).

iii) 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.

iv) 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 E-Bids

2.5.1. Opening of E-bids by the Procuring Agency

i) The Procuring Agency will open all e-Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.

ii) E-Bids shall be opened on the Punjab e-Procurement System (eP) one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each E-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.

iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open on the Punjab e-Procurement System (eP) 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 on the Punjab e-Procurement System (eP) until the specified time of their opening.

iv) Technical e-bids 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.

v) Bidders are advised to send in a representative with the knowledge of the content of the e-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 e-Bid.

vi) No e-Bid will be rejected at the time of Bid opening except for late Bids (if any, submitted on system due to technical glitch), pursuant to **2.4.3 (i).**

vii) 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 late bid, the Bid price if applicable.

viii) 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.

ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through on the Punjab e-Procurement System (eP).

[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 E-bids or award decisions may result in the rejection of its E-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 on Punjab e-Procurement System (eP).

2.5.3. Clarification of E-bids

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of e-Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its e-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 e-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 e-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 on the Punjab e-Procurement System (eP) in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

i) The Procuring Agency will examine the E-Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the 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, and 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

i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies as follows (if applicable):

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

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 Bid Form 8.9 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or lot wise evaluation inclusive of prevailing taxes, duties, fees etc.

v) Because the Minimum Wage, EOBI and PESSI are identical for every Bidder and a uniform notional tax rate is applied to all Bids, the lowest Management Fee, the lowest price before tax and the lowest Total Bid Price identify the same Bid. The Contract shall accordingly be awarded to the Bidder offering the lowest Management Fee, which is also the lowest evaluated Bid for the purposes of rule 55 of the Punjab Procurement Rules 2014.

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 e-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 on the Punjab e-Procurement System (eP).

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 complaint on the Punjab e-Procurement System (eP), 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 Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his e-Bid may lodge a complaint to the procuring agency **through** Punjab e-Procurement System (eP) **and email**, concerning his grievances **not later than ten (10) 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 five (05) days of announcement of the technical evaluation report through**

Punjab e-Procurement System (eP) **and email to procuring agency.** 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).

iv) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

v) 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 or through Punjab e-Procurement System (eP) that its e-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 Guarantee

i) **Within Twenty-Five (25) days of the issuance of notification of award / Letter of Intent (LOI)** from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee (an equivalent amount transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab) 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 cancel the LOI and award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new E-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 E-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 or will issue the purchase order *[as the case may be]*.

ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, **within Twenty-Five (25) days of issuance of the notification of Contract award/Letter of Intent (LOI)**, 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 E-bid has been determined to be responsive and has been determined to be the lowest evaluated E-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 Accept or Reject All E-bids

i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all E-bids or proposals (and to annul the E-bidding process) at any time prior to the acceptance of any E-bid or proposal, without thereby incurring any liability towards the Bidders.

ii) The Bidders shall be promptly informed about the rejection of the E-bids, if any

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all E-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 E-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 requires that Bidders, Service Providers, 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 E-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 Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding.

Substantial Requirements & Procedure for Blacklisting & Debarment:
As per S-17A of PPRA, Act, 2009:

"*17A. Blacklisting*. *– (1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

21. Blacklisting. *– (1) A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public*

procurement process of the procuring agency, if the bidder or Contractor has:

(a) acted in a manner detrimental to the public interest or good practices;

(b) consistently failed to perform his obligation under the Contract;

(c) not performed the Contract up to the mark; or

(d) indulged in any corrupt practice.

(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:

(a) shall forward the decision to the Authority for publication on the website of the Authority; and

(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

*(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within **thirty (30) days** from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.*

*(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within **thirty (30) days** of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.*

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. *The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
2. *The show cause notice shall contain:*
   - *(a) precise allegation, against the bidder or Contractor;*
   - *(b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from*

participating in any public procurement of the procuring agency; and

(c) *the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*

3. *The procuring agency shall give minimum of **seven (07) days** to the bidder or Contractor for submission of written reply of the show cause notice.*

4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*

5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*

6. *The procuring agency shall give minimum of **seven (07) days** to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*

7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*

8. *The procuring agency shall decide the matter within **fifteen (15) days** fromthe date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*

9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within **thirty (30) days**, prefer a representation against the order before the Managing Director of the Authority.*

10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*

11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*

12. The Authority shall immediately publish the information and decision of blacklisting on its website.

13. In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.

14. In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.

15. In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.

16. The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.

17. An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

2.6.9. Quantity and volume of the goods to be considered in mind *[Framework Contract Modality]*

i) The Bidder shall quote rates based on the prescribed training streams, trainee quantities, cohort allocations and delivery locations. The quoted rates shall remain applicable throughout the Contract period, subject to the terms and conditions of the Contract. Actual training assignments shall be governed by the Purchase Orders and implementation schedules issued by PITB.

Section-III. Technical Specifications

3.1. Technical Specifications

1. Training shall be delivered at three (03) designated locations in North Punjab (Rawalpindi), Central Punjab (Lahore) and South Punjab (Multan), in accordance with the agreed training schedules, cohort allocations and requirements specified in the Bidding Documents.

2. The lead instructor shall be duly certified by the respective global technology vendor/principal (e.g., Microsoft, AWS, Google Cloud, Red Hat or SAP) in the relevant training course and may deliver training either on-site or online.

3. Where the lead instructor delivers training online, the Bidder shall provide a product-certified facilitator on-site at the respective training location throughout each training session. The facilitator shall hold a valid product certification issued by the respective global technology vendor/principal for the relevant training course and shall assist trainees with practical labs, independent practice, assignments and assessments.

4. In the event of the absence or unavailability of the designated lead instructor or on-site facilitator, the Bidder shall ensure the timely provision of an equally qualified and competent replacement to ensure uninterrupted training delivery.

5. The Bidder shall share the complete profiles of the lead instructors for approval by PITB.

6. The Bidder shall arrange and maintain suitable training facilities and dedicated, adequately equipped laboratory infrastructure at all three (03) designated training locations, with a capacity of thirty (30) trainees per cohort.

7. The bidder must ensure provisioning of hardware, internet, power and air-conditioning/heating as per the verifiable recommended standards/guidelines of the technology vendor/principal.

8. The training labs will be inspected by PITB before the commencement of the trainings as well as during the trainings at each of the three locations.

9. Bidders shall quote a separate, all-inclusive price per trainee for each agreed course, applicable uniformly across all three (03) designated training locations. The quoted price shall include applicant screening, training delivery, facilities, laboratory infrastructure, certification examination costs and all other applicable charges and requirements specified under the Scope of Services. No separate location-wise charges shall be admissible.

10. Each training cohort shall comprise up to thirty (30) trainees. A minimum of twenty (20) registered and eligible trainees shall be required for the commencement of a

cohort. No cohort shall commence without meeting the minimum enrolment threshold, unless otherwise approved by PITB.

11. Training shall not exceed ten (10) hours per week, comprising six (06) hours of instructor-led training and hands-on practical laboratory work, and four (04) hours of facilitator-supported independent practice and assignments (on-site).

12. The Bidder shall provide, demonstrate functionality, and maintain a Learning Management System (LMS) for monitoring and recording trainee participation, training activities, assignments and actual hours spent on instructor-led sessions and independent practice.

13. The Bidder shall use the official training tools, platforms and learning hubs provided by the respective global technology vendor/principal for training delivery. All enrolled trainees shall be provided access to these resources in accordance with the applicable access provisions, duration and usage terms recommended by the respective vendor/principal. The Bidder shall also provide necessary technical assistance for account activation, access-related issues and effective use of these resources throughout the applicable access period.

14. The quoted per-trainee price shall include the cost of at least two (02) attempts at the relevant professional certification examination, comprising an initial attempt and one retake, where required (within 4 weeks after the completion of the training cohort). The price shall cover all applicable examination vouchers, fees, taxes and associated charges.

15. The Training Service Provider shall facilitate trainees through the certification process, including certification fee payment, certification exam scheduling and coordination with the respective global technology vendor/principal. The Service Provider shall submit verifiable documentary evidence of certification exam registration and fee payment.

16. The Training Service Provider shall submit evidence of successful certification or employability enhancement to PITB.

17. Each trainee shall maintain a minimum attendance of eighty percent (80%) of the total scheduled training hours. Trainees who fail to meet this requirement shall not be considered to have successfully completed the training and shall not be counted towards the programme's trainee completion targets.

LOT No. 1					
(Microsoft Technologies)					
Lot	**Training Stream**	**Training Hours (Instruction & Hands-on Lab Sessions) Per Class**	**Individual Practice/ Hands-on Assignments Hours (On-site)**	**Total Hours**	**Total Cohorts**
1	Microsoft Azure	36	24	60	39
	Microsoft Cloud	36	24	60	39
	Microsoft Dynamics 365	36	24	60	24
	Microsoft Fabric	36	24	60	24

LOT No. 2					
(AWS Developer)					
Lot	**Training Stream**	**Training Hours (Instruction & Hands-on Lab Sessions) Per Class**	**Individual Practice/ Hands-on Assignments Hours (On-site)**	**Total Hours**	**Total Cohorts**
2	AWS Developer	30	20	50	39

LOT No. 3					
(Google Cloud)					
Lot	**Training Stream**	**Training Hours (Instruction & Hands-on Lab Sessions) Per Class**	**Individual Practice/ Hands-on Assignments Hours (On-site)**	**Total Hours**	**Total Cohorts**
3	Google Cloud	36	24	60	39

LOT No. 4					
(Red Hat)					
Lot	**Training Stream**	**Training Hours (Instruction & Hands-on Lab Sessions) Per Class**	**Individual Practice/ Hands-on Assignments Hours (On-site)**	**Total Hours**	**Total Cohorts**
4	Red Hat Linux	42	28	70	24

LOT No. 5					
(SAP)					
Lot	**Training Stream**	**Training Hours (Instruction & Hands-on Lab Sessions) Per Class**	**Individual Practice/ Hands-on Assignments Hours (On-site)**	**Total Hours**	**Total Cohorts**
5	SAP	48	32	80	15

- The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the

exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.

- Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

3.2 Scope of Services

The successful Bidder(s) shall be responsible for the following services:

1. Design, conduct and evaluate quarterly screening tests and interviews through qualified trainers, in coordination with PITB, for candidate selection and shortlisting against the relevant training courses. Eligible candidates shall subsequently be allocated to training batches on the basis of screening results, course requirements and available seats, subject to PITB's approval. Existing structured pre-screening programmes may be considered, subject to verification and approval by PITB, provided they meet the agreed screening and eligibility requirements.
2. Submit an undertaking that the curriculum is aligned with the guidelines of the technology vendor/principal.
3. Ensure that training curricula remain current and aligned with the official certification syllabi of the respective global technology vendors/principals.
4. Submit the quarterly training schedules for PITB's approval at least one (01) month before the commencement of each quarter.
5. Provide practical exercises, laboratory activities and hands-on learning relevant to the agreed certification pathways.
6. Conduct formative assessments, including quizzes, assignments, practical exercises and mock tests.
7. Conduct final assessments aligned with the relevant professional certification pathways.
8. Issue training completion certificates to participants meeting the attendance and assessment requirements.
9. Designate a dedicated focal person to coordinate with PITB regarding candidate screening, batch scheduling, participant communication and operational arrangements.
10. Facilitate monitoring visits and inspections by PITB and its designated representatives, including the Third-Party Validation (TPV) consultant, with or without prior notice, and provide access to training facilities, records, assessments and supporting evidence.
11. Arrange industry meetup sessions with relevant industry professionals.
12. Ensure the quality and continuity of training delivery and undertake corrective measures where required.
13. The electronic attendance mechanism shall be provided and maintained by PITB. The Bidder shall ensure that trainee attendance is recorded through the electronic attendance mechanism.
14. PITB shall arrange, operate and maintain the grievance redressal and complaints management mechanism for trainees.
15. Submit a final batch report within one (01) week of completion of each cohort, including attendance, assessment results, completion status, participant feedback and observations.
16. Maintain complete training, attendance, assessment and certification-related records.

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.

A. Introduction		
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	**2.1.1**	**Name of Procuring Agency:** Punjab Information Technology Board (PITB) **Subject of Procurement:** Procurement of IT Training Services under the project titled "Global IT Products' Skills Enhancement Program". Period for delivery, installation and commissioning of goods: **Following the issuance of the Letter of Intent (LOI)/Notification of Award and execution of the Framework Contract, the Procuring Agency may issue Purchase Order(s) in accordance with the applicable procurement rules and subject to the availability of approved funds.**
2.	**2.1.2**	**Financial Years:** FY 2026- 27 to FY 2028-29 **Name of Project/Scheme:** Global IT Products' Skills Enhancement Program **Source of Funding:** Government of the Punjab **Name and Identification Number of Contract: [*NA*]**
3.	**2.1.3 (v)**	**Joint Venture, Consortium or Association:** The maximum number of members in a Joint Venture, Consortium or Association shall be three (03), with at least one (01) member being an authorised training provider for the relevant training stream(s). Form 8.2 shall be followed.
B. Bidding Documents		
4.	**2.2.2**	The address for clarification of Bidding Documents is: **PRIMARY CONTACT (For Technical Clarifications)** **Farah Abdul Rehman** Senior Programme Manager **Email:** farah.abdulrehman@pitb.gov.pk

		11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, Pakistan. **SECONDARY CONTACT (For Commercial Clarifications)** **Sohaib Ejaz** Program Officer (Procurement) **Email**: sohaib.ejaz@pitb.gov.pk 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, Pakistan
5.	**2.2.2**	Pre-Bid Meeting: **DATE & TIME: 12 NOVEMBER, 2026 @ 11:00 AM** **VENUE: 11th FLOOR, ARFA SOFTWARE TECHNOLOGY PARK (ASTP), 346-B, FEROZEPUR ROAD, LAHORE.**
6.	**2.3.9**	The number of E-Bid for each Lot separately to uploaded on Punjab e-Procurement System (eP) is in one original.
C. Bid Price, Currency, Language and Country of Origin		
7.	**2.3.1**	*Language of the Bid:* **English**
8.	**2.3.4**	The price quoted shall be fixed in **PAK RUPEES** inclusive of all applicable taxes and duties, on DDP destination basis.
9.	**2.3.4 & 2.3.10**	The price quoted shall be fixed in PAK RUPEES inclusive of all applicable taxes and duties.
D. Preparation and Submission of Bids		
10.	**2.2.2**	**The complete Bids must be submitted online on Punjab e-Procurement System (eP) website i.e., https://ep.punjab.gov.pk**
11.	**2.4.2**	The deadline for E-bid submission is: **23 November, 2026 @ 11:00 AM**
12.	**2.5.1**	Time, date/ Month/ Year, and place for E-bid opening. **23 November, 2026 @ 11:30 AM** **PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)** 11th FLOOR, ARFA SOFTWARE TECHNOLOGY PARK (ASTP), 346-B, FEROZEPUR ROAD, LAHORE, PAKISTAN PHONE: (+ 92) (42) (99000000), FAX: (+92) (42) (99232123) URL: WWW.PITB.GOV.PK
13.	**2.6.2**	Amount of Performance Guarantee is: **05% OF THE CONTRACT AMOUNT** (an equivalent amount transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab)
14.	**2.3.8**	Bid validity period after opening of the E-Bid is: **NINETY (90) DAYS.**
15.	**2.3.6**	The samples (if demanded) of the items provided by the bidders will be evaluated in conjunction with the specification provided

		in SECTION – III and approved by the evaluation committee of the procuring agency. The awardee will be required to deliver the items as per approved sample.
E. Opening and Evaluation of Bids		
16.	**2.5.1**	The E-Bid opening shall take place at: **PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)** 11th FLOOR, ARFA SOFTWARE TECHNOLOGY PARK (ASTP), 346-B, FEROZEPUR ROAD, LAHORE, PAKISTAN PHONE: (+ 92) (42) (99000000), FAX: (+92) (42) (99232123) URL: WWW.PITB.GOV.PK
17.	**2.5.7**	The currency that shall be used for E-Bid evaluation is: ***PAK RUPEES***
F. Bid Evaluation Criteria		
18.	**2.5.8**	Criteria to Bid evaluation is presented below:

EVALUATION CRITERIA (TECHNICAL PROPOSAL):

Category	Description	Requirement
Legal (Mandatory)	**Required Documentation to be Submitted by the Bidder / Lead Partner:** a) Certificate of Company/Firm Registration or Incorporation under the applicable laws of Pakistan. The Bidder or Lead Partner (in the case of a Joint Venture) must have been registered for at least five (05) years prior to the date of bid submission. b) Valid Income Tax Registration Certificate (National Tax Number – NTN). c) Valid Sales Tax Registration Certificate from the relevant tax authorities, with active taxpayer status, where applicable. d) An undertaking duly signed by the authorized representative declaring that the Bidder has not been blacklisted or debarred by any federal or provincial government department, agency, organization or autonomous body in Pakistan. e) In the case of a Joint Venture or Consortium, each member shall submit its valid Company/Firm Registration or Incorporation Certificate issued by the relevant authority in Pakistan or, in the case of a foreign firm, by the competent authority in its country of registration or incorporation.	Required
	Affidavit (as per **form 8.6**) on non-judicial Stamp Paper of Rs. 100/- or Official Letter-head: (i) The firm is not blacklisted by the procuring agency and PPRA. (ii) The documents/photocopies provided by the firm with its Bid are authentic. (In case of any fake/bogus document found at any stage of the procurement process, the firm shall be black listed as per Rules / Laws.) (iii) The firm certifies the correctness of information. (iv) The firm complies with Section – III "Technical Specifications", and Section – VII "Schedule of Requirements" of the Bidding Document. (v) The firm complies with all terms & conditions mentioned in the Bidding Documents. (vi) The firm complies that its Bid is valid for 90 days after opening of the E-Bid. (vii) The firm certifies that if awarded the contract, the procuring agency may deduct all the relevant taxes and duties, from its invoice, as applicable. (viii) The firm undertakes that it shall provide the Performance Guarantee and sign the formal contract within **Twenty-Five (25)** days of the issuance of notification of award/Letter of Intent (LOI).	
Technical (Mandatory)	Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.	Required

Category	Description	Requirement
	1. The Bidder, or at least one partner in the case of a JV/Consortium, must be an authorised training partner of the respective global technology vendor/principal (e.g., Microsoft, AWS, Google Cloud, Red Hat or SAP) in Pakistan or any other eligible region, excluding India and Israel, for the relevant training courses, and shall provide valid documentary evidence of such authorisation. 2. The Bidder shall submit the following documents for each proposed lead instructor and on-site lab facilitator: **a)** Curriculum Vitae (CV) detailing relevant academic qualifications, professional experience and training expertise. **b)** For lead instructors, valid documentary evidence of authorized trainer certification issued by the respective global technology vendor/principal for the relevant training courses. **c)** For on-site lab facilitators, valid documentary evidence of valid product certification issued by the respective global technology vendor/principal for the relevant training courses. **d)** Certification identification numbers or verifiable credential links to facilitate verification of the submitted certifications. 3. The Bidder, or the relevant member of a Joint Venture, Consortium or Association responsible for training delivery, shall demonstrate the availability of suitable training facilities and adequate laboratory infrastructure, as specified in Section-III (Technical Specifications), at all three (03) designated locations in North Punjab (Rawalpindi), Central Punjab (Lahore) and South Punjab (Multan). 4. The Bidder shall submit documentary evidence establishing the lawful ownership, lease or authorized use of the proposed training facilities, as applicable: **a)** Ownership documents or other acceptable documentary evidence, where the premises are owned by the Bidder or relevant member. **b)** A valid lease agreement specifying the premises' address and lease period, where the facilities are rented. **c)** An authorization letter or legally valid agreement, where the facilities are provided through a third-party arrangement or shared premises. 5. The Bidder shall also ensure access to official training tools, platforms, learning hubs and authorized laboratory environments in accordance with the standard access provisions, duration and usage terms prescribed by the respective global technology vendor/principal.	
Past Experience (Mandatory)	**Relevant Experience & Value of Projects (Last 03 Years):** The Bidder shall provide verifiable documentary evidence of the number of candidates successfully trained during the last three (03) years, supported by training completion certificates, client-issued experience	Required

<table>
<tr><th>Category</th><th>Description</th><th>Requirement</th></tr>
<tr><td></td><td>letters, training completion reports, or relevant records issued by the respective global technology vendor/principal. Such documentation shall clearly indicate the training programme, period and number of trainees.

<table><tr><th>Lot No.</th><th>Minimum Number of Trainees</th></tr><tr><td>1</td><td>500</td></tr><tr><td>2</td><td>500</td></tr><tr><td>3</td><td>500</td></tr><tr><td>4</td><td>500</td></tr><tr><td>5</td><td>300</td></tr></table></td><td></td></tr>
<tr><td rowspan="2">Financial (Mandatory)</td><td><u>Annual Turnover (Last 03 Years)</u>
Value of Average Annual Turnover for last 03 years:

(Verifiable through Audit statement of last three fiscal years)

<table><tr><th>Lot No.</th><th>Amount in PKR</th></tr><tr><td>1</td><td>50 million and above</td></tr><tr><td>2</td><td>50 million and above</td></tr><tr><td>3</td><td>50 million and above</td></tr><tr><td>4</td><td>50 million and above</td></tr><tr><td>5</td><td>35 million and above</td></tr></table></td><td rowspan="2">Required</td></tr>
<tr><td><u>Bank Balance / Credit Limit</u>
Value of the available bank balance or approved credit limit as of the bid submission date, or not more than 30 days prior to the bid submission deadline.

(Verifiable through Bank Statement at the time of Bid Submission / Credit Line Confirmation letter from Bank)
<table><tr><th>Lot No.</th><th>Amount in PKR</th></tr><tr><td>1</td><td>40 million and above</td></tr><tr><td>2</td><td>20 million and above</td></tr><tr><td>3</td><td>20 million and above</td></tr><tr><td>4</td><td>20 million and above</td></tr><tr><td>5</td><td>20 million and above</td></tr></table></td></tr>
</table>

<u>NOTE:</u>

- **As outlined in the Standard Bidding Documents under clause 2.5 "Opening and Evaluation of E-Bids", the bidder must ensure that its bids are complete in all aspects, including mandatory documentation (Legal, Technical, Past Experience, and Financial), as incomplete submissions will not be considered.**

- **During the evaluation process, clarifications based on already submitted documentation will be sought to complete the evaluation. New documentation that changes the substance of the bid will not be accepted.**

- **We strongly encourage you to review your bids carefully and ensure their completeness before submission. Failure to do so may result in technical disqualification.**

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is: FIFTEEN (15%) PERCENT. However, increase or decrease in quantities beyond 15% will be mutually agreed between the Procuring Agency and the Awardee prior to the Contract.
2.6.2	The Performance Guarantee shall be: 05% OF THE CONTRACT AMOUNT
2.6.2	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee or Call Deposit Receipt (CDR), (**an equivalent amount transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab**) Performance Guarantee must have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

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 including Global IT Products' Skills Enhancement Program and other such obligations of the Service Provider 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.

(l) "e-Bid" means electronic bids (separate financial and technical) to be submitted by bidders on Punjab e-Procurement System (eP).

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

[where applicable]

3.1. All 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. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

4. Standards

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider 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 Service Provider 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 Service Provider's performance under the Contract if so required by the Procuring Agency.

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

6. Performance Guarantee

6.1. **Within Twenty-Five (25) days of issuance of the notification of Contract award/Letter of Intent (LOI),** 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. Performance Guarantee must have a minimum validity period until the date of expiry of warranty period, support period or termination of

services, or fulfillment of all obligations under the contract, whichever is later.

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

6.3. 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) an equivalent amount transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

7. Incidental material

[If required and decided by the Procuring Agency]

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

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

8.3. The currency of payment is ***PAK RUPEES.***

9. Prices

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the procuring agency}.

10. Change Orders	10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job. 10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider'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.
11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.
13. Sub-contracts	13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract. 13.2. Subcontracts must comply with the provisions of GCC Clause 12.
14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII. 14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider 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 Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

15. Liquidated Damages

15.1. 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 percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16. Termination for Default

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

(a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, 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:

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

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

17. Force Majeure

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider 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.

17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider'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 Service Provider, 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 Service Provider 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 Service Provider 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.

18. Termination for Insolvency

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, 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.

19. Termination for Convenience

19.1. The Procuring Agency, by written notice sent to the Service Provider, 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 Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, 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 Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

20. Resolution of Disputes

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider 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.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider 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.

21. Governing Language

21.1. 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.

22. Applicable Law

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

23. Notices

23.1. 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.

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

24. Taxes and Duties

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.

24.2. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.

25. Change in minimum wage rate

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing

contract shall be revised as per percentage increased in minimum wages declared for such category, by the competent authority, but with mutual consent of the Procuring agency and the Contractor.

26. Framework Contract Period and Extension in Contract period

Initially the contract will be for the period of **three (03) years**, starting from the date of issuance of notification of award till the delivery, of all Services or end of support period, whichever is later. However, the same would be extended by the competent authority for a further period of **two (02) years, on yearly basis,** with the mutual agreement of the Procuring Agency and the Contractor. Extension in the contact agreement shall be the discretion of the Procuring Agency and the contractor has no right to claim further extension as a matter of right in the contract.

Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

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: **PUNJAB INFORMATION TECHNOLOGY BOARD**

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

GCC 1.1 (i)—The Supplier is: **AWARDEE**

2. 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: **05% OF THE CONTRACT AMOUNT an equivalent amount transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.**

Performance Guarantee must have a minimum validity period until the expiry date of the warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later.

The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided are:

[Selected material covered under GCC Clause 7 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Service Provider shall be included in the Contract Price.]

4. Payment (GCC Clause 8)

GCC 8.1 - Payments to the successful Service Provider(s) shall be made on a course-wise and cohort-wise basis against the accepted per-trainee rates, subject to satisfactory performance against the agreed deliverables and verification by PITB.

The payment mechanism shall be as follows:

Sr. No.	Deliverables	Payment	Payable By
1	Initial registration fee payable by participants upon confirmation of allotment in the respective course.	20%	Candidate
2	a) Conduct of relevant screening test(s) for each selected course(s) b) Commencement of training sessions. c) Submission of daily attendance records d) Compliance to approved course schedule e) Satisfactory trainee feedback of instructor and training facility.	30% (midway of the course)	PITB
3	a) Completion of end-of-training assessments for each cohort b) Registration for relevant certification c) Successful certification or employability enhancement. c) Compliance to approved course schedule d) Satisfactory trainee feedback of instructor and training facility.	50%	PITB
	Total	**100%**	

PITB reserves the right to withhold or deduct proportionate payments against undelivered services, non-compliance with the agreed requirements or failure to meet the agreed performance standards, subject to the provisions of the Contract.

Payment may be made in Pak. Rupees in the following manner: *(to be decided by the Procuring Agency)*

(i) Running Bill modality,

(ii) Treasury Cheque, or

(iii) Cross Cheque

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate: **one-half (0.5) percent of the Contract Price per week**

Maximum deduction: **ten (10) percent of the Contract Price**

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

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

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be: **ENGLISH**

9. Applicable Law (GCC Clause 22)

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: **PROCURING AGENCY ADDRESS**

—Supplier's address for notice purposes: **AWARDEE's ADDRESS**

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

- The delivery schedule expressed as weeks stipulates a delivery date which is the date at which delivery is required.
- In order to determine the correct date of delivery hereafter specified, the Procuring Agency has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.
- Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

DELIVERY SCHEDULE

Sr. No.	Description	Quantity	Delivery Schedule (months)
Year 1	1) Conduct of initial screening tests, across all cohorts, for each specified skill/certification pathway in coordination with PITB. 2) Conduct screening tests once per quarter for candidate selection and shortlisting.		Beginning of each quarter
	Training of 1,710 trainees across 19 training cohorts.	1,710 trainees	Jan, 2027 – Mar, 2027 and Apr, 2027 – Jun, 2027
	Submission of daily attendance records and weekly progress reports		On-going (Jan, 2027 – Mar, 2027 and Apr, 2027 – Jun, 2027)
	End-of-training assessments/ assignments for each cohort and submission of assessment reports to PITB - a minimum passing rate of 80% is mandatory.		On-going – end of each quarter (Mar, 2027 and Jun, 2027)

Year 2	1) Conduct of initial screening tests, across all cohorts, for each specified skill/certification pathway in coordination with PITB. 2) Conduct screening tests once per quarter for candidate selection and shortlisting.		Beginning of each quarter
	Training of 2,790 trainees across 31 training cohorts.	2,790 trainees	Jul, 2027 – Sept, 2027; Oct, 2027 – Dec, 2027; Jan, 2028 – Mar, 2028; Apr, 2028 – Jun, 2028
	Submission of daily attendance records and weekly progress reports		On-going (Jul, 2027 – Sept, 2027; Oct, 2027 – Dec, 2027; Jan, 2028 – Mar, 2028; Apr, 2028 – Jun, 2028)
	End-of-training assessments/ assignments for each cohort and submission of assessment reports to PITB - a minimum passing rate of 80% is mandatory.		On-going – end of each quarter i.e., Sept, 2027; Dec, 2027; Mar, 2028; Jun, 2028
Year 3	1) Conduct of initial screening tests, across all cohorts, for each specified skill/certification pathway in coordination with PITB. 2) Conduct screening tests once per quarter for candidate selection and shortlisting.		Beginning of each quarter
	Training of 2,790 trainees across 31 training cohorts.	2,790 trainees	Jul, 2027 – Sept, 2027; Oct, 2027 – Dec, 2027; Jan, 2028 – Mar, 2028; Apr, 2028 – Jun, 2028
	Submission of daily attendance records and weekly progress reports		On-going (Jul, 2027 – Sept, 2027; Oct, 2027 – Dec, 2027; Jan, 2028 – Mar, 2028; Apr, 2028 – Jun, 2028)
	End-of-training assessments/ assignments for each cohort and submission of assessment reports to PITB - a minimum passing rate of 80% is mandatory.		On-going – end of each quarter i.e., Sept, 2027; Dec, 2027; Mar, 2028; Jun, 2028

Section-VIII: Sample Forms

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8.1 Bid Form

(For each Lot separately)

- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with the Technical Bid, in case of Single Stage Two Envelope Procedure.*

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, offer to supply and deliver *[description of goods and services]* in conformity with the said Bidding documents.

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **05%** 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 2.3.9 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) Original Bid Form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

b) All the forms relevant to the Technical and Financial Bids (clearly indicated on each form)

c) Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

d) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.

e) 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) Original Bid Form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

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) Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following: -

a) Price Schedule / Financial Form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.

b) Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

c) *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 service 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 _____

8.2 Bidder's JV Members Information Form
(For each Lot separately)

- *To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad,*
- *To be attached with Technical Bid in addition to the JV agreement*

{The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture}.
Date: *[insert date (as day, month and year) of Bid submission*]
Bidding Document No.: *[insert]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of_ _____ pages

1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidder's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidder's JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]* Address: *[insert address of JV's Member authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]* Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6. 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.3 Bidder Profile Form

(For each Lot Separately)

- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with Technical Bid*

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

a) Audited Financial Statement Attachment/Income Tax Return (Last 03 years) – or as applicable per the evaluation criteria

Yes	No

b) Details of Experience (Last 03 Years) – or as applicable per the evaluation criteria

(i)	**Similar Project (Agency/Department)**	**Item Name**
(ii)	**Value of total Projects/Tenders/POs**	**Amount**

c) Staff Detail and last month Payroll – If applicable per the evaluation criteria

Yes	No

8.4. General Information Form

(For each Lot separately)

- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with Technical Bid*

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

*Please attach copies of NTN, GST Registration, Professional Tax Certificate (if applicable)

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

8.5. Affidavit

(For each Lot separately)

- *To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner or on the Official Letter-head.*

- *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 blacklisted by the procuring agency and PPRA.
(ii) The documents/photocopies provided by the firm with its Bid are authentic. (In case of any fake/bogus document found at any stage of the procurement process, the firm shall be blacklisted as per Rules / Laws.)
(iii) The firm certifies the correctness of information.
(iv) The firm complies with Section – III "Technical Specifications", and Section – VII "Schedule of Requirements" of the Bidding Document.
(v) The firm complies with all terms & conditions mentioned in the Bidding Documents.
(vi) The firm complies that its Bid is valid for 90 days after the opening of the E-Bid.
(vii) The firm certifies that if awarded the contract, the procuring agency may deduct all the relevant taxes and duties, from its invoice, as applicable.
(viii) The firm undertakes that it shall provide the Performance Guarantee and sign the formal contract within Twenty-Five (25) days of the issuance of notification of award/Letter of Intent (LOI).

[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: _____

8.6. Performance Guarantee Form

(For each Lot separately)

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_____

8.7. Technical Bid Form

(For each Lot separately)

- *Item names and quantities must be reproduced from Section – III (Technical Specifications) – where applicable. If any deviations are needed, it must be mentioned/quoted, separately in the Technical Proposal.*
- The bidders may submit a technical proposal in a customized format, but it must cover the requirements mentioned in the table below, Section – III (Tech Specs / Scope of Services) & Section – VII (Schedule of Requirements).

- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with Technical Bid.*

LOT No. XX						
LOT (Description/Title)						
ITEM No. XX (Description)						
S. No.	**Training Stream**	**Course Name / Certification Title**	**Global Technology Vendor/Principal**	**Course Code (if applicable)**	**No. of Trainees**	**Compliance with Section-III (Technical Specifications and Scope of Services) and Section-VII (Schedule of Requirements)**
1						

Stamp & Signature of Bidder _____

8.8. Contract Form

(For each Lot separately)

THIS AGREEMENT made on the _____ day of _____ 20_____ between Punjab Information Technology Board (PITB), Lahore, Pakistan (hereinafter called "the Procuring Agency") on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for the provision of professional IT skills and certification-oriented training services under the project titled "Global IT Products' Skills Enhancement Program", against Lot No. ___ ([Lot Description]), and has accepted the Bid submitted by the Service Provider for the provision of the said services in the sum of _____ (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:

(a) The Procuring Agency's Notification of Award;
(b) The Contract Agreement;
(c) The Bid Form and accepted Financial Bid/Price Schedule submitted by the Service Provider;
(d) The Schedule of Requirements;
(e) The Technical Specifications and Scope of Services;
(f) The Special Conditions of Contract (SCC);
(g) The General Conditions of Contract (GCC); and

(h) The complete Bidding Documents, including any addenda issued by the Procuring Agency.

3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the prescribed professional IT training services, including screening tests, training delivery, practical labs, assignments/practice, assessments, certifications, participant monitoring, reporting and other related services, in accordance with the Technical Specifications, Scope of Services, Schedule of Requirements and provisions of the Contract.

4. The Procuring Agency hereby covenants to make payments to the Service Provider for the satisfactory provision of the prescribed training services, in accordance with the accepted Financial Bid, verified deliverables, applicable payment milestones and the terms and conditions of the Contract, at the times and in the manner prescribed therein.

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)

8.9. Financial Bid Form/Price Schedule

(For each Lot separately)

- *Item names and quantities must be reproduced from Section – III (Technical Specifications). If any deviations are needed, it must be mentioned/quoted, separately in the Financial Proposal.*
- The bidders may submit a financial proposal in a customized format, but it must cover the requirements mentioned in the table below, Section – III (Tech Specs / Scope of Services) & Section – VII (Schedule of Requirements).
- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- *To be attached with Financial Bid.*

LOT No. 01					
LOT (Microsoft)					
S. No.	**Training Stream**	**Course Name / Certification Title**	**Training Cost per Trainee including certification (Incl. all applicable taxes) (PKR) (A)**	**No. of Trainees (B)**	**Total Price (PKR) Incl. all applicable taxes C = A*B**
1	Microsoft Azure	Azure Administrator (AZ-104)		1170	
		Azure Cloud Developer (AI-200)			
		Azure Solutions Architect (AZ-305)			
		Azure AI Engineer / AI Apps & Agents (AI-103)			
		Azure Databricks / Data Engineering (DP-750)			
		Cloud & AI Security Engineer (SC-500)			
2	Microsoft Cloud	Microsoft Identity & Access / Entra (SC-300)		1170	
		Microsoft 365 Administrator (MS-102)			
		Cloud & AI Security (SC-500)			
3	Microsoft Dynamics 365	Dynamics 365 Finance		720	
		Dynamics 365 Supply Chain Management			
		Dynamics 365 Sales			
		Dynamics 365 Customer Service			
		Dynamics 365 Business Central			
		Dynamics 365 Finance & Operations Developer			
4	Microsoft Fabric	Fabric Data Engineering (DP-700)		720	
		Fabric Analytics Engineering (DP-600)			
		Power BI Data Analyst (PL-300)			
		Fabric Data Science			
		Fabric Real-Time Intelligence			
TOTAL BID PRICE (Incl. all applicable taxes)					**X**

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:

(i) The contract will be awarded to the lowest evaluated bidder. "**X"** will determine the total bid cost.
(ii) 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).
(iii) In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
(iv) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.
(v) The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.
(vi) Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

Stamp & Signature of Bidder _____

LOT No. 02					
LOT (AWS Developer)					
S. No.	**Training Stream**	**Course Name / Certification Title**	**Training Cost per Trainee including certification (Incl. all applicable taxes) (PKR) (A)**	**No. of Trainees (B)**	**Total Price (PKR) Incl. all applicable taxes X = A * B**
1	AWS Developer	AWS Certified Developer – Associate (DVA-C03)		1170	
		AWS Solutions Architect – Associate (SAA-C03)			
		AWS DevOps Engineer – Professional (DOP-C02)			
		AWS Data Engineer – Associate (DEA-C01)			
		AWS Machine Learning Engineer – Associate (MLA-C01)			
				TOTAL BID PRICE (Incl. all applicable taxes)	**X**

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:

(i) The contract will be awarded to the lowest evaluated bidder. "**X"** will determine the total bid cost.
(ii) 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).
(iii) In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
(iv) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.
(v) The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.
(vi) Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

Stamp & Signature of Bidder _____

LOT No. 03					
LOT (Google Cloud)					
S. No.	**Training Stream**	**Course Name / Certification Title**	**Training Cost per Trainee including certification (Incl. all applicable taxes) (PKR) (A)**	**No. of Trainees (B)**	**Total Price (PKR) Incl. all applicable taxes X = A*B**
1	Google Cloud	Associate Cloud Engineer		1170	
		Professional Cloud Developer			
		Professional Cloud Architect			
		Professional Data Engineer			
		Professional Machine Learning Engineer			
				TOTAL BID PRICE (Incl. all applicable taxes)	**X**

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:

(i) The contract will be awarded to the lowest evaluated bidder. "**X"** will determine the total bid cost.
(ii) 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).
(iii) In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
(iv) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.
(v) The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.
(vi) Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

Stamp & Signature of Bidder _____

LOT No. 04					
LOT (Red Hat Linux)					
S. No.	**Training Stream**	**Course Name / Certification Title**	**Training Cost per Trainee including certification (Incl. all applicable taxes) (PKR) (A)**	**No. of Trainees (B)**	**Total Price (PKR) Incl. all applicable taxes X = A * B**
1	Red Hat Linux	RHCSA – Red Hat Certified System Administrator (EX200)		720	
		RHCE – Red Hat Certified Engineer (EX294)			
		Red Hat OpenShift Administration (EX280)			
		Red Hat Linux Automation with Ansible (EX294 pathway)			
		OpenShift Advanced Administration (EX380)			
TOTAL BID PRICE (Incl. all applicable taxes)					**X**

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:

(i) The contract will be awarded to the lowest evaluated bidder. "**X"** will determine the total bid cost.

(ii) 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).

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

(iv) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.

(v) The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.

(vi) Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

Stamp & Signature of Bidder _____

LOT No. 05					
LOT (SAP)					
S. No.	**Training Stream**	**Course Name / Certification Title**	**Training Cost per Trainee including certification (Incl. all applicable taxes) (PKR) (A)**	**No. of Trainees (B)**	**Total Price (PKR) Incl. all applicable taxes X = A * B**
1	SAP	SAP S/4HANA Cloud – Finance		450	
		SAP S/4HANA Cloud – Supply Chain			
		SAP S/4HANA Cloud – Sourcing & Procurement			
		SAP Success Factors			
		SAP Business Technology Platform (BTP)			
		SAP Analytics Cloud			
TOTAL BID PRICE (Incl. all applicable taxes)					**X**

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:

(i) The contract will be awarded to the lowest evaluated bidder. "**X"** will determine the total bid cost.
(ii) 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).
(iii) In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
(iv) A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.
(v) The above quantities are mentioned for the purposes of evaluation only and do not bind the Purchaser to order the entire quantity as listed. The Purchaser reserves the exclusive right to utilize the quantities in a number less than, equal to, or more than the given volume at the quoted unit rate.
(vi) Subsequent to the issuance of Letter of Intent (LOI)/ Notification of Award, Purchase Orders may be issued by the Procuring Agency under the Framework Contract [as the case may be].

Stamp & Signature of Bidder _____

8.10. Bid Security Form

(For each Lot separately)

- Bid Security should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.

8.11. INTEGRITY PACT

(For each Lot separately)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No._____ Dated _____
Contract Value: _____
Contract Title: _____

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

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

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

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

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

Name of Employer: ……	Name of Contractor: ……
Signature: ……..	Signature: ……
[Seal]	[Seal]

Section IX- Check List

(For each Lot separately)

- The provision of this checklist is essential prerequisite along with submission of Bid.
- Please fill **(YES, NO, N/A**) or "**Check Mark"** the relevant columns, mark the section number and attach this Checklist on top of the Technical Proposal.

Section No.	Description/Documents	Technical Proposal	Financial Proposal
1	**Technical Bid Form** (as per **form 8.7** of Bidding documents) on letter head of the firm, duly signed and stamped.		
2	**Bid Security Instrument should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.**		
3	**Original Bid form** (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.		
4	**Bidder Information Form** (as per **form 8.3**of Bidding documents) on letter head of the firm, duly signed and stamped.		
5	**General Information Form** (as per **form 8.4** of Bidding documents) on letter head of the firm, duly signed and stamped.		
6	**Copy of Registration with Income Tax Authorities - National Tax Number (NTN)**		
7	**Copy of Registration with relevant Sales Tax Authorities**		
8	**Copy of Income Tax and Sales Tax (Operative Status)**		
9	**Affidavit (as per form 8.6) on non-judicial Stamp Paper of Rs. 100/- or Official Letter-head:** (i) The firm is not blacklisted by the procuring agency and PPRA. (ii) The documents/photocopies provided by the firm with its Bid are authentic. (In case of any fake/bogus document found at any stage of the procurement process, the firm shall be black listed as per Rules / Laws.) (iii) The firm certify the correctness of information. (iv) The firm comply with Section – III "Technical Specifications", and Section – VII "Schedule of Requirements" of the Bidding Document. (v) The firm comply with all terms & conditions mentioned in the Bidding Documents. (vi) The firm comply that its Bid is valid for 90 days after opening of the E-Bid. (vii) The firm certifies that if awarded the contract, the procuring agency may deduct all the relevant taxes and duties, from its invoice, as applicable. (viii) The firm undertakes that it shall provide the Performance Guarantee and sign the formal contract within twenty-five (25) days of the issuance of notification of award/Letter of Intent (LOI).		
10	Joint Venture (JV) Agreement and Bidder s JV Member information as per form 8.2		
11	**Authorization Documents/Mal/MAF/Certificates/Licenses/Verifiable Links etc. or any other documentary evidence to the same effect**, as per the Evaluation Criteria **(if applicable)**		
12	**Relevant Past Experience Documents**, as per the Evaluation Criteria, on letter head of the firm, duly signed and stamped.		
13	**All required samples (if demanded)** have been submitted to *[name of the Procuring Agency/Department/Team] or attached with the Technical Proposal.*		
14	**Financial Bid Form** (as per **form 8.9** of Bidding documents) on letter head of the firm, duly signed and stamped.		
15	**Bid Security Form** (as per **form 8.10** of Bidding documents)		
16	**INTEGRITY PACT, CONTRACTS WORTH RS. 10.00 MILLION OR MORE (as per form 8.11)** on letter head of the firm, duly signed and stamped **(if applicable)**		

Stamp & Signature of Bidder _____