



Reference Number: 222310129722

Dated: 11/10/2022

SHEIKHA FATIMA BINT MUBARAK GIRLS CADET COLLEGE, TURBAT

**BIDDING DOCUMENTS FOR HIRING THE SERVICES OF FIRM
FOR DESGINING, ORGANIZING AND CONDUCTING THE
ENTRY TEST FOR CLASS VIII (3rd ENTRY)**

(TECHNICAL PROPOSAL)

TSE No. _____

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

LETTER OF INVITATION FOR BIDS:

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by Principal Sheikha Fatima Bint Mubarak Girls Cadet College Turbat from “Eligible Bidders” dealing in provision of services with respect to conducting of assessment / evaluation / entry tests for educational institutions , organizations and government departments as per details contained here-under:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PROCURING AGENCY -
NAME OF PROCUREMENT OFFICER / DDO	BRIGADIER HUMAYAUN AJMAL
DESIGNATION OF PROCUREMENT OFFICER	PRINCIPAL SHEIKHA FATIMA BINT MUBARAK GIRLS CADET COLLEGE, TURBAT
POSTAL ADDRESS OF THE PROCURING AGENCY	SHEIKHA FATIMA BINT MUBARAK GIRLS CADET COLLEGE, TURBAT
PHONE NUMBER & FAX NUMBER	0852-417400 FAX NO- 0852 - 417413
E-MAIL ADDRESS & WEBSITE (IF AVAILABLE)	gccturbat.official@gmail.com
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	From BPPRA Website www.bppra.gov.pk TSE No. _____ May also be obtained from office of the Procurement officer during office hours as per date and time mentioned in Tender Notice.
DEADLINE FOR SUBMISSION OF BIDS	Date 27/10/2022 , Time 10:00 AM through courier or may be dropped in the Tender Box at the office of the Procuring Agency
OPENING OF BIDS	Date: 27/10/2022 & Time 12:00 AM at office of Principal Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat
BIDDING DOCUMENT FEE (IF REQUIRED BY THE PROCURING AGENCY)	AMOUNT: Rs.1000/- MANNER OF PAYMENT: To be deposited in college account No.0877-280183008 maintained in United Bank Limited, Turbat Main Branch through Deposit Slip / Challan
BID SECURITY	AMOUNT: 2 % OF THE BID VALUE MANNER OF PAYMENT: The bid must accompany Bid Security in the form of Call Deposit or Bank Guarantee of an amount equal to 2% of the total bid cost (anticipating 500 candidates Female) in the name of Principal Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat from a scheduled bank.
PERFORMANCE SECURITY (IF REQUIRED BY THE PROCURING AGENCY)	N/A

ELIGIBILITY CRITERIA FOR BIDDERS: (TO BE FILLED BY PROCURING AGENCY):

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with FBR (Income Tax)	NTN Certificate	Copy of NTN
2	Registration with Balochistan Revenue Authority	BRA Certificate	Copy of BST Registration
3	SECP Registration	SECP Registration Certificate	Copy of Reg. Certificate
4	Never Black Listed Declaration	Never Black Listed Declaration	Stamp Paper
5	ISO Certificate	ISO Certificate	Copy of ISO Certificate
6	Relevant Experience	<p>For Experienced (Old Firms): At least 03 years' experience for successfully conducting examination and providing testing services for recruitment in public sector organizations/government departments. Yearly break-up will be as under:- 1 to 5 Assignments year 1 = 10marks 6 to 10 Assignments year 2 = 10 marks 11 to 15 Assignments year 3 = 10 marks</p>	Copy/ies of Supply Order/s with relevant completion certificate/s or Inspection Report/s
		<p>For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the above-mentioned criteria</p>	Signed & stamped copy of original Agreement in addition to Supply orders & Inspection Report of the experienced Firm
7	Financial Capacity	Annually PKR. 3 Million for the past 3 years	Audited Final Accounts OR Bank Certificate of Company's Bank Account certifying the required financial worthiness of the Bidder
8	Delivery time compliance	Must agree to serve the Contract within 80 Days (From Admissions advertisement till final results)	Completion time must be clearly specified in the Technical Bid
9	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	Signature & company seal on every page of the bidding document.
10	Firm relevant information / data	<ol style="list-style-type: none"> Agency/ firm profile. Infrastructure set up. Number of employees. Subject Specialists. Presence in Quetta Verifiable address of head office and regional office Signature & company profile of every page. 	Must be presented in written
11	Entry Test related information / data	<ol style="list-style-type: none"> Purpose of Methodology Sample of Questions and Answer Keys and Answer Sheets Time Line Test Paper conduct and checking methodology presentation 	Must be presented in written
12	Any other relevant factor (If required)	(as specified by the Procuring Agency if required)	(To be specified by the Procuring Agency as required)

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company : _____
2. Complete Postal Address : _____
3. Tel No: _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representative's name & designation: _____
8. Type of Business:
(1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd.)
9. National Tax Number & Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No.) _____
11. Bid Validity: _____ (Please specify in No. of Days)
12. Total Completion Time: _____ (In Days / Months, please specify)

DATA-SHEET OF THE ASSIGNMENT / SCHEDULE OF REQUIREMENTS

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

S. No.	Item Name	Item Details / *Specification / Service requirements	**Qty
1	<p>Designing, Organizing and Conducting the Written Assessment / Entry Test for Class VIII (8th) of Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat for Year 2023</p>	<ol style="list-style-type: none"> 1. The Admission Advertisement in Dailies will be placed by Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat. The admissions applications forms will be shared by Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat to the concerned Banks and distributors. 2. The Admission applications forms will be available on the Website of the Service providing / Testing Agency also. 3. The Service providing / Testing Agency shall be required to collect application forms of candidates and register the candidates for taking test(s) (objective & subjective) for selection against the Entrance Test. 4. The Service Providing / Testing Agency shall be responsible to provide the final and authentic/verified list of all candidates (eligible and not eligible) to Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat fifteen (15) days prior to date of entrance exam for information. 5. The selected Testing Agency shall ensure to advertise the list of registered candidates on its website and has to ensure a mechanism for making corrections/edits etc. and sort out the related listing / registering issues of candidates. 6. The selected Testing Agency shall be responsible to collaborate with Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat to develop the “Guidelines for Candidates”, which would serve as a guiding tool for the candidates taking test(s). 7. The selected Testing Agency shall be responsible to prepare final test paper according to the Balochistan Text Book Board latest syllabus of Class VII (7th). The agency shall however, ensure the secrecy of the final test paper and in no way the agency shall share the final paper with anyone including the employees of the Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat. In case of leakage, the agency shall be held responsible. A model paper will be prepared and approval will be sought form Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat for marking standardization and pattern. 8. The selected Testing Agency shall conduct test(s) including arranging all the logistics at Turbat, Quetta & Khuzdar. 9. The selected testing agency must ensure that the test process is transparent, fair, secure and open to audit by auditors. This is a key requirement on the part of Testing Agency as the result of test(s) is a prime determinant for final selection. 10. The selected testing agency shall be required to develop a full proof mechanism for verifying the identity of candidates taking test(s). 11. The questions in test paper should be in varying order to minimize the chances of copying answers. The selection of test center, seating arrangement and quality/quantity of Invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest. 12. The weightage of test subjects marks will be as following; 	1

S#	Details	Math's	English	Urdu	Science	Total
2	Objective (MCQs)	05	05	05	05	20 Marks
3	Subjective (Short & Detailed Answers)	15	15	15	15	60 Marks
4	Intelligence Test					20 Marks
Total						100

The selected testing agency shall, on demand, provide an authentic and legible copy of any candidates' answer sheet to Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat after announcement of the written test result.

13. The selected Testing Agency shall conduct Test(s) of the eligible registered candidates. The test(s) shall be conducted at **Turbat, Quetta & Khuzdar**.
14. The selected Testing Agency shall provide a merit list for the candidates taking test(s) as per merit criteria provided by Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat. The merit list will include all details including (but not limited to) test marks, name of candidate, father's name, date of birth, CNIC No. district, address, domicile, mobile No, alternate phone, fax and Email etc.
15. The selected Testing Agency shall be responsible for setting up a helpline to facilitate candidates and answer their queries pertaining to test(s).
16. The selected testing agency shall facilitate visits of monitoring team of Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat at test center.
17. The selected testing agency shall share with Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat all documents and data relevant with the selection process in both hard copy and soft copy format.
18. Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat component of test fee to the testing agency shall be made after submission of test results to Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat. The pattern and sequence of Technical and Financial proposal must be same as per given format.
19. The Selected testing Agency will give a presentation to committee of Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat on conduct of entrance test, while incorporating above mentioned guidelines.
20. Selected testing agency will work in close collaboration with steering Committee of Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat for smooth conduct of test.
21. The venue, furniture, test materials and all standard requisite as required for conducting of test will be provided by the Testing Agency.
22. A copy of the attempted answer sheet will be provided to Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat by the testing agency.
23. Final district, division wise merit list will also be provided Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat by the testing agency.

Delivery Schedule & Requirements:

Place for conducting the entry will be Turbat, Quetta & Khuzdar.

Timeline for completion of project will be **80** days i.e from the announcement of Admissions to submission of final result to Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat

Completion time **MUST** be clearly specified by the Bidder in the Technical Bid. Where completion time shall mean; time consumed in delivery of the services to the Procuring Agency as mentioned above, also including but not limited to time required for performing the **required tasks / services as detailed in the schedule of requirements**

INSTRUCTIONS FOR PREPARING TECHNICAL BID

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

Proposals shall be prepared on following lines: -

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

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

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

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

Sr #	Bidders Eligibility Factor	Requirement	Total Marks	Bidder 1	Bidder 2	Bidder 3
				Marks Obtained	Marks Obtained	Marks Obtained
1	Registration with FBR (Income Tax)	NTN Certificate	5			
2	Registration with Balochistan Revenue Authority	BRA Certificate	5			
3	SECP Registration	SECP Registration Certificate	5			
4	Never Black Listed Declaration	Never Black Listed Declaration	5			
5	ISO Certificate	ISO Certificate	2			
6	Relevant Experience	For Experienced (Old Firms): At least 03 years’ experience for successfully conducting examination and providing testing services for recruitment in public sector organizations/government departments. Yearly break-up will be as under:- 1 to 5 Assignments year 1 = 10marks 6 to 10 Assignments year 2 = 10 marks 11 to 15 Assignments year 3 = 10 marks	30			
		For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the above-mentioned criteria				
7	Financial Capacity	Annually PKR. 3 Million for the past 3 years	10			
8	Delivery time compliance	Must agree to serve the Contract within 80 Days (From Admissions advertisement till final results)	5			
9	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement	4			
10	Firm relevant information / data	1. Agency/ firm profile.	2			
		2. Infrastructure set up.	2			
		3. Number of employees. a. 40-100 = 3 b. 101-200 = 5 c. 201-300 = 8	8			
		4. Subject Specialists. a. 1-10 = 2 b. 10-30 = 4 c. 31 & above = 6	6			
		5. Presence in Quetta	2			
		6. Verifiable address of head office and regional office	1			
		7. Signature & company profile of every page.	1			
11	Entry Test related information / data	1. Purpose of Methodology	1			
		2. Sample of Questions and Answer Keys and Answer Sheets	2			
		3. Time Line	2			
		4. Test Paper conduct and checking methodology presentation	2			
TOTAL			100			

- i. Firm must score “50% Marks” in overall requirements of the eligibility criteria to be categorized as Eligible. “Below 50%” to all the requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders

2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
 - i. Their Financial Proposals shall be returned without being opened.
 - ii. Their Bid security shall be released upon their written request.

3. **Item-wise / Package-wise (Select 1 option) Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Item-wise / Package-wise (Select 1 option)** basis, in the following manner:

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

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

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

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

FINANCIAL EVALUATION OF BIDS							
Item/s Name & description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Designing , organizing and conduct of Entry test for class VIII (8 th)							
Item 2							
Item 3							
Item 4							
Item 5							

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



Reference Number: 222310129722

Dated: 11/10/22

Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat

BIDDING DOCUMENTS FOR HIRING THE SERVICES OF FIRM FOR DESIGNING, ORGANIZING AND CONDUCTING THE ENTRY TEST FOR CLASS VIII (3rd ENTRY)

(FINANCIAL PROPOSAL)

TSE No. _____

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

Designation of the Procurement Officer: Sheikha Fatima Bint Mubarak Girls Cadet College, Turbat

Procuring Agency's Address: Sheikha Fatima Bint Mubarak Girls Cadet College,
Turbat near Absor Camp District, Kech-Balochistan

Procuring Agency's Phone: 0852 - 417400 Fax No: 0852 - 417413

Procuring Agency's Website: www.gccturbat.edu.pk

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company: _____
2. Complete Postal Address: _____
3. Tel No: _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representative's name & designation: _____
8. Type of Business:
(1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd.)
9. National Tax Number & Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No. _____
11. Bid Validity: _____ (Please specify in No. of Days)
12. Total Bid Value: _____ (In Pakistani Rupees)

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

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

Financial Proposals shall be prepared on following lines: -

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

S. No.	Item Name / Description	Quantity	Unit Price	Total Price
1	Designing , organizing and conduct of Entry test for class VIII (8 th)			
2				
3				
4				
5				

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

TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency, including but not limited to time required for installation, commissioning & training. **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the order is **80** Days from the date of Supply Order
3. The payment to testing agency may vary in increase and decrease in number of candidates, however the unit price / rate will be unchanged as quoted in Financial Bid.
4. Tenders must be quoted in Pakistani Rupees (PKR).
5. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor
 - ii. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the aforementioned format at Para-2 and may not be applied to the sub-total of the package.
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
6. Validity of the bid would be at-least 25 days (to be specified by the procuring agency/ office) from the date of Tender opening
7. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Procurement Officer
8. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 10% (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value
9. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
10. Partial delivery is **Not allowed**.
11. Quantity may vary up-to an extent of **15%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
12. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
13. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
14. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
15. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
16. Payment release is subject to satisfactory inspection by the joint team comprising of:
 - i. The Purchase Committee of Procuring Agency
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
17. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.
18. **Any other terms or conditions deemed necessary by the Procuring Agency.**

CURRENCY & BID VALIDITY

DECLARATION BY THE BIDDER

I solemnly undertake that:

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

Name & Designation: _____

Signature: _____ Date: _____

Company Stamp.

Checklist for Procuring Agency

- The Bidding Documents being used is the latest version downloaded from B-PPRA's official website.
- Eligibility of Bidders table on **page 1 is duly filled.**
- Specifications of items in Data sheet of assignments is in accordance with **Rule 13 (1).**
- Irrelevant fields in **Instructions for Bidders** are removed/ edited.
- Evaluation Criteria** is clear and unambiguous.
- In case of Quality-Cost based evaluation, the **marking is clear and easily understandable** for bidders.
- One option from **package wise/ item wise** evaluation has been selected.
- Terms and conditions are **as per requirement of Procuring Agency.**
- One of the options has been selected from partial delivery is **allowed/ not allowed** (Terms and Conditions section)
- Format for **Evaluation of Bidders** is duly filled and matches the table on page 1.
- Format for **Technical Evaluation** is duly filled and is in line with the specifications / requirements of the items being procured.
- Schedule of bidding process matches the **schedule given in the NIT** in newspapers.
- Complete address and contact details** of the procuring agency are provided at the end of the bidding documents.