

INVITATION FOR BIDS
BENAZIR INCOME SUPPORT PROGRAMME
PROCUREMENT OF PHOTOCOPIER FOR BISP ADMIN WING)

IFB # 1-137/Proc/Photocopier/BISP/2022

Benazir Income Support Programme (BISP) hereby invites sealed bids from the original manufacturers/authorized dealers or reputed Supplier/firms duly registered with Income & Sales Tax Department and are on Active Taxpayers List (ATL) of FBR for supply of “**Procurement of Photocopiers for BISP Admin Wing)**” for BISP Headquarter at Islamabad, as per the following;

| Sr.No | Item Name | Item Specification | | Quantity |
|-------|--|---------------------------|---|----------|
| 1 | Super Heavy Duty Copier (50-CPM or equivalent) | Drum Life | 6,000,000 copies or more | 2 |
| | | Speed | 50 page/A4 | |
| | | Duplex Unit | 1-9999 | |
| | | Memory | 4GB RAM or above | |
| | | SSD/HDD | 8GB SSD/320 GB or above | |
| | | Max. original size | A3 | |
| | | Zoom Range | 25-400 % in 1% steps | |
| | | Standard paper capacity | 2*500-sheets cassette, 150, By-Pass Tray, | |
| | | Standard Print Resolution | 1200*1,200 dpi,4800*1200 | |

2. The complete set of bidding documents are available on the websites of PPRA (www.ppra.org.pk) & BISP (www.bisp.gov.pk) (PPRA Rule-12) free of cost. Interested eligible bidders may download the complete set of bidding documents containing list of items, specifications and description of required items and detailed terms & conditions from (www.ppra.org.pk) & BISP (www.bisp.gov.pk). Interested eligible bidders may obtain further information from **Room No. 236, Benazir Income Support Programme, F-Block, Pak. Secretariat, Islamabad**, during office timings (08:00 AM to 04:00 PM) of 05-working days (Monday to Friday).

4. Single stage-one envelope procedure shall apply (PPRA Rule-36(a)) . Sealed bids, duly accompanied by a “Bid Security” of Rs. 60,000 or 2% of the bid value, whatsoever is less, in the shape of Bank draft/Call Deposit/Demand Draft/Banker's Cheque in the name of Director (Procurement), BISP, shall be delivered to the address given below on/or before 1100 hours by **18th July 2022**. Bids will be opened on the same date at **11:30 hours** in the presence of the bidders or their authorized representatives, who may choose to be present.

4. The bidders are requested to give their best and final prices inclusive of all indirect taxes, freight etc. with GST bifurcation as per Price Schedule as no negotiations on the prices are allowed. BISP may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

Director (Procurement)

Benazir Income Support Programme,
F-Block, Pak. Secretariat,
Islamabad. (Tel: 051-9246389)

Bidding Document

PROCUREMENT OF PHOTOCOPIER FOR BISP ADMIN WING

National Competitive Bidding



June, 2022

**BENAZIR INCOME SUPPORT PROGRAMME
GOVERNMENT OF PAKISTAN**

INVITATION FOR BIDS
BENAZIR INCOME SUPPORT PROGRAMME
PROCUREMENT OF PHOTOCOPIER FOR BISP ADMIN WING)

IFB # 1-137/Proc/Photocopier/BISP/2022

Benazir Income Support Programme (BISP) hereby invites sealed bids from the original manufacturers/authorized dealers or reputed Supplier/firms duly registered with Income & Sales Tax Department and are on Active Taxpayers List (ATL) of FBR for supply of **“Procurement of Photocopiers for BISP Admin Wing)”** for BISP Headquarter at Islamabad, as per the following;

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| | | Duplex Unit | 1-9999 | |
| | | Memory | 4GB RAM or above | |
| | | SSD/HDD | 8GB SSD/320 GB or above | |
| | | Max. original size | A3 | |
| | | Zoom Range | 25-400 % in 1% steps | |
| | | Standard paper capacity | 2*500-sheets cassette, 150, By-Pass Tray, | |
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Director (Procurement)

Benazir Income Support Programme,
F-Block, Pak. Secretariat,
Islamabad. (Tel: 051-9246389)

BIDDING DOCUMENTS

For

NATIONAL COMPETITIVE BIDDING

PROCUREMENT OF PHOTOCOPIER FOR BISP ADMIN WING)

Part One

- Instructions to Bidders (ITB)
- Bid Data Sheet (BDS)
- Technical Specifications
- Standard Forms

Part Two

- General Conditions of Contract (GCC)
- Special Conditions of Contract (SCC)

**Benazir Income Support Programme
Government of Pakistan**

June, 2022

Part One - Section I.
Instructions to Bidders

Instructions to Bidders

A. Introduction

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|----------------------------|---|
| 1. Source of Funds | 1.1 Government of Pakistan. |
| 2. Eligible Bidders | <p>2.1 This Invitation for Bids is open to all eligible suppliers, except as provided hereinafter.</p> <p>2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.</p> <p>2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Purchaser.</p> <p>2.4 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan in accordance with ITB Clause 31.1.</p> |
| 3. Cost of Bidding | 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the Bid Data Sheet, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

B. The Bidding Documents

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| 4. Content of Bidding Documents | <p>4.1 The Goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:</p> <ul style="list-style-type: none">(a) Instructions to Bidders (ITB)(b) Bid Data Sheet (BDS)(c) General Conditions of Contract (GCC)(d) Special Conditions of Contract (SCC)(e) Schedule of Requirements and Technical Specifications(f) Bid Forms and Price Schedules(g) Contract Form <p>4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p> |
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| 5. Clarification of Bidding Documents | 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by cable (hereinafter, the term <i>cable</i> is deemed to include telex and facsimile) at the Purchaser's address indicated in ITB Clause 17.1. The Purchaser 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. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents, directly from the purchaser. |
| 6. Amendment of Bidding Documents | <p>6.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.</p> <p>6.2 All bidders that have purchased the bidding documents, from the Purchaser, will be notified of the amendment in writing or by cable which will be binding on them.</p> <p>6.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.</p> |

C. Preparation of Bids

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| 7. Language of Bid | 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern. |
| 8. Documents Comprising the Bid | <p>8.1 The bid prepared by the Bidder shall comprise the following components:</p> <p style="margin-left: 40px;">(a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 9, 10, and 11; and</p> <p style="margin-left: 40px;">(b) Bid security furnished in accordance with ITB Clause 13.</p> |
| 9. Bid Form | 9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods, quantity, and |

prices.

10. Bid Prices

- 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Goods it proposes to supply under the contract.
- 10.2 Prices indicated on the Price Schedule shall be Delivered Duty Paid (DDP) prices i.e. prices inclusive of all freight (transportation) charges, insurances & warranties if any, etc. The applicable indirect taxes (GST) and price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 10.3 The term DDP (Delivered Duty Paid), shall be governed by the rules prescribed in the current edition of *Incoterms* published by the International Chamber of Commerce, Paris.
- 10.4 The Bidder's separation of price components in accordance with ITB Clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
- 10.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

11. Bid Currencies

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

12. Documents Establishing Bidder's Eligibility and Qualification

- 12.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 12.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
 - (a) The Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 12.3 The bidder must provide an Affidavit on the non-judicial stamp paper of Rs 100/- that bidder has never been under investigation for an offense related to fraud, under invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offences shall be rejected without assigning any reason)

13. Bid Security

- 13.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 13.2 The bid security is required to protect the Purchaser against the

risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 13.7.

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

(a) Call-deposit/bank draft/pay order/banker's cheque in name of the Purchaser given under ITB clause 3.1 of Bid Data Sheet.

13.4 Any bid not secured in accordance with ITB Clauses 13.1 and 13.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 22.

13.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the announcement of evaluation results/expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 14.

13.6 The successful Bidder's bid security will be discharged upon the submission of performance security.

13.7 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in the case of a successful Bidder, if the Bidder fails to sign the contract in accordance with ITB Clause 30 or fails to provide performance security.

14. Period of Validity of Bids

14.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 20. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

14.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable). The bid security provided under ITB Clause 13 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

15. Format and Signing of Bid

15.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

15.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

15.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid. The bid should be duly binded and each page signed/stamped by authorized person.

15.4 In case of contract exceeding Rs. ten (10.0) million, the successful bidder shall sign the "Integrity Pact" on the form provided under Section III, Part Two, before signing the contract.

D. Submission of Bids

16. Sealing and Marking of Bids

16.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 20.

16.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

16.4 If the outer envelope is not sealed and marked as required by ITB Clause 16.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

17. Deadline for Submission of Bids

17.1 Bids must be received by the Purchaser at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet.

17.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Bids 18.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 17 will be rejected and returned unopened to the Bidder.

19. Modification and Withdrawal of Bids 19.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 16. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

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

19.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 13.7.

E. Opening and Evaluation of Bids

20. Opening of Bids by the Purchaser 20.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an "Attendance Sheet" evidencing their attendance.

20.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 18.

20.3 Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

20.4 The Purchaser will prepare minutes of the bid opening.

21. Clarification of Bids 21.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

22. Preliminary Examination

- 22.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 22.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 22.4 Prior to the detailed evaluation, pursuant to ITB Clause 23 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 13) and Taxes and Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 22.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

23. Evaluation and Comparison of Bids

- 23.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.
- 23.2 The Purchaser's evaluation of a bid, further elaborated under Bid Data Sheet, will be on Delivered Duty Paid (DDP) prices i.e. prices inclusive of all applicable indirect taxes, freight (transportation) charges, insurances & warranties if any, etc., and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

24. Contacting the Purchaser

- 24.1 Subject to ITB Clause 21, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring

additional information to the notice of the Purchaser, it should do so in writing.

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

F. Award of Contract

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| 25. Qualification | 25.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily. |
| | 25.2 The determination will take into account the Bidder's compliance with the qualification criteria defined in the Bid Data Sheet. |
| 26. Award Criteria | 26.1 Subject to ITB Clause 28, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. |
| 27. Purchaser's Right to Vary Quantities at Time of Award | 27.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. |
| 28. Purchaser's Right to Accept any Bid and to Reject any or All Bids | 28.1 Pursuant to Public Procurement Rule No. 33 of 2004, the Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser will inform the affected Bidder or bidders of the grounds for the Purchaser's action, if so requested, but the Purchaser shall not be required to justify the grounds. |
| 29. Notification of Award | 29.1 Prior to the expiration of the period of bid validity and subject to ITB Clause 29.3, the Purchaser will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted. 29.2 The notification of award under ITB 29.1 will constitute the formation of the Contract. 29.3 The Purchaser shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least fifteen days prior to the award of contract. |
| 30. Signing of | 30.1 The bidder whose bid has been accepted will be sent a notification |

Contract

of award by the Purchaser prior to expiration of Bid Validity Period. At the same time the Purchaser notifies the successful Bidder that its bid has been accepted and asked the bidder to authorize the representative of the bidder for signing of the Contract.

30.2 Within 07 days of receipt of the notification of award, the successful Bidder and the Purchaser shall sign the contract.

31. Corrupt or Fraudulent Practices

31.1 The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:

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

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; 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, non-competitive levels and to deprive the procuring agencies 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

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

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

Section II.
Bid Data Sheet

Bid Data Sheet

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

| A. Introduction | | |
|-----------------|----------------------------|--|
| ITB 1.1 | Name of Contract & IFB No. | <u>PROCUREMENT OF PHOTOCOPIER FOR ADMIN WING</u> IFB # 1-137/Proc/Photocopier/BISP/2022 |
| ITB 3.1 | Name of Purchaser | Benazir Income Support Programme (BISP) |
| ITB 3.1 | Purchaser's Address | <i>BISP Headquarter, F-Block, Pak. Secretariat, Islamabad.</i> |

| B. The Bidding Document | | |
|-------------------------|---------------------|---------|
| ITB 7.1 | Language of the Bid | English |

| C. Preparation of Bids | | |
|------------------------|--|---|
| ITB 10.2 | The price quoted shall be | DDP in Pak Rupees i.e. prices inclusive of all applicable, freight (transportation) charges, insurances & warranties if any, etc. However the indirect taxes (GST) and incidental services (if any) will separately be entered. |
| ITB 10.5 | The price shall be | Fixed and must include the Indirect taxes (GST) and duties, where applicable as per law. If there is no mention of taxes, the offered/quoted price(s) will be considered as inclusive of all prevailing indirect taxes/duties, transportation charges, insurances & warranties, if any. |
| ITB 12.2 (a) | Qualification requirements. (For each Qualification Criteria Bidder provision of documentary evidences are mandatory) | <ol style="list-style-type: none"> The bidder must have at least five years of experience of similar nature items as requisitioned in the bid. The bidder must have successfully completed at-least two (03) contracts of similar nature as requisitioned in the Bidding Document, during last two (3) years. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase order, certificate from client for successful completion of contract, etc. The bidder shall submit National Tax and Sales Tax Numbers' Certificates. The bidder shall be on Active Taxpayer List (ATL) of FBR. Bid Security as mentioned at ITB Clause 13.1 is furnished from scheduled bank. <u>The bidder must have proper Business setup i.e. shop, outlet or branch office in Rawalpindi/Islamabad and landline telephone facility.</u> <u>The Bidder must have Office & Workshop in Rawalpindi/Islamabad</u> <u>The bidder must have Technical Staff</u> <u>Warranty for Photocopier Machine will be 3 years from the date of delivery and acceptance, with onsite support and services.</u> The quoted product must not be end of life (EOL) or end of support (EOS) in next 3 years (where applicable). Manufacturer Authorization (Principle/Sole |

| | | |
|-----------------|------------------------|--|
| | | Distributor/Authorized Reseller) |
| ITB 13.1 | Amount of bid security | Rs. 60,000 or 2% of the Bid Value, whatsoever is less. The bid security to the unsuccessful bidders shall be returned immediately after finalization of the tender and in case of successful bidder(s), earnest money will be released on submission of Performance Security of 10 % of the contract value, which shall be valid for a period of three (03) years from the date of delivery and acceptance. |
| ITB 13.3 | Form of Bid Security | (i) In the shape of pay order/demand draft/ call deposit/banker's cheque in the name of Director (Procurement), BISP. (ii) The bids found deficient of the Bid Security amount shall not be considered. (iii) No personal cheques shall be acceptable at any cost. (iv) Any previous bid security shall not be considered or carried forward. |
| ITB 14.1 | Bid validity period. | Bid should remain valid for 120 days . Whereas, the rates of the successful lowest evaluated responsive bidder(s) shall be fixed till expiry of the contract(s). |
| ITB 15.1 | Number of copies. | One original & One additional Copy. |

D. Submission of Bids

| | | |
|-----------------|------------------------------|--|
| ITB 17.1 | Address for bid submission. | Director (Procurement), Benazir Income Support Programme, <i>F-Block, Pak. Secretariat, Islamabad.</i> |
| ITB 17.1 | Deadline for bid submission. | 18th July 2022 at 1100 hours |

E. Opening and Evaluation of Bids

| | | |
|-----------------|--|--|
| ITB 20.1 | Time, date, and place for bid opening. | 18th July 2022 at 1130 hours At Benazir Income Support Programme, <i>F-Block, Pak. Secretariat, Islamabad.</i> |
| ITB 23.2 | Criteria for bid evaluation. | (i) Delivered Duty Paid (inclusive of all applicable indirect taxes & transportation & delivery charges, insurances & warranties, if any) Price only. (ii) The Bidder has to quote only one rate for each item as per Bid's specification. No alternate model/bid or separate accessories shall be accepted. (iii) The Authorization certificate from manufacture or its authorize distributor/agent/dealer. (Principal, Sole Distributor, Authorized Supplier/dealer,) |

Part One - Section III

Schedule of Requirements and Technical Specification

Schedule of Requirements & Technical Specification

The successful bidder shall be liable to supply the requisite items at their own expenses and within 4 weeks from the date of signing of contract/PO.

| PROCUREMENT OF PHOTOCOPIER FOR FOR BISP ADMIN WING) | | | | |
|--|--|---------------------------|---|----------|
| Sr.no | Item Name | Item Specification | | Quantity |
| 1 | Super Heavy Duty Copier (50-CPM or equivalent) | Drum Life | 6,000,000 copies or more | 2 |
| | | Speed | 50 page/A4 | |
| | | Duplex Unit | 1-9999 | |
| | | Memory | 4GB RAM or above | |
| | | SSD/HDD | 8GB SSD/320 GB or above | |
| | | Max. original size | A3 | |
| | | Zoom Range | 25-400 % in 1% steps | |
| | | Standard paper capacity | 2*500-sheets cassette, 150, By-Pass Tray, | |
| | | Standard Print Resolution | 1200*1,200 dpi,4800*1200 | |

Part One - Section IV

Standard Forms

1. Bid Form

Date: _____
IFB N^o: _____

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos., if issued any, *[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 and on the unit rates quoted in our "Price Schedule", attached hereto, if stand lowest, **till ----- 202**, a validity which may be further extended till finalization of next tender, if desired so, by mutual consent and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule which shall be specified in the respective "Supply Orders" that shall be issued by BISP from time to time having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries.

If our Bid is accepted, we hereby agree to provide a performance security in the form, in the amount, and within the time specified in the bidding documents.

We also agree to abide by this **Bid for a period of 120 days** from the date fixed for Bid opening under Clause 20 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 and quoted rates shall remain valid till the expiry of the contract, if we stand as lowest evaluated responsive bidder.

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

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 _____

2. Price Schedule in Pak. Rupees

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

| S.No | Item with brand name, make and model | Unit of Measurement | Unit Rate without GST (PKR) | Unit Rate with GST (PKR) |
|------|--------------------------------------|---------------------|-----------------------------|--------------------------|
| 1 | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name of Bidder / Firm:

Signature_____

Date: _____

Seal:

3. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between **Benazir Income Support Programme (BISP)**, Government of Pakistan, having its principal place of business at BISP Headquarter, F – Block, Pak. Secretariat, Islamabad, (hereinafter referred to as the “BISP”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as “Supplier”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of “-----” and has accepted the following unit rates that shall remain valid till ----- 2025 by the Supplier for the supply of items which shall be asked for through PO having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

| S. No. | Item with brand name | Unit Rate (Pak. Rs.) (with GST) |
|--------|----------------------|------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The General Conditions of Contract;
 - (c) The Special Conditions of Contract;
 - (d) The Purchaser’s Notification of Award;
 - (e) Performance Security; and
 - (f) Purchase Orders which shall be issued by BISP time to time
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

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

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

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

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

4. Form of Performance Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Service Provider] (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. [Number] dated [date] to supply [description of goods] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a scheduled Bank for the amount of 5 % of the contract value, as a Security for compliance with the Service Provider's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Service Provider a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the supplier/Service Provider, 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 Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 2023

Signature and Seal of the Guarantors/ Bank

Address Date

Part Two

Section I.

General Conditions of Contract

General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the "Supply Orders" which shall be issued from time to time, for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the items, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the "Supply Orders" which shall be issued from time to time.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.
- (h) "The Purchaser's country" is the country named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (j) "BISP" means the Benazir Income Support Programme established under the Benazir Income Support Programme Act, 2010 (Act No. XVIII of 2010) or its successors, legal, representatives and permitted assignees.
- (k) "The Project Site," where applicable, means the place or places named in SCC.

(l) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Standards

3.1 The Goods supplied under this Contract against the "Supply Orders" which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

4. Inspections and Tests

4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.

4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

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

4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.

4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.

5. Packing

5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as shall be indicated in the respective "Supply Order". The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open

storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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

6. Delivery and Documents

- 6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.
- 6.2 For purposes of the Contract, DDP trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes, transportation & delivery charges, insurances & warranties, if any, etc.

7. Transportation

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

8. Warranty

- 8.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 8.2 This warranty shall remain valid for thirty six (36) months after the machines, have been delivered to and accepted at the final destination indicated in the Contract.
- 8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 8.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

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

9. Payment

9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.

9.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

9.4 The currency of payment is Pak. Rupees.

10. Prices

10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

11. Change Orders

11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;

(b) the method of packing;

(c) the place of delivery.

11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) working days from the date of the Supplier's receipt of the Purchaser's change order.

12. Contract

12.1 No variation in or modification of the terms of the Contract shall be

| | |
|---|--|
| Amendments | made except by written amendment signed by the parties. |
| 13. Assignment | 13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract. |
| 14. Performance Security | <p>14.1 Performance Guarantee: The Supplier, within 10 days of signing of this contract, shall provide to the Purchaser a Performance Guarantee of 10 % of the contract value, on the prescribed format and in prescribed manner. This Performance Guarantee shall be released to the Supplier upon successful completion of the Contract and by lapsing the mentioned time period of one (03) year as warranty period.</p> <p>14.2 Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with sub-clause 14.1 above.</p> <p>14.3 Failure to submit a Performance Guarantee shall result into forfeiture of Bid Security and Cancellation of Contract.</p> |
| 15. Delays in the Supplier's Performance | <p>15.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>15.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p> <p>15.3 Except as provided under GCC Clause 18, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 16, unless an extension of time is agreed upon pursuant to GCC Clause 15.2 without the application of liquidated damages.</p> |
| 16. Liquidated Damages | 16.1 Subject to GCC Clause 18, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the respective contract/"Supply Order" which shall be issued from time to time under this Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed |

Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 17.

The authority to impose/waive off LD charges will solely be the discretion of Secretary (BISP).

17. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from time to time under this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 15.2; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; 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, non-competitive levels and to deprive the procuring agencies 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.

17.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

18. Force Majeure

18.1 Notwithstanding the provisions of GCC Clauses 15, 16, and 17, the Supplier shall not be liable for forfeiture of its bid security, liquidated

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

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

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

19. Resolution of Disputes

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

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

20. Governing Language

20.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 21, 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.

21. Applicable Law

21.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

22. Notices

22.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

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

23. Taxes and Duties

23.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Part Two – Section II.

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 Purchaser is:** Benazir Income Support Programme, F-Block, Pak. Secretariat, Islamabad.

GCC 1.1 (h)—**The Purchaser's country is:** Islamic Republic of Pakistan.

GCC 1.1 (k)—**The Project Site is:** Benazir Income Support Programme, F-Block, Pak. Secretariat, Islamabad.

2. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:** The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a "Supply Order" shall be issued from time to time as per needs of BISP having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier.

3. Packing (GCC Clause 5)

GCC 5.2 - **Packing & accessories:** The bidder shall deliver the supplies as per the contract/"supply Order", issued, and at the destination in scratch-less condition within proper packing with the entire manufacturer supplied accessories.

4. Warranty (GCC Clause 8)

GCC 8.2—in partial modification of the provisions, the warranty period of the supplied goods, shall be **36 months** from date of acceptance of the supplies while for all other lots warranty will be for one year as per standard manufacturer policy. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2.

GCC 8.4 & 8.5—**The period for correction of defects in the warranty period is:** 02 (two) days.

5. Payment (GCC Clause 9)

GCC 9.1 & 9.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

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

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered and received as per the respective “Supply Order”, shall be made within thirty (30) working days of submission of sales tax invoice supported by delivery challan duly signed by the Admin Office.

6. Prices (GCC Clause 10)

GCC 10.1—**Prices shall be:** Fixed.

11. Performance Guarantee (GCC Clause: 14)

The Supplier, within 10 days of signing of this contract, shall provide to the Purchaser a Performance Guarantee of 10 % of the contract value (valid till expiry of warranty period) from any scheduled Bank of Pakistan in the shape of unconditional Bank Guarantee on the prescribed format as provided in the Bidding document.

Service Provider’s Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with provision mentioned above.

Failure to submit a Performance Guarantee shall result into forfeiture of Bid Security and Cancellation of Contract including blacklisting of the supplier.

The Performance Bank Guarantee shall be released upon expiry of the contract including completion of support and after sales services if any.

8. Liquidated Damages (GCC Clause 16)

GCC 16.1—**Applicable rate:** the applicable rate on account of late delivery or unperformed Services including change of defective/sub-standard items, etc., as per the shall be 0.035% per day and up to maximum 5 % of the value of respective Supply Order/contract.

9. Termination for Default (GCC Clause17)

If during the currency of the period it is found that supplied items are sub -standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

9. Resolution of Disputes (GCC Clause 19)

GCC 19.2—the dispute resolution mechanism to be applied pursuant to GCC Clause 19.2 shall be as follows:

In the case of a dispute between BISP and the Supplier, the dispute shall be addressed and settled in accordance with the Standard Operating Procedures devised by BISP to this effect besides invoking provision of Public Procurement Rules, 2004 and the relevant laws of the Islamic Republic of Pakistan.

10. Governing Language (GCC Clause 20)

GCC 20.1—The Governing Language shall be: English.

11. Notices (GCC Clause 22)

GCC 22.1—Purchaser’s address for notice purposes:

Director (Administration)
Benazir Income Support Programme
F-Block, Pak. Secretariat, Islamabad
Tele: 051-9246389

—Supplier’s address for notice purposes:

