

# **BIDDING DOCUMENT FOR RUDA**

**Government of the Punjab**



**PROCUREMENT OF TONERS / CARTRIDGES  
FOR  
RAVI URBAN DEVELOPMENT AUTHORITY  
(Under framework contract modality)**

Tender Ref No. RUDA-FIN-26-1232

151 Abu Bakar Block, Garden Town Lahore. Pakistan  
TEL: +92-42-99333531-6  
Web: <http://www.ruda.gov.pk>



## **DISCLAIMER**

This bidding document has been prepared and issued in accordance with the RUDA Procurement Regulations 2022 (amended), for the purpose of inviting bids for **Procurement of Toners / Cartridges (under framework contract modality)** valid for a period of one year for Ravi Urban Development Authority (RUDA).

2. The bidding document, information, evaluation criteria and draft contract shall be used for the selection of the most responsive bidder. RUDA employees, personnel, agents, consultants, advisors, and bidders etc. shall not be liable to reimburse or compensate the recipient of the document and prospective bidder participating in the bidding process for costs, fees, damages or expenses incurred by the recipient of the document or the prospective bidder in evaluating or acting upon this document or otherwise in connection with the assignment as contemplated herein after.

3. The submission of a bid by any prospective bidder shall be deemed to constitute full comprehension, understanding of and agreement to all terms and conditions set forth in this document.

4. Bids submitted by prospective bidder in response to the Invitation to Bid (ITB) shall be construed to be based on full understanding and comprehension of each clause of the document after due diligence and carefully verifying and examining the information, data, criteria, terms and conditions mentioned in the document. Mere obtaining the document and participation in the bidding process shall neither constitute an agreement to invest nor be termed as a guarantee or commitment of any manner on the part of Ravi Urban Development Authority (RUDA) that the contract shall be awarded. RUDA reserves the rights in its full discretion to modify the document or the assignment at any time prior to the award of contract and shall not be liable to reimburse or compensate the bidders for any cost, taxes, expenses or damage incurred by the bidders during their participation in the bids.

5. In accordance with Regulation 37 of the RUDA Procurement Regulations 2022 (amended), RUDA reserves the right, at its full discretion, to revoke the bidding process and reject all bids or proposals at any stage prior to the acceptance, without incurring any liability whatsoever towards the bidders solely by reason of such revocation.

6. Mere submission of a bid or proposal shall not, under any circumstances, generate or create the right of the bidders to selection or award.



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The bidders are expected to go through the bidding document and all instruction forms, terms, specifications and precisely comprehend it fully and furnish all information required by bidding documents along with supporting documents if any while submitting the bid. Failure to furnish the required information or documents shall make the bid non-responsive, which may lead to its rejection.


In case of any quandary or clarification about the instructions / provisions hereinafter referred to in the bidding document the procuring agency can be contacted for resolution of the issue, but all such clarification shall be entertained only which are received one week prior to last date of bid submission.



## Section-I Invitation to Bid



**RAVI URBAN DEVELOPMENT AUTHORITY**  
GOVERNMENT OF THE PUNJAB



**Public Notice:**  
**Procurement of Toners / Cartridges**  
**(under framework contract modality)**

**Ravi Urban Development Authority (RUDA)**, hereinafter referred to as "RUDA," invites sealed bids for **Procurement of Toners / Cartridges (under framework contract modality)**. Details provided in the tender document.

The Invitation to Bids is open to all vendors / suppliers i.e. association of firms / companies/sole proprietors registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.)

Tender documents may be obtained from the Procurement Department of Ravi Urban Development Authority (RUDA), located at 151 Abu Bakar Block, Garden Town, Lahore, upon submission of a pay order/CDR amounting to **PKR 10,000/-** (non-refundable tender cost) issued by any scheduled bank of Pakistan, valid for 90 days, in favor of **Ravi Urban Development Authority**. Documents can be collected on any working day (Monday to Friday) during office hours. A copy of the tender notice and bidding document is also available on RUDA's official website (<http://www.ruda.gov.pk/tenders>), however, submissions will only be accepted if accompanied by a pay order of PKR 10,000/- attached with the bidding document.

The bidding procedure shall follow the Single Stage Two Envelope method as specified under Regulation 41(2)(b) of the RUDA Procurement Regulations 2022 (amended). The regulations, which serve as the operative law governing this process, can be downloaded from the RUDA website at <https://ruda.gov.pk/legal-framework>. Participation is open to all eligible bidders as required and detailed in the bidding documents.

Sealed bids must be submitted at the designated office address on or before **19<sup>th</sup> May 2026 by 11:00 AM**. The bids will be opened in the presence of bidders or their authorized representatives who choose to attend at 11:30 AM on the same day at the Office of Ravi Urban Development Authority (RUDA).

Incomplete or overwritten bids shall be rejected, and RUDA will not be responsible for any cost or expense incurred by bidders in connection with the preparation or delivery of bids.

In the event of an official or local holiday falling on the last date of submission, the next working day shall automatically be considered the final date for submission and opening of bids.

Bidders are required to quote their most competitive final prices inclusive of all applicable taxes.

For further information or clarifications, please contact the person named below.

**PROCUREMENT DEPARTMENT**  
**RAVI URBAN DEVELOPMENT AUTHORITY**  
**151, ABU BAKAR BLOCK, NEW GARDEN TOWN, LAHORE**  
**TEL: +92-42-99333531-6**  
**EMAIL: [raja.imran@ruda.gov.pk](mailto:raja.imran@ruda.gov.pk)**      **IPL-4427-LRK**



## Section -II Instruction to Bidder

**Note: - All procurement procedures shall be conducted in accordance with RUDA Procurement Regulations 2022 (amended).**

### 2.1. Introduction

- 2.1.1 Scope of Bid**
- i) **RUDA** invites Sealed Bids for the **“Procurement of Toners / Cartridges (under framework contract modality)”** as specified in Section III - Technical Specifications. The successful Bidders will be expected to deliver the goods within the specified period and timeline(s).
- 2.1.2 Source of Funds**
- i) RUDA has its own source of funds as per Section 34 of RUDA Act 2020 (Amended and updated). RUDA intends to apply the provided funds / a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
- 2.1.3 Eligible Bidders**
- i) The Invitation to Bids is open to all vendors / suppliers i.e. association of firms / companies/sole proprietors registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) except as provided hereinafter.
  - ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by RUDA to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be procured under this Invitation to Bids.
  - 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 RUDA or any other procuring agency.
  - v) The invitation for Bids is open to all prospective Vendors/ Supplier, Manufacturers or Authorized Agents / Dealers / Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business.
  - vi) 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 with 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 RUDA to provide consulting services for the preparation of the design, specifications and other documents to be used.

- b) Have controlling shareholders in common; or
  - c) Receive or have received any direct or indirect subsidy from any of them; or
  - d) Have the same legal representative for purposes of this Bid; or
  - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of RUDA 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 are 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 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 Regulation 23 read with SCHEDULE **(Blacklisting Mechanism or Process)** of RUDA Procurement Regulations 2022 (amended).
  - (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 Regulation 23 read



with SCHEDULE (**Blacklisting Mechanism or Process**) of RUDA Procurement Regulations 2022 (amended).

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

xiii) Bidders shall provide 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 RUDA, as RUDA shall reasonably request.

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

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

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

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

iii) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Regulation 10 & 28 of RUDA Procurement Regulations 2022 (amended) shall be followed.

#### **2.1.5. Cost of Bidding**

i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and RUDA 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 Regulation 39 of RUDA Procurement Regulations 2022 (amended), 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.

## 2.2. The Bidding Documents

### 2.2.1. Content of Bidding Documents

- i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
  - (a) Invitation to Bids
  - (b) Instructions to Bidders (ITB)
  - (c) Technical Specifications
  - (d) Bid Data Sheet
  - (e) General Conditions of Contract (GCC)
  - (f) Special Conditions of Contract (SCC)
  - (g) Bid Form
  - (h) Financial Bid Form
  - (i) General Information Form
  - (j) Affidavit
  - (k) Performance Guarantee Form
  - (l) Contract Form
  - (m) Financial Bid Form / Price Schedule
- 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 RUDA Procurement Regulations 2022 (amended), will take precedence.
- iv) RUDA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from RUDA or from its website. Re-confirming from the Authority 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 RUDA in writing or by email at RUDA's address indicated in Invitation to Bid / Tender Notice / Advertisement. RUDA will respond in writing to any request for



clarification of the Bidding documents which it receives no later than **seven (7) days** prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of RUDA's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify RUDA in writing or in electronic form that provides record of the content of communication at RUDA's address indicated in the Bid Data Sheet (BDS).
- iii) RUDA will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i)** above. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of RUDA 's response will be uploaded on its website and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should RUDA 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 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 who have obtained the Bidding Documents and by uploading same on the website of RUDA. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by RUDA 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, RUDA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Regulation 27(4) & (5) of RUDA Procurement Regulations 2022 (amended) 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, RUDA, at its discretion, may extend the deadline for the submission of Bids, as per Regulation 31 of RUDA Procurement Regulations 2022 (amended), 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 for 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 RUDA shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in the same language.

### **2.3.2. Bid Form**

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

### **2.3.3. Bid Prices**

- i) The Bidder shall indicate on form 8.8 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be item-wise.
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by RUDA and will not in any way limit RUDA's right to contract on any of the terms offered.



#### 2.3.4. Bid Currencies

- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as **non-responsive and may be rejected**.

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

- i) Prices shall be quoted in **Pak Rupees** for local / DDP items unless otherwise specified in the Bid Data Sheet.
- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to RUDA's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall be established to RUDA's satisfaction:
- (a) that the Bidder has the financial, technical, and production capability necessary to perform the contract.
- (b) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

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

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule / Financial Bid Form of the country of origin of the goods and services offered which shall be confirmed by a **Certificate of Origin** issued at the time of shipment.
- iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:



- (a) a detailed description of the essential technical and performance characteristics of the goods.
  - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by RUDA; and
  - (c) an item-by-item commentary on RUDA'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 RUDA in its Technical Specifications, are intended to be descriptive only and not restrictive.
- v) Where a sample(s) is required by a RUDA, the sample shall be:
- (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**.
  - (b) carriage paid.
  - (c) received on, or before, the closing time and date for the submission of bids; and
  - (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.
- {However, RUDA may also opt to ask for samples after submission of technical bids (where required)}*
- vi) RUDA may retain the sample(s) of the successful Bidder till the successful delivery of the goods. RUDA may reject the Bid if the sample(s)-
- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and
  - (b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.



- viii) Samples made from materials supplied by RUDA shall not be returned to a Bidder nor shall RUDA be liable for the cost of making them.
- ix) All samples produced from materials belonging to an unsuccessful Bidder may be kept by RUDA till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
- x) Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing 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 RUDA.
- 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.

### **2.3.7. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) Bid security is required to protect RUDA against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.7(vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for **ninety (90) days**.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by RUDA as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible by RUDA pursuant to ITB Clause 2.3.8 (ii) or along with unopened financial proposal as



per Clause 41(2)(b)(viii) of RUDA Procurement Regulations 2022 (amended), which shall take precedence.

- vi) The successful Bidder's Bid security will be discharged / returned upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) The Bid security may be forfeited:
  - a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
  - b. In the case of a successful Bidder, if the Bidder:
    - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
    - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
    - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

### **2.3.8. Period of Validity of Bids**

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by RUDA. A Bid valid for a shorter period may be rejected by RUDA as non-responsive.
- ii) In exceptional circumstances, RUDA may solicit the Bidder's consent to an extension of the period of validity (as per Regulation 30 of RUDA Procurement Regulations 2022 (amended)). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 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 an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each **"ORIGINAL BID"** as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The Bidder shall authorize a person or persons for signing submission and further correspondence with RUDA on behalf of the bidder. Authority letter must be part of the bid. However, in case of any issue, the bidder shall be responsible for all consequences.



- iii) 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 duly authorized to bind the Bidder to the contract. All pages of the Bid shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialized by the authorized person for signing the Bid.
- v) 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 duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature.
- 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.

## 2.4. Submission of Bids

### 2.4.1 Sealing and Marking of Bids

- i) As per Regulation 26 of RUDA Procurement Regulations 2022 (amended), the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as **“ORIGINAL”**. The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
  - a. be addressed to RUDA at the address given in the Bid Data Sheet; and
  - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: **“DO NOT OPEN BEFORE..... (time and date),”** [to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]
- iii) 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”**.



- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), RUDA will assume no responsibility for the Bid's misplacement or premature opening.  
**Note:** The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred to in Regulation 41 of RUDA Procurement Regulations 2022 (amended), which shall have precedence.
- v) The inner and outer envelopes shall:
- Be addressed to RUDA at the address given in the **BDS**; and
  - Bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: **"DO NOT OPEN BEFORE,"** to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**
- vi) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the **Technical Proposal** and the other **Financial Proposal**. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
- Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
  - ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
  - The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in BDS.
- vii) The inner and outer envelopes shall:
- be addressed to RUDA at the address provided in the BDS;
  - bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2.
  - In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to ITB 2.4.3.



#### **2.4.2 Deadline for Submission of Bids**

viii) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, RUDA will assume no responsibility for the misplacement or premature opening of Bid.

i) Bids must be received by RUDA at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.

ii) RUDA may, at its discretion and as per Regulation 31 of RUDA Procurement Regulations 2022 (amended), 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 RUDA and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

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

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

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

ii) RUDA shall not consider evaluating any Bid that arrives after the deadline for submission of Bids.

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

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

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

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 2.4.4(i). A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of Bids.

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

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (In terms of RUDA Procurement Regulations



2022 (Amended) along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).

- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by RUDA prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

## 2.5. Opening and Evaluation of Bids

### 2.5.1. Opening of Bids by RUDA

- i) RUDA will open all 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) RUDA will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of RUDA until the specified time of their opening.
- iii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: **(a)** the name of the Bidder; **(b)** the presence of a Bid Security, if required; and **(c)** Any other details such as RUDA may consider appropriate.
- iv) Bidders are advised to send in a representative with knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify RUDA against any claim or failure to read out the correct information contained in the Bidder's Bid.
- v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- vi) RUDA shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.



### 2.5.2. Confidentiality

- vii) 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.
- viii) Minutes of the Financial Bid Opening shall be recorded and uploaded by RUDA on its website.
  - 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 Regulation 40 of RUDA Procurement Regulations 2022 (Amended).
  - ii) Any effort by a Bidder to influence RUDA processing of Bids or award decisions may result in the rejection of its Bid.
  - iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact RUDA on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides a record of the content of communication.

### 2.5.3. Clarification of Bids

- i) As per Regulation 35(2) of RUDA Procurement Regulations 2022 (amended), to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, RUDA may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by RUDA shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide a record of the content of communication. In the case of the 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 RUDA in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affects the following parameters will be considered as a change in the substance of a bid:
  - a) Evaluation & qualification criteria.
  - b) Required scope of work or specifications.



- c) All securities requirements.
- d) Tax requirements.
- e) Terms and conditions of bidding documents.
- f) Change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact RUDA on any matter related to the Bid it should do so in writing or in electronic forms that provide a record of the content of communication.

#### **2.5.4. Preliminary Examination**

- i) RUDA will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis: -
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, RUDA 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 2.3.7), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. RUDA'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 RUDA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, RUDA 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 RUDA 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.

RUDA'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) RUDA 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) RUDA shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Technical Specifications, & Evaluation Criteria** as provided in this document, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, RUDA 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 RUDA 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 the 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.



### 2.5.7. Conversion to Single Currency

- ii) The amount stated in the Bid will be adjusted by RUDA 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 2.3.7**.

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

- i) As per Regulation 34(2) of RUDA Procurement Regulations 2022 (amended), to facilitate evaluation and comparison, RUDA will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are as follows:
  - a. For the purpose of a 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.
- i) In the absence of **prequalification**, RUDA 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 RUDA deems necessary and appropriate.
- iii) RUDA 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 8.8 to be decided by RUDA which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

### 2.5.9. Contacting RUDA

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact RUDA on any matter relating to its Bid, from the time of the Bid opening to



#### **2.5.10. Grievance Redressal**

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 RUDA, it should do so in writing.

- ii) Any effort by a Bidder to influence RUDA during Bid evaluation or Bid comparison may result in the rejection of the Bidder's Bid.
- i) As per Regulation 76 of RUDA Procurement Regulations 2022 (amended), RUDA shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of people 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 RUDA.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Regulation 35, and the same shall be addressed by RUDA well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the bidding documents found contrary to the provision of Regulations and the same shall be addressed by RUDA well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of RUDA after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports.
- v) In case the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection to technical evaluation of the report. Provided that the complainant may raise the objection to any part of the final evaluation report in case where a single stage one envelope bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within ten (10) 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, RUDA will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- ii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), RUDA will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7(v).

### 2.6.2. Performance Guarantee

- i) Within ten (10) days of the receipt of notification of award from RUDA, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to RUDA.
- 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 RUDA Procurement Regulations 2022 (amended). After that, RUDA may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under Regulation 2(aaa) read with Principles of Procurement as enunciated in Regulation 4 of RUDA Procurement Regulations 2022 (amended).

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

- i) At the same time as RUDA notifies the successful Bidder that its Bid has been accepted, RUDA 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 Regulation 51 of RUDA Procurement Regulations 2022 (amended), where RUDA requires formal signing of contract, within ten (10) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to RUDA.
- iii) Where no such formal signing is required by RUDA, RUDA shall issue purchase order after the receipt of required performance guarantee, as per Regulation 45 of RUDA Procurement Regulations 2022 (amended).



**2.6.4. Award Criteria**

- i) Subject to ITB Clause 2.6.2, under Regulation 43 of RUDA Procurement Regulations 2022 (amended), RUDA will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

**2.6.5. RUDA's Right to Vary Quantities at Time of Award**

- i) RUDA reserves the right to increase or decrease the quantity of goods up to **20%** without any change in the unit price or other terms and conditions.

**2.6.6. RUDA's Right to Accept or Reject All Bids**

- i) As per Regulation 37 of RUDA Procurement Regulations 2022 (amended), RUDA reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) RUDA shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals but shall not be required to justify those grounds.

**2.6.7. Re-Bidding**

- i) If RUDA rejects all the Bids under Regulation 37 of RUDA Procurement Regulations 2022 (amended), 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) RUDA Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.



### Section-III. Technical Specifications

Requirement of Toners / Cartridges are as follows:

S/N	Printer Type	Toner	Printer Model	Required Quantity
1	Plotter	HP 712	HP DESIGNER T630	3 to 4 sets of cartridges on a need basis
2	Plotter	PFI-8310	Canon TX5410	3 to 4 sets of cartridges on a need basis
3	Color & Black	335e	Canon LBP841cdn	3 to 4 sets of cartridges on a need basis
4	Plotter	HP 738	HP Designjet T850	3 to 4 sets of cartridges on a need basis



## Section-IV: Bid Data Sheet

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

<b>A. Introduction</b>		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: <b>Ravi Urban Development Authority (RUDA)</b> .  The subject of procurement is: <b>Procurement of Toners / Cartridges (under framework contract modality) valid for a period of one year.</b>  Period for delivery of goods: <b>on need basis</b>
2.	2.1.2	Financial year for the operations of RUDA: 2025-26 Name and identification number of the Contract: <b>Tender Ref No. RUDA-FIN-26-1232</b>
<b>B. Bidding Documents</b>		
3.	2.2.2	The address for clarification of Bidding Documents is: 151 Abu Bakar Block, Garden Town, Lahore.
4.	2.2.2	Pre-bid meeting will not be held.
5.	2.3.9	The number of bidding documents to be completed and returned is in one original.
<b>C. Bid Price, Currency, Language</b>		
6.	2.3.1	English
7.	2.3.4	The price quoted shall be Pak Currency (PKR).
8.	2.3.4	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: Pakistani Rupees. The source of exchange rate shall be: State Bank of Pakistan. The date of exchange rate shall be: Date of Financial Bid Opening.
<b>D. Preparation and Submission of Bids</b>		
9.	2.1.3	<b>Qualification Criteria / Knock down criteria.</b> The minimum eligibility requirements for bidders to participate in the bidding process are outlined in the Evaluation Criteria provided below.



10.	2.2.2	Bid shall be submitted to:  <b>DEPUTY DIRECTOR PROCUREMENT</b> <b>RAVI URBAN DEVELOPMENT AUTHORITY</b> <b>151, ABU BAKAR BLOCK, NEW GARDEN TOWN, LAHORE</b> <b>TEL: +92-42-99333531-6</b> <b>EMAIL: <a href="mailto:raja.imran@ruda.gov.pk">raja.imran@ruda.gov.pk</a></b>
11.	2.4.2	The deadline for <b>Bid submission</b> is: <b>a) Date: 19 May 2026</b> <b>b) Time: 11:00 AM</b>
12.	2.5.1	Time, date/ Month/ Year, and place for <b>Bid opening</b> . <b>a) Date: 19 May 2026</b> <b>b) Time: 11:30 AM</b>
13.	2.3.7	Amount of bid security is: <b>Not Required</b>
14.	2.6.2	Amount of Performance Guarantee is: The amount of performance guarantee in no case shall exceed <b>ten (10)</b> percent of the contract amount in the form of Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for one (01) year.
15.	2.3.9	Bid validity period after opening of the Bid is: ninety (90) days.
16.	2.3.9	Number of copies of the Bid to be provided are: N.A.
<b>E. Opening and Evaluation of Bids</b>		
17.	2.5.1	The Bid opening shall take place at: Conference Room of RUDA, 151 Abu Bakar Block, Garden Town, Lahore. <b>a) Date: 19 May 2026</b> <b>b) Time: 11:30 AM</b>
18.	2.3.5	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <b>Pak Currency PKR</b>
<b>G. Award of Contract</b>		
19.	2.6.5	Percentage for quantity increase or decrease is: but not more than <b>20%</b> .
20.	2.6.2	The Performance Guarantee shall be: <b>10%</b> of the Contract Price.
21.	2.6.2	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for one (01) year



## Evaluation Criteria

### TECHNICAL EVALUATION CRITERIA:

#### A. Legal (Mandatory)

1. Valid Income Tax Registration \*Registered for at least last three (03) years. (Status = Active with FBR)
2. Valid Sales Tax Registration (Status = Active with FBR)
3. Single Undertaking covering following aspects:
  - a. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.
  - b. Compliance with the provision of new toners as mentioned in scope of work.

#### B. Criteria to Bid evaluation

1. The following parameters shall be evolved to quantify the standing of bidders with respect to their technical and financial standing:
  - a. Authority Letter from the Bidder Company authorizing the relevant person to represent the company (if required).
  - b. Copies of purchase order or any relevant document issued by at least three clients in Pakistan for similar nature contracts/ assignment.
  - c. Satisfactory performance certificates from clients.



## FINANCIAL EVALUATION CRITERIA

- Technically qualified/successful bidder(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by RUDA accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
  
- The Financial Proposal evaluation will be conducted under RUDA Procurement Regulations, 2022 (amended) and the contract will be awarded to the **Lowest Evaluated Bidder**. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of RUDA, the bidder shall be bound to adjust the same in the Financial Proposal.
  
- In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
  - In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
  - In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
  
- RUDA will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Award (LOA) till termination of the signed contract in this regard.



## 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 RUDA 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 RUDA under the Contract.
- (d) **“The Services”** means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of the Supplier covered under the Contract.
- (e) **“GCC”** means the General Conditions of Contract contained in this section.
- (f) **“SCC”** means the Special Conditions of Contract.
- (g) **“RUDA”** means the organization purchasing the Goods & Services, as named in SCC.
- (h) **“RUDA’s country”** is the country named in SCC.
- (i) **“The Supplier”** means the Bidder or firm supplying the Goods and Services under this Contract.
- (j) **“The Project Site,”** where applicable, means the place or places named in SCC.
- (k) **“Day”** means calendar day.

### 2. Application

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

### 3. Country of Origin

3.1. All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from where the Services are



supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

#### **4. Standards**

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

#### **5. Use of Contract Documents and Information; Inspection and Audit by RUDA.**

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

5.2. The Supplier shall not, without RUDA'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 RUDA and shall be returned (all copies) to RUDA on completion of the Supplier's performance under the Contract if so required by RUDA.

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

#### **6. Patent Rights**

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

#### **7. Performance Guarantee**

7.1. Within ten (10) days of receipt of the notification of Contract award, the successful Bidder shall furnish to RUDA the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

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



7.3. As per Regulation 45 of RUDA Procurement Regulations 2022 (Amended), the performance guarantee shall be denominated in the currency of the Contract acceptable to RUDA and shall be in one of the following forms:

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

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

## **8. Inspections and Tests**

8.1. RUDA 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 RUDA. SCC and the Technical Specifications shall specify what inspections and tests RUDA requires and where they are to be conducted. RUDA shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.

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

8.3. Should any inspected or tested Goods fail to conform to the Specifications, RUDA 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 RUDA.

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

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



## **9. Packing**

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

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

## **10. Delivery and Documents**

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

10.2. Upon delivery, RUDA shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-8 of GCC, which will enable the supplier to put up the bill".

10.3. For purposes of the Contract, DDP trade term used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of *Incoterms*.

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

## **11. Insurance**

11.1. The Goods supplied under the Contract shall be delivered duty paid under which risk is transferred to the buyer after having been delivered, hence *[details coverage to be decided by RUDA]* is sellers responsibility.

## **12. Transportation**

12.1. The Supplier is required under the Contract to transport the Goods to a specified place of destination within RUDA's country, including *(details to be decided by RUDA as per requirement)* insurance and storage, as shall be specified in the Contract, and related costs shall be included in the Contract Price.

## **13. Incidental Services**

13.1. The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) satisfactory performance for specified time/ quantity on-site and/or supervision of on-site assembly and/or start-up of the supplied Goods;



- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of RUDA's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2. Prices charged by the Supplier for incidental services shall be included in the Contract Price for the Goods and shall not exceed:

- (i) the prevailing rates charged for other parties by the Supplier for similar services; and
- (ii) original price of goods.

#### **14. Spare Parts**

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

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

#### **15. Warranty**

15.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by RUDA, 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 RUDA's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.



15.2. This warranty shall remain valid for a period of one (01) year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.

15.3. RUDA shall promptly notify the Supplier in writing of any claims arising under this warranty.

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

15.5. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified in SCC, within a reasonable period, RUDA 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 RUDA may have against the Supplier under the Contract/relevant provision of RUDA Procurement Regulations 2022 (Amended) including Blacklisting.

## **16. Payment**

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

16.2. The Supplier's request(s) for payment shall be made to RUDA in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3. As per Regulation 53 of RUDA Procurement Regulations 2022 (amended), payments shall be made promptly by RUDA, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier, provided the work is satisfactory.

16.4. The currency of payment is *Pak Currency (PKR)*

## **17. Prices**

17.1. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in SCC.

## **18. Change Orders**

18.1. RUDA may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for RUDA;
- (b) the method of shipment or packing;



- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of RUDA's change order. But, in no case, the overall impact of the change should exceed **20%** of the contract cost and no provisions of RUDA Procurement Regulations 2022 (amended) should be violated.

**19. Contract Amendments**

19.1. Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

**20. Assignment**

20.1. The Supplier 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 RUDA.

**21. Sub-contracts**

21.1. The Supplier shall notify RUDA in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2. Subcontracts must comply with the provisions of GCC Clause 20.

**22. Delays in the Supplier's Performance**

22.1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by RUDA.

22.2. If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify RUDA 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, RUDA shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated



damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3. Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the imposition of liquidated damages.

**23. Liquidated Damages**

23.1. Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, RUDA 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, RUDA may consider termination of the Contract pursuant to GCC Clause 24 along with other remedies available under RUDA Procurement Regulations 2022 (amended).

**24. Termination for Default**

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

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

24.2. In the event RUDA terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, RUDA 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 RUDA for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the



extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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

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

**26. Termination for Insolvency**

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

**27. Termination for Convenience**

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

27.2. The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by RUDA on the Contract terms and prices. For the remaining Goods, RUDA may choose:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.



**28. Resolution of Disputes**

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

28.2. If, after thirty (30) days from the commencement of such informal negotiations, RUDA and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per Regulation 79 of RUDA Procurement Regulations 2022 (amended) and in accordance with Arbitration Act-1940.

**29. Governing Language**

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

**30. Applicable Law**

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

**31. Notices**

31.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

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

**32. Taxes and Duties**

32.1. Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to RUDA. 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 RUDA as the case may be.



## Section-VI. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). 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.

*[Instructions for completing the Special Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant SCC. Where sample provisions are furnished, they are only illustrative of the provisions that RUDA should draft specifically for each procurement. The number of SCC may increase/ vary depending on specific requirements of a specific contract.]*

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g) RUDA is: Ravi Urban Development Authority (RUDA)

GCC 1.1 (h) RUDA's country is: Pakistan

GCC 1.1 (i) The Supplier is: The Bidder or firm supplying the Goods under this Contract

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

ineligible countries are India and Israel

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

GCC 7.1 . The Performance Guarantee shall be: **10%** of the Contract Price.

The Performance Security (or guarantee) shall be in the form of:

Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque valid for one (01) year

GCC 7.4 the Performance Guarantee shall be retained for to cover the Supplier's warranty obligations or defect liability period in accordance with Clause GCC 15.2.

### 4. Inspections and Tests (GCC Clause 8)

GCC 8.4 Inspection and tests prior to shipment of Goods and at final acceptance by RUDA.

### 5. Packing (GCC Clause 9)

GCC 9.2 As per requirements.

### 6. Delivery and Documents (GCC Clause 10)

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

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air



- waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods (if any);  
(iii) Certificate of origin.

**7. Insurance (GCC Clause 11)**

GCC 11.1— N.A

**8. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided are: N.A

**9. Spare Parts (GCC Clause 14)**

GCC 14.1—Additional spare parts requirements are: N.A

**10. Warranty (GCC Clause 15)**

N.A

**11. Payment (GCC Clause 16)**

**Sample provision**

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

**Payment for Goods supplied:** *As per Regulation 53 of RUDA Procurement Regulations 2022 (Amended).*

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

Lump sum modality upon submission of satisfactory report/certificate.

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

**Sample provision**

GCC 17.1—Prices shall be fixed and shall not be adjusted.

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

Maximum deduction:

Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price after that RUDA may proceed for the termination of contract along-with other remedies available under RUDA Procurement Regulations 2022 (Amended)

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

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



As per Regulation 79 of RUDA Procurement Regulations 2022 (Amended), in the case of a dispute between RUDA and the Supplier, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

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

GCC 29.1—The Governing Language shall be:

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

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

**17. Notices (GCC Clause 31)**

GCC 31.1 RUDA's address for notice purposes:

\_\_\_\_\_ Department

Ravi Urban Development Authority (RUDA)

151 Abu Bakar Block, Garden Town, Lahore.

Supplier's address for notice purposes:



## Section-VII: Sample Forms

### 7.1 Bid Form

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

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

To: Executive Director Procurement  
Ravi Urban Development Authority (RUDA)  
151 Abu Bakar Block, Garden Town, Lahore.

Dear Sir,

Having examined the Bidding documents including Addenda Nos. *[if any]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents.

We undertake, if our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



## 7.2 Financial Bid Form

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

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

To: [name and address of RUDA]

Dear Sir,

1. Having examined the Bidding documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, specified in the technical specifications.
3. If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by RUDA.
4. We agree to a Bid by this Bid for a period of ninety [90] days from the date fixed to Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. 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.
6. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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


(if none, state "none")

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

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

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

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

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



### 7.3 General Information Form

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

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

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

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



### 7.4 Affidavit

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

**Name:** \_\_\_\_\_  
*(Applicant)*

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

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[RUDA]* Government 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 *[RUDA]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by RUDA or any other procuring agency/PPRA.
- (ii) The documents/photocopies provided with Bid are authentic. In case any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.

*[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: \_\_\_\_\_



## 7.5 Performance Guarantee Form

[To be provided by the successful bidder after issuance of letter of award]

To,

[name and address of RUDA]

**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 \_\_\_\_\_



## 7.6 Contract Form

[Form of Contract to be signed with the successful bidder at the time of award of contract]

**RAVI URBAN DEVELOPMENT AUTHORITY**, an authority established under the Ravi Urban Development Authority Act, XVII of 2020 having its office at 151-Abu Bakar Block, New Garden Town, Lahore, Pakistan acting through its duly authorized representative Mr. **[ENTER DESIGNATION OF RELEVANT OFFICIAL]** (hereinafter referred to as **“Authority”** or **“RUDA”**, wherever the context so permits in these presents, shall mean and include its successors-in-interest, administrators, substitutes, and permitted assigns) of the FIRST PART;

### AND

**[•]**, having its registered office at **[•]**, through its duly authorized representative, Mr. **[•]** bearing CNIC No. **[•]**, (the **“Supplier”**), which expression shall include, where the context so permits, its legal heirs, representatives, administrators, executors, and permitted assigns) of the SECOND PART.

*(The Authority and the Supplier are hereinafter referred to collectively as the Parties and individually as the Party.)*

**WHEREAS** RUDA invited Bids for Procurement of **[Goods]** and has accepted a Bid by the **[Supplier]** for the supply of those Goods in the sum of PKR [XXX] *[(Amount In words)]* (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 Contract:
  - a) the General Conditions of Contract;
  - b) the Special Conditions of Contract; and
  - c) Price Schedule
3. In consideration of the payments to be made by RUDA to the Supplier as hereinafter mentioned, the Supplier hereby covenants with RUDA to provide the Goods and Related Services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. RUDA hereby covenants to pay the Supplier in consideration of the provision of the Goods and/or Related Services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

*(RUDA and Supplier are hereinafter collectively referred to as **“Parties”** and individually as **“Party”**)*

**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.

For **Ravi Urban Development Authority:**

Signature

Name:

Designation:

For **[Supplier Name]**

Signature

Name:

Designation:

### **WITNESSES**

Signature: \_\_\_\_\_

CNIC #: \_\_\_\_\_

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

Signature: \_\_\_\_\_

CNIC #: \_\_\_\_\_

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



## 7.7 Financial Bid Form/Price Schedule

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

Sr No.	Description	QTY	Unit Price (with tax)	Total Price (with tax)
1	Plotter HP 712 HP DESIGNER T630	01		
2	Plotter PFI-8310 Canon TX5410	01		
3	Color & Black 335e Canon LBP841cdn	01		
4	Plotter HP 738 HP Designjet T850	01		
<b>Total in Words</b>				
<b>Total in Figures</b>				

a. Total Cost (**In Figures**) PKR \_\_\_\_\_ (Inclusive applicable taxes)

b. Total Cost (**In Words**) PKR \_\_\_\_\_ (Inclusive applicable taxes)

**Note:**

1. The toners require 3 to 4 sets of cartridges on a need basis; however, vendors are required to quote their unit rates.
2. In case of discrepancy between unit price and total, the unit price shall prevail.
3. Prices must be quoted for each item.
4. RUDA reserves exclusive rights to increase/decrease the quantities of the software's as per requirements without change in unit price.

Signature of Authorized Person

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

Dated: \_\_\_\_\_

(Company Stamp)