

BIDDING DOCUMENT FOR RUDA
Government of the Punjab



HIRING OF SECURITY GUARD SERVICES FOR THE RUDA AREA
Tender No. RUDA-OPS-25-4643

Ravi Urban Development Authority (RUDA)
151, Abu Bakar Block, Garden Town Lahore. Pakistan
TEL: +92-42-99333531-6
Web: <http://www.ruda.gov.pk>

Tender Receipt Closing Date:	04 August 2025 by 11:00 AM
Tender Opening Date:	04 August 2025 by 11:30 AM
Opening Venue:	Conference Room of RUDA at 151 Abu-Bakar Block, Garden Town Lahore, Punjab, Pakistan

Bid Document Price Rs. 10,000/- (In the form of pay order)



DISCLAIMER

1. This bidding document has been prepared and is being floated under RUDA Procurement Regulations 2022 (Amended), for inviting bids for services of firms for providing Security Guard Services for RUDA specified in the bidding document and shall be exclusively use by all the prospective bidders only for the purpose as enumerated in the bidding document.
2. The bidding document information, evaluation, criteria and draft contract shall be used for selection of 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 bids by the prospective bidder shall be deemed to be upon full comprehension and agreement if any or all terms of the document and such solicitations shall be deemed as an acceptance to all the terms and conditions stated 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 a solicitation to invest nor 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, expense or damage incurred by the bidders during their participation in the bids.
5. RUDA in terms of Regulations 37 of RUDA Procurement Regulations 2022 (Amended) reserves the right in its full discretion to revoke the bidding process and reject all the bids or proposals at any time prior to the acceptance of a bid or proposal and shall incur no liability solely by virtue of its invoking ibid rule towards the bidders.
6. Mere submission of bids does not generate or create right of the bidders to selection.



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Section-I: Invitation to Bid



RAVI URBAN DEVELOPMENT AUTHORITY GOVERNMENT OF THE PUNJAB



INVITATION FOR BID HIRING OF SECURITY GUARD SERVICES FOR THE RUDA AREA

Ravi Urban Development Authority (RUDA) hereinafter referred to as "Procuring Agency" intends to solicit sealed bids for "Hiring of Security Guard Services for the RUDA Area" as mentioned below:-

Ser	Description	Age	Quantity (Tentative)
1.	Security Supervisor (Retired personnel from Army /police/any other public sector law enforcing agencies).	Up to 50 Years (Max)	17
2.	Security Guards (Retired personnel from army /police/any other public sector law enforcing agencies).	Up to 45 Years (Max)	150
3.	Weapons/Equipment/Transport (Provide weapons to all security guards and motorcycles to selected Security Supervisors for patrolling in the allocated area and transport for shifting of guards on need basis.)		

Interested firms/companies that can provide the aforementioned services and are registered with the relevant authority, income tax and sales tax departments, are welcomed to participate.

Tender document can be obtained from the Procurement Wing of Ravi Urban Development Authority (RUDA), 151 Abu Bakar, Block Garden Town, Lahore on deposit of pay order amounting PKR 10,000/- (Non-refundable being the tender cost) issued by any scheduled bank of Pakistan in favour of Ravi Urban Development Authority on any working day (Monday to Friday) during office hours. A copy of tender notice and bidding document is also available on the website of Ravi Urban Development Authority (RUDA) <http://www.ruda.gov.pk> however, such submission will only be accepted if a pay order amounting PKR 10,000/- is attached with the bidding document.

The procedure for bidding shall be **Single Stage Two Envelope** as specified under Regulation 41(2)(b) of RUDA Procurement Regulations 2022 (amended) which can be downloaded from RUDA website <https://ruda.gov.pk/legal-framework> and which would be the operative law and is open to all eligible bidders as defined in the bidding documents. Sealed Bids must be submitted at the mentioned office address on or before **4th Aug 2025** by **11:00 AM** and must be accompanied by a **Bid Security** in favour of Ravi Urban Development Authority amounting to PKR 500,000/- valid for a period of **180 days** in shape of CDR/Pay Order/Demand Draft issued by any schedule bank of Pakistan and must be delivered along with the technical proposal. **Technical proposal** submitted without bid security shall not be entertained and accordingly declared non-responsive. Late proposals shall not be entertained.

Bids will be opened in the presence of bidders or their authorized representatives who choose to be present at **11:30 AM** on the same date mentioned above in the Office of Ravi Urban Development Authority.

Incomplete and overwritten bids will be rejected. Multiple submissions from the same form shall not be entertained.

RUDA will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.

In case of official holiday or any local holiday falling on last submission date the next working day will automatically be the last date of submission and opening of the bid.

The bidders are required to quote their best competitive final prices inclusive of all applicable taxes.

For obtaining any further information or clarifications, please contact the person named below:

IPL- 3468

**DIRECTOR PROCUREMENT
RAVI URBAN DEVELOPMENT AUTHORITY
151, ABU BAKAR BLOCK, NEW GARDEN TOWN, LAHORE
TEL: +92-42-99333531-6
EMAIL: haroon.rauf@ruda.gov.pk**



Section-II: Instructions to Bidders (ITB)

Ravi Urban Development Authority (RUDA) hereinafter referred to as **“Procuring Agency (PA)”** intends to invite sealed bids for services of firms for providing Security Guard Services for RUDA specified in the bidding document.

The successful bidder shall be bound to provide the Security Guard Services in a given timeline as per contractual obligations at all the area specified a hereinafter in the bidding document.

Interest bidders, who are registered with the relevant authorities, are invited to participate in the bid.

2.1. Introduction

2.1.1 Scope of Bid The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites sealed Bids for the provision of security guard services for the area specified in the bidding document (but not limited to). The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Eligible Bidders All the prospective bidders who are registered with SECP and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) shall be eligible to apply.

Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

A Bidder may be ineligible if:

the Bidder is declared bankrupt or, in the case of company or firm, insolvent;

payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and



resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;

legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of PPRA Rules read with Schedule appended with, Punjab Procurement Rules, 2014 (amended).

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, Punjab Procurement Rules, 2014 (amended/updated).

The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.

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

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

2.1.3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process:-



2.1.4. One person one bid

As per Regulation 39 of RUDA Procurement Regulations 2022 (Amended), 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.

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.

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

The services required, bidding procedures, and contract terms are prescribed in the bidding document. The bidding document, inter alia, include:

Invitation to Bids
Instructions to Bidders (ITB)
Technical Specifications
Bid Data Sheet
General Conditions of Contract (GCC)
Special Conditions of Contract (SCC)
Schedule of Requirements
Bid Form
Affidavit
Technical Bid Form
Contract Form
Financial Bid Form / Price Schedule
Performance Guarantee Form

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 substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1** above, the said Bidding Documents, not



in conflict with any provision of RUDA Procurement Regulations 2022 (Amended), will take precedence.

The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website. Reconfirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.

The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids.

Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source



of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3.**

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. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Regulation 27 of RUDA Procurement Regulations 2022 (Amended).

All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification



requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g., email that secures record of the content of subject communication.

In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per 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 of Bids

- | | |
|-------------------------------|---|
| 2.3.1. Language of Bid | The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language. |
| 2.3.2. Bid Form | The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the security guard services to be provided. |
| 2.3.3. Bid Prices | The Bidder shall indicate the unit prices (where applicable) and total Bid price of the supervisors/guard services of which it proposes to provide under the contract. |
| 2.3.4. Bid Currencies | Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet. |



The Bidders must adhere to the **minimum wage rate** (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

Pursuant to ITB Clause, 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.

The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid.

The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

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

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

2.3.6. Bid Security

The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.

The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for **(180)** Days, beyond the validity of Bid.

Any Bid not secured with bid security shall be rejected by the Procuring Agency as non-responsive.



The successful Bidder's Bid security will be discharged upon the Bidder signing the contract and furnishing the Performance Guarantee.

The Bid security may be forfeited:

if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

in the case of a successful Bidder, if the Bidder:

fails to sign the contract.

fails to furnish Performance Guarantee.

2.3.7. Period of Validity of Bids

Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

In exceptional circumstances, the Procuring Agency 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 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.

2.3.8. Format and Signing of Bid

The Bidder shall prepare an original and the number of copies of the Bid as per the procedure indicated in the Bid Data Sheet, clearly marking each **"ORIGINAL BID"** as appropriate.

The original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. **All pages of the Bid shall be initialed by the person or persons signing the Bid.**



Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

2.3.9. Minimum Wage rates/all applicable taxes

The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

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.

The inner and outer envelopes shall:

be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and

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 THE TIME AND DATE MENTIONED IN THE BID DATA SHEET”**.

If the outer envelope is not sealed and marked as required by the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.

2.4.2 Deadline for Submission of Bids

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

The Procuring Agency 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 which case all rights and obligations of the Procuring Agency and Bidders



previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.4.3. Late Bids

Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.

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

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

2.4.4. Modification and Withdrawal of Bids

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

A Bidder may withdraw its Bid after it has been submitted.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to present, 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 an attendance sheet as proof of their attendance.

The Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders designated representatives who choose to present in the Bid proceedings. The Financial Proposals will remain unopened and will be



held in custody of the Procuring Agency until the specified time of their opening.

The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.

No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder.

The Bidders' representatives who are present shall be requested to sign on the attendance sheet.

2.5.2.

Confidentiality

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.

Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

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

2.5.3. Clarification of Bids

As per Regulation 35 of RUDA Procurement Regulations 2022 (Amended), to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.



2.5.4. Examination of Terms and Conditions; Technical Evaluation

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

The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.

If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.5. Correction of Errors

Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

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

Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.



2.5.6. Contacting the Procuring Agency

No Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.9. Grievance Redressal

As per Regulation 76 of RUDA Procurement Regulations 2022 (Amended), Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.

2.6. Award of Contract

2.6.1. Notification of Award

Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing that its Bid has been accepted.

2.6.2. Performance Guarantee

Within seven (07) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract.

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, the Procuring Agency may decide to award



the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids.

**2.6.3. Signing of Contract/
Issuance of work Order**

After the acceptance of performance security by RUDA, the successful bidder shall be sent a formal agreement format (already provided in the bid document) incorporating all the terms and conditions therein.

Within five 05 days of receipt of such formal agreement signing call, the bidder / service provider shall be required to sign the same and return it to RUDA.

2.6.4. Procuring Agency's Right to Vary Quantities at Time of Award

The Procuring Agency reserves the right at the time of contract award to increase or decrease the required number of security guards originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

2.6.5. Procuring Agency's Right to Accept or Reject All Bids

As per Regulation 37 of RUDA Procurement Regulations 2022 (Amended), the Procuring Agency 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.

2.6.6. Corrupt or Fraudulent Practices

The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

Blacklisting & Debarment:

Blacklisted bidders and those found involved in "Corrupt Practices" are not allowed to participate in bidding.



Section-III. Technical Specifications / Scope of Services

3.1. Technical Specifications / Scope of Services

1. Guards must be trained as per All Pakistan Security Agencies Association's (APSAA) policies.
2. Security Services Staff: Staff mentioned below will be required 24/7, number will be increased or decreased as per RUDA's requirement:
 - a. **Security Supervisors:** 17 (preferably retired personnel from armed forces/law enforcing agencies)
 - b. **Security Guards:** 150 (trained to fire a weapon and should be able to handle a situation under supervision)
 - c. **Weapons/Equipment/Transport:** Provide weapons to all security guards and motorcycles to selected Security Supervisors for patrolling in the allocated area and transport for shifting of guards on need basis.
3. The details of personal required / technical specifications are mentioned below:

Sr. #	Description	Armed with.	Age	Quantity
1	Security Supervisor (Retired personnel from Army /police/any other public sector law enforcing agencies).	Along with arms (9mm rifle / pistol 12 bore rifle / Pump Action) with extra 10 rounds each	Up to 50 Years (Max)	17
2	Security Guards (Retired personnel from army /police/any other public sector law enforcing agencies).	Armed with 9mm rifle / pistol or 12 bore rifle / Pump Action) with extra 10 rounds each	Up to 45 Years (Max)	150
3	Location of Deployment (Mauza Wise)	Fateh Rehan, Chaharbagh, Lakhodair Gujjar Pura and Mandi, Natt Kallan, Rasool Pura, Dandiyan Balkhay, Shedi Wal, Qazi Murali and Ali Pur,, Dhaye Awanwala, Ratni wal, Maskane Ravi, Access road,		



		Cunnete point (River), Jabo point, Mauza Chohan and Head office. Any area of Sheikhpura, and Lahore Districts included RUDA jurisdiction.
4	Medical, Accommodation and Food Allowance	As per Company Policy. Security Company shall be responsible for Medical, Accommodation and Food allowance of their staff.
5	Weapon	12 bore rifle / Pump Action and 9mm Pistol / Rifle with ammunition (Valid License are also required)
6	Security Guard Duty Hours and Shifts	24/7 (Round the Clock) 02 Shifts of 12 Hours
7	Guard Leave / Replacement	Replacement of the Supervisor/Guard Shall be provided by the Company in case of leave/absence of the Supervisor/Guard.
8	Vehicles for Patrolling	08 x Motorcycles, 70 CC (All including Petrol and Maintenance during the contract period)
9	Guards Efficacy/Training Level	Supervisors/Guards must be trained and able to handle any untoward situation like patrolling in the area, identify potential threats including encroachment and soil excavation. They must put on proper uniform, be trained enough to salutation.



Section-IV: Bid Data Sheet

4.1. Bid Data Sheet (BDS)

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

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name of Procuring Agency: Ravi Urban Development Authority (RUDA). The subject of procurement is: Hiring of Security Guard Services for RUDA Area.
B. Bidding Documents		
2.	2.2.2	The address for clarification of Bidding Documents. Procurement Department Ravi Urban Development Authority (RUDA) 151 Abu Bakar Block, Garden Town, Lahore.
3.	2.2.2	Pre-bid meeting will not be held.
C. Preparation and Submission of Bids		
4.	2.1.1	Bid shall be submitted to: Ravi Urban Development Authority (RUDA) <i>Address: 151 Abu Bakar Block, Garden Town, Lahore.</i>
5.	2.4.2	The deadline for Bid submission is a) Date: 04 August 2025 b) Time: 11:00 AM



6.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. a) Date: 04 August 2025 b) Time: 11:30 AM c) <i>Conference Room of RUDA 151 Abu Bakar Block, Garden Town, Lahore.</i>
7.	2.6.2	Amount of Performance Guarantee is 10% of Contract Amount.
8.	2.3.6	Amount of Bid security is: Rs. 500,000/- in the form of CDR / Pay Order / Demand Draft issued by any schedule Bank of Pakistan in favor of Ravi Urban Development Authority (RUDA.
9.	2.3.7	Bid validity period after opening of the Bid is: 180 Days
10.	2.3.8	Single Stage Two Envelope Bidding Procedure
E.		Opening and Evaluation of Bids
10.	2.5.1	The Bid opening shall take place at: a) Date: 04 August 2025 b) Time: 11:30 AM c) <i>Conference Room of RUDA 151 Abu Bakar Block, Garden Town, Lahore.</i>



Section-V: Evaluation Criteria

A. Mandatory Requirement/Knock down Clauses

- a) SECP Company Registration Certificate.
- b) NTN / PRA Certificates or Active Taxpayer List (ATL).
- c) Ministry of Interior, Government of Pakistan, NOC Letter.
- d) Punjab Home Department, Valid License.
- e) Undertaking on Rs. 100/- stamp paper that the company is not blacklisted or barred by any Government / Semi-Government organization.
- f) Company will provide documented details of their valid ammunition license.
- g) General Health Fitness certificate from Government Hospital.
- h) Police satisfactory report of each Security Guard must be provided.
- i) Security Guards shall be retired from army/police or any other public sector law enforcing agencies but shall not be retired from kitchen staff or clerical staff ordinance/Store staff or Army absconder, Court Marshaled, or dismissed.
- j) Company must be member of APSAA, All Pakistan Security Agencies Association, for better training of guards.

***Note:**

1. The armed Security Guards hired by the Service Provider will hold valid license issued, by the concerned Department / Authority, in the name of the Company of the service provider. In no case, the security guards hired by the service provider shall be allowed to carry weapon on the base of the license issued in the name of the security guard.
2. If any information / document found false / forged, the company shall be disqualified straightway by the Procuring Agency.



B. Technical Evaluation Criteria contains the following:

Sr. No.	Description	Allocated Marks	Total Marks
1	Company Profile, Experience & Financial Strength		
i.	Presence of the firm Years of operations (From Registration date of NTN / FBR) - One (1) mark for one (1) year experience may be awarded. - Maximum marks may be awarded, if the firm has 10 years or more experience.	10	
ii.	Company Offices: List of offices in big cities of Pakistan with following grading: Islamabad, Lahore, Karachi, Peshawar, Quetta = 03 marks each Any other city = 01 mark each (maximum 15 marks) Required details are as under: - Complete address, ownership / rent agreement, years of office established on the same place. In case of missing information, no mark may be awarded.	15	
iii.	Relevant Experience Projects of Similar Nature i-e. Security services in last Ten (10) years (Verifiable through relevant Contracts). Provide details of only those projects where min 200 guards are/were deputed at one location/ Contract. (Greater or equal to 05 projects, each project shall be marked 08 points). *Provide documentary Proof for the number of guards deputed must be mentioned/highlighted on contract.	40	
iv.	Financial Strength: Average Annual revenue of last three (3) years (Verifiable through audited financial statements) 10 – 20 million (05 Points) 20.1 – 30 million (07 Points) 30.1 – above millions (10 Points) (Max Points 10)	10	



2	Certifications		
i.	All Pakistan Security Agencies Associations (APSAA) Membership Certificate.	5	
3.	Human Resource		
i.	Total HR strength of firm / company (Payroll of November 2024 is mandatory) Number of Employees has the required relevant qualified Security Guards and enough strength to fulfill the requirements of assignment. 50 – 100 (10 points) More than 100 staff (20 points)	20	
	Total		100
Only the Bids securing minimum 65% marks would be declared technically accepted.			

C. Financial Evaluation Criteria:

- i. The evaluation of Financial Proposals will be carried out in accordance with the RUDA Procurement Regulations 2022 (amended). The technically Eligible/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- ii. Salaries would be as per the Government of Punjab's notification. Security companies should be able to arrange to provide one month's salary to the guards to ensure un-interrupted services. The salary of security personnel must be transferred directly to their respective bank accounts. Salary Disbursement Certificate to the bank accounts would be submitted to RUDA by the 5th of each month. Only the financial proposals of technically accepted firms will be evaluated. The contract will be awarded to the firm qualifying for both the bids, technical as well as financial. RUDA has the right to accept or reject any bid as per the requirements of RUDA. The bid prices should encompass all duties, taxes, and other expenses. If the Government grants any exemptions on duties and taxes to RUDA, the service provider is obligated to reflect these adjustments in their financial proposal.



Section-VI: Sample Forms

6.1 Bid Form

Date: _____

To: *Executive Director Procurement*
Ravi Urban Development Authority (RUDA)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/ Tender Document dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

We undertake, if our Proposal is accepted, to provide the required services related to the assignment.

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 remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



6.2. Affidavit

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

Name: _____

(Applicant)

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

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

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

The undersigned further affirms on behalf of the firm that:

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

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

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____



6.3. Financial Proposal Submission Form

To: Executive Director Procurement
Ravi Urban Development Authority, Lahore

[Location, Date]

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your tender # _____ dated (insert date). Our attached Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us blacklisted 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 are aware of the relevant provisions of the tender 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



6.4. Financial Bid Form/Price Schedule

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

MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED

Sr. No.	Description	Quantity Required	Unit Rate (inclusive of all taxes & duties etc.)	Total Rate (inclusive of all applicable taxes & duties etc.)
1	Security Supervisor (Preferably Retired Personnel From Armed Forces/Law Enforcing Agencies)	17		
2	Security Guards (Trained To Fire A Weapon And Should Be Able To Handle A Situation Under Supervision)	150		
Total				

Total Price in figure. _____ (Inclusive of all applicable taxes)

Total Price in words. _____ (Inclusive of all applicable taxes)

Note:

In case of difference between unit price and total price, unit price shall prevail.

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

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

Stamp & Signature of Bidder _____



6.5. POWER OF ATTORNEY (On Stamp Paper)

Be it known to all, we, (name of the company and address of the registered office), hereby designate and authorize Mr. (full name and residential address), who is currently employed with us and holds the position of (position), as our legal representative. He is empowered to perform all necessary actions on our behalf, related to our proposal for (name of the project), in response to the tenders invited by the (name of the Purchaser). This includes the signing and submission of all documents, and providing information/responses to (name of the Purchaser) regarding our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ month _____ 2025

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:



6.6. Form of Contract Agreement

THIS AGREEMENT made on the ____ day of _____ 2025 between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called “the Service Provider”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain services, viz., *[brief description of services]* and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring Agency’s Notification of Award.
 - (g) Contract agreement
 - (h) Complete Bid document
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/Work Plan/ Deputation Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Service Provider)



Section-VII: General Conditions of Contract

1. Definitions

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

- (a) “The Contract” means the agreement entered into between the Procuring Agency and the Service Provider, 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 Service Provider 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 Service Provider is required to supply to the Procuring Agency under the Contract.
- (d) “The Services” means those services Procurement of Security Guard Services for RUDA Area and other such obligations of the Service Provider covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Agency” means the organization purchasing the Services, as named in SCC.
- (h) “The Procuring Agency’s country” is the country named in SCC.
- (i) “The Service Provider” means the Bidder or firm supplying the 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. Standards

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

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

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

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

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

5. Performance Guarantee

5.1. Within seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

5.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the



Service Provider's failure to complete its obligations under the Contract.

6. Incidental material

6.1. The Service Provider may be required to provide any of the incidental material if any.

7. Payment

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

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

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

8. Prices

8.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments.

9. Change Orders

9.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.

9.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this



clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 20% of the contract cost.

10. Contract Amendments

10.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

11. Assignment

11.1. The Service Provider shall not assign the whole of contract to anybody else.

12. Delays in the Service Provider's Performance

12.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency.

12.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

12.3. Except as provided under GCC Clause 13, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

13. Liquidated Damages

13.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its



other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 14.

14. Termination for Default

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

- (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 12;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract.

14.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 14.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

15. Force Majeure

15.1. Notwithstanding the provisions of GCC Clauses 12, 13, and 14, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the



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

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

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

16. Termination for Insolvency

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



- 17. Termination for Convenience** 17.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.
- 18. Resolution of Disputes** 18.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 18.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC.
- 19. Applicable Law** 19.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
- 20. Taxes and Duties** 20.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.
- 21. Change in minimum wage rate** 21.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
- 22. Extension in Contract period** Initially the contract will be for one (1) year. However, the same would be extended by the Competent Authority, on the satisfactory



performance by the contractor for further period on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency, and the contractor has no right to claim further extension as a matter of right in the contract.



Section VIII: Special Conditions of Contract

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

1. Definitions (GCC Clause 1)

- iii. GCC 1.1 (g)—The Procuring Agency is: Ravi Urban Development Authority (RUDA)
- iv. GCC 1.1 (h)—The Procuring Agency's country is: Pakistan

2. Performance Guarantee (GCC Clause 6)

GCC 5.1—As per Regulation 45 of RUDA Procurement Regulations 2022 (Amended), the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: **10% of the Contract price.**

3. Payment (GCC Clause 7)

GCC 7.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

- a. Payment shall be made within 30 days upon satisfactory performance.

4. Payment for Services provided:

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

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.

6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

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 Procuring Agency may proceed for the termination of contract along-with other remedies available under RUDA Procurement Regulations 2022 (Amended)



7. Resolution of Disputes (GCC Clause 20)

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

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

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be:

English

9. Applicable Law (GCC Clause 22)

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

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency’s address for notice purposes:

Service Provider’s address for notice purposes: _____